

To Password Protect a Microsoft File

You can help prevent unauthorized users from opening a document or from modifying a document even if they have permission to open it.

Caution



When you create a password for a document, write down the password and keep it in a secure place. If you lose the password, you can't open or gain access to the password-protected document.


Word doesn't encrypt the data that is hidden in a document. Given sufficient time and knowledge, a user can modify data in any document that he or she has access to. To help prevent modification of data, and to help protect confidential information, limit access to any Word documents that contain such information by storing documents in locations available only to authorized users.

This is one time that you might not want the name of your document to be obvious. A document named "household finances" draws attention! Think of a name that you will remember but would not inform others :)

1. Open the document that you want to help protect.
2. On the **Word** menu, click **Preferences**.

In other Microsoft applications, go that application's main menu title (Excel, PowerPoint), then click on Preferences.

3. Under **Personal Settings**, click **Security** .
4. In the **Password to open** box, type a password, and then click **OK**.
5. In the **Confirm Password** dialog box, type the password again, and then click **OK**.
6. Click **Save** .

 **Tip** To remove a password, select all contents in the **Password to open** box, and then press DELETE.