

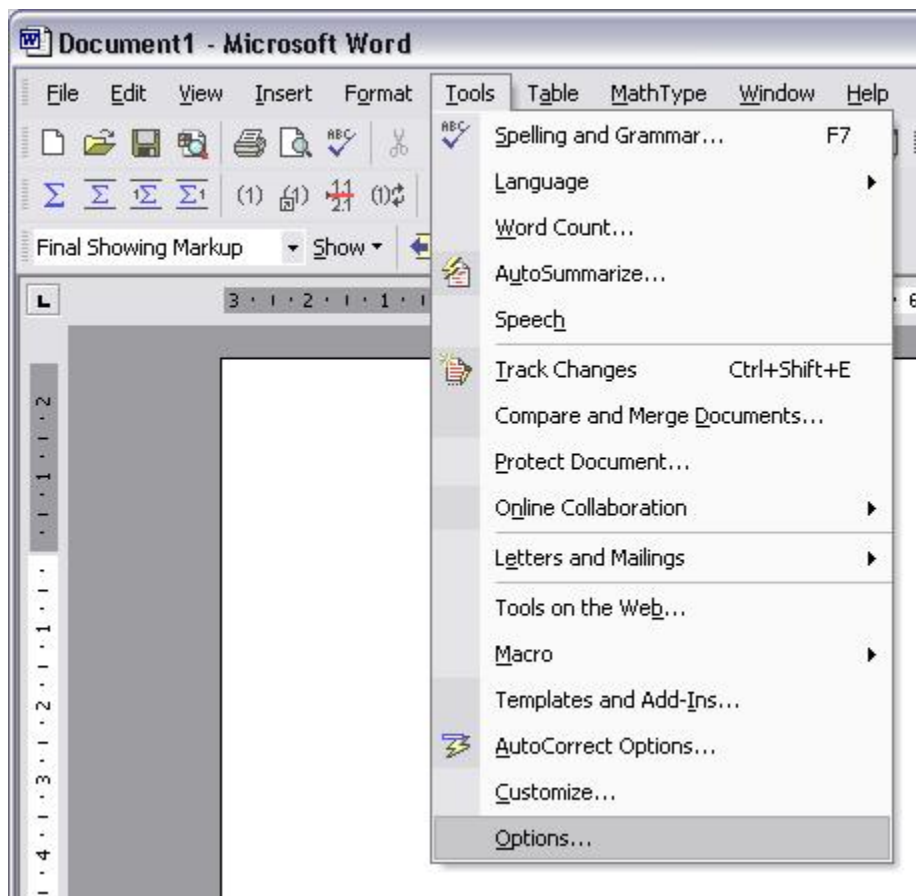
Microsoft Word and Microsoft Excel both have the ability to assist you in protecting your document's security. This "How Do I" document provides you with the steps necessary to protect your document from prying eyes.

Please remember that when password protecting a document, the person who is receiving the document must also have the password or they will not be able to view or modify it.

