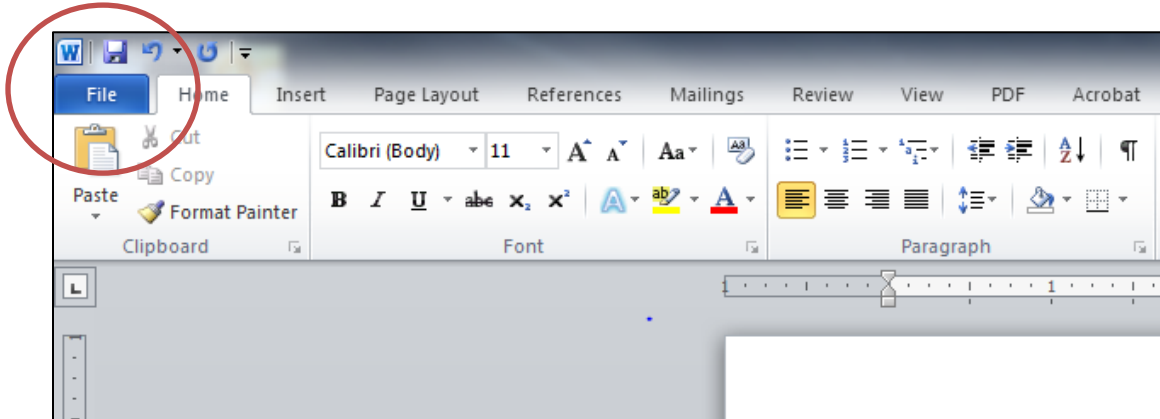


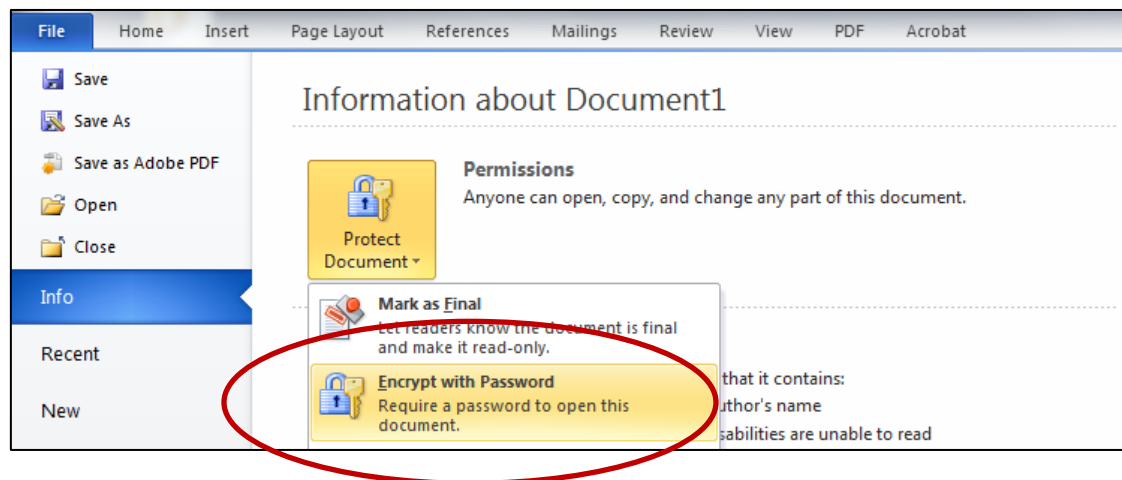
How to Password Protect MS Word, Adobe PDF, and MS Excel files.

Microsoft Word 2010:

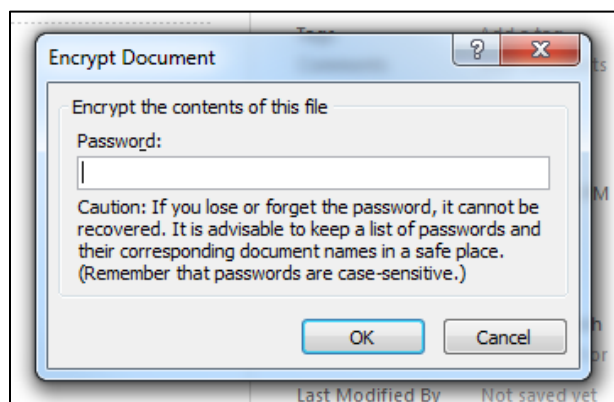
1. Select **File** in the top left corner of Microsoft Word.



