
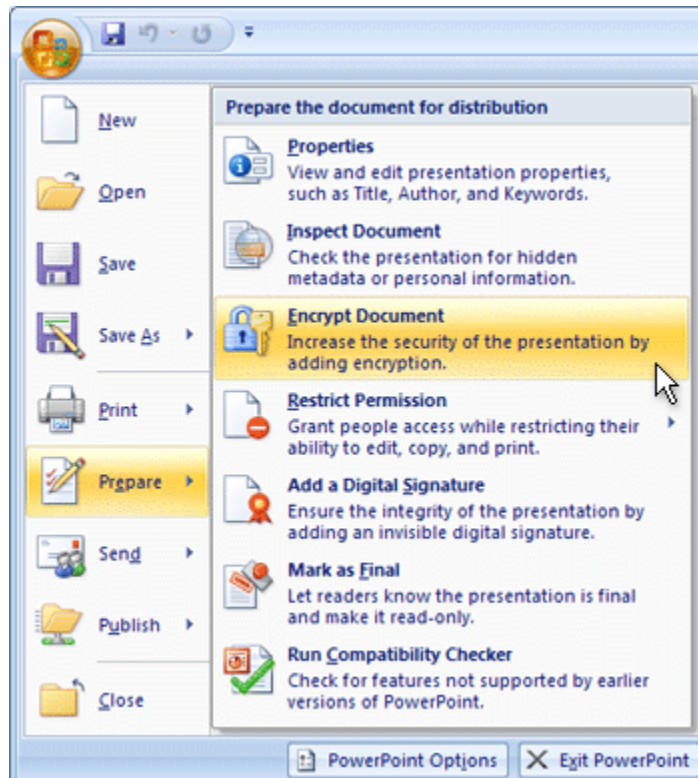


Encrypt and set a password to open a PowerPoint presentation

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.

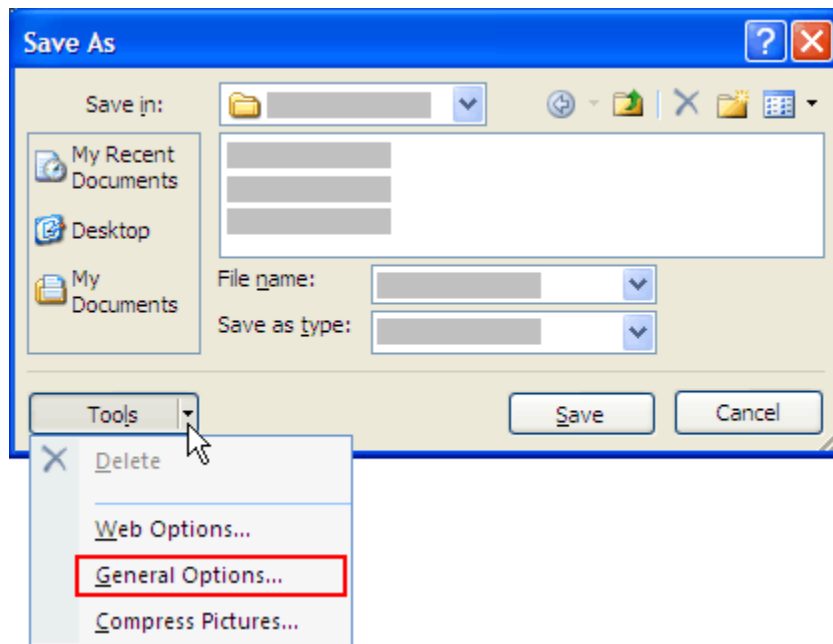
Encryption is a standard method used to help make your file more secure.

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 presentation

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 presentation, 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 presentation.
 - If you want reviewers to enter a password before they can save changes to the presentation, type a password in the **Password to modify** box. By default, this feature uses advanced encryption. Encryption is a standard method used to help make your file more secure.

