### 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.

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Protect Document *	Permissions A password is required to	open this document.
 Mark as Let read and ma	s <u>Final</u> Jers know the document is final ke it read-only.	
Encrypt Require docume	a with Password a password to open this ent.	that it contains: uthor's name cabilities are unable to read

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.

Encrypt Document
Encrypt the contents of this file Passwo <u>r</u> d:
•••••
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)
OK Cancel

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"

Password	? ×
Enter password to open fi C:\\How to Install a Sky	le /light.docx
ОК	Cancel

#### 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.

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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

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ncrypt Document
Encrypt the contents of this file Passwo <u>r</u> d:
•••••
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)
OK Cancel
ncrypt Document
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ncrypt Document ? X   Encrypt the contents of this file Password:   Password: [   Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

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".