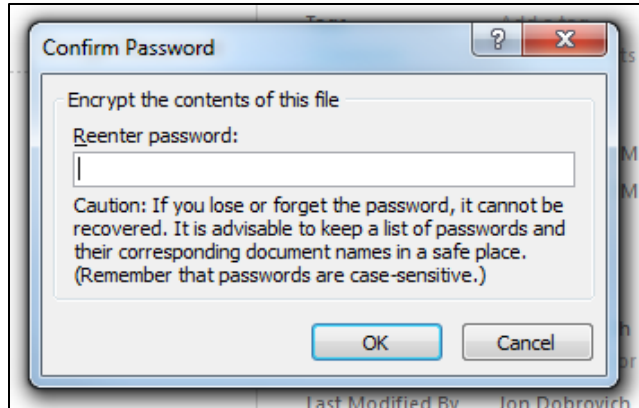
2. Under the **Info** Section, Click **Protect Document** and Select **Encrypt with Password**.



3. Enter a Password and Click **OK**.

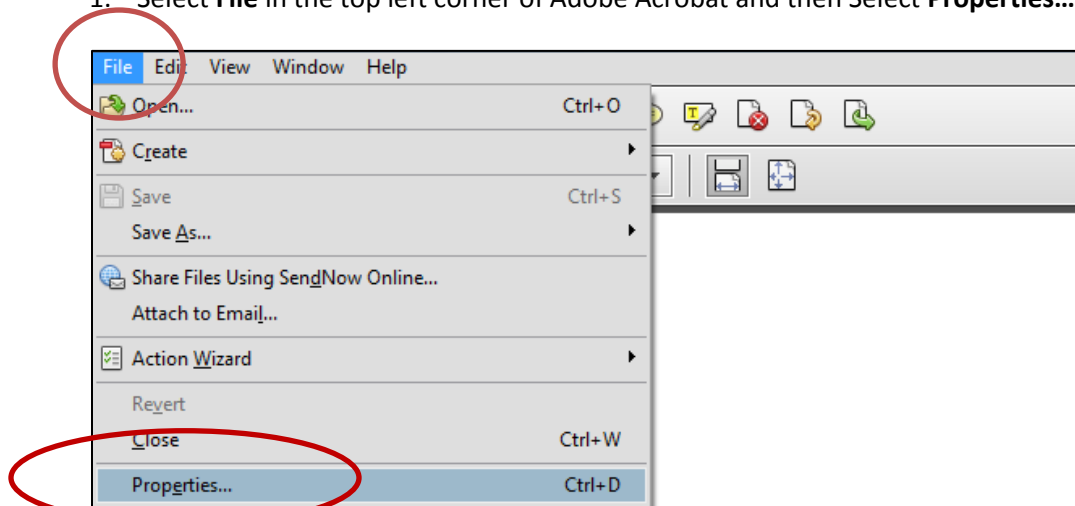


4. Reenter the Password and Click **OK**. Finally, **Save** the document.

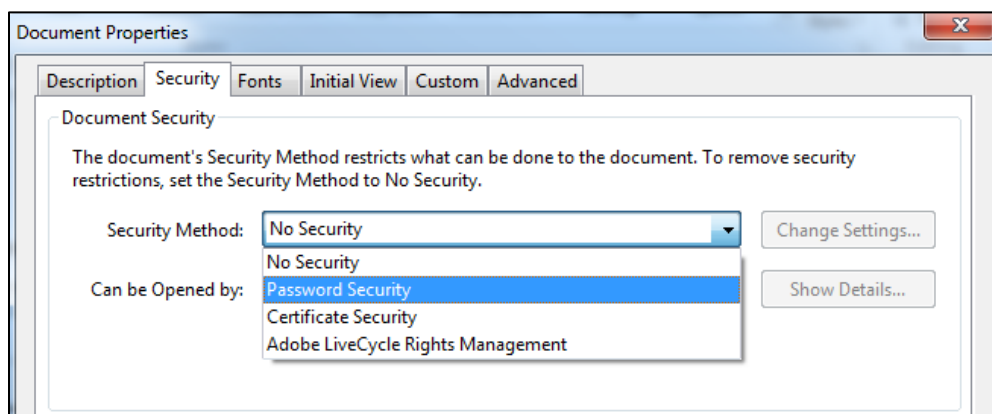


Adobe Acrobat (PDF):

