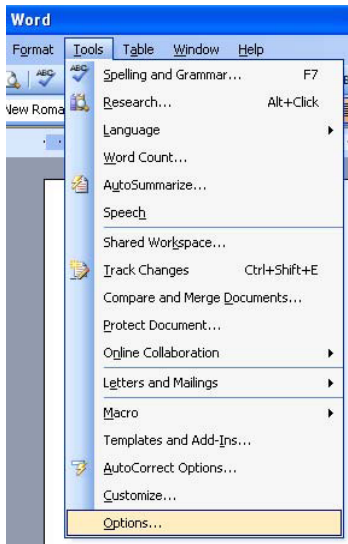


Instructions for Encrypting Documents

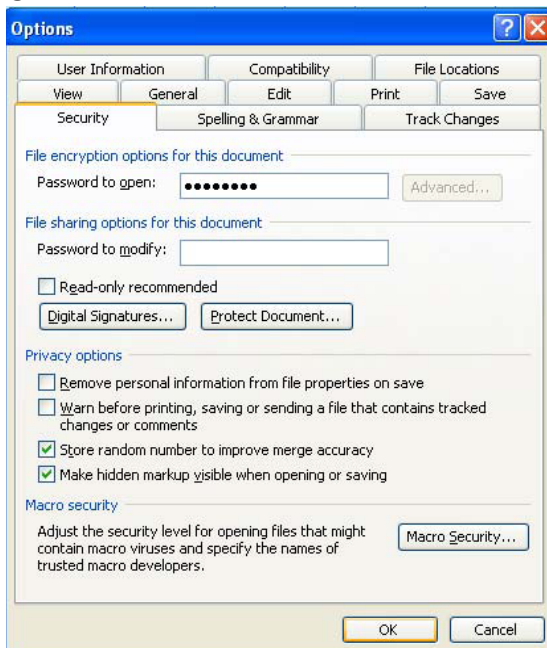
Word & Excel

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**



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

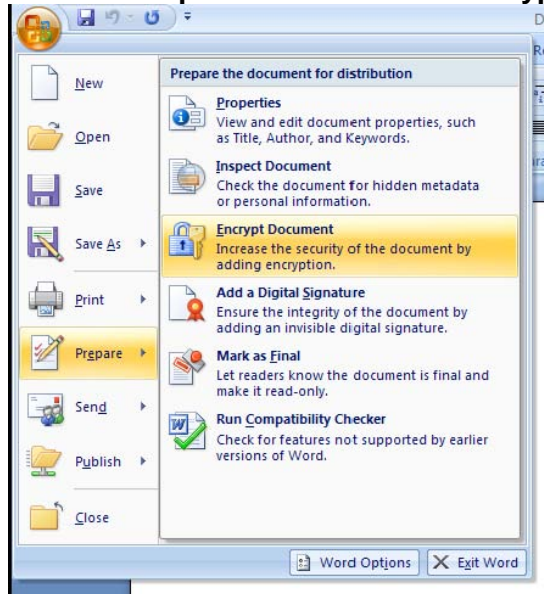
Word 2007

1. Open the Word document

2. Click the **Office button**



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



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



5. Reenter the password and click **OK**

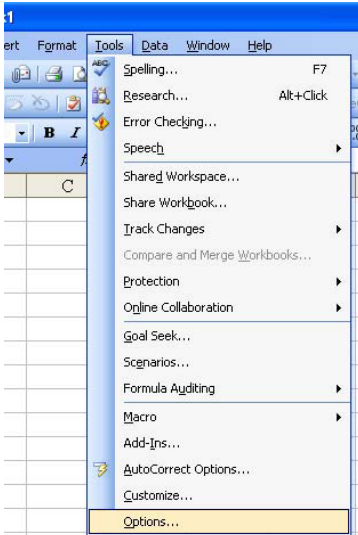


Note: If you lose or forget the password, it cannot be recovered.

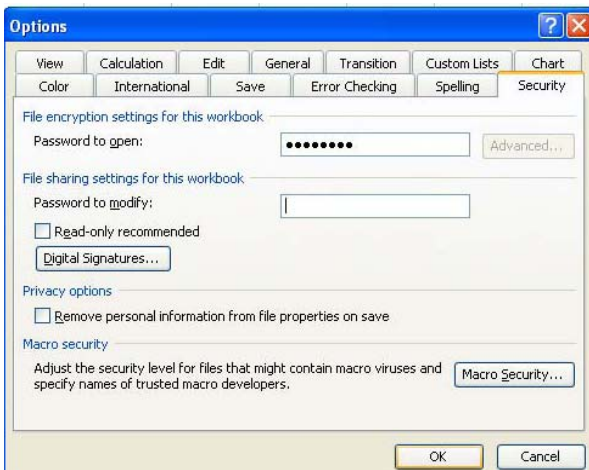
Excel 2003

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**



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

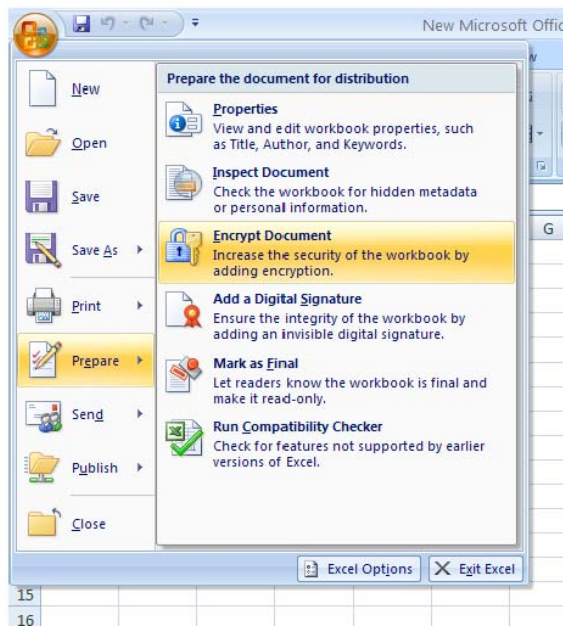
Excel 2007

1. Open the Excel document

2. Click the **Office** button



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



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



5. Reenter the password and click **OK**



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