Instructions for Encrypting Documents
Word & Excel

**Word 2003**

1. Open the Word document

2. Select the **Tools** menu on the toolbar and then select **Options...**

3. Select the **Security** tab and then enter a password in the “Password to open:” field. Then click **OK**
4. Reenter the password and click **OK**

![Confirm Password](image)

*Note: If you lose or forget the password, it cannot be recovered.*

**Word 2007**

1. Open the Word document

2. Click the **Office button**

3. Select **Prepare** and then select **Encrypt Document**

![Encrypt Document](image)

4. Enter a password and click **OK**

![Encrypt Document](image)
5. Reenter the password and click OK

Note: If you lose or forget the password, it cannot be recovered.

Excel 2003
1. Open the Excel document
2. Select the Tools menu on the toolbar and then select Options…
3. Select the Security tab and then enter a password in the “Password to open:” field. Then click OK
4. Reenter the password and click OK

![Confirmation Password Dialog]

Note: If you lose or forget the password, it cannot be recovered.

**Excel 2007**
1. Open the Excel document
2. Click the **Office button**
3. Select **Prepare** and then select **Encrypt Document**

![Prepare the document for distribution dialog]

4. Enter a password and click OK

![Encrypt Document dialog]
5. Reenter the password and click **OK**

![Password Prompt]

*Note: If you lose or forget the password, it cannot be recovered.*