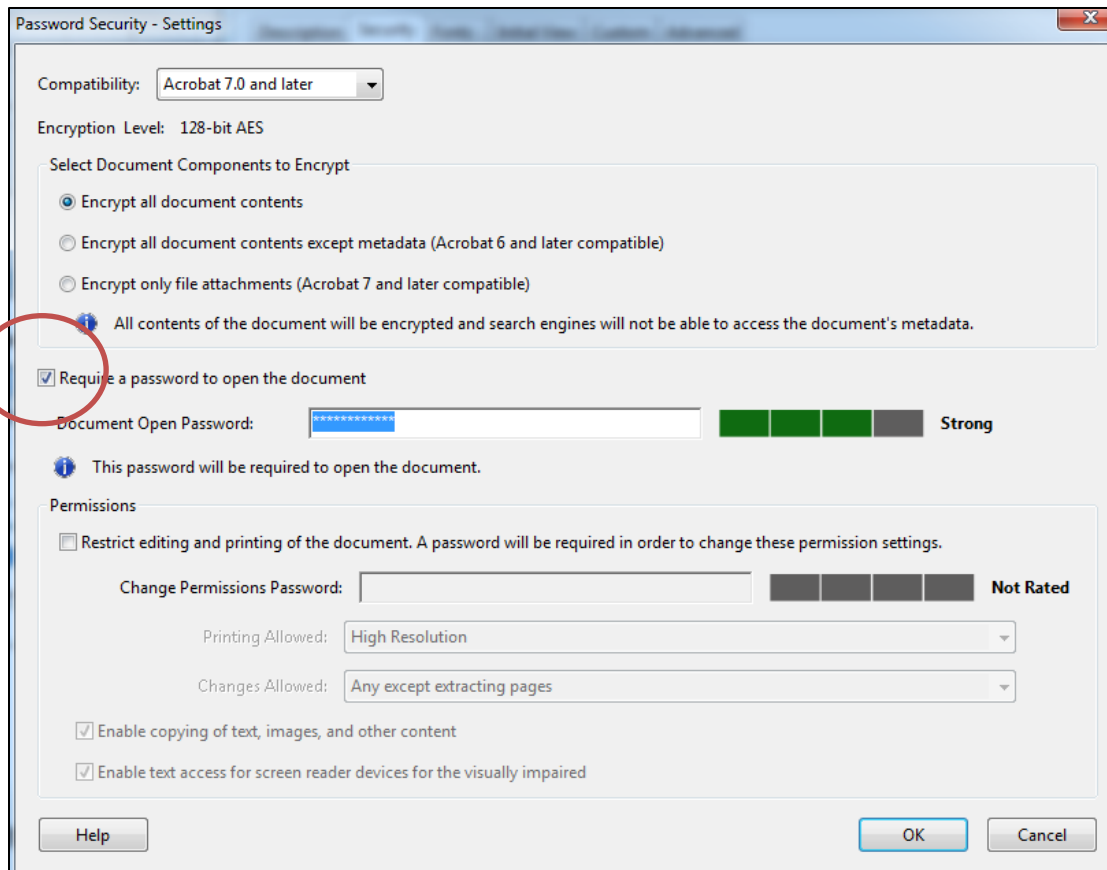
1. Select **File** in the top left corner of Adobe Acrobat and then Select **Properties...**



