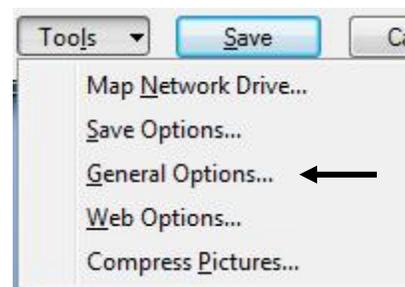
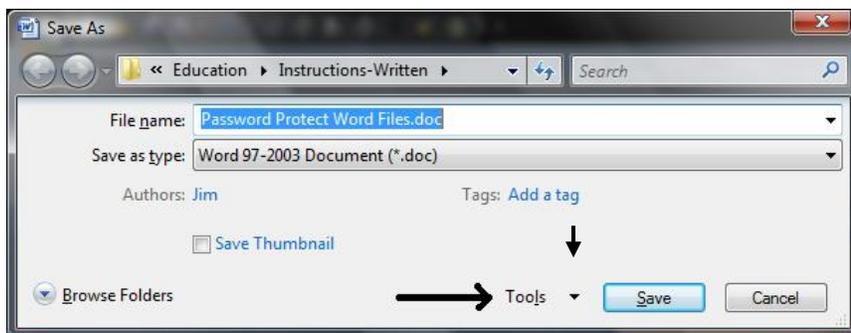


Password Protect Microsoft Word files

Sometimes you want to keep information available and on your computer, but you don't want it visible for everyone to see, such as passwords for logins, etc. Microsoft Word (not available with Works or WordPad) offers a way to password protect documents. To do so is quite simple:

For Word 2007 and 2010,:

1. Create your document (or an initial part of it) and choose "Save", either from the icon or the File menu. If your document has already been previously saved without a password, choose "Save As", but do not change the filename; it will be overwritten when you click OK to replace.
 - a. **For Word 2013 and later**, it wants to save your documents to the OneDrive (Internet).
 - b. If you want to save on your computer, first click on Computer, and then browse to the desired folder.
2. When the "Save As" dialog box appears, before you click Save, click on the drop-down arrow next to "Tools", and choose "**General Options**". When you do, a window displaying a box allowing the insertion of a password to "Open", and a second box allowing a password also (or either) to "Edit".

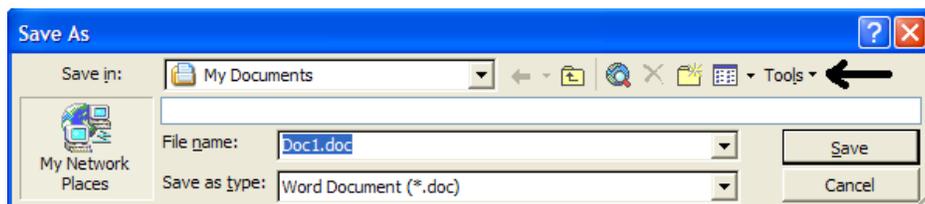


3. Insert your password and click "OK". I use a familiar and the same password to open all documents. Otherwise it will be too hard to remember.
4. Once you insert your password and click OK, a second box appears into which you must reinsert the password, in case you mistyped it the first time. Again click "OK".

Password Protect Microsoft Word files

For versions of Word prior to 2007 (2002 and 2003 as example):

1. Create your document (or an initial part of it) and choose "Save", either from the icon or the File menu. If your document has already been previously saved without a password, choose "Save As", but do not change the filename; it will be overwritten.
2. When the "Save As" dialog box appears, before you click Save, click on the drop-down arrow next to "Tools", and choose "**Security Options**". When you do, a window displaying a box allowing the insertion of a password to "Open", and a second box allowing a password also (or instead) to "Edit".



3. Insert your password and click "OK". I use a familiar and the same password to open all documents. Otherwise it will be too hard to remember.
4. Once you insert your password and click OK, a second box appears into which you must reinsert the password, in case you mistyped it the first time. Again click "OK".

