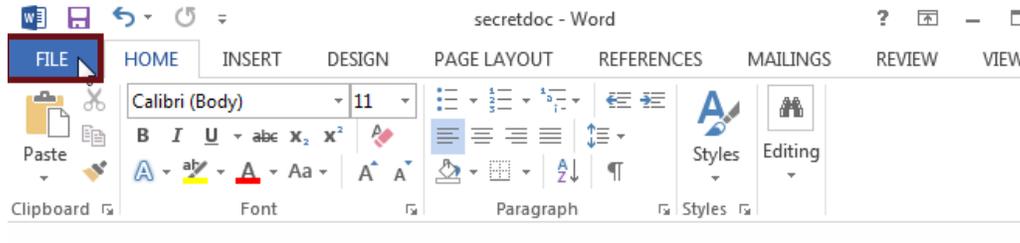


Office 2013 - Encrypting Files with Password Protection

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.

1. Click **File**

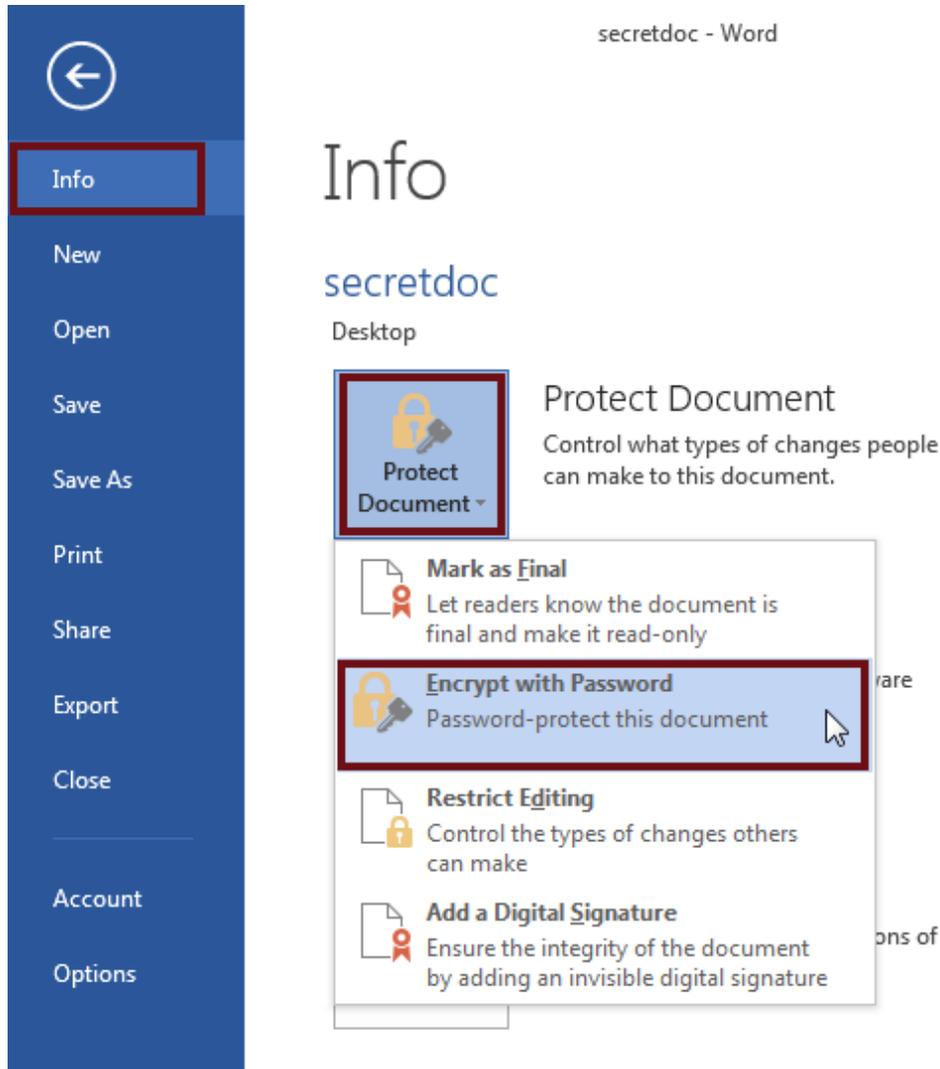


Top Secret Classified Info for your Eyes Only!

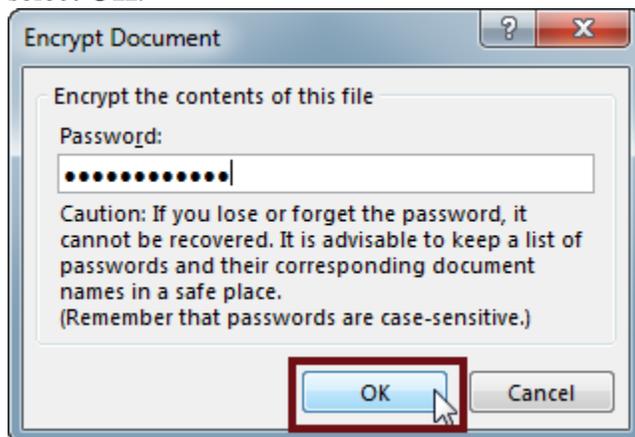
The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it! The contents of this document are top secret! Make sure to password-protect it!

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!

2.



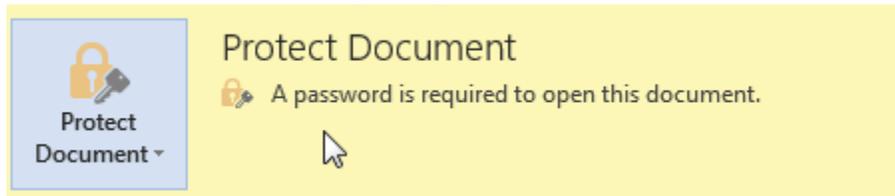
3. The Encrypt Document dialog window appears. Type in a strong password and then select **OK**.



4. Click **OK** in the Confirm Password window and click **OK**

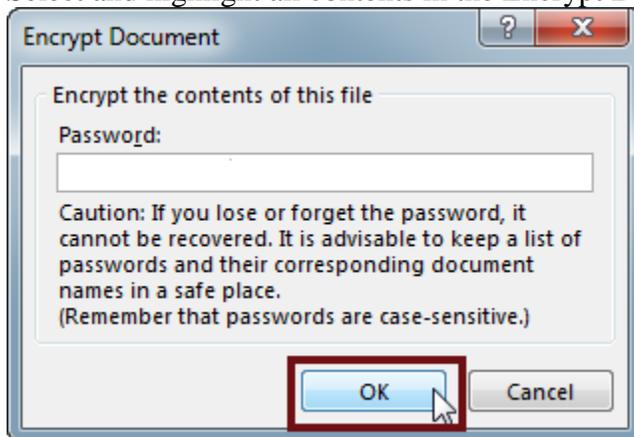


5. The Info shows the new required permissions.

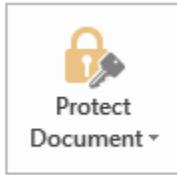


Removing a Password

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

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

rotected.

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