## **Office 2013 - Encrypting Files with Password Protection**

This article explains how to encrypt and add a password to files in Microsoft Office 2013. The process is consistent across the core Office suite (Word 2013, Excel 2013, PowerPoint 2013 etc.). The example uses Word 2013.



🛃 🔒 🍤 🗸 🕄 🕫			secretdoc - Word				- 🗆
FILE	HOME INSER	T DESIGN	PAGE LAYOUT	REFERENC	ES MAILING	S REVIEW	VIEW
Paste	Calibri (Body) B I U - at A - at A	v 11  v x ₂ x²  Aa v A <sup>*</sup> A <sup>*</sup>		€≣ <del>3</del> ≣ \$≣ - ¶	Styles Editing		
Clipboard 🗔	For	it G	Paragraph	E.	Styles 🖫		

## Top Secret Classified Info for your Eyes Only!

The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it!

The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it!



3. The Encrypt Document dialog window appears. Type in a strong password and then select **OK**.

Encrypt Document								
	Encrypt the contents of this file							
ļ	Passwo <u>r</u> d:							
	••••••							
	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.)							
	OK							

- 4. Confirm Password Ssword window and click OK Encrypt the contents of this file Reenter password: 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.)
- 5. The Info shows the new required permissions.



## **Removing a Password**

- 1. Repeat steps 1-2 of setting a password.
- 2. Select and highlight all contents in the Encrypt Document window, and press Delete.



3.



## Protect Document

rotected.

Control what types of changes people can make to this document.

Note: for shared documents; explore the **Restrict Editing** features under **Protect Document**.