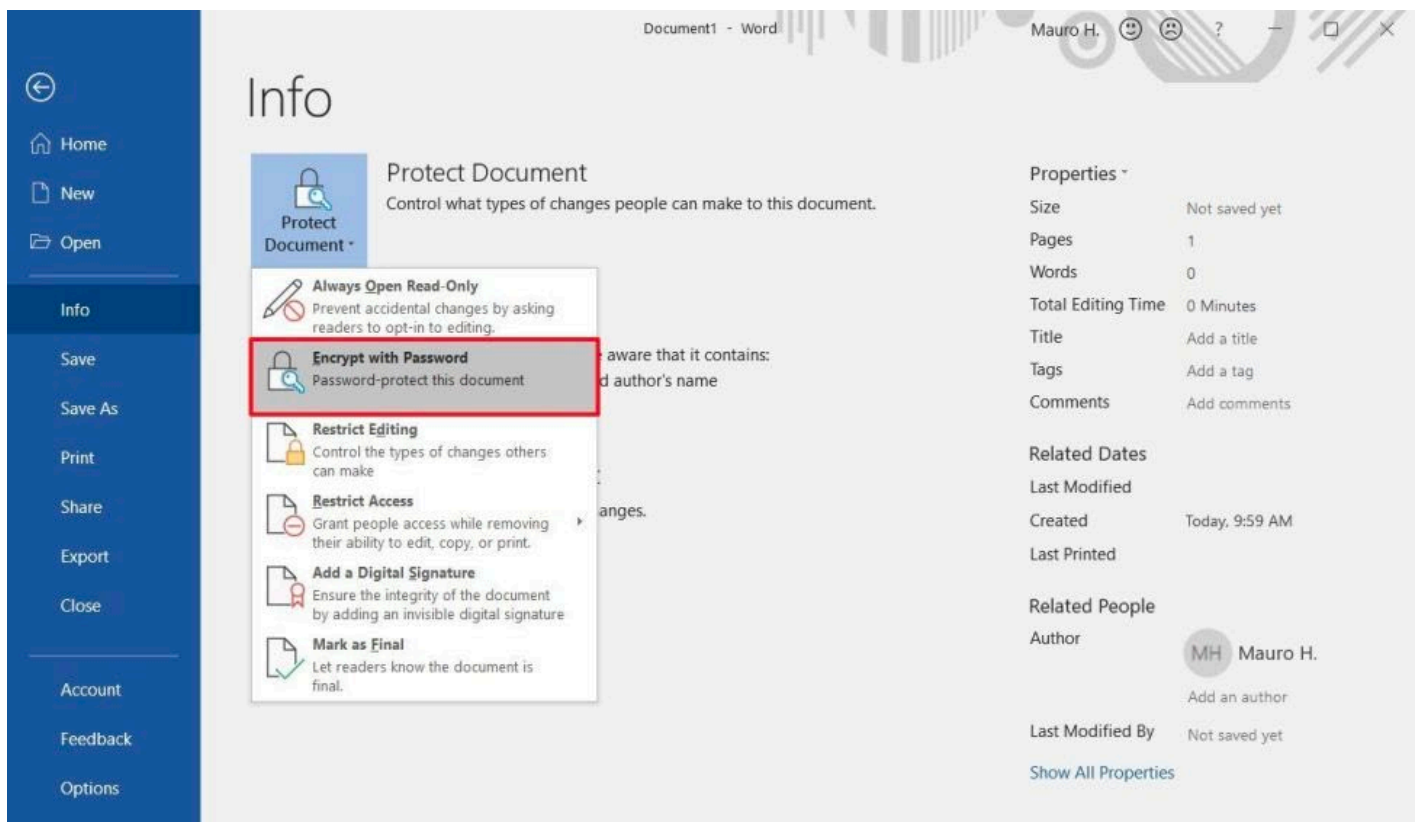


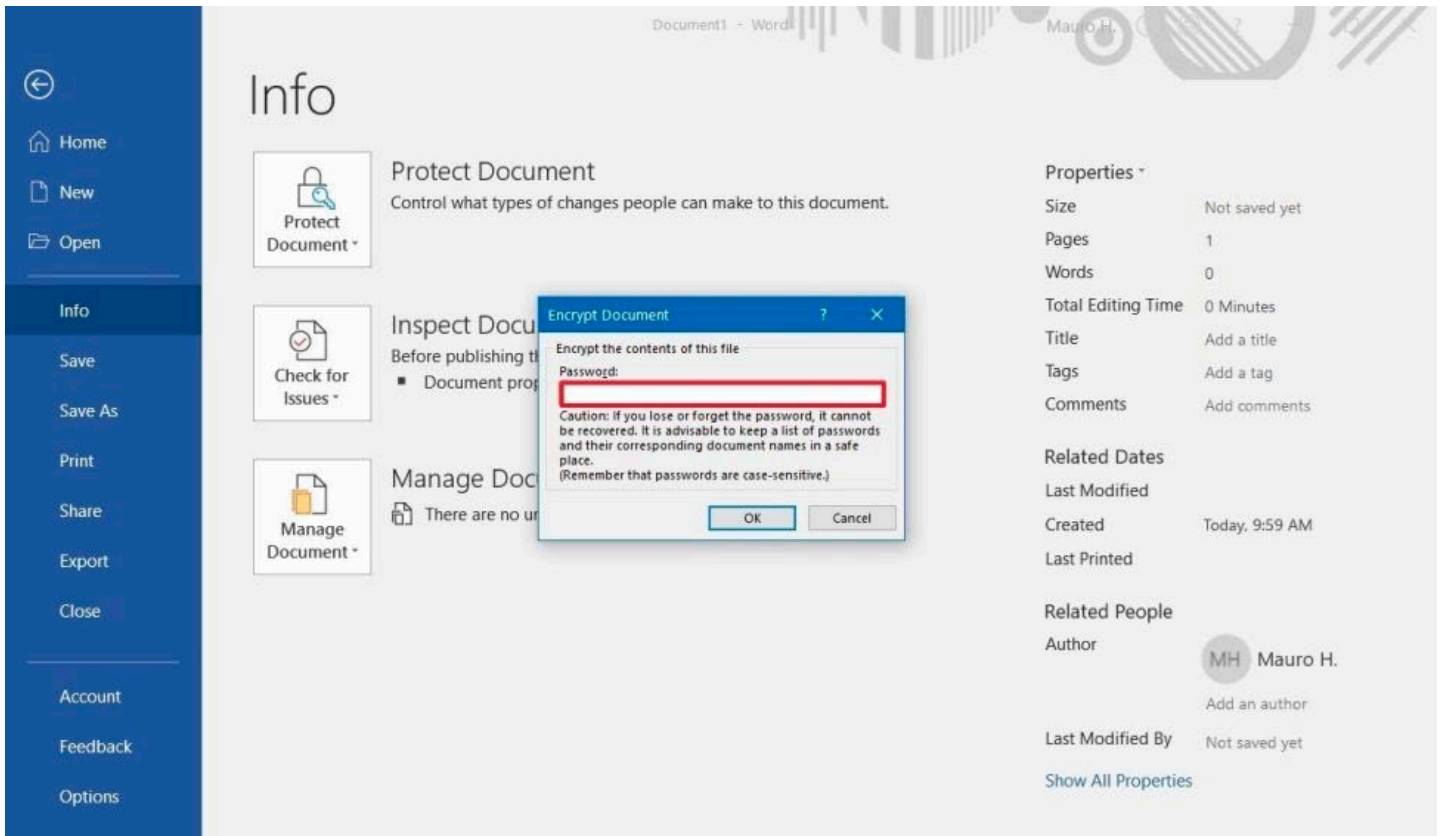
# How to set a password for an Office document in Windows

