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.

enter password to proceed.
ution: If you lose or forget the password, it nnot be recovered. It is advisable to keep a list of sswords and their corresponding workbook and eet names in a safe place. (Remember that sswords are case-sensitive.)
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6) Click Save.