

Word for mac 2011

<http://office.microsoft.com/en-001/mac-word-help/password-protect-a-document-HA102928651.aspx> [full instructions]

You can help prevent unauthorized users from opening a document or from modifying a document even if they have permission to open it.

CAUTION When you create a password for a document, write down the password and keep it in a secure place. If you lose the password, you can't open or gain access to the password-protected document. in Excel for Mac and Word for Mac have a 15-character limit. You cannot open a workbook or document that has been password protected in the Windows-based version of Excel or Word if the password is longer than fifteen characters. If you want to open the file in Office for Mac, ask the Windows-based author to adjust the password length.

Word doesn't encrypt the data that is hidden in a document. Given sufficient time and knowledge, a user can modify data in any document that he or she has access to. To help prevent modification of data, and to help protect confidential information, limit access to any Word documents that contain such information by storing documents in locations available only to authorized users.

Do any of the following:

Require a password to open a document

1. Open the document that you want to help protect.
2. On the Word menu, click Preferences.
3. Under Personal Settings, click Security Security Preferences button.
4. In the Password to open box, type a password, and then click OK.
5. In the Confirm Password dialog box, type the password again, and then click OK.
6. Click Save Save button.

TIP To remove a password, select all contents in the Password to open box, and then press DELETE.

- 1) **For the older versions of Word (2000)** using .doc extension these are the instructions for password protecting your files. It is slightly more involved than for the newer versions of Word.

Click on the Save as option from the File menu.

Then click on the Tools button (top right hand corner of the box)

From there click on General Options

At the bottom of this box it says 'File sharing options for "Document1"' or whatever

In the Password to open: box insert your password.

You will then be asked to 'Reenter password to open'

Then just click on OK. Your document is now password protected!

Don't forget your password!

- 2) **These instructions works for WORD 2010 PC version.** If you have another version or are on a Mac it may work slightly different.

Password protect a document

You can protect a document by using a password to help prevent unauthorized access.

1. Click the File tab.
2. Click Info.
3. Click Protect Document, and then click Encrypt with Password.
4. In the Encrypt Document box, type a password, and then click OK.
5. In the Confirm Password box, type the password again, and then click OK.

NOTES

Passwords are case-sensitive. Make sure that the CAPS LOCK key is turned off when you enter a password for the first time.

If you lose or forget a password, Word cannot recover your data.

DISCLAIMER

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