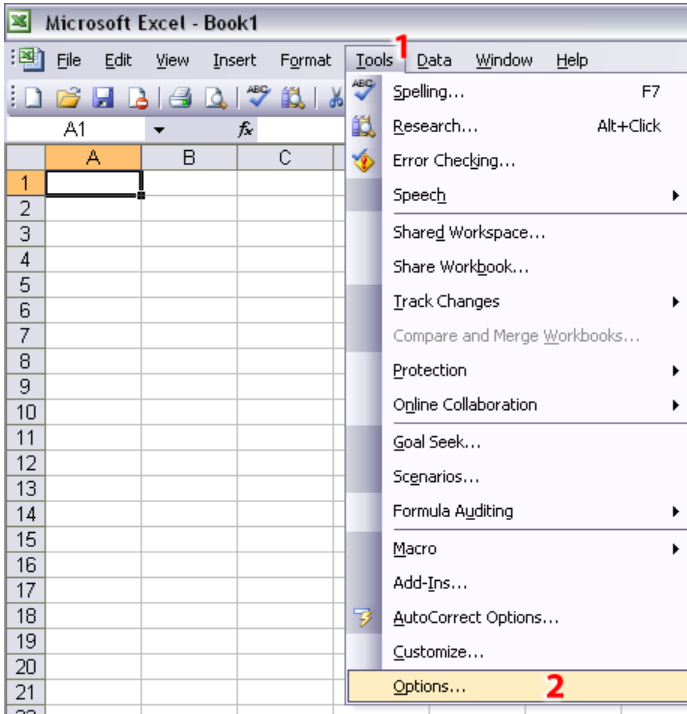
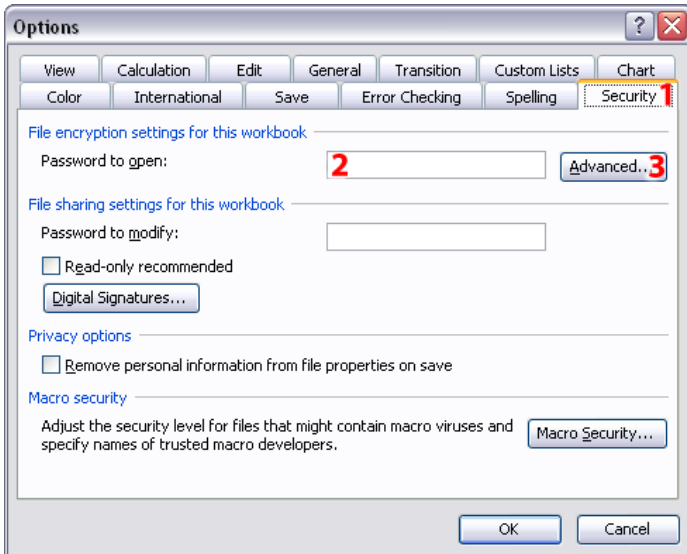


## HOW TO ENCRYPT A DOCUMENT IN EXCEL 2003

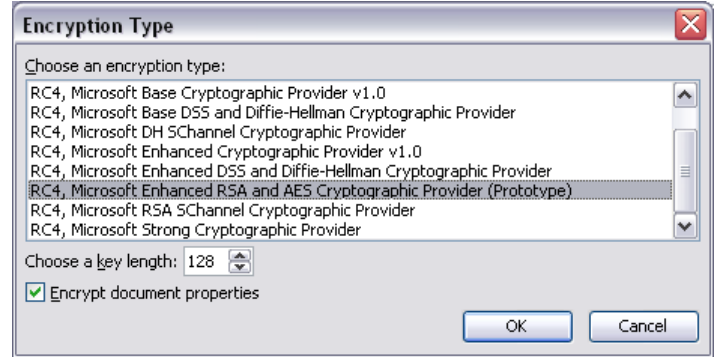
- 1) From the *Tools* menu, choose *Options....*



- 2) Click the *Security* tab and enter a password to open. Then, click the *Advanced* button.



- 3) For the maximum security offered by Excel 2003, choose the option *RC4, Microsoft Enhanced RSA and AES Cryptographic Provider* and set key length to 128. Then click *OK*.



Note: Windows XP users will see the prototype notation shown in the picture above. Newer versions of Windows do not include the word prototype.

- 4) Click *OK* again on the Options window and you will be prompted to re-enter the password for confirmation. Do so and click *OK*.

Note: It is recommended that you do **not** use a document password that you use to access any other system, including email.

- 5) Finally, save the document as you normally would.

**IMPORTANT: If the password is lost or forgotten, the document can not be opened.**

One final note for Excel 2003 users: Vulnerabilities found in the original implementation of Excel 2003 can result in your encrypted files being much less secure than you expect. Please make sure your computer has the Microsoft Office Compatibility Pack installed to correct this problem. Download at [microsoft.com/download/en/details.aspx?id=3](http://microsoft.com/download/en/details.aspx?id=3).