

How to create a Google Docs password when sharing

The Passify utility will generate passwords for Google Docs, or Google Slides and Google Sheets files when sharing to prevent others from viewing the content.

When you share a Google Docs file, whether or not there is a setting for sharing rights with the recipient, sharing with the specified person or recipients is allowed to edit the document. However, documents that you share will also be exposed when someone opens the link. However, the Passify utility will create a document key password, restricting others to view the content in the document file that we have shared. The following article will guide you how to use Passify to secure Google Docs when sharing.

Instructions for creating a shared Docs password

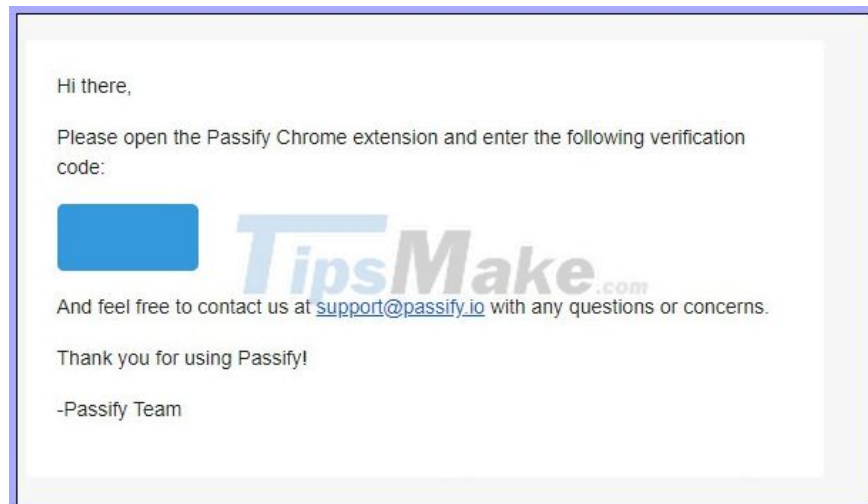
Step 1:

We install the Passify utility on Chrome browser by following the link below.

[Download the Passify extension on Chrome](#)

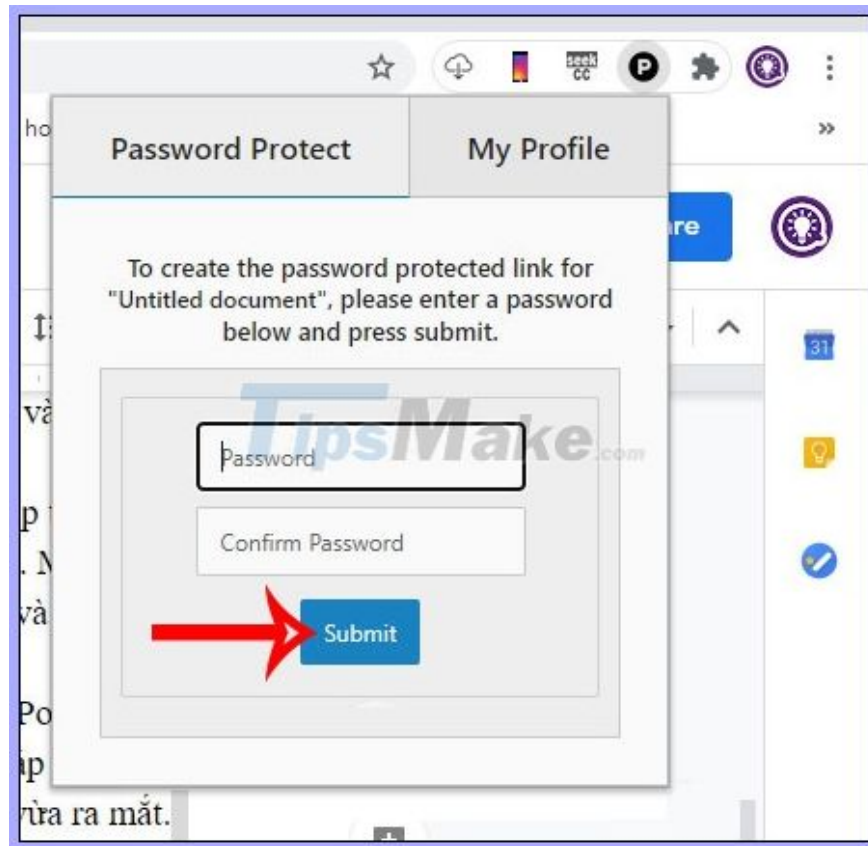
Then open the document you want to share, Google Docs, Google Slides or Google Sheets and click on the Passify utility icon.

Note , for the first-time accounts to use the Passify utility, the utility will send a verification code to the email address for you to fill in the utility's interface to use.



