

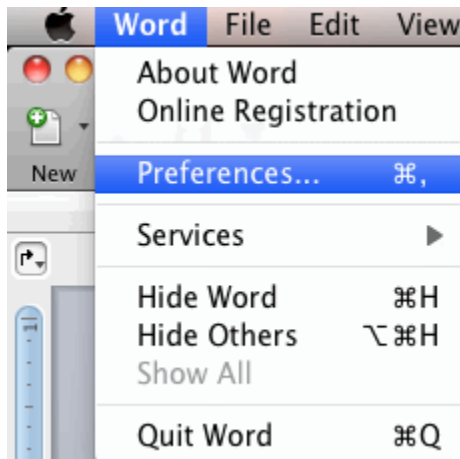
# Word (Mac) - How to password protect and encrypt a document

This document explains how to require a password to open a document which also encrypts the file.

**Caution:** If you lose or forget the password, it cannot be recovered. Encrypted data cannot be recovered without your password.

## Word 2011 and 2008

- 1) Open the document you want to protect.
- 2) On the Word menu, click Preferences.



- 3) Click Security.



4) In the Password to open box, type a password, then click OK. (Note: Password to modify, does not encrypt the document)



5) In the Confirm Password dialog box, type the password again, then click OK.



6) Click Save.