

NEA Instructions to Encrypt Microsoft Word Documents

Microsoft Office 2003, 2007, & 2010 File Protection Instructions for Word

Office 2003, 2007, and 2010 instructions are outlined in separate sections of this document. These instructions are based on the help file for each product which can be found in Office 2007 by clicking the Help  button or pressing the F1 key.

Office 2003 - Encrypt and set a password to open a document.

1. Open the file.
2. On the **Tools** menu, click **Options**, and then click **Security**.
3. In the **Password to open box**, type a password, and then click **OK**.
4. In the Reenter password to open box, type the password again, and then click **OK**.



Office 2003 - Change and/or remove a password

1. Open the document.
2. Enter the password
3. On the **Tools** menu, click **Options**, and click the **Security** tab.
4. In the Password to open box or the Password to modify box, select the asterisks.
5. Do one of the following:
 - To remove the password by highlighting the dots representing the password, press DELETE, and then click **OK**.
 - To change the password, type the new password, and then click **OK**.

Office 2007 - Encrypt and set a password to open a document.

To encrypt your file and set a password to open it, do the following:

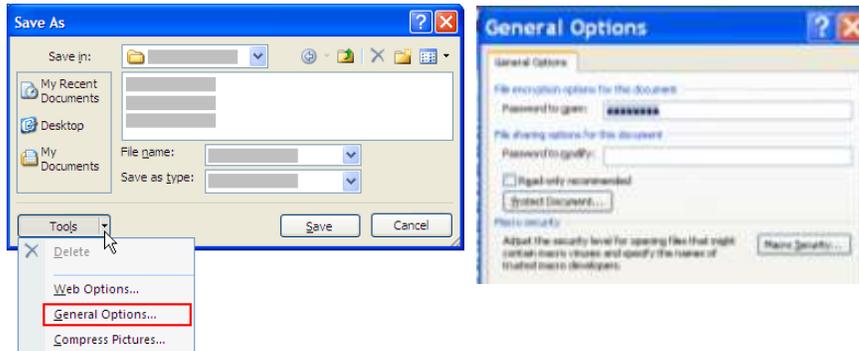
1. Click the Microsoft Office Button , point to Prepare, and then click Encrypt Document.
2. In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**. (You can type up to 255 characters.)
3. In the **Confirm Password** dialog box, in the **Re-enter password** box, type the password again, and then click **OK**.
4. Click the Microsoft Office Button , and then click **Save**.

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Office 2007 - Remove a password

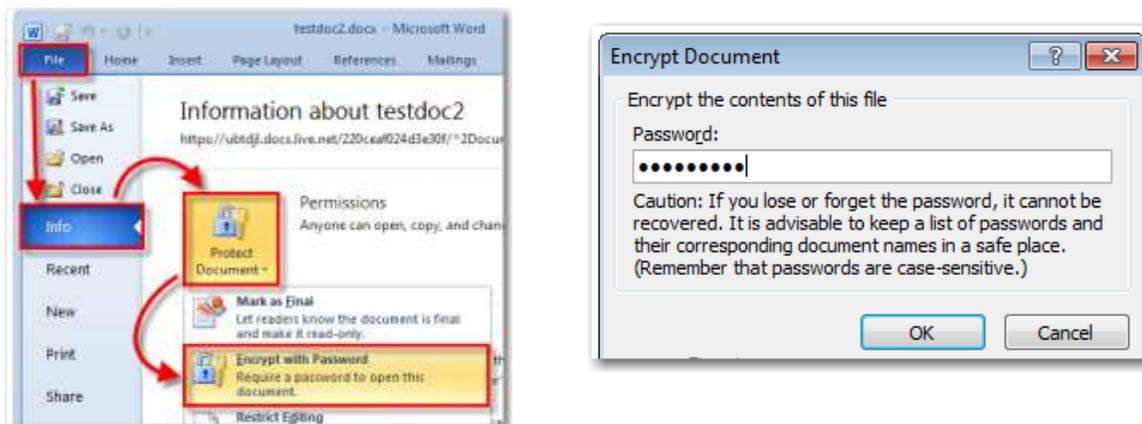
1. Open the file Click the **Microsoft Office Button** , and then click **Save As**
2. Click **Tools**, and then click **General Options**.



3. Select the password by highlighting the dots, and then press **DELETE**.
4. Click **OK**, then Click **Save**.
5. If prompted, click **Yes** to replace the existing file.

Office 2010 - Encrypt and set a password to open a document.

1. Click the **File** tab, then Click **Info**. On the menu to the right Click **Protect Document** and Click **Encrypt with Password**.



2. The Encrypt Document dialog will appear, Type in a **password** and then Click **OK** to finish.
3. Click on **File**, and then click **Save**.

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Office 2010 – Remove Encryption from a Word Document

1. Open the document and enter its encryption password.
2. Click **File** to view a menu.
3. Click **Info** from the **File** menu list.
4. Choose **Encrypt with password** from the **Permissions** section of the resulting **Info** menu. A dialog box appears.
5. Highlight the placeholder text in the **Password** field and delete it. Leave the field blank.
6. Select **OK** to finish removing the encryption.