

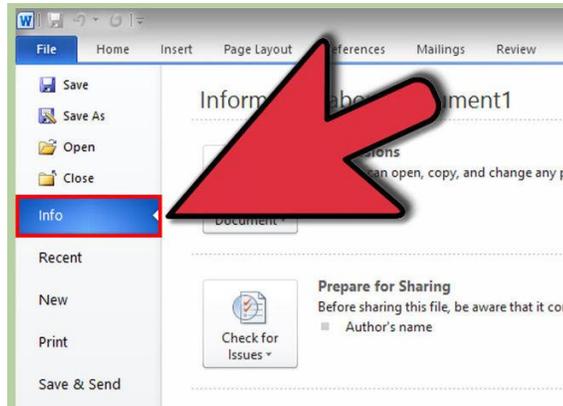
Steps to Protect a Microsoft Word Document with Password

Word 2010

Step 1.

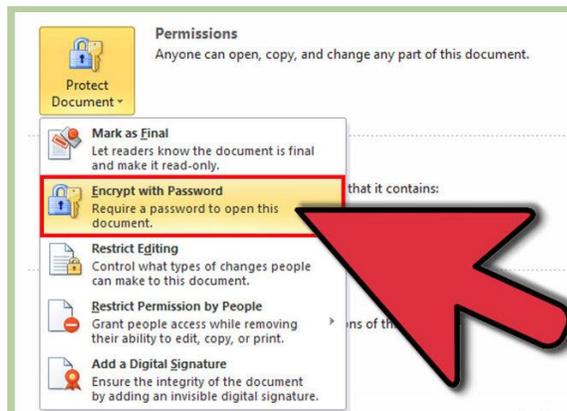
Click the "File" in the upper-left corner.

If the Info tab doesn't automatically open, click the Info tab.



Step 2

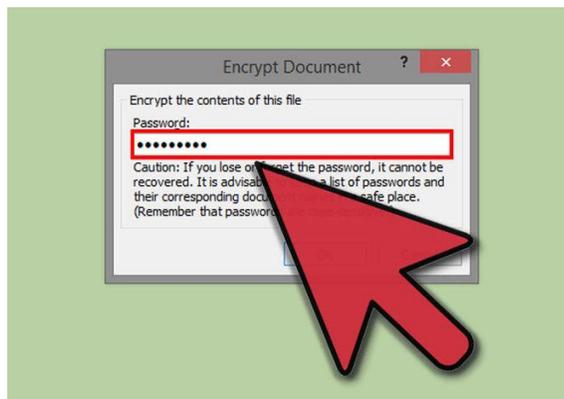
Click **Protect Document**. This square button is located under the 'Information about' section. Click 'Encrypt with Password' in the menu that appears



Step 3

Enter a password.

You will be asked to enter the password again to confirm it. You will not be able to retrieve this password if you forget it, so write it down in a safe location.



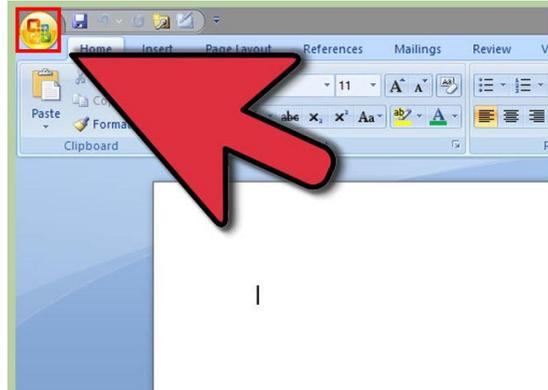
In order for the password to take effect, you must save the file.

Word 2007

Step 1

Click the Microsoft Office Button.

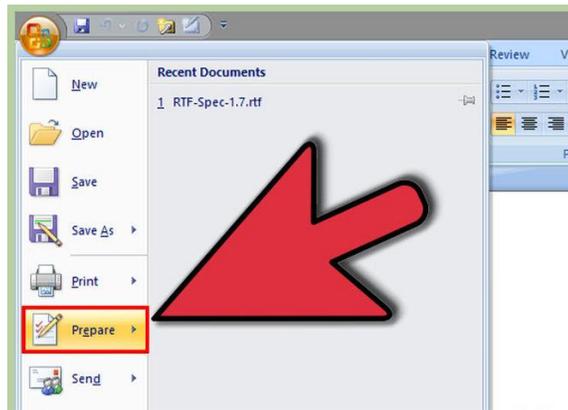
This is the round button that is located in the top-left corner of the window. Clicking this button will open a menu that will allow you to save your document or start a new one.



Step 2

Hover your mouse over Prepare.

