

Encrypting a Word file (MSWord 2010)





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Macro Security ...

Encrypting a Word file (MSWord 2007)

 Click the Microsoft Office Button at the top left of the page



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Anange by: Folder •

- Save a copy of the document New Word Document in. Save the document in the default file Open format. Word Template Save the document as a template that can Save be used to format future documents. Word 97-2003 Document W Save As Save a copy of the document that is fully compatible with Word 97-2003.
- 2. Select 'Save As'

 A 'Save As' window will pop up. Select 'Tools' (in the lower right corner), then scroll down to select 'General Options'

Tools * Save Cancel Hide Folders Man Network Drive Save Options General Options... Web Options... Compress Pictures X 8 **General Options** General Options File encryption options for this document Password to open: File sharing options for this document Password to modify: Read-only recommended Protect Document... Macro security

Adjust the security level for opening files that might

contain macro viruses and specify the names of

 In the 'General Options' window, enter your five-digit PIN number as the password for opening and modifying the document

Note: Remember your password There is no password retrieval option

No password = No access



Encrypting an Excel file (MSExcel 2010)





Encrypting an Excel file (MSExcel 2007)

1. Click the Microsoft Office Button

Encrypt Document

Password:

......

Encrypt the contents of this file



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Cancel

Open		as nice, Author, and Keywords.	
<u>Save</u>	٢	Inspect Document Check the document for hidden metadata or personal information.	
Save As	•	Encrypt Document Increase the security of the document by adding encryption.	
Print	•	<u>Restrict Permission</u> Grant people access while restricting their ability to edit, copy, and print.	•
Pr <u>e</u> pare	<u> </u>	Add a Digital Signature Ensure the integrity of the document by adding an invisible digital signature.	
Sen <u>d</u>	1	Mark as Final	
Publish	· 📈	make it read-only. Run Compatibility Checker	
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Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

 Point to 'Prepare' and Click 'Encrypt Document'

 In the Encrypt Document dialog box, type your five-digit PIN number. This is your password

Note: You can type up to 255 characters

Reenter password to	proceed.
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OK

 Confirm the password by reentering the five-digit PIN

Note: Remember your password There is no password retrieval option

No password = No access

5. To save the password, save the file