To add an encryption password to Microsoft Word, Excel, or PowerPoint, use these steps:

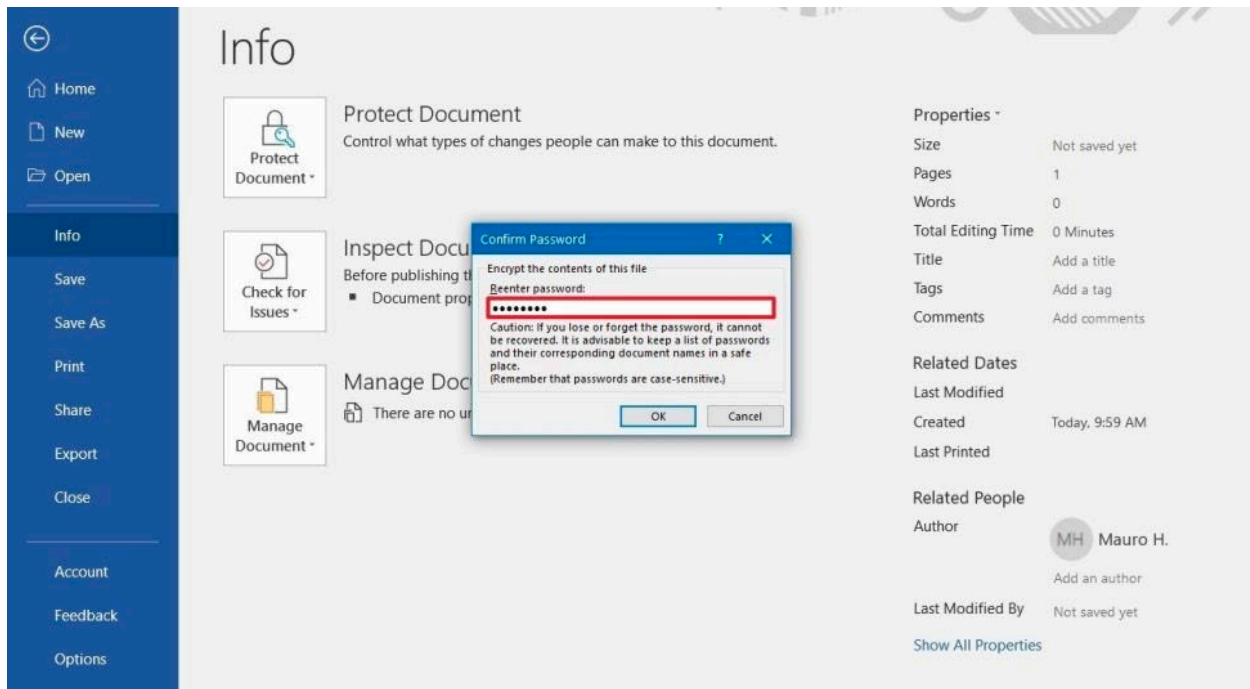
1. Open the Word (Excel or PowerPoint) document.
2. Click on File.
3. Click on Info.
4. On the right side, click the Protect document menu. Note: In Excel, the option will appear as "Protect Workbook," and in PowerPoint, it'll be displayed as "Protect presentation."
5. Select the Encrypt with Password option.



6. Type a password to protect the document.



7. Click the OK button.
8. Retype the password.



9. Click the OK button.

Once you complete these steps, every time you open the document, you'll be prompted to enter a password to decrypt its contents.

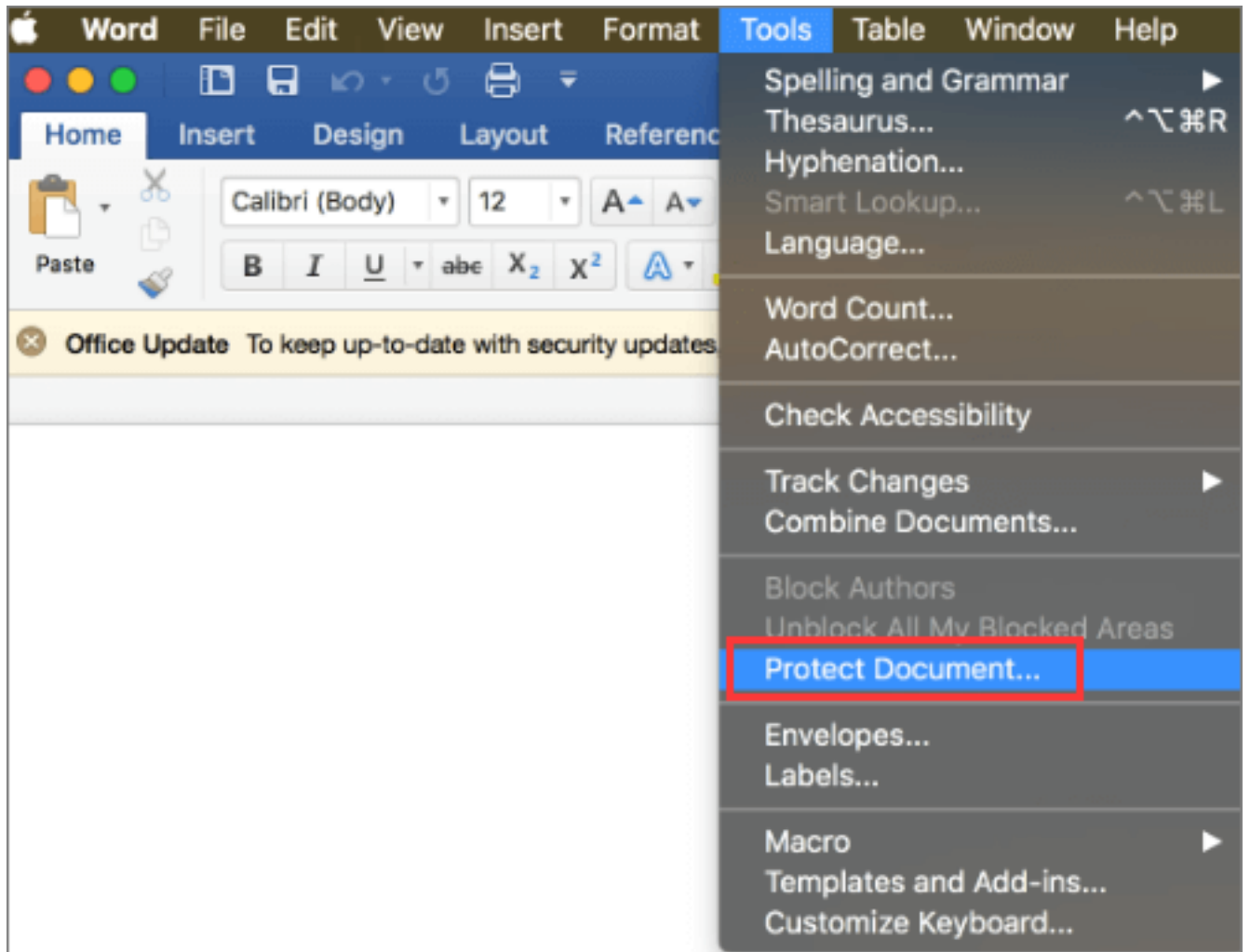
When setting up a password for an Excel, PowerPoint, or Word document, consider that without a password it'll be virtually impossible to open the document, so make sure to keep the password in a safe place.

