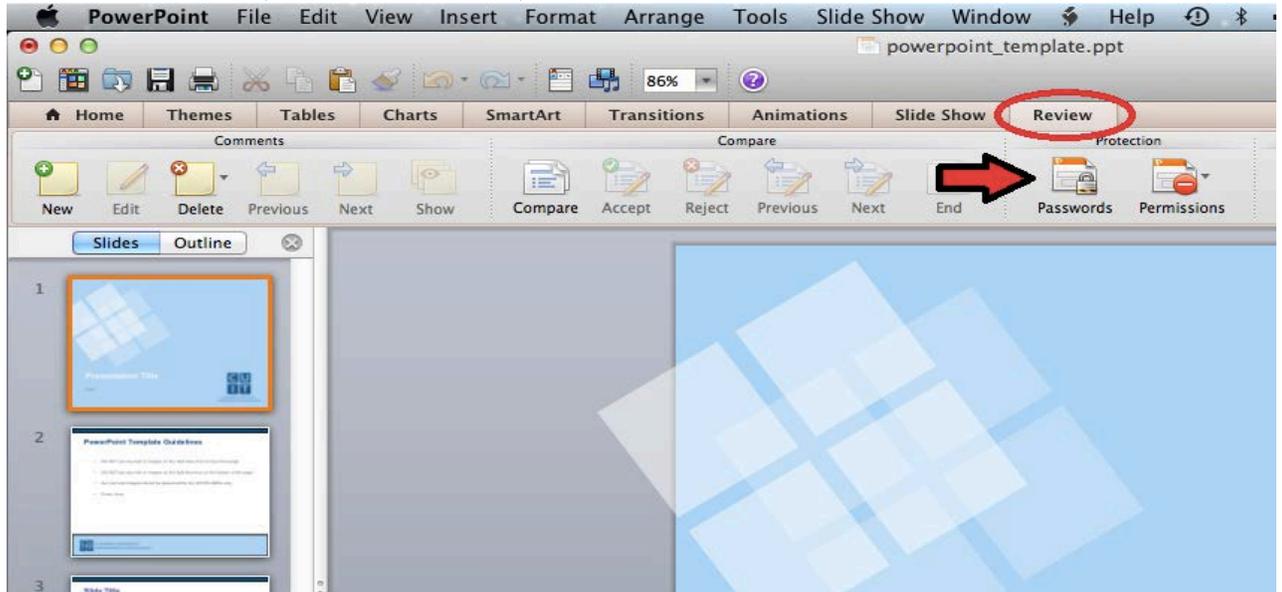
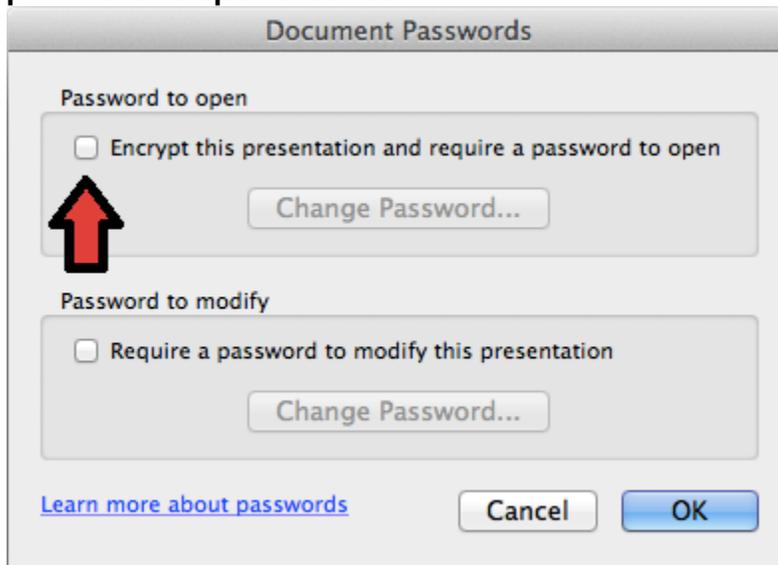


## Encrypting a PowerPoint for Mac 2011 File

1. Create a new presentation or open the presentation that you want to add a password to.
2. On the **Review** tab, under **Protection**, click **Passwords**.



