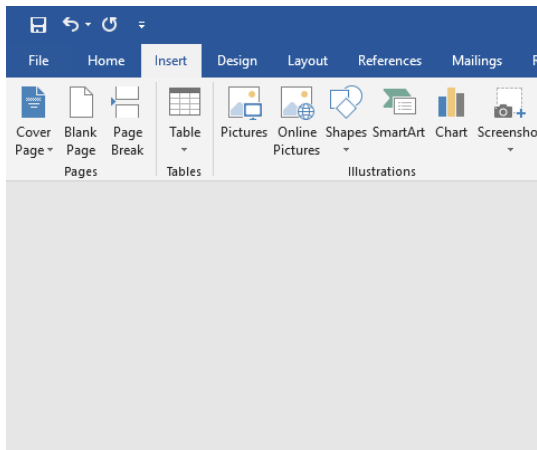


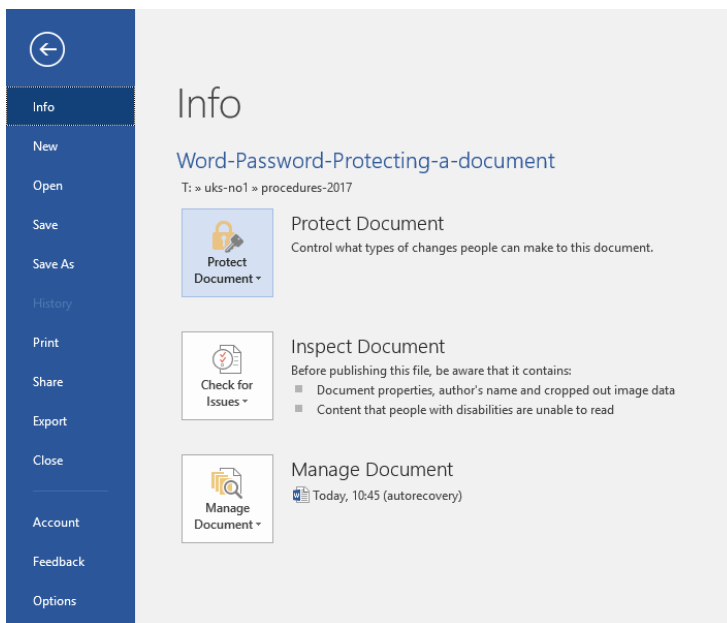
# Word – Password Protecting a document

## Actions

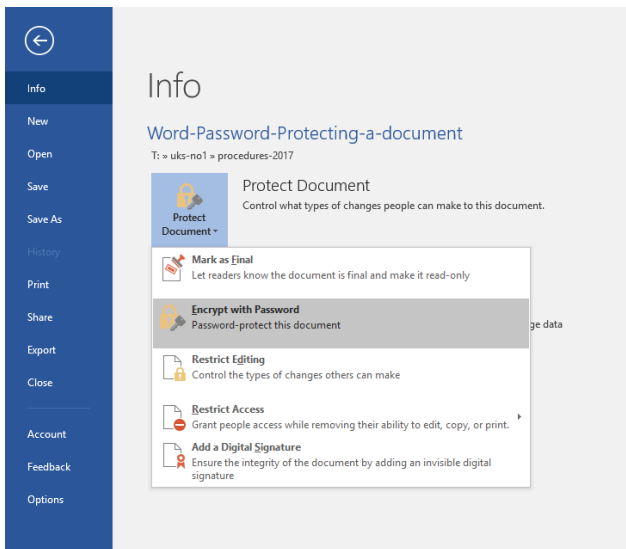
1. Open the document you want password protect
2. Click File which is located at the top left of the screen



