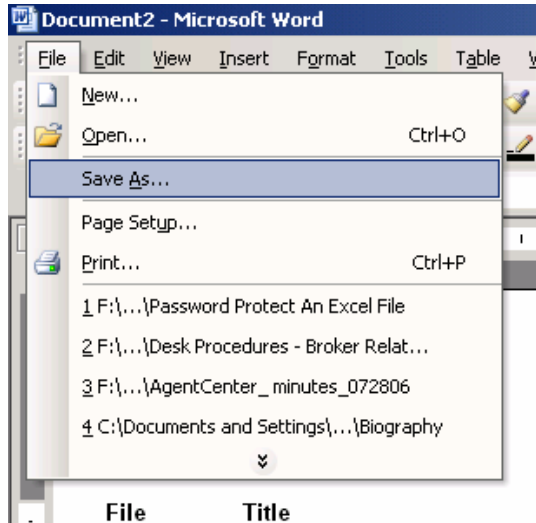
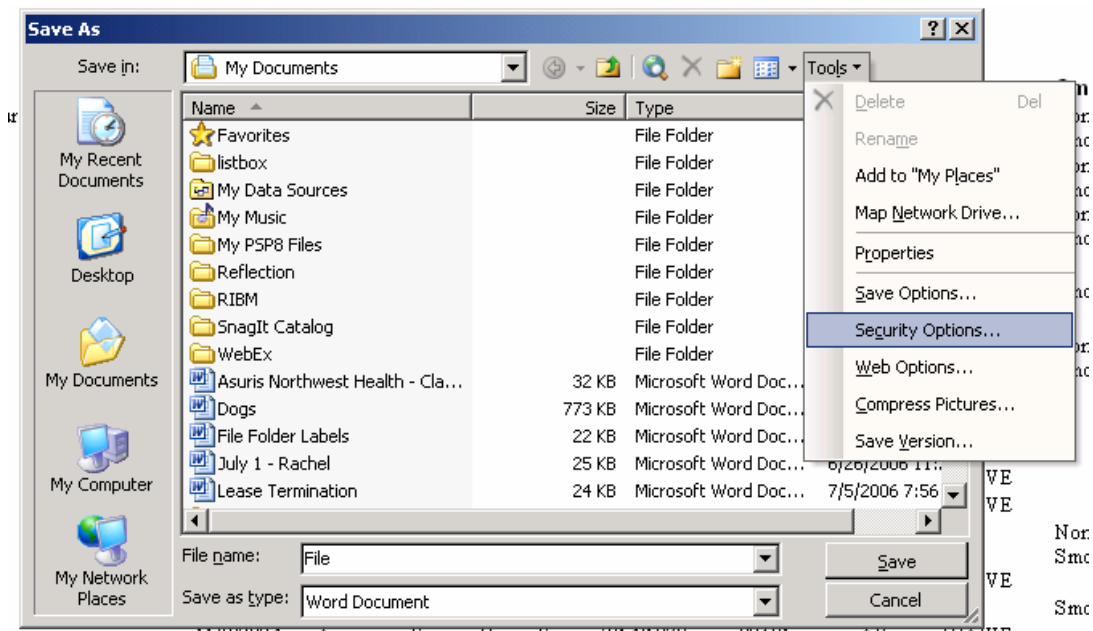