## How to Password Protect a Word Document on Mac

You can easily password protect a document on a Mac using Microsoft Word.

**Caution:** If you lose or forget your password, you cannot recover it. Without a password, encrypted data cannot be restored.

**Step 1.** Open the document you want to add a password in Word. Then click "Tools". From the drop-down menu, select "Protect Document".



**Step 2.** On the Password Protect Window, under Security, set a password to open and modify this document. When you're finished making your selections, click "OK".

You can check the box for Read-only recommended making your Word document in read-only status to avoid content change without your permission.

**Password Protect**

**Security**

Set a password to open this document:

Password:

Set a password to modify this document:

Password:

Read-only recommended

---

**Protection**

Protect document for:

- Tracked changes
- Comments
- Read only
- Forms:

Password (optional):

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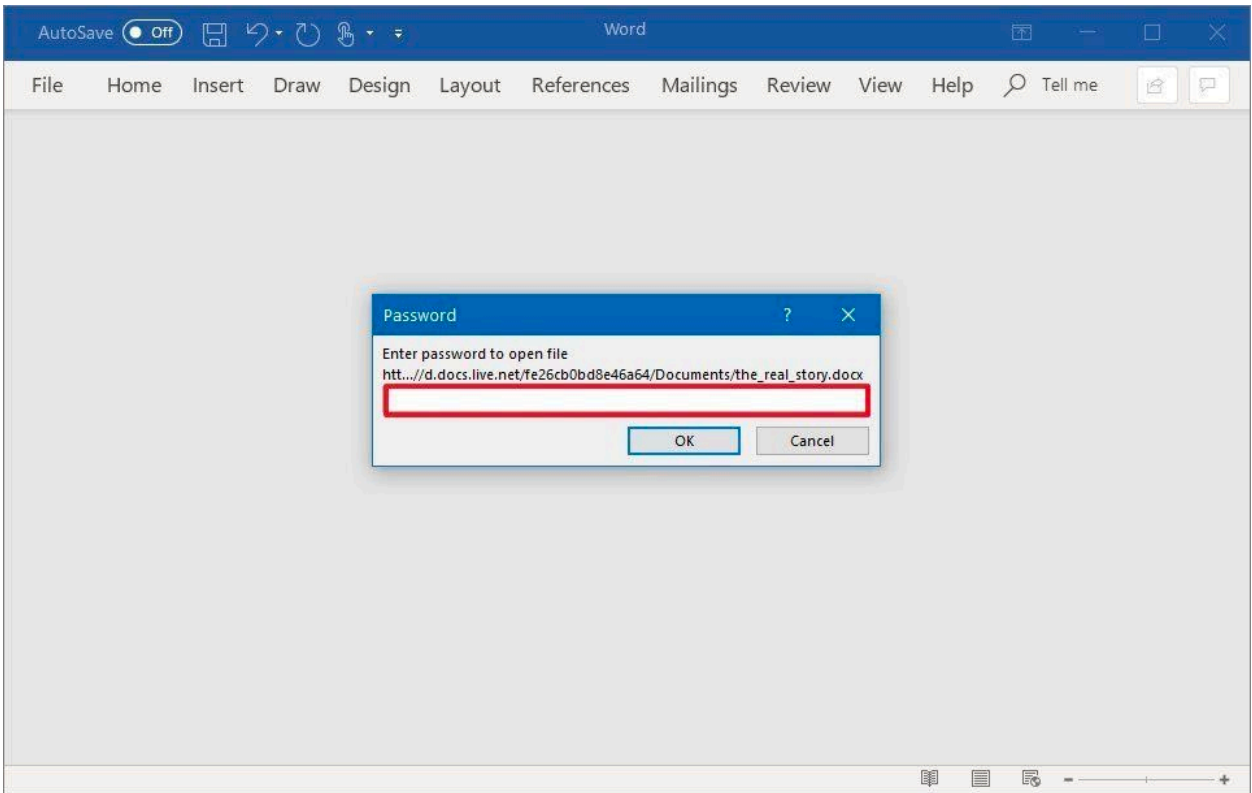
**Privacy**