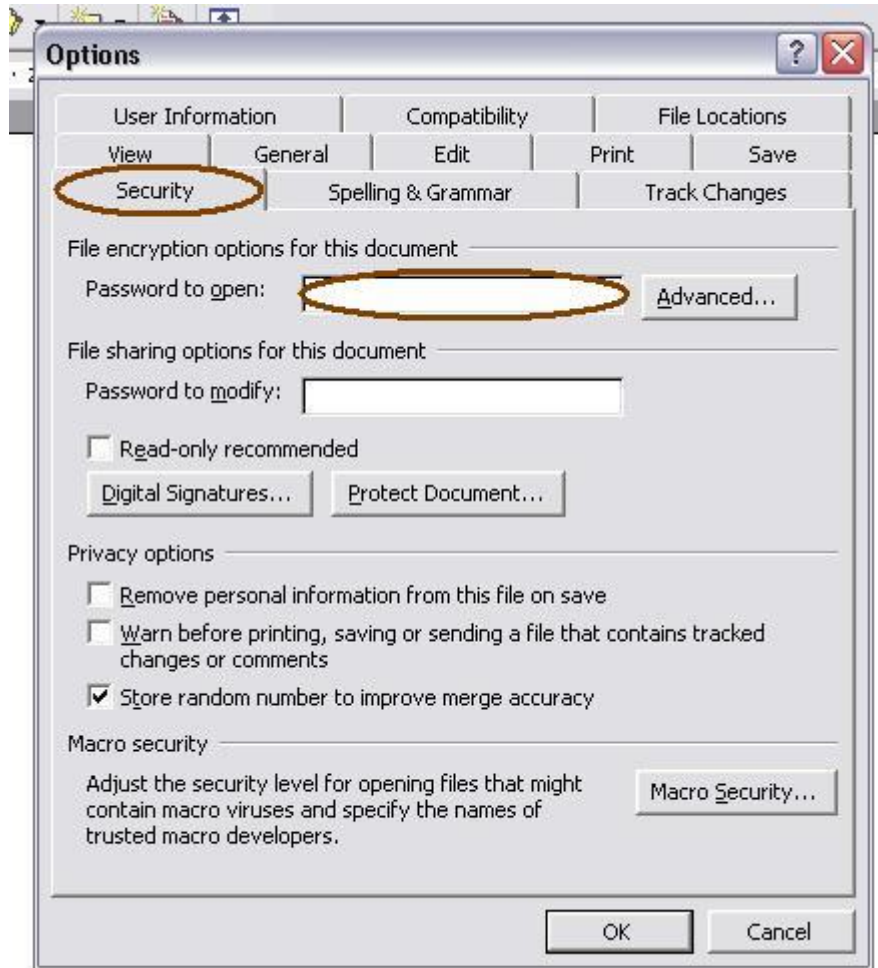
IMPORTANT: Do not include the password in the same email as the file you are sending. If the email is intercepted the person intercepting it will have both the document and the password, defeating the purpose of password protecting the document in the first place.

Microsoft Word Password Protection

Once you have completed your document there are only a few simple steps required to protect it. First left-click on the "Tools" menu and then select "Options" from the drop down menu.



On the "Options" screen that appears you must left-click on the 'Security' tab to display the window shown below.



Once you have clicked on the 'Security Tab' you must enter a password in the '**Password to Open:**' box. Doing this prevents anyone from being able to open the document without the password you assign.

Remember to use a unique password that will not be easy for someone else to figure out.

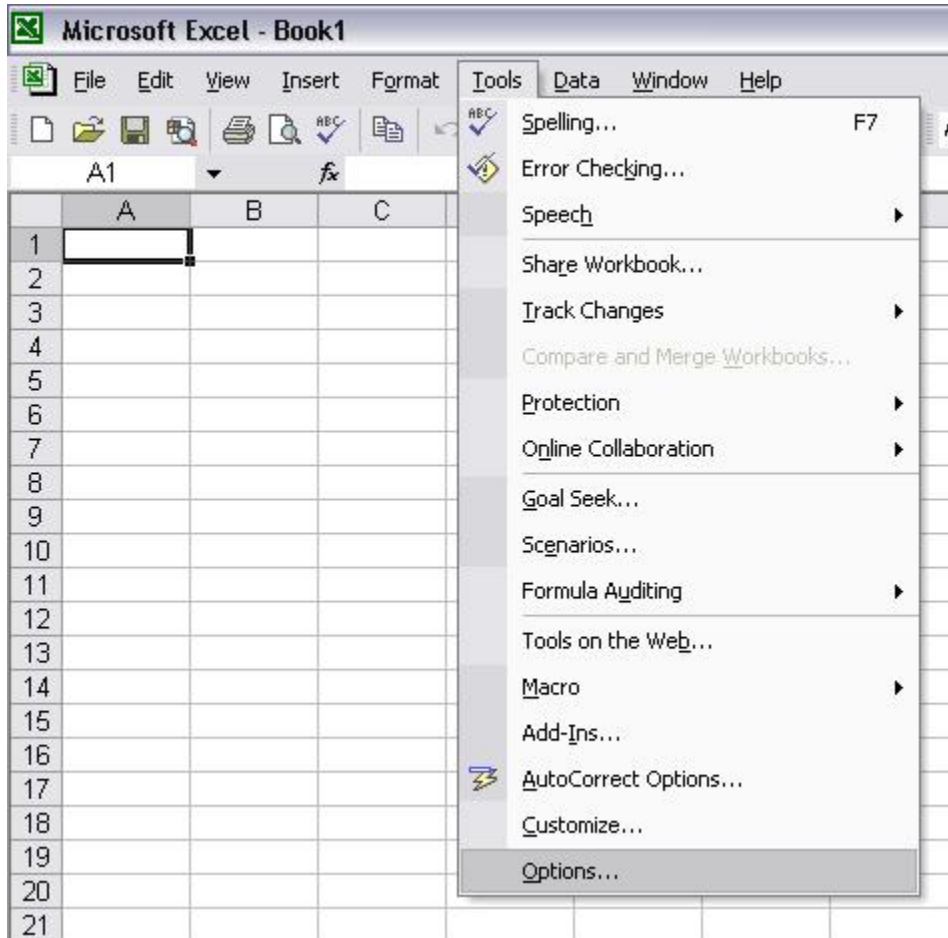
Click on OK once you have chosen a password. The window shown below will appear asking you to verify the password you entered.