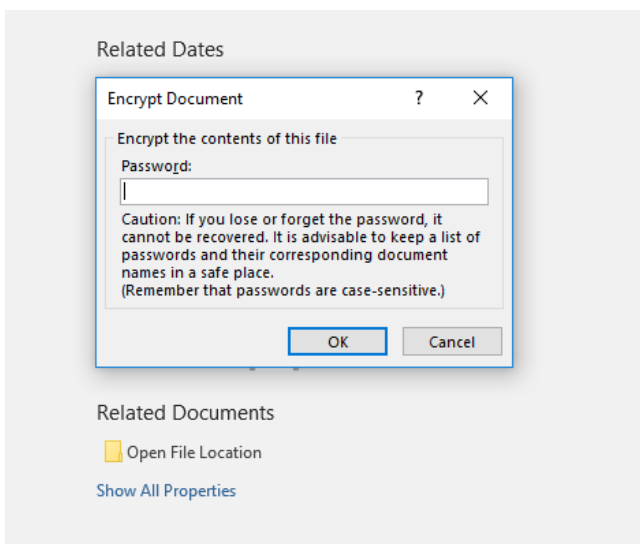
3. Click Protect document



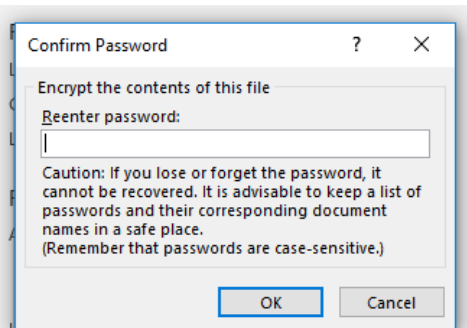
#### 4. Click Encrypt with Password



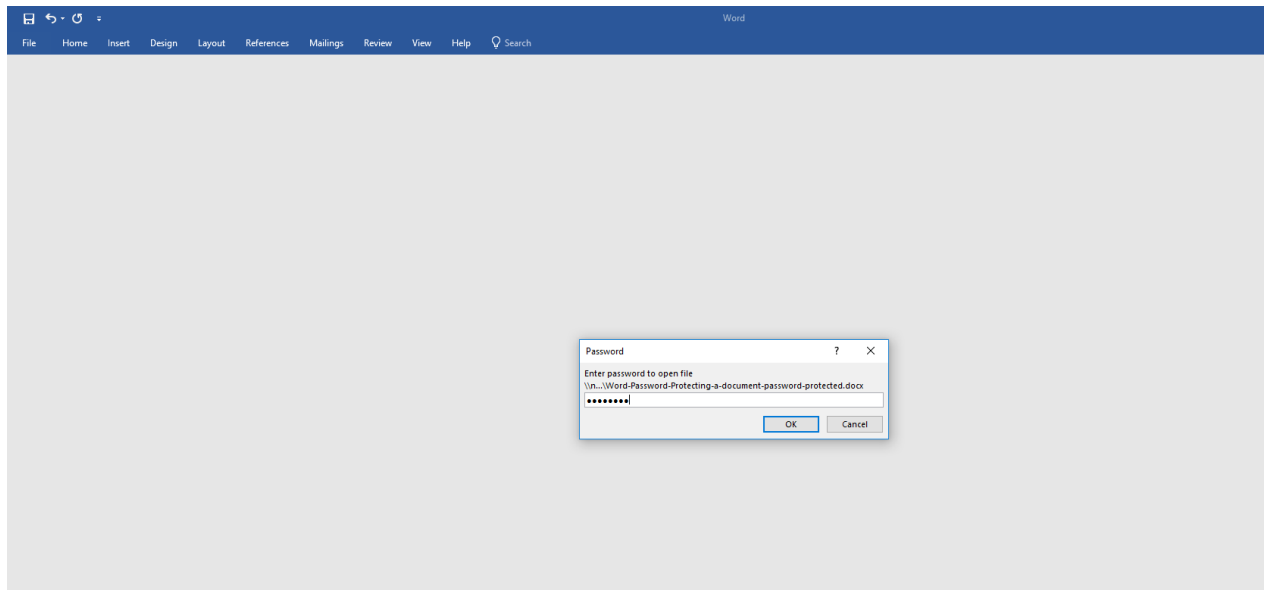
#### 5. Type in the password you want use and keep a note of it with a reference to the file



#### 6. Re-enter the password to confirm it



7. When opening the document, it will request the password. Type in the password and click Ok



8. Done