Remove personal information from this file on save

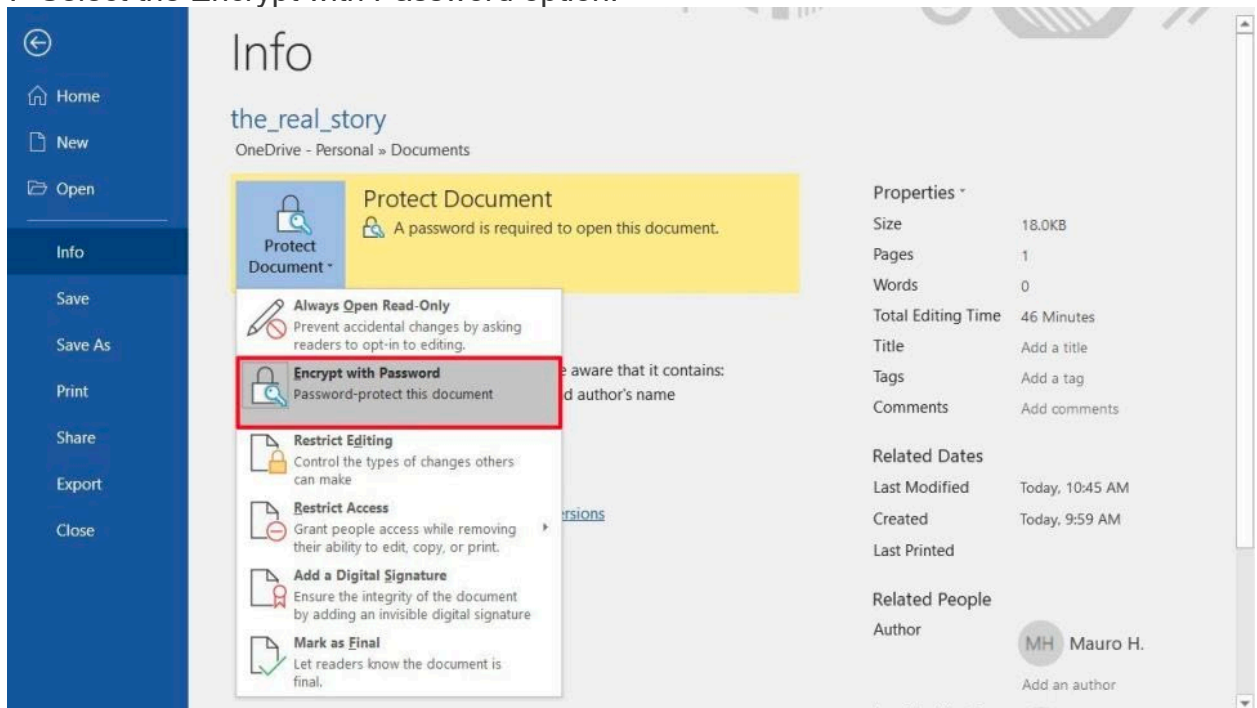
## How to remove a password from an Office document

To remove the password of an Office document (Word, Excel, or PowerPoint), use these steps:

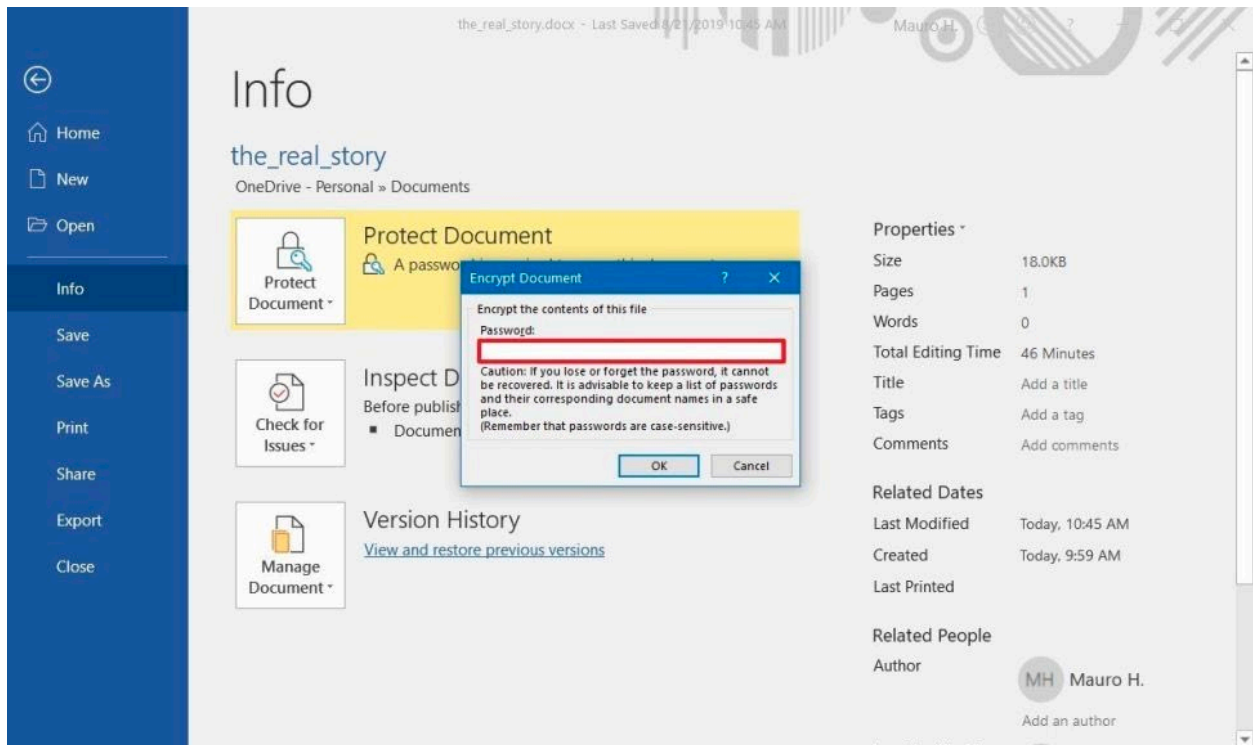
1. Open the Word (Excel or PowerPoint) document.
2. Type the current password to access the file.
3. Click the OK button.
4. Click on File.



