

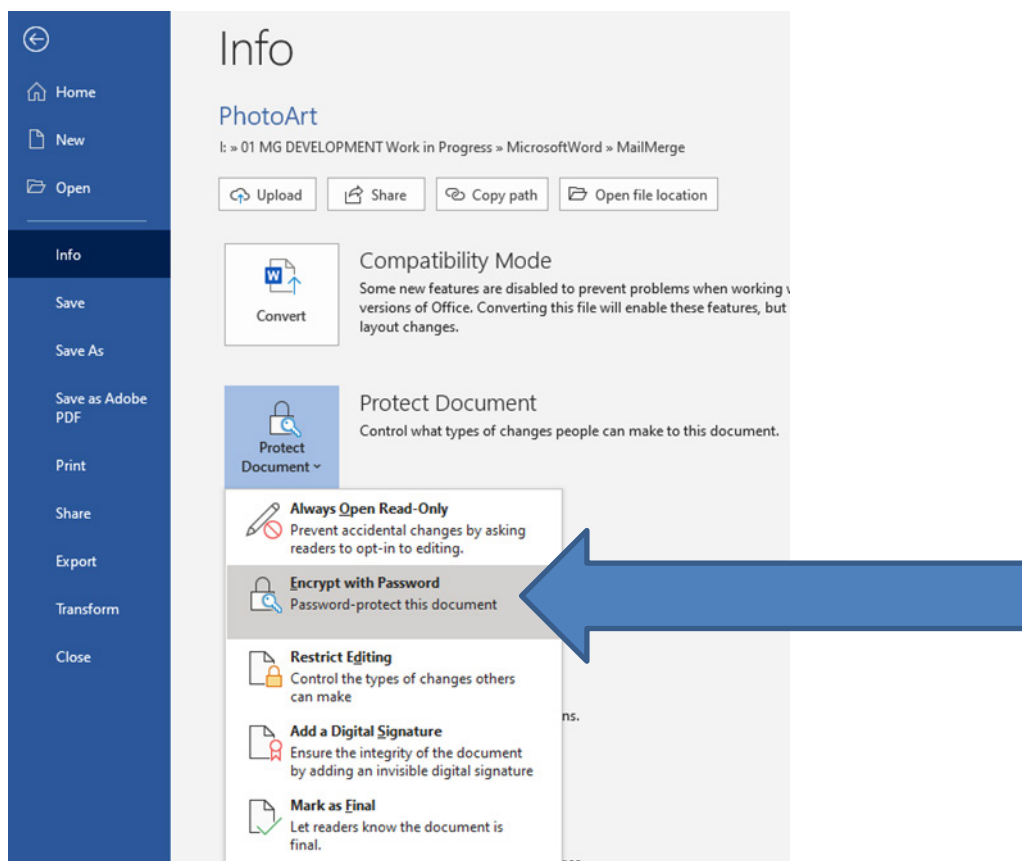
Microsoft Word Tutorial – Password Protection

Purpose of tutorial: To Encrypt with Password Protection – to add security measures to a Microsoft Word document, to restrict access to the file. Protect the file, making access restricted through instructions for a password being necessary.

Accessing the commands: File > Info > Information about (document name) with drop-down button named: “Protect Document” or other buttons for alternative permissions.

Encrypt with Password (unless other restrictions are required – see note below)

Screenshot:



Step by step process:

1. Save a back-up copy of the document
2. Password restrictions can now be placed upon the current file knowing there is a backup copy with no password protection
3. Click the File tab
4. Info within the list and notice the Protect Document button with a drop down

Microsoft Word Tutorial – Password Protection

5. Click the Protect Document drop down
6. Click on “Encrypt with Password” from the list
7. Type a password (notice security of asterisk) – take care to type correctly and remember
8. Click OK
9. To ensure there are no typos, the password must be typed once more – again, take care and ensure a memorable password is used
10. Click OK – notice within the File menu and the Information about Security section shows Protection applied
11. Save the file – protection details have now been saved with the file

NOTE: If the file is opened at a later stage and the password is not typed correctly or is not remembered ... the file will not allow access that has been restricted. It is a problem with files being shared with password protection when the password is forgotten – always ensure a backup copy of the file exists without any password protection ... unless it too requires protection, in which case, the password MUST be remembered.

It is possible within Microsoft Word to restrict access / restrict editing to a document in various ways. To access this:

1. Click the Review ribbon tab
2. Locate the Protect grouping
3. Click the Restrict Editing button
4. Using the Task Pane for “Restrict Formatting and Editing” check relevant boxes and instructions as required, with either the whole document, parts thereof, formatting and indeed restricting individual people to the use of the Word document.