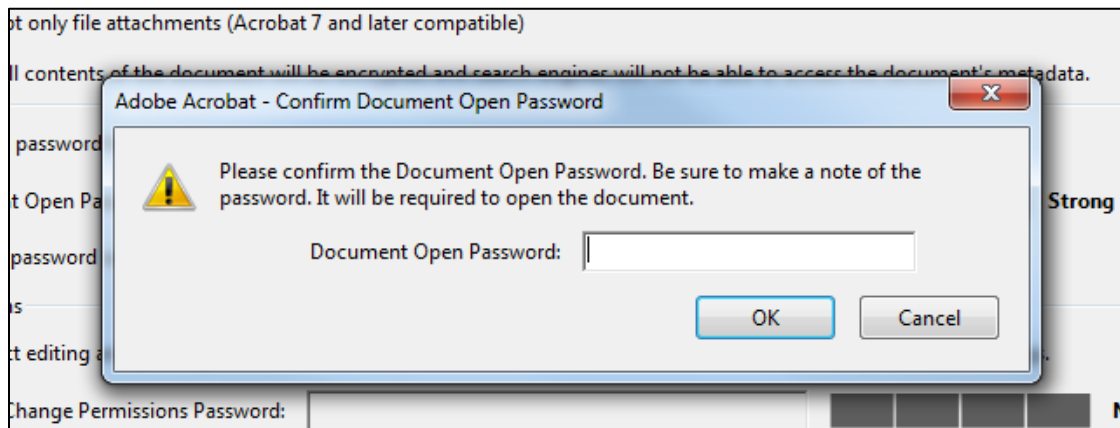
2. Under the **Security** tab, Select **Password Security**.



- Next, you will need to Check the box **Require a password to open document**. This will allow you to enter a password. After entering a password select **OK**.



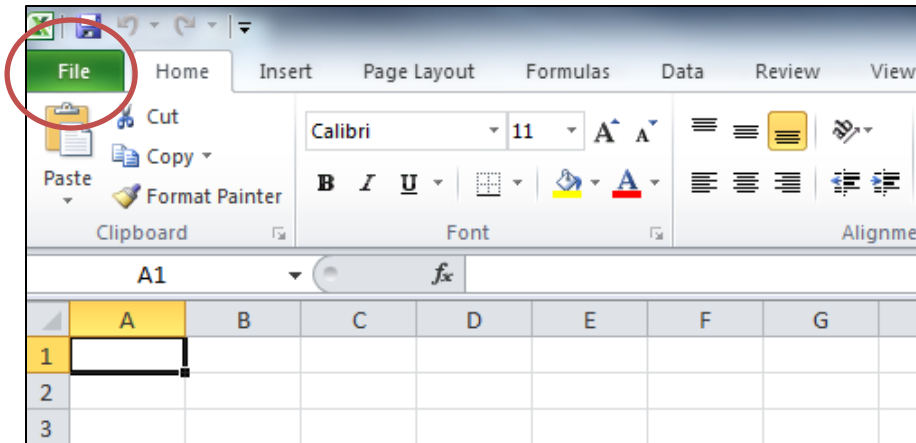
- Reenter the password and hit **OK**.



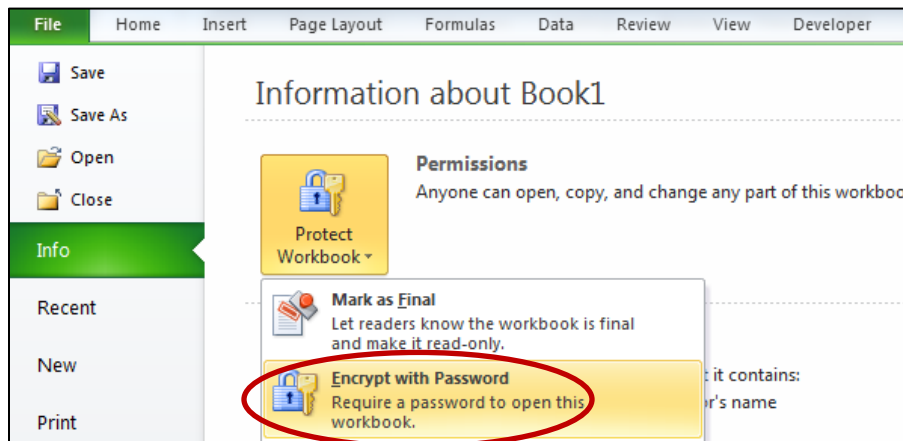
- Save** the document. Saving will apply the password.

Microsoft Excel 2010:

1. Select **File** in the top left corner of Microsoft Excel.



2. Under the **Info** Section, Click **Protect Document** and Select **Encrypt with Password**.



3. Enter a Password and Click **OK**. Next, Reenter the Password and Click **OK**. Finally, **Save** the document.

