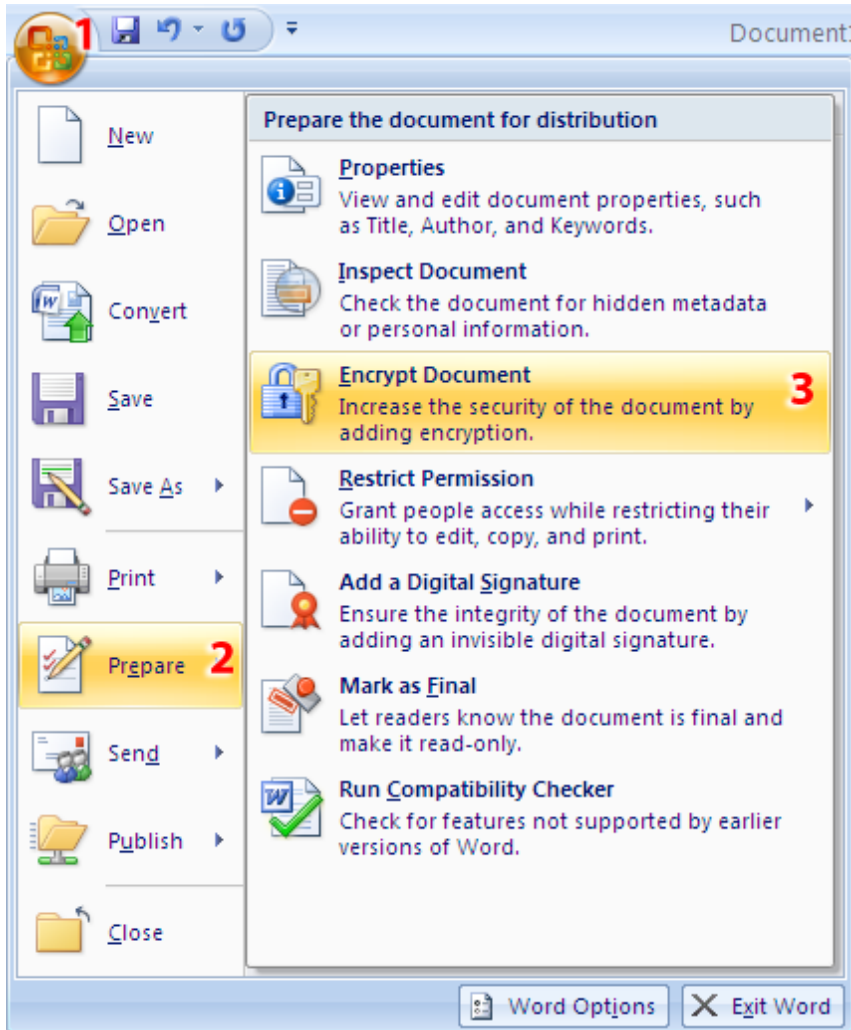


HOW TO ENCRYPT A DOCUMENT IN WORD 2007

- 1) Click the Office button in the top left corner.
- 2) From the Prepare section, click *Encrypt Document*.



- 3) You will then be prompted to enter a password for the document. After doing so and clicking *OK*, you must re-enter it.

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

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

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