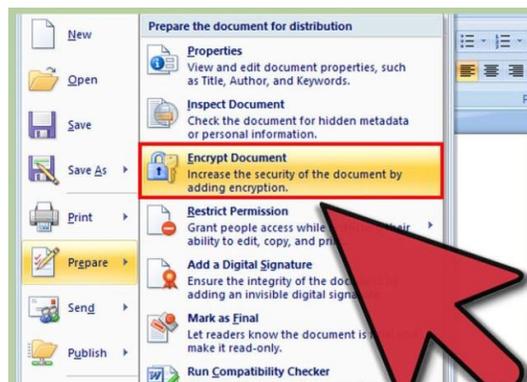
This option is located between Print and Send. A new menu will appear.



Step 3

Click “Encrypt Document”

A small box will appear where you can enter the password that you would like. You will be asked to enter the password twice to confirm it. You will not be able to retrieve this password if you forget it, so write it down in a safe location.



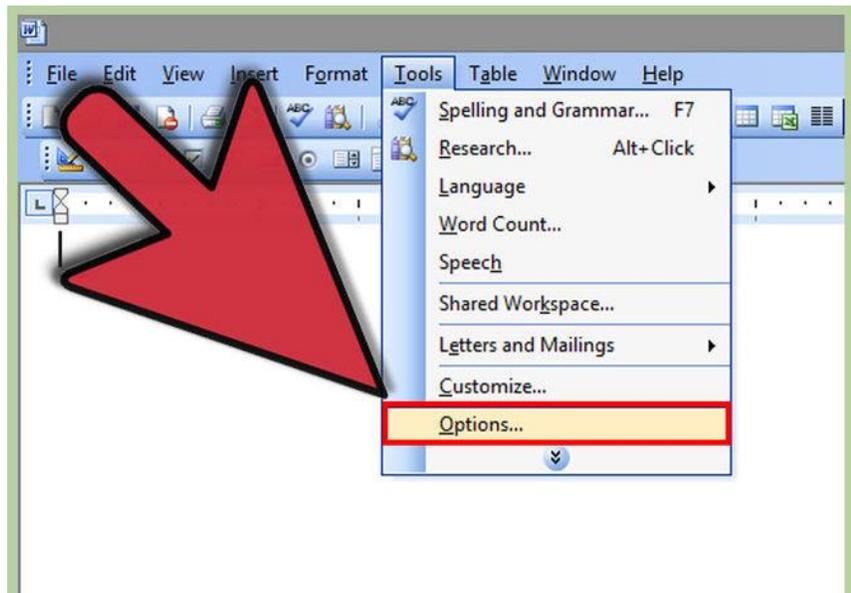
In order for the password to take effect, you must save the file.

Word 2003

Step 1

Click the Tools menu.

Click Options and a new window will open. Click on the Security tab.

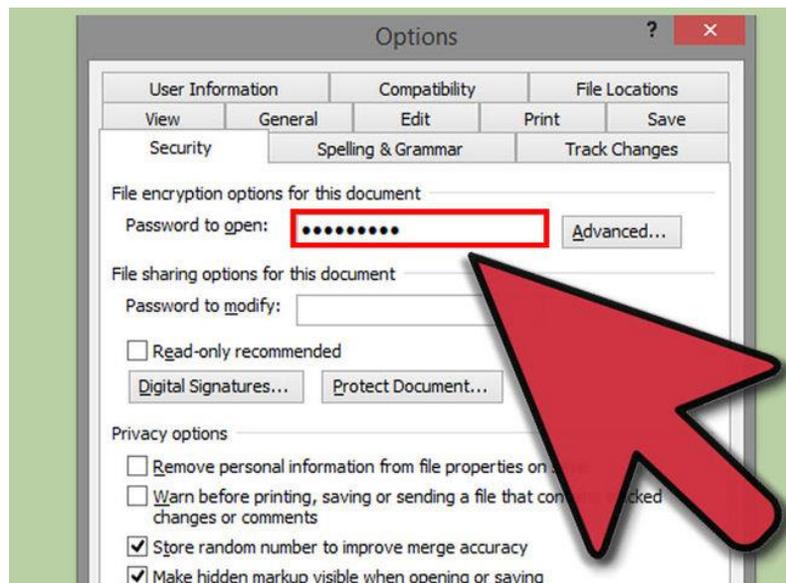


Step 2

Create a password.

In the Security tab, enter your new password in the 'Password to open' field. Press OK to save the password. You will not be able to retrieve this password if you forget it, so write it down in a safe location.

You will be asked to confirm the password after pressing OK



- In order for the password to take effect, you must save the file.

Warning : Don't forget the password