STEPS TO PASSWORD PROTECT A MICROSOFT WORD DOCUMENT

(For the most current steps, please visit this Microsoft Word support page for complete instructions.)

WINDOWS

Passwords are case-sensitive and can be a maximum of 15 characters long.

If you lose or forget your password, Word won’t be able to recover it for you. Be sure to keep a copy of the password in a safe place or create a strong password that you’ll remember.

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| Windows | macOS - newer | Word for Mac 2011 | Web |

1. Go to **File > Info > Protect Document > Encrypt with Password.**

2. Type a password, then type it again to confirm it.

3. Save the file to make sure the password takes effect.

MAC OS - NEWER

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1. Go to **Review > Protect Document.**

![Diagram showing how to access Protect Document option in Review tab]
2. Under **Security**, you can select whether to enter a password to open the document, modify the document, or both. Enter each password again to confirm.

![Password Protect dialog box](image)

3. Click **OK**.

**WORD FOR MAC 2011**

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1. On the **Word** menu, click **Preferences**.

2. Under **Personal Settings**, click **Security**.

3. In the **Password to open** box, type a password, and then click **OK**.

4. In the **Confirm Password** dialog box, type the password again, and then click **OK**.

5. Click **Save**.