

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

This document explains how to encrypt a Word document.

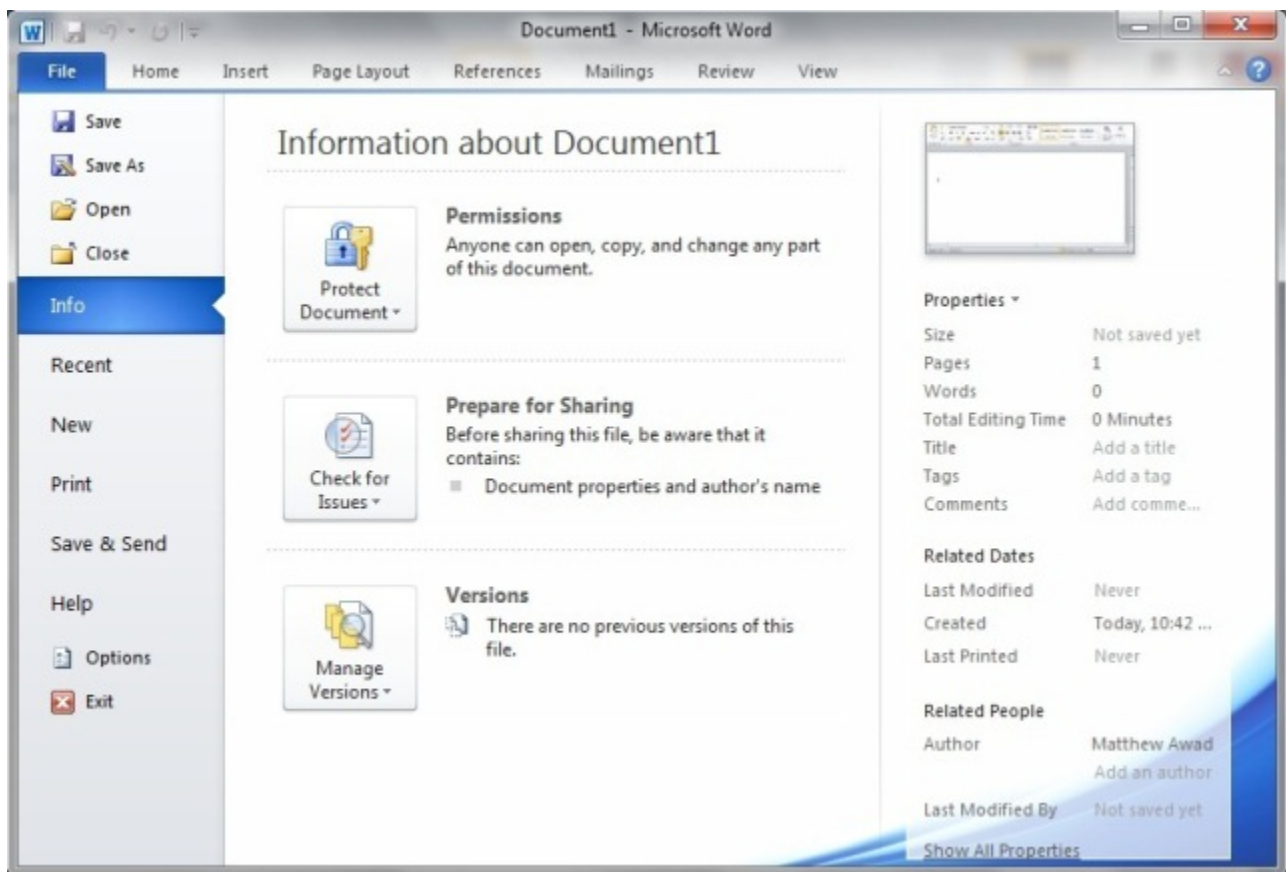
Caution: If you lose or forget the password, it cannot be recovered. Encrypted data cannot be recovered without your password.

[If you are using Word 2010](#)

