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.

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- **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⁽¹⁾, 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.

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- 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.