Step 2:

Then display the interface for you to **enter the password for the document file** . Maximum password has 20 characters, including lowercase, uppercase and numbers, then **press Submit** .

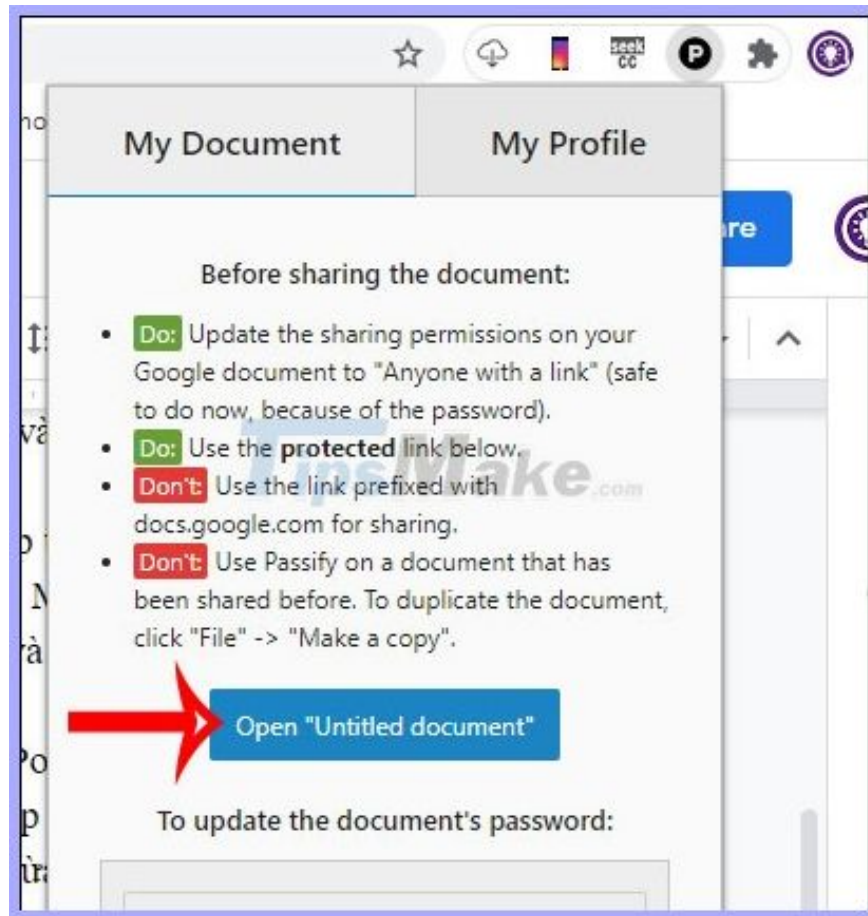


Step 3:

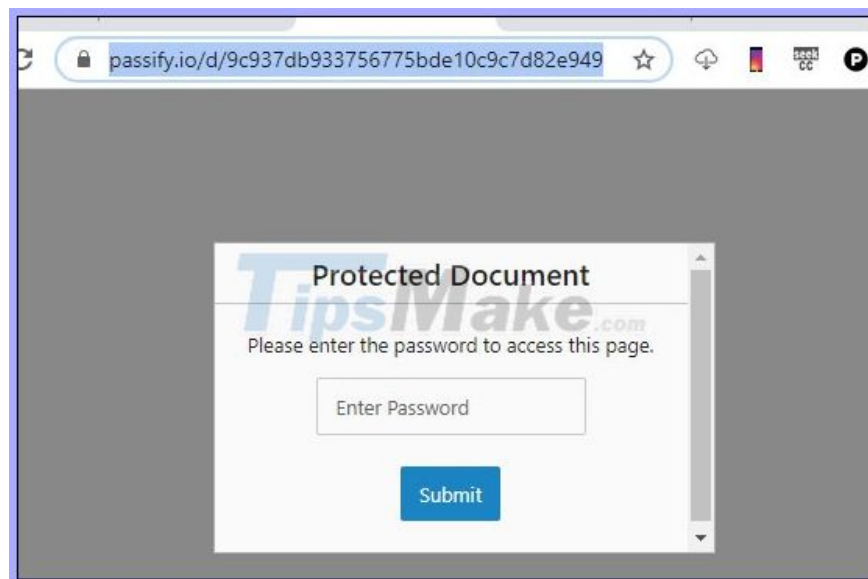
Before sharing, we need to **change the file sharing mode Anyone with a link** , anyone can view the document when there is a link.



Now you click on the utility icon again and will see one of the content needs attention. You will share the document link created by Passify by clicking **Open 'Untitled document'** .



If others access this link, the password is required.