5. Click on Info.
6. On the right side, click the Protect document menu.
7. Select the Encrypt with Password option.



8. Clear the current password.



9. Click the OK button.

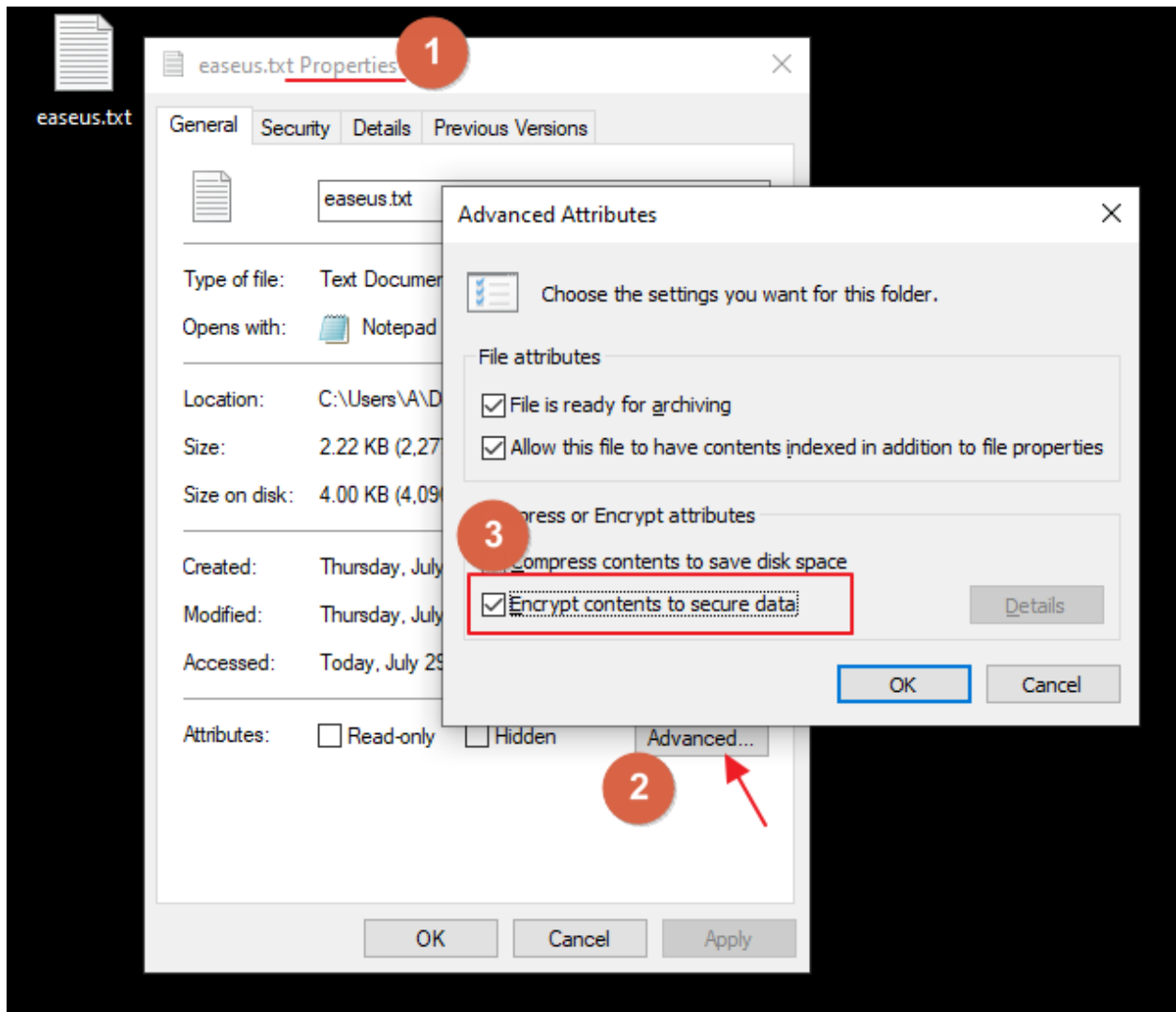
After completing the steps, anyone without a password will be not able to open and edit the Office document.

## Protecting Notepad (.txt file)

### Use Windows File Encryption Tool to Password Protect Notepad File

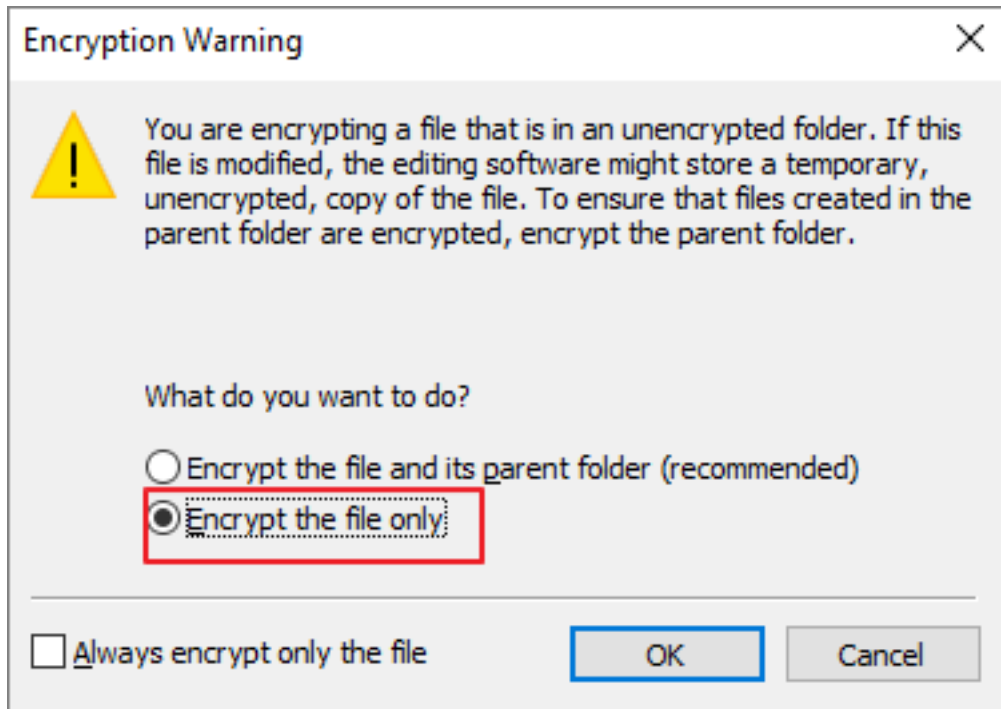
Step 1. Right-click on the target Notepad text file and choose Properties.

Step 2. Under the General tab, click the Advanced button and then select Encrypt Contents to Secure Data on the new window. There you can also compress the contents to save disk space. Click OK and then Apply.



Step 3. Continue clicking the Encrypt the File Only option and click OK.





Step 4. Your text file should be added with a lock icon.

