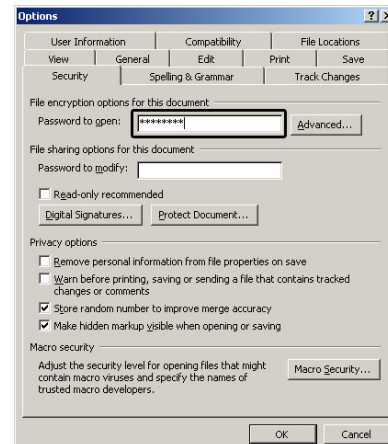
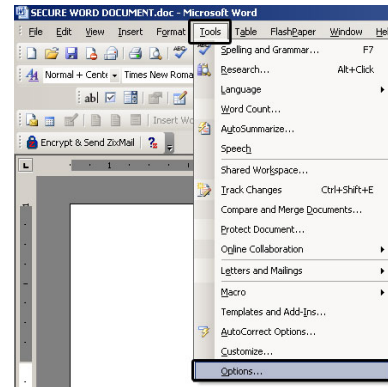


# Password-Protecting Microsoft Word and Excel Documents

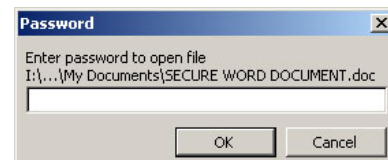
There are many ways to transfer electronic documents securely. The steps outlined in this article detail the easiest and least expensive (and consequently, less secure) ways of protecting your documents. NASBP does not recommend using the following methods to send sensitive information. There are applications created by hackers to decrypt these passwords. Use these methods at your own discretion. All screenshots are from Microsoft Word 2003 and may appear different depending on your version.

## Microsoft Word

1. Open the document you wish to protect.
2. At the top of your screen, click **Tools > Options**.
3. Click the **Security** tab.
4. The very first line will read **File encryption options for this document**, followed by **Password to open**. Enter your desired password in the box, then click **OK** at the bottom of the screen.
5. A smaller box will appear asking you to confirm the password. Retype the password then click **OK**.



Your Microsoft Word document is now password-protected. Only individuals who you distribute the password to will be able to open the document. Whenever someone attempts to open the file, Word will first ask them to type the password you selected. For more information, visit the Microsoft Office support web site.



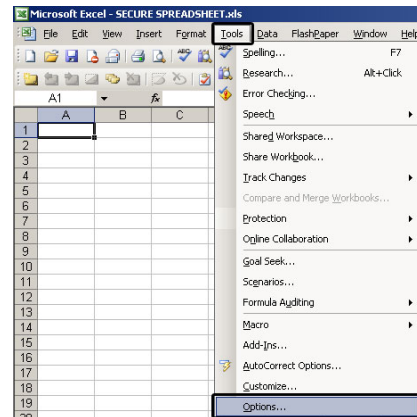
## Additional Support

Microsoft Word Support Web Site - <http://office.microsoft.com/en-us/word/default.aspx>  
Office 2007 Instructions - <http://office.microsoft.com/en-us/word/HA10148331033.aspx>  
Strong Passwords – <http://www.microsoft.com/protect/yourself/password/create.msp>

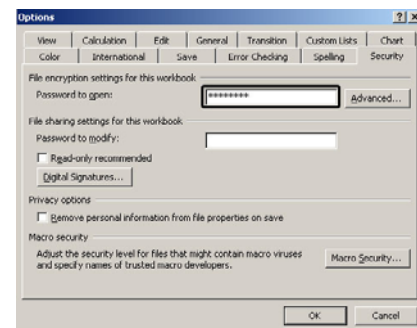
## Microsoft Excel

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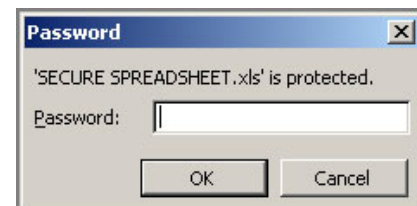
1. Open the document you wish to protect.
2. At the top of your screen, click **Tools > Options**.



3. Click the **Security** tab.
4. The very first line will read **File encryption settings for this workbook**, followed by **Password to open**. Enter your desired password in the box, then click **OK** at the bottom of the screen.
5. A smaller box will appear asking you to confirm the password. Retype the password then click **OK**.



Your Microsoft Excel spreadsheet is now password-protected. Only individuals who you distribute the password to will be able to open the spreadsheet. Whenever someone attempts to open the file, Excel will first ask them to type the password you selected. For more information, visit the Microsoft Office support web site.



## Additional Support

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Microsoft Excel Support Web Site - <http://office.microsoft.com/en-us/excel/>  
Office 2007 Instructions - <http://office.microsoft.com/en-us/excel/HA101483331033.aspx>  
Strong Passwords – <http://www.microsoft.com/protect/yourself/password/create.msp>