## Password Protect A Word File

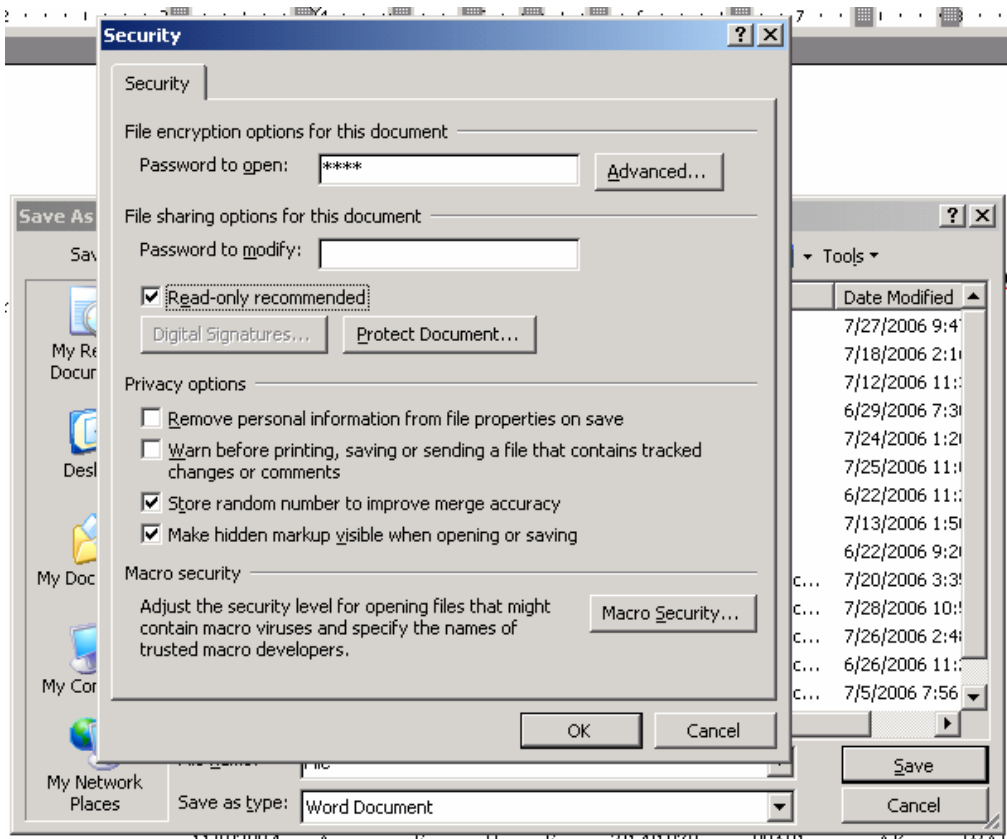
1. Once you have all of the necessary data needed for your Word file, go to **File** then **Save As**.



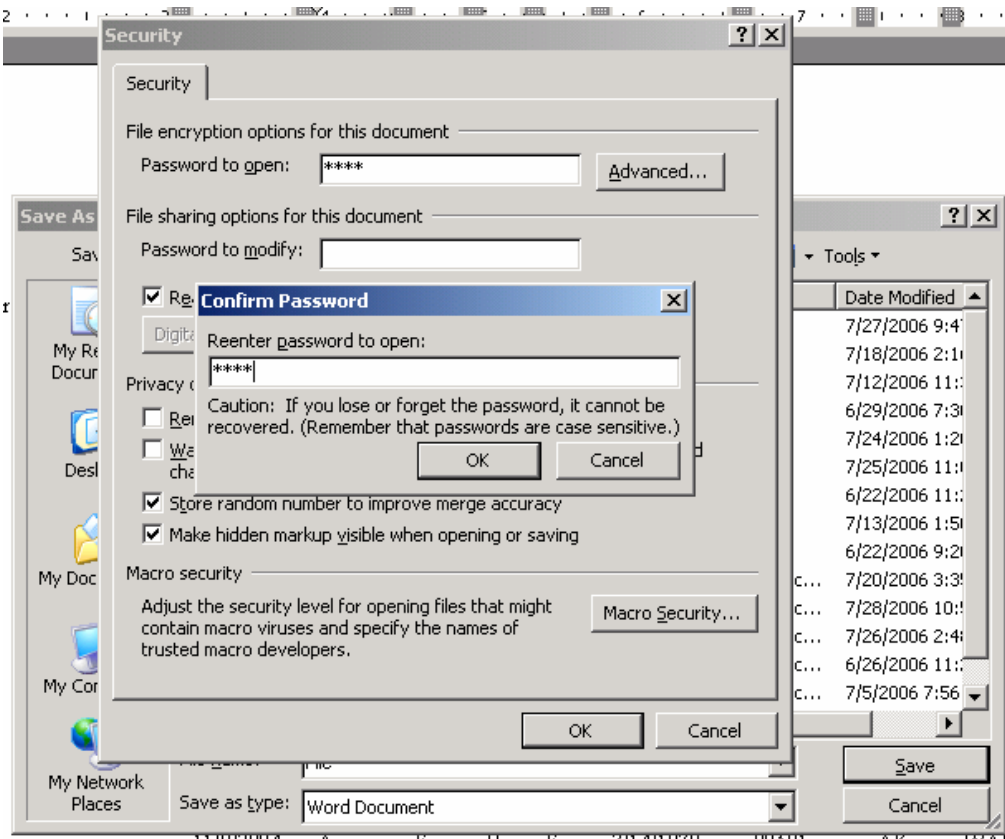
2. The **Save As** window will pop up and from this menu click on **Tools**. Within the tools drop down menu select **Security Options**.



3. Then the **Security** window will pop up. You will want to use the option labeled **Password to Open** as this will not allow people to view the information without the password. It is recommended to check the box labeled **Read-only Recommended**. Then click **Ok**.



4. You will now need to re-enter the password that you entered in the previous menu. Once you have confirmed your password click **Ok**.



5. Now you will need to label this file accordingly and select the appropriate folder location. Then click **Save**.