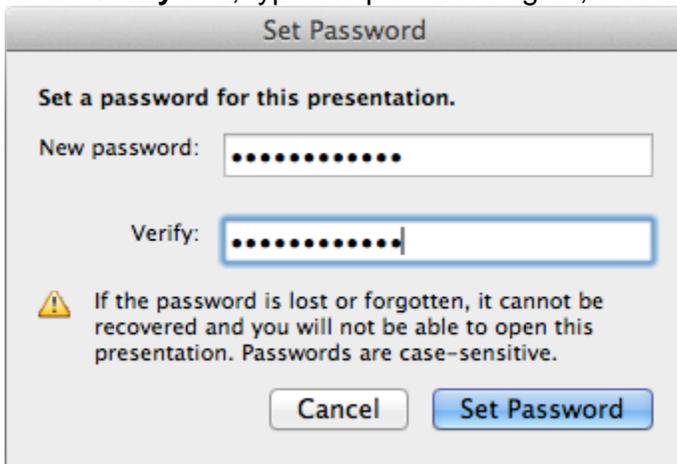
3. Under **Password to open**, select the **Encrypt this presentation and require a password to open** check box.



4. In the **New password** box, type a password.

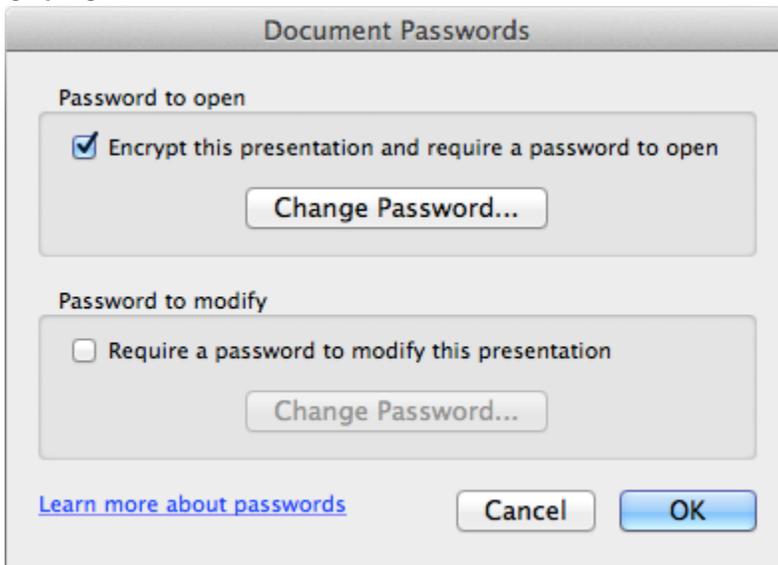
**Note** To create a strong password, use at least seven characters and include a combination of uppercase and lowercase letters, numbers, and nonalphanumeric characters such as !, \$, #, and %. Do not include your account name or other personal information.

5. In the **Verify** box, type the password again, and then click **Set Password**.



The dialog box is titled "Set Password". It contains the instruction "Set a password for this presentation." Below this, there are two text input fields. The first is labeled "New password:" and contains ten black dots. The second is labeled "Verify:" and also contains ten black dots. Below the fields is a warning icon (a yellow triangle with an exclamation mark) followed by the text: "If the password is lost or forgotten, it cannot be recovered and you will not be able to open this presentation. Passwords are case-sensitive." At the bottom of the dialog are two buttons: "Cancel" and "Set Password".

6. Click **OK**.



The dialog box is titled "Document Passwords". It has two main sections. The first section is "Password to open" and contains a checked checkbox with the text "Encrypt this presentation and require a password to open". Below this checkbox is a button labeled "Change Password...". The second section is "Password to modify" and contains an unchecked checkbox with the text "Require a password to modify this presentation". Below this checkbox is a button labeled "Change Password...". At the bottom left of the dialog is a blue hyperlink that says "Learn more about passwords". At the bottom right are two buttons: "Cancel" and "OK".

7. Click **Save** .