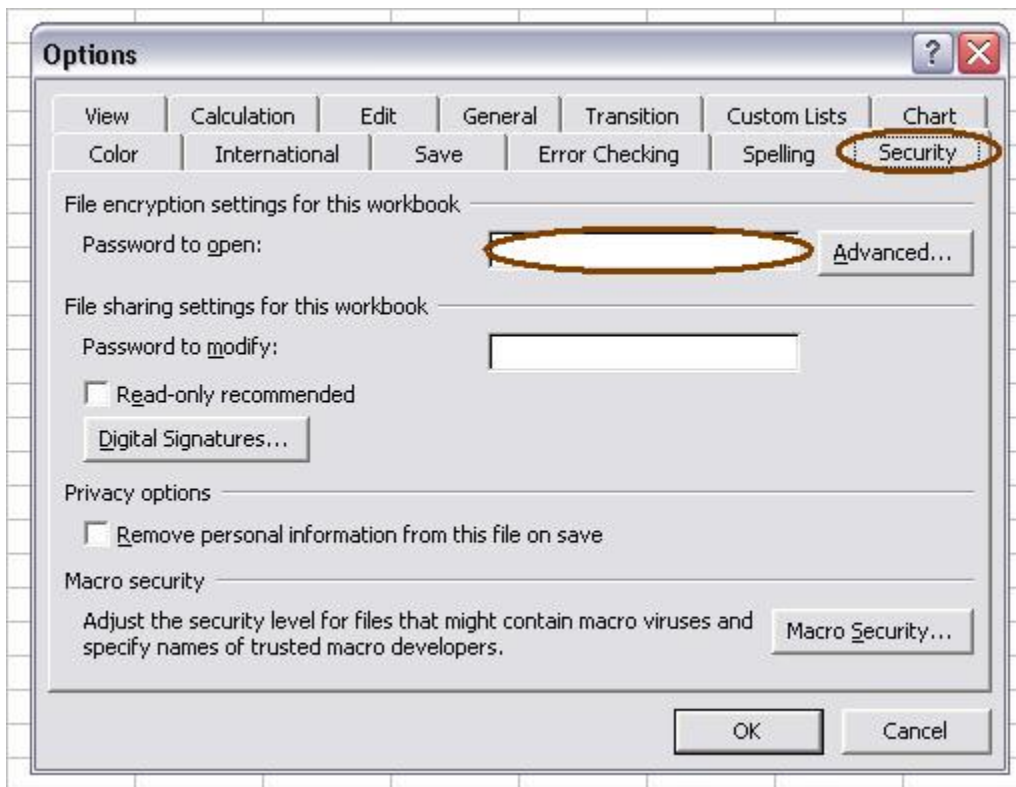
Once you have done this save the document as you normally would.

Microsoft Excel Password Protection

Once you have completed your document there are only a few simple steps required to protect it. First left-click on the "Tools" menu and then select "Options" from the drop down menu.



On the "Options" screen that appears you must left-click on the 'Security' tab to display the window shown below.



Once you have clicked on the 'Security Tab' you must enter a password in the '**Password to Open:**' box. Doing this prevents anyone from being able to open the document without the password you assign.

Remember to use a unique password that will not be easy for someone else to figure out.

Click on OK once you have chosen a password. The window shown below will appear asking you to verify the password you entered.



Once you have done this save the document as you normally would.