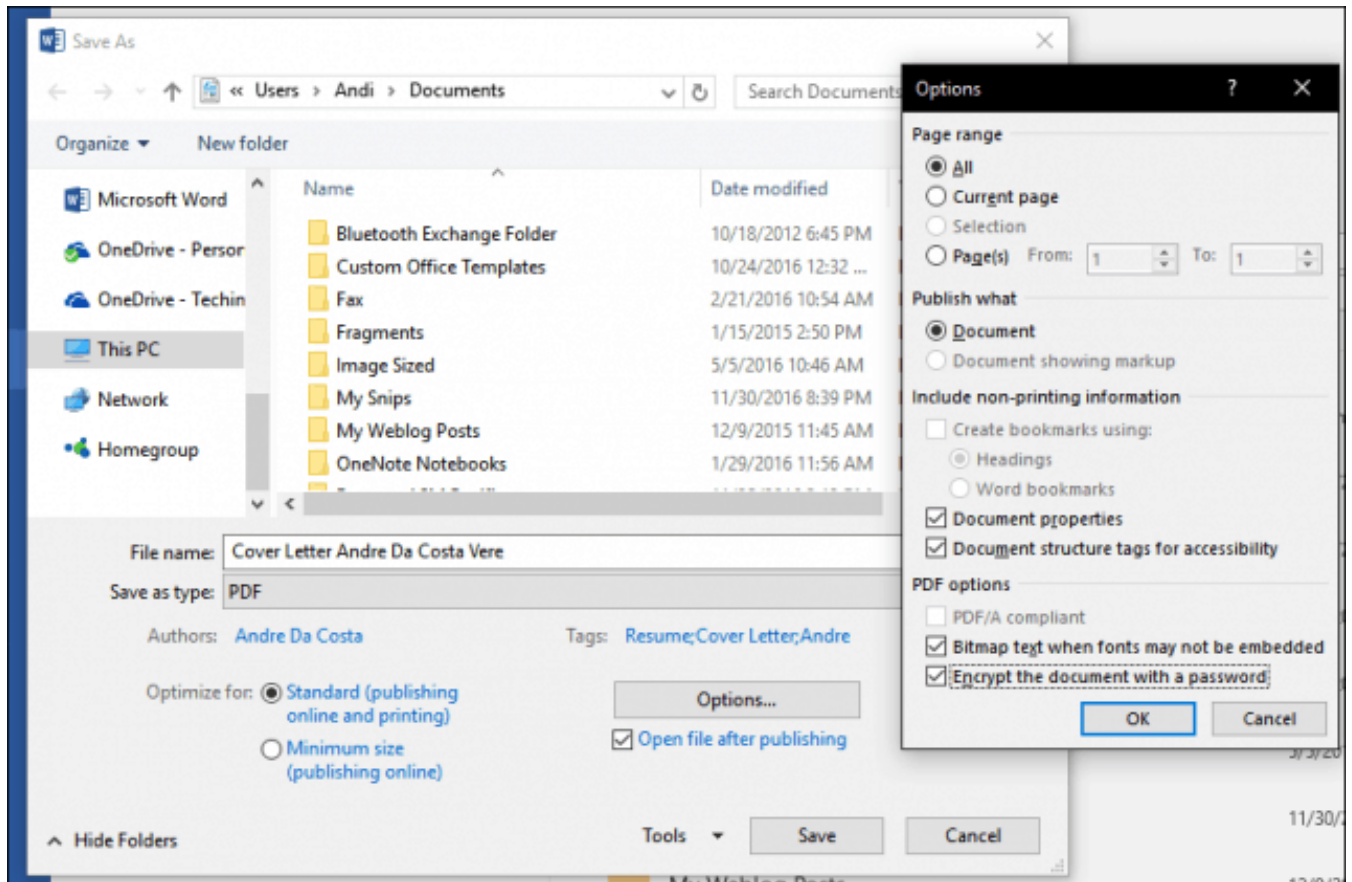
## Protect PDF document

### Password Protect PDF Files in Windows and macOS

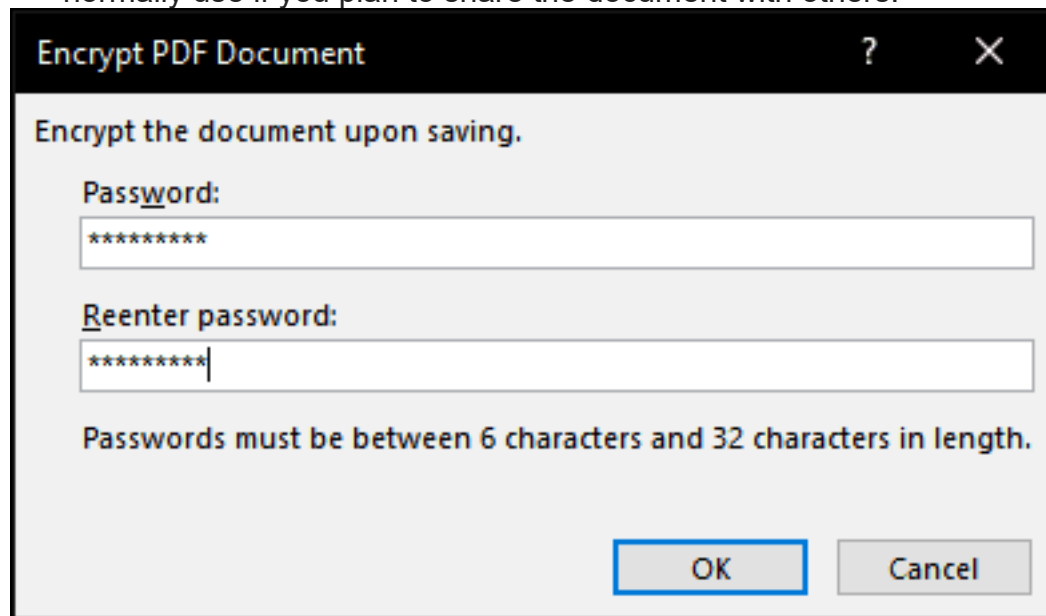
Method 1: Use Microsoft Office to Create Password Protected PDFs

When you encrypt and password protect a document you created using a Microsoft Office program (e.g., Excel, Word, PowerPoint), you can save it as a PDF that is also password protected.

