Alberta Human Services

How to password protect Word 2010 Documents

Human Services

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How to password protect Word 2010 Documents:

Do you have some confidential information in your Microsoft Word 2010 documents that you don't want anyone other then yourself to open? If your answer is yes, then follow the steps below and password protect your Microsoft Word 2010 document using Microsoft's built-in encryption feature.
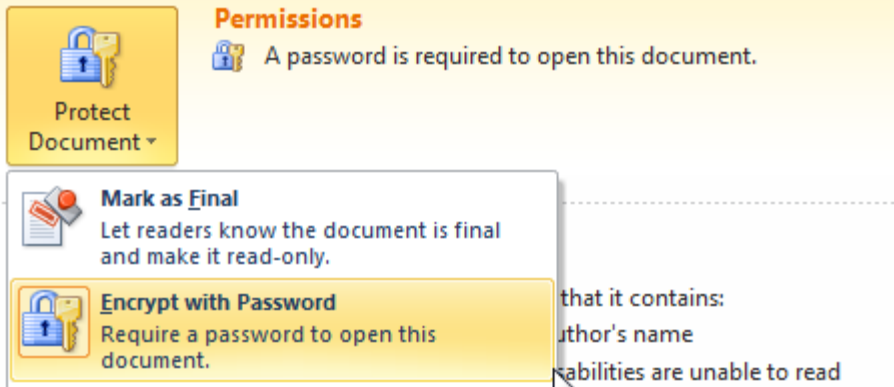
Step 1: **Open Microsoft Word 2010** document. Click on **File Tab**
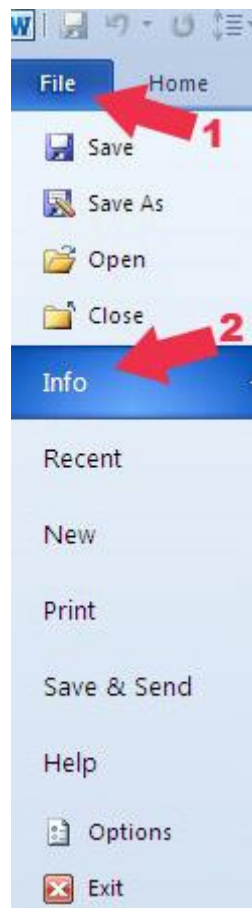
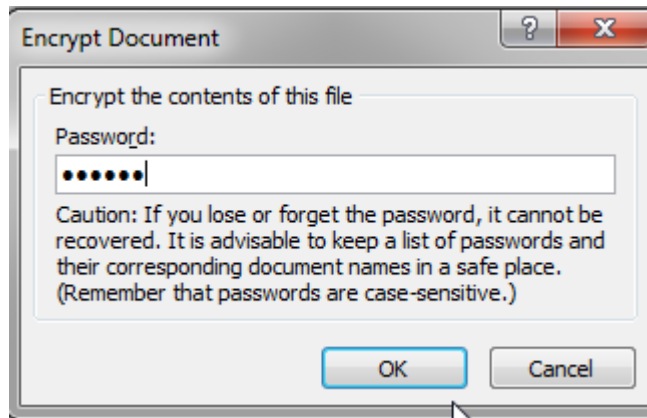Step 2: Click on **Info** option.

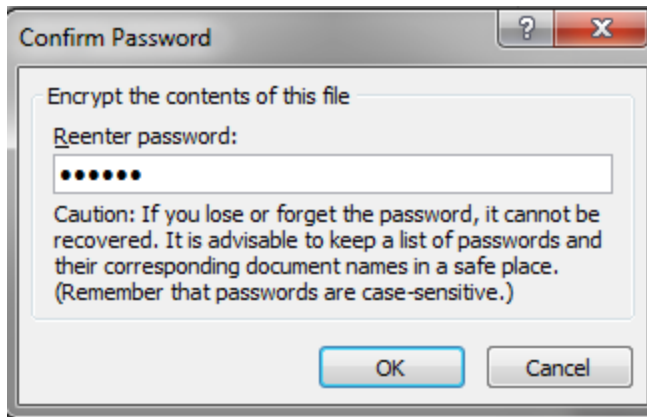Step 3: Click on the **Protect Document button** under Permissions tab.

Step 4: Select the **Encrypt with Password** option.

Step 5: A window will pop up asking you to put in the desired password. **Set a Password** for Word document and click "**OK**" button.


Step 6: It'll again ask to "**Re-enter password**", so type it again and click "**OK**" button.

After password protecting your document, save the changes by **pressing CTRL+S** Buttons from your keyboard or go to File Tab of your document and click Save option.
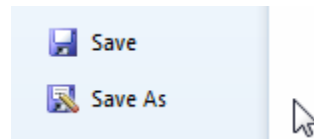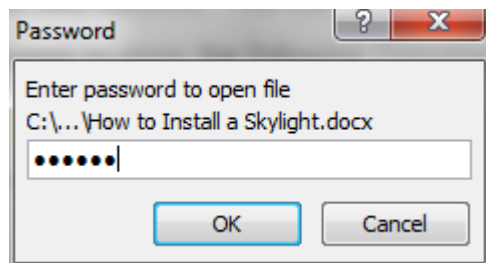

