

KEEPING DATA SECURE - PASSWORD PROTECTING FILES

1. MS WORD

With MS Word and the document open:

- Click the File menu > select the Info tab > select the Protect Document button.
- **Click Encrypt with Password.** Enter your password then click OK.
- **BEWARE:** IF YOU CAN'T REMEMBER THE PASSWORD, YOU WILL NOT BE ABLE TO OPEN THE DOCUMENT.

2. MS EXCEL

With MS Excel and document open:

- Select File > Info.
- Select the Protect Workbook box
- Choose Encrypt with Password.
- Enter a password in the Password box
- select OK.
- Confirm the password in the Re-enter Password box, and then select OK.
- **BEWARE:** IF YOU CAN'T REMEMBER THE PASSWORD, YOU WILL NOT BE ABLE TO OPEN THE DOCUMENT.

3. PDF

- Open the PDF document
- Choose Tools
- Select Protect
- Select Encrypt > Encrypt with Password.
 - If you receive a prompt, click Yes to change the security. Select Require a Password to Open the Document, then type the password in the corresponding field.
- **BEWARE:** IF YOU CAN'T REMEMBER THE PASSWORD, YOU WILL NOT BE ABLE TO OPEN THE DOCUMENT.

Passwords can be securely stored in Password Management software which encrypts the data