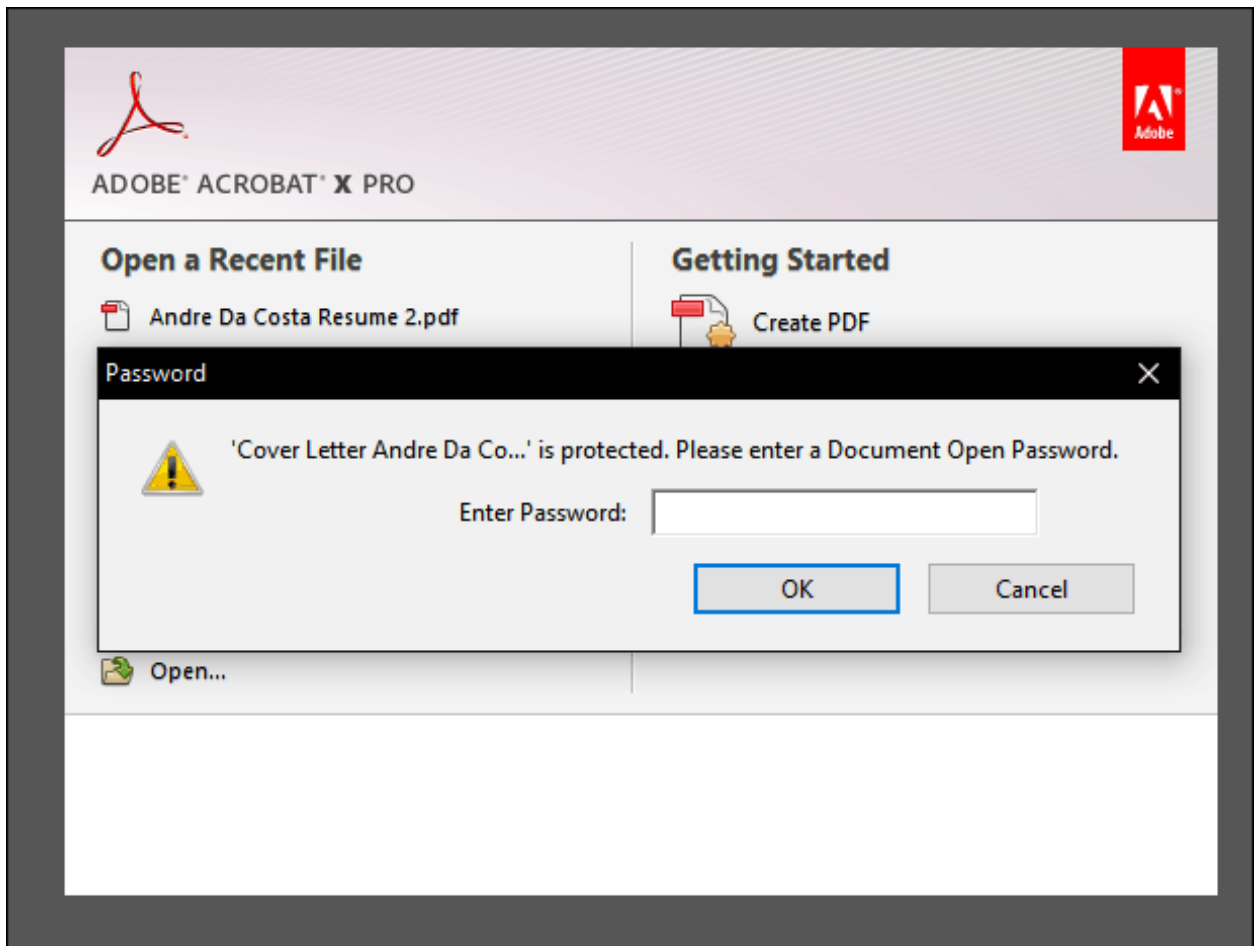
1. Open your Microsoft Office file in the respective application.
2. Click File > Save As...
3. Then Save as type list box, then select PDF.
4. Click the Options button, then check the option Encrypt the document with a password.



5. Please enter your password, then confirm it. Next, choose a password you don't normally use if you plan to share the document with others.



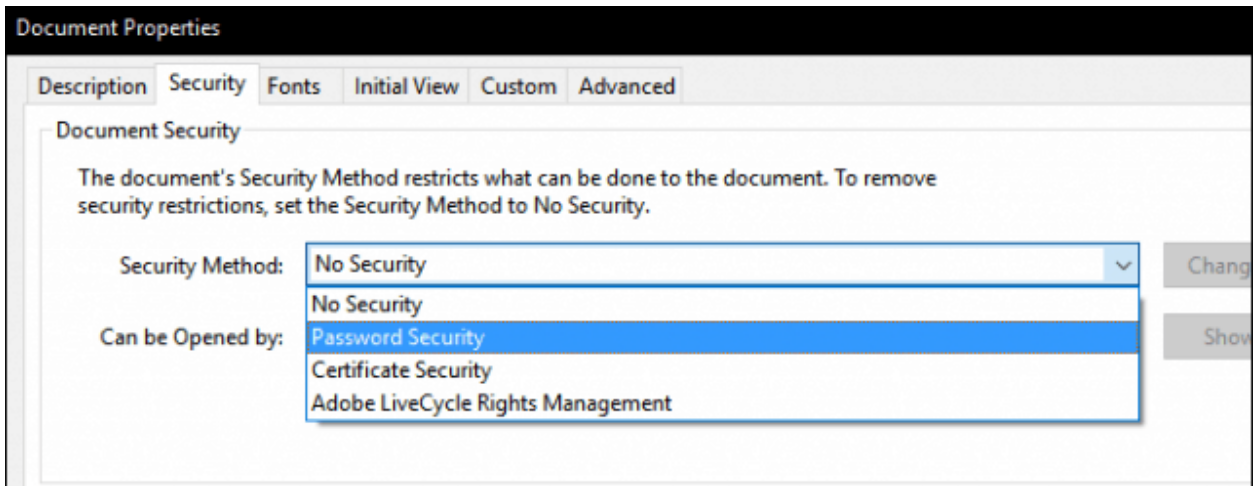
That's it! When you open the document in your PDF viewer, you will be prompted to enter a password.



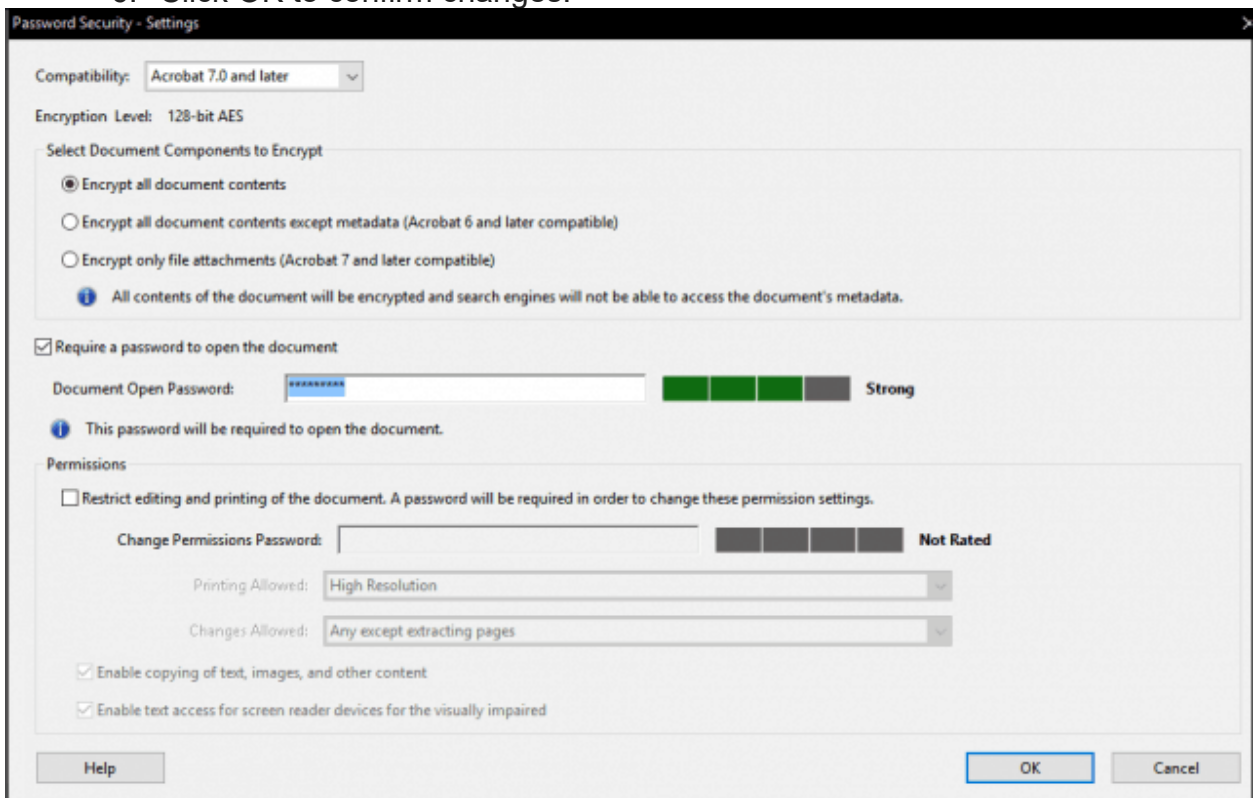
## Method 2: Password Protect a PDF Using Adobe Acrobat

