
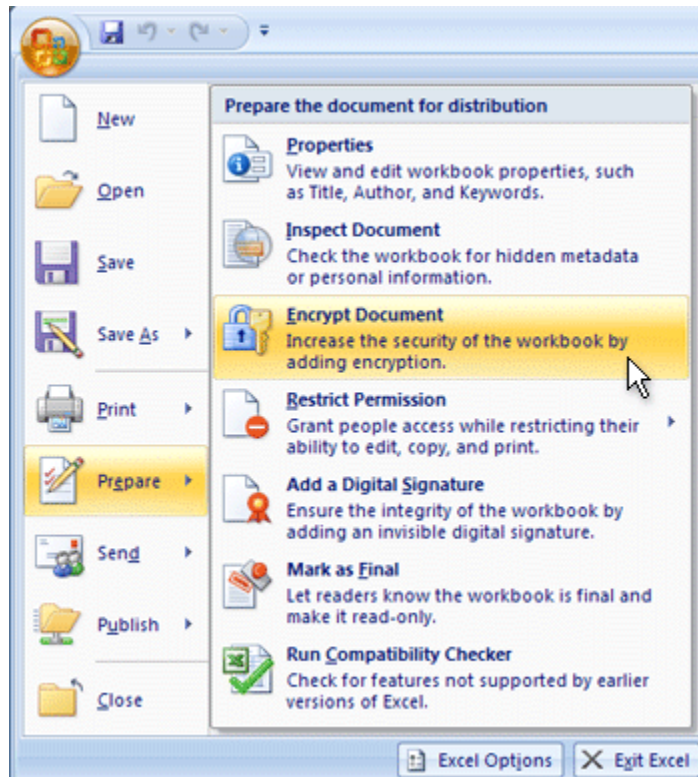


# Encrypt and set a password to open an Excel workbook

To encrypt your file and set a password to open it, do the following:

1. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.



2. In the **Password** box, type a password, and then click **OK**.


You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption.

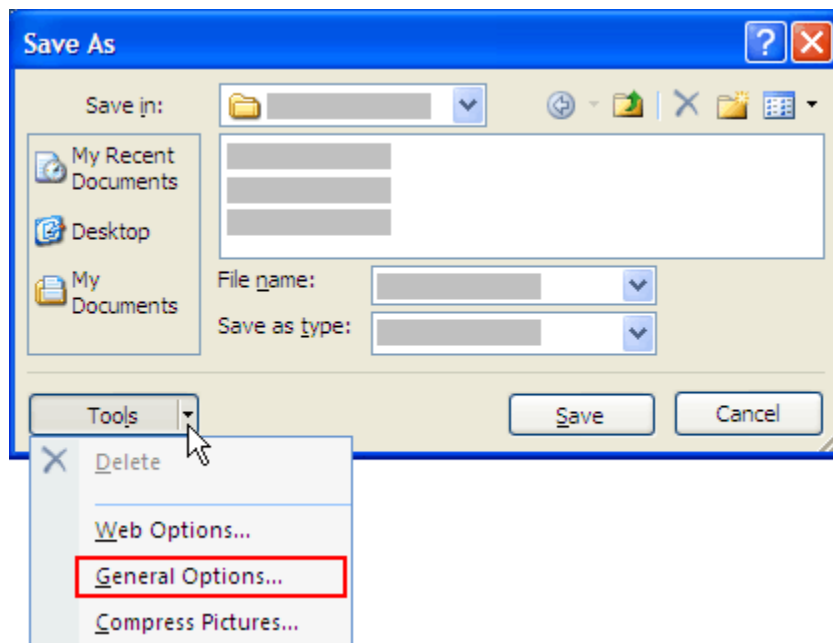
Encryption is a standard method used to help make your file more secure.

3. In the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.

## Set a password to modify a workbook

To allow only authorized reviewers to modify your content, do the following:

1. Click the **Microsoft Office Button** , and then click **Save As**.
2. Click **Tools**, and then click **General Options**.



3. Do one or both of the following:
  - If you want reviewers to enter a password before they can view the workbook, type a password in the **Password to open** box. By default, this feature uses advanced encryption and is the equivalent of using the **Encrypt Document** command described above in Encrypt and set a password to open a workbook.
  - If you want reviewers to enter a password before they can save changes to the workbook, type a password in the **Password to modify** box. This feature does not use any encryption method. It is designed so you can collaborate with content reviewers you trust. It is not designed to help make your file more secure.

**NOTE** **Both passwords** You can assign both passwords — one to access the file and one to provide specific reviewers with permission to modify its content. Make sure each password is different from the other.

4. If you don't want content reviewers to accidentally modify the file, select the **Read-only recommended** check box. When the reviewers open the file, they are asked if they want to open the file as read-only.
5. Click **OK**.
6. When prompted, retype your passwords to confirm them, and then click **OK**.
7. In the **Save As** dialog box, click **Save**.
8. If prompted, click **Yes** to replace the existing workbook.

**NOTE** Helping to secure an entire workbook with a password is separate from the workbook and worksheet protection that you can set on the **Review** tab in the **Changes** group.

**IMPORTANT:** If you decide to password protect a file be very careful when typing in the password. If you type the password in incorrectly when you first set it up or **if you forget the password once you've created it, there will be no way to access the document.**