Your document is now password protected and fully secured. You can see the following message under Permissions "Password is required to open the following Document".
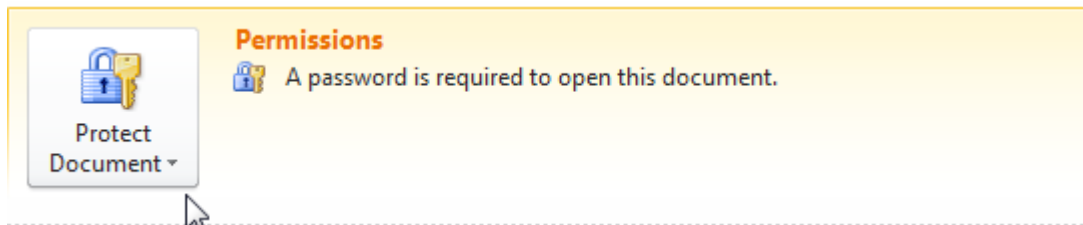

To Open Password Protected Documents

To open your password protected document simply double click the document and a pop up box will appear and prompt you to enter the password. Simply enter the password that you have set-up for this file and and click "OK"
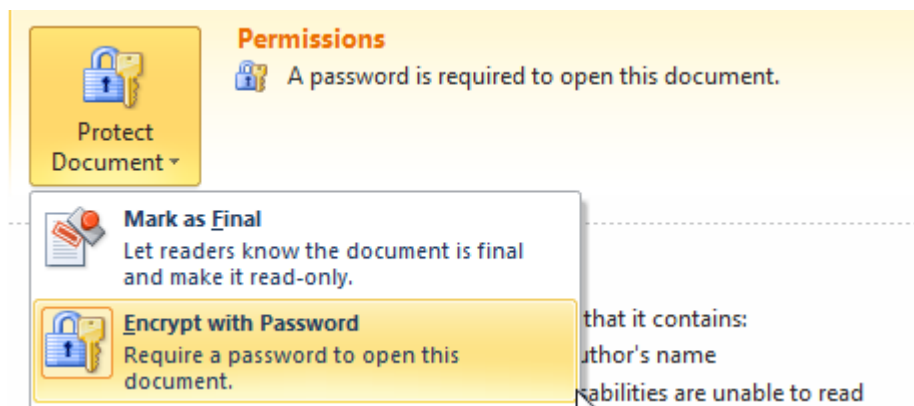

How to Remove Password from a Word 2010 Document

Step 1: Open Password Protected Microsoft Word 2010 document. Click on **File Tab**
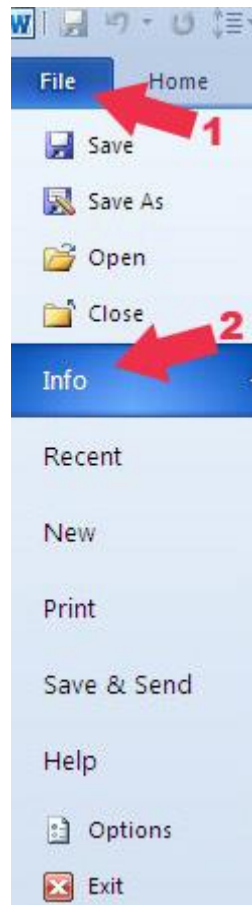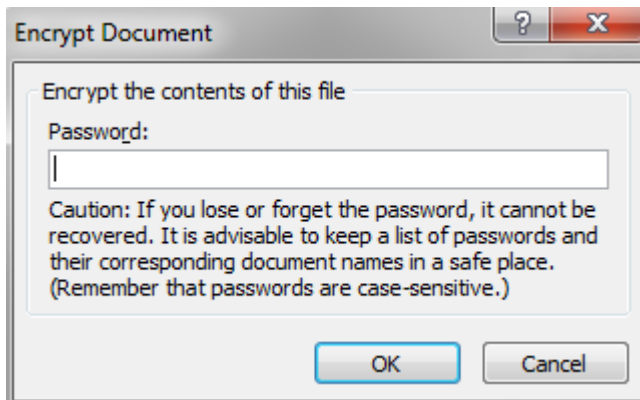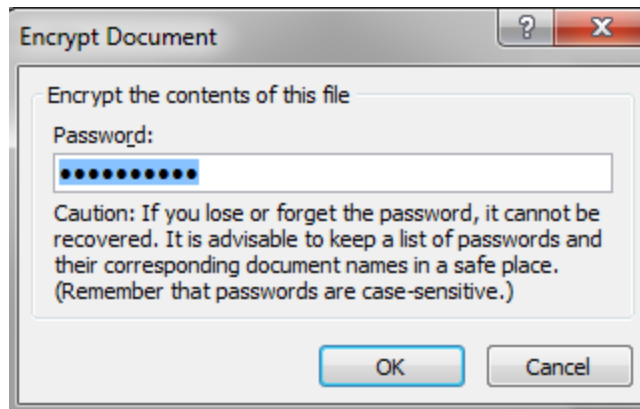
Step 2: Click on **Info** option.

Step 3:Click on the **Protect Document** button under Permissions tab.

Step 4: Select the **Encrypt with Password** option.

Step 5: A window will pop up which will contains your file's password, simply select the password and **delete** it and click "**OK**" button

Save the changes by **pressing CTRL+S** Buttons from your keyboard or go to File Tab of your document and click Save option.

Your document is now password free and open for everyone to read and edit. You can see the following message under Permissions "Anyone can open, copy, and change any part of this document".