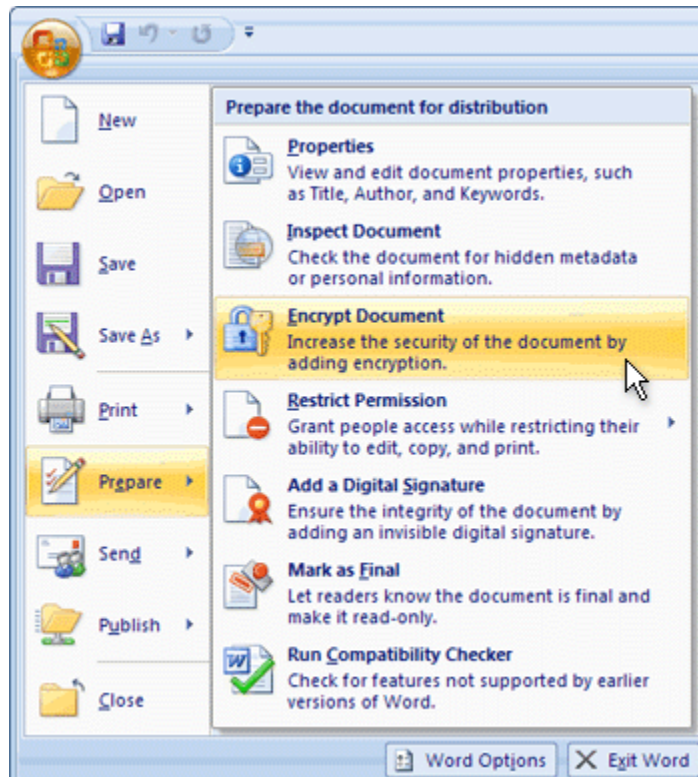


Encrypt and set a password to open a Word document

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 **Encrypt Document** dialog box, 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.

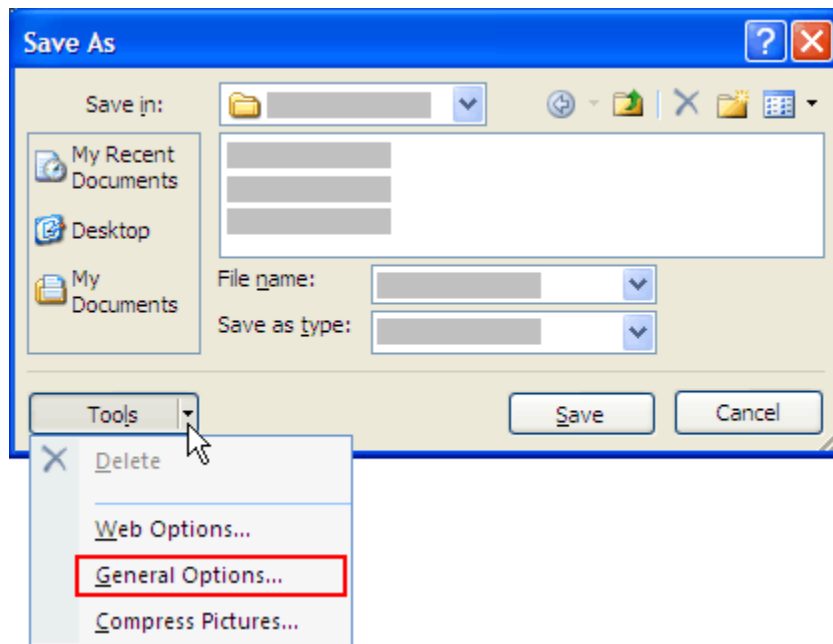
Encryption is a standard method used to help make your file more secure.

3. In the **Confirm Password** dialog box, 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 document

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 document, type a password in the **Password to open** box. By default, this feature uses advanced encryption, but unlike using the **Encrypt Document** command described above in Encrypt and set a password to open a document, it does not allow you to type up to 255 characters, only up to 15 characters.
 - If you want reviewers to enter a password before they can save changes to the document, 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 document.

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.**