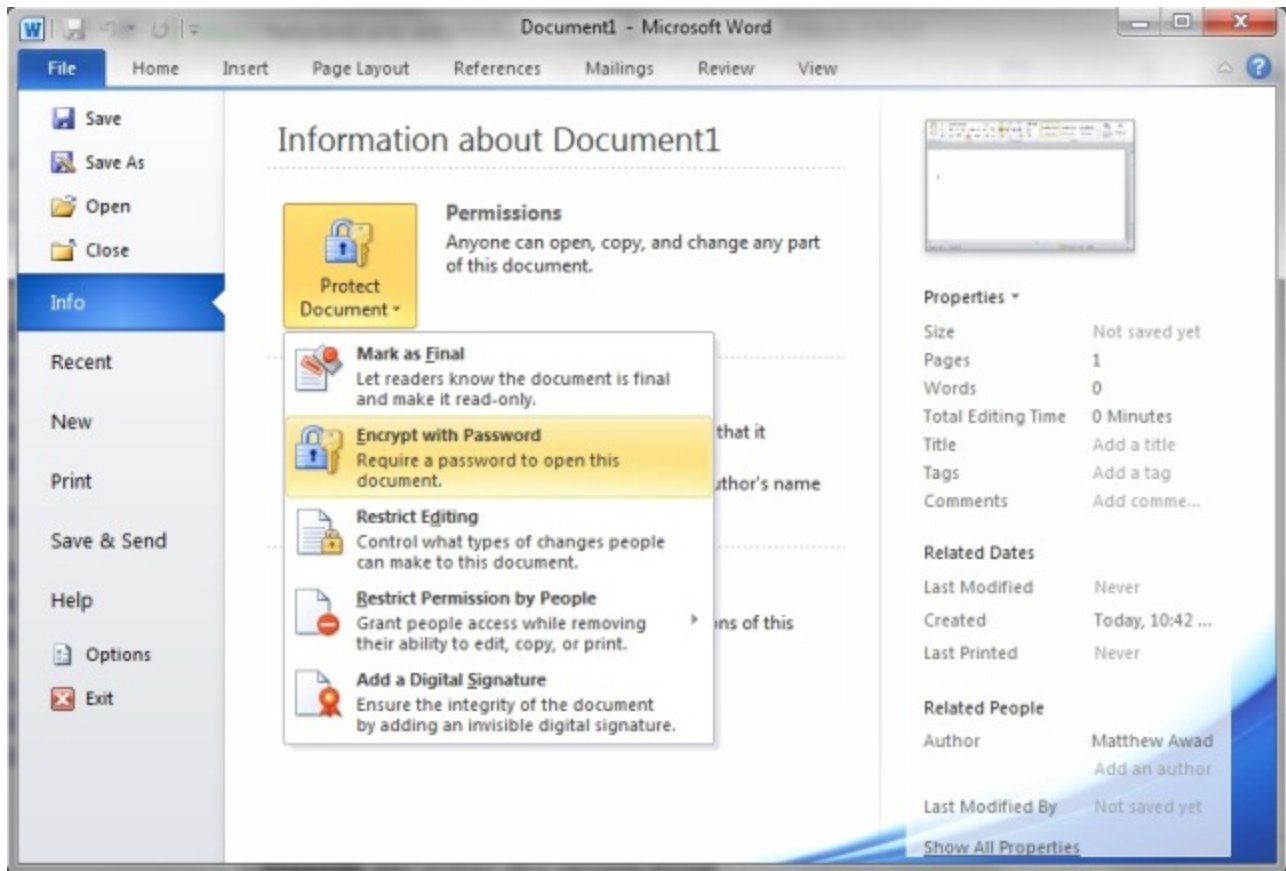
[If you are using Word 2007](#)

Word 2010

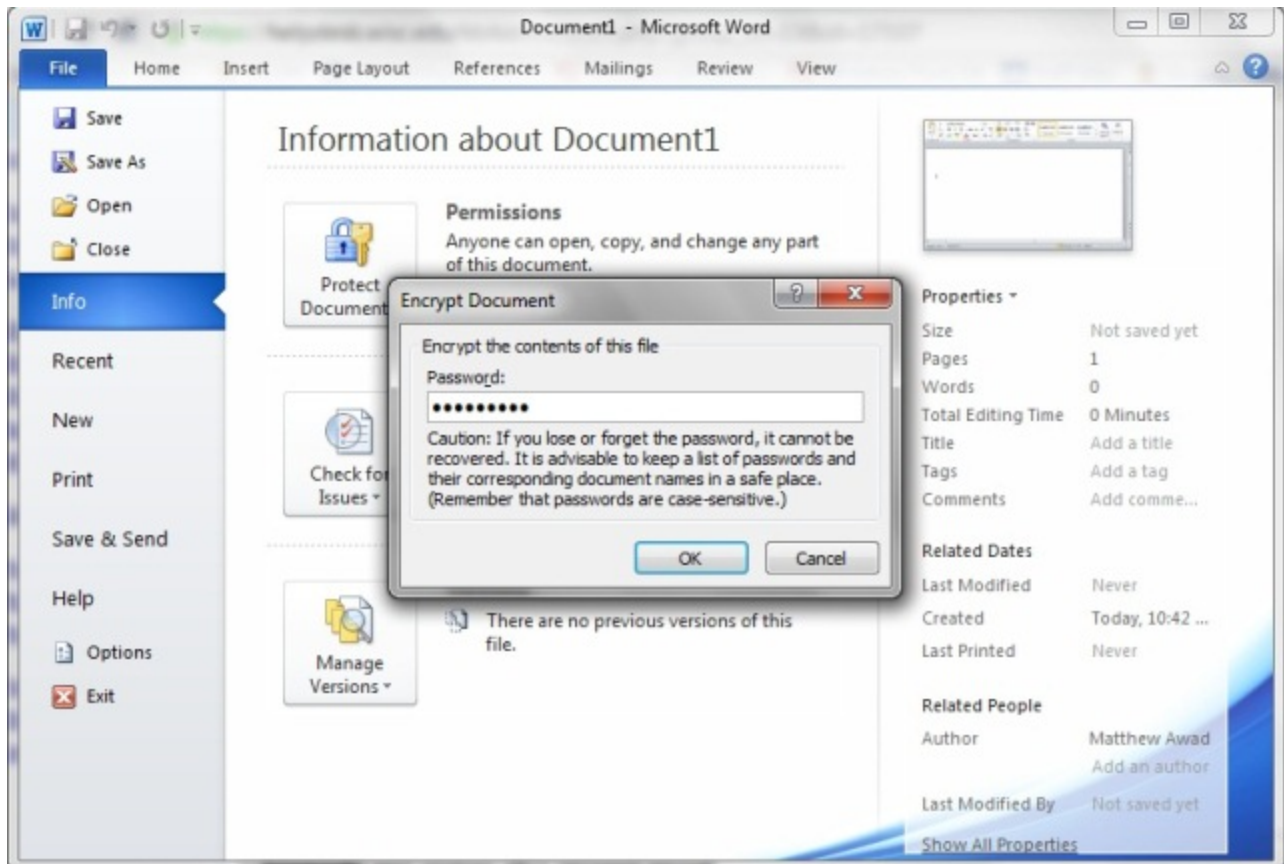
- 1) Open the document you want to protect.
- 2) Click the File tab.
- 3) Click Info.