If the document you want to password protect is already a PDF, you can use Adobe Acrobat to add a password. If you haven't purchased a license for Adobe Acrobat, you can download a [30-day trial of Adobe Acrobat](#).

1. Launch Adobe Acrobat and open the PDF you would like to password-protect.
2. Click File > Properties, then select the Security tab.
3. Click in the Security Method list box, then choose Password Security.



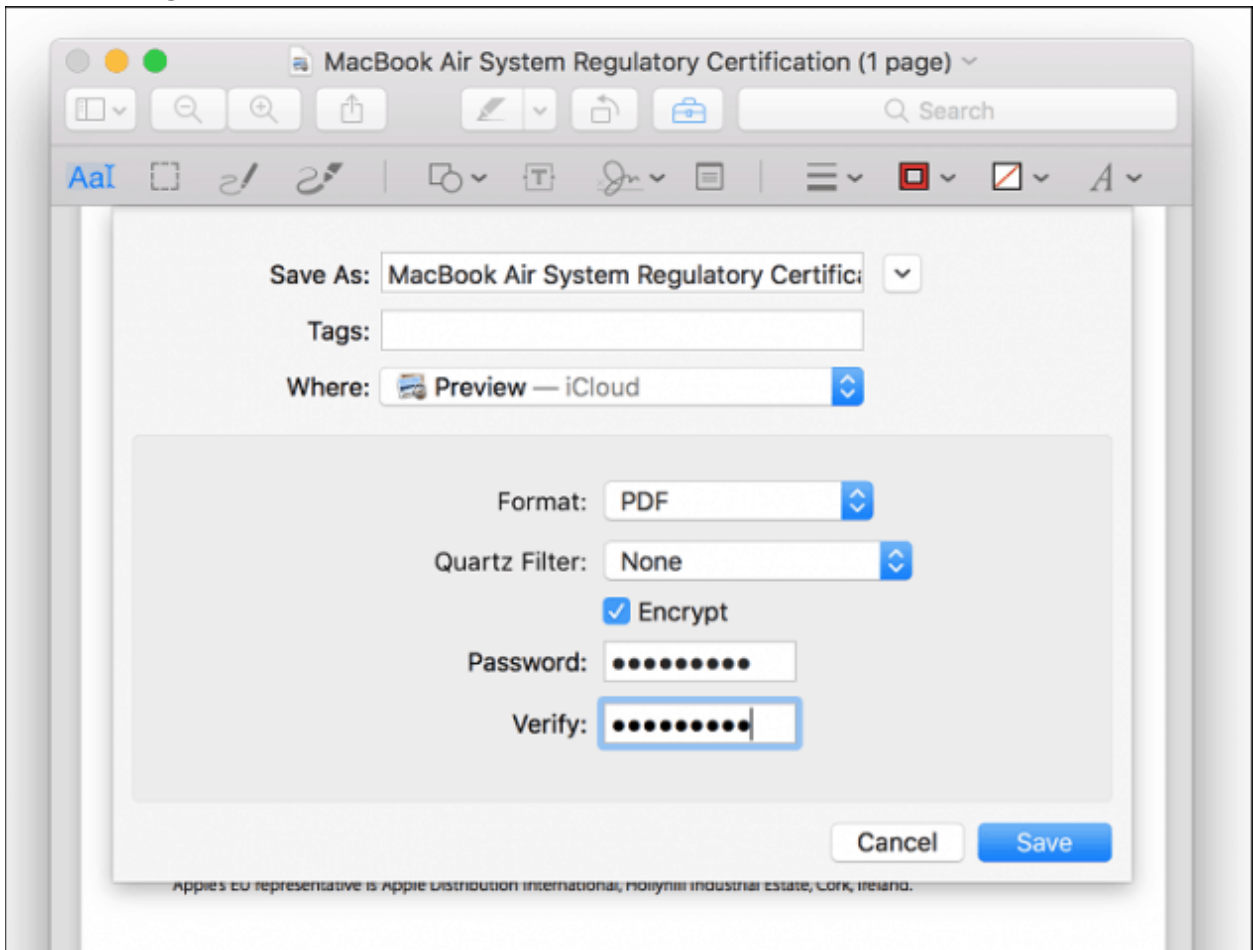
4. Choose the level of compatibility you want. Depending on the version, you can enable support as far back as Adobe Acrobat 3.0. If the user you are sending your PDF to doesn't have a compatible version of Adobe, they won't be able to decrypt it and open it.
5. Check the Require a password to open document, then enter your password. Adobe Acrobat will give you an indication of how secure your password is. You can also restrict editing with a password if you so choose.
6. Click OK to confirm changes.



### Method 3: Password Protect a PDF on a Mac Using Preview

If you own a Mac, you can password protect documents natively in macOS.

1. Open your PDF file in the Preview app by double-clicking it.
2. Click File > Save.
3. Check the Encrypt box, then enter your password and verify it.
4. Click Save.



And there you have it: three ways to password-protect a PDF file. First, password-protected PDF files are encrypted, which means there's no way to "bypass" the PDF to see the contents. Second, the PDF must be decrypted to be viewed. This is a standard built-in to the PDF format, and it works the same regardless of what program created the PDF and what program is being used to view the PDF.

One last reminder: make sure you choose a strong password that can't be guessed or cracked.