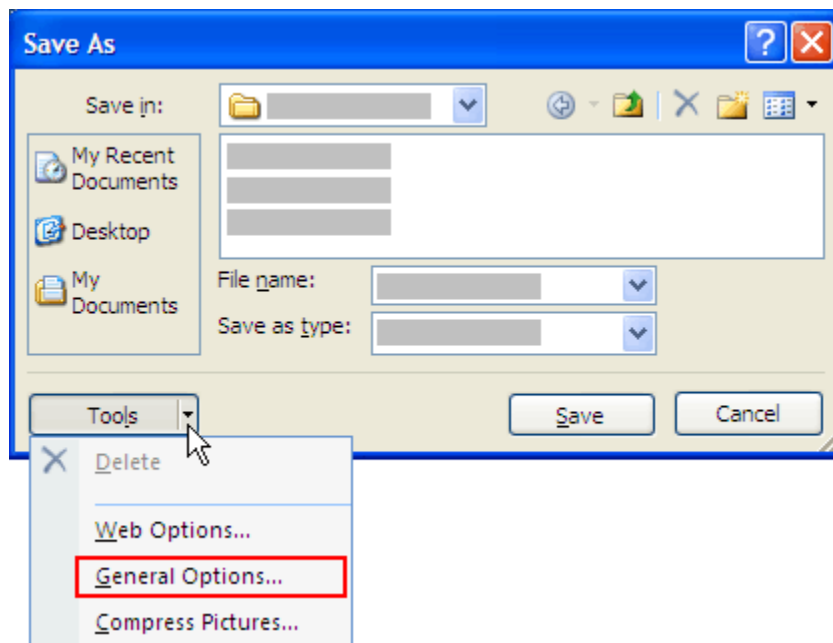
NOTE Both passwords You can assign both passwords — one to access the file and one to provide specific reviewers with permission to modify its content. Make sure each password is different from the other.

4. Click **OK**.

5. When prompted, retype your passwords to confirm them, and then click **OK**.
6. In the **Save As** dialog box, click **Save**.
7. If prompted, click **Yes** to replace the existing presentation.


Change a password

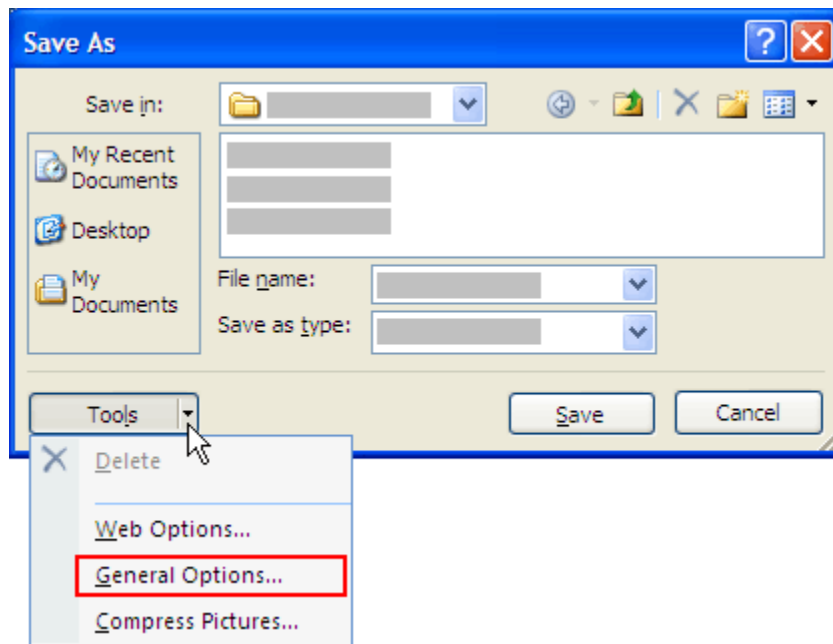
1. Do one or both of the following:
 - Open the file using your open password so that the file is opened as read/write.
 - Open the file using your modify password so that the file is opened as read/write.
2. Click the **Microsoft Office Button** , and then click **Save As**.
3. Click **Tools**, and then click **General Options**.



4. Select the existing password, and then type a new password.
5. Click **OK**.
6. When prompted, retype your password to confirm it, and then click **OK**.
7. Click **Save**.
8. If prompted, click **Yes** to replace the existing file.

Remove a password

1. Do one or both of the following:
 - Open the file using your open password so that the file is opened as read/write.
 - Open the file using your modify password so that the file is opened as read/write.
2. Click the **Microsoft Office Button** , and then click **Save As**.
3. Click **Tools**, and then click **General Options**.



4. Select the password, and then press DELETE.
5. Click **OK**.
6. Click **Save**.
7. If prompted, click **Yes** to replace the existing file.

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.**