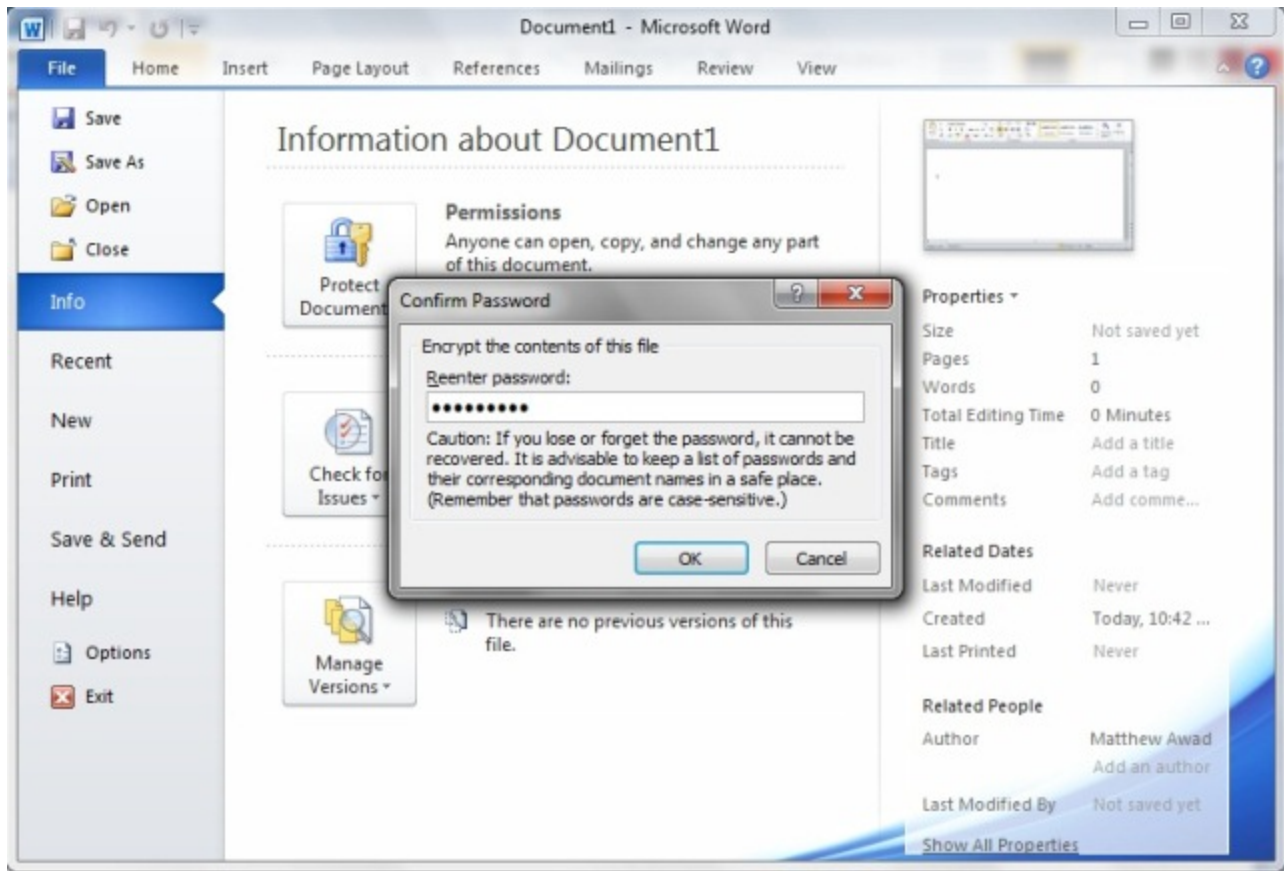
- 4) In the Permissions section, click Protect Document and select Encrypt with Password.



5) In the Password box, type a password, then click OK.



6) In the Reenter password box, type the password again, then click OK.

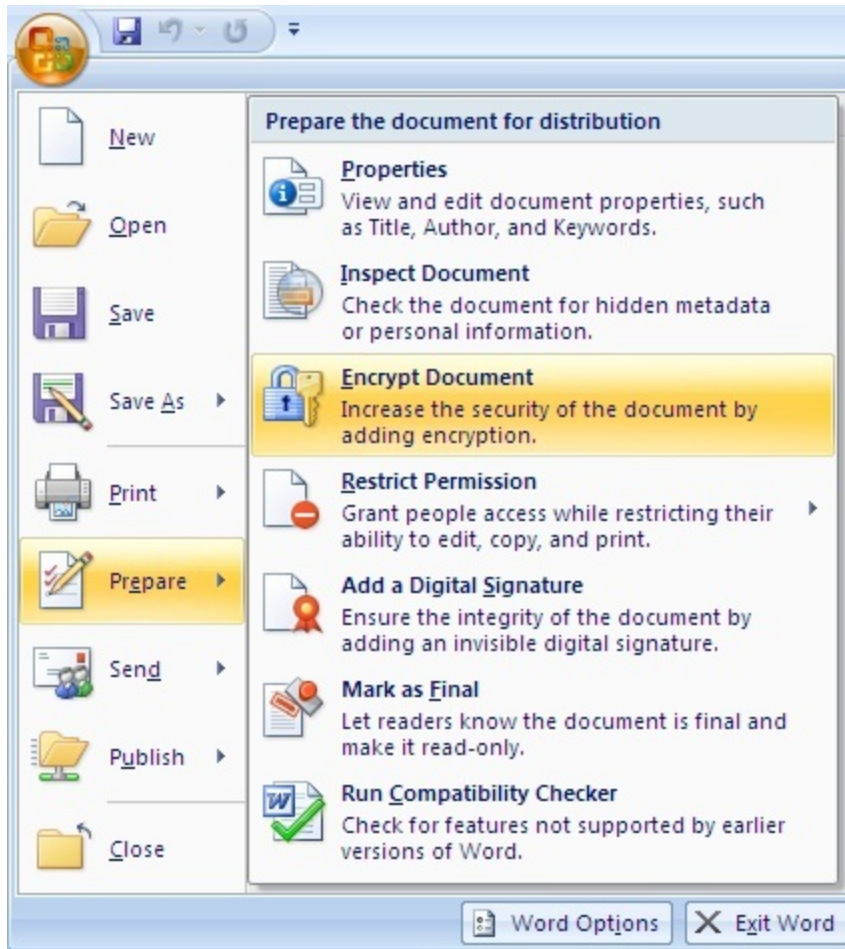


7) Click Save.

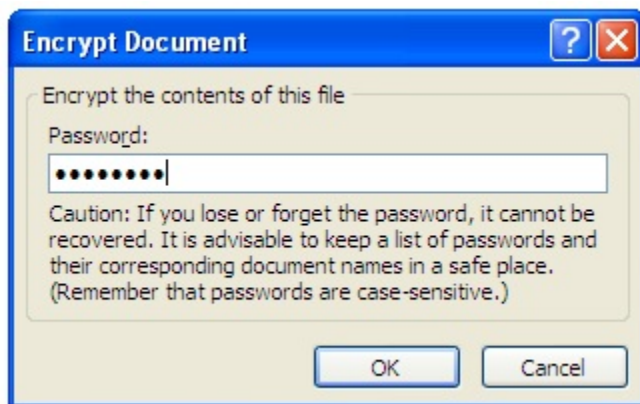
Word 2007

1) Open the document you want to protect.

2) Click the Microsoft Office Button, point to Prepare, then click Encrypt Document.



3) In the Password box, type a password, then click OK.



4) In the Reenter password box, type the password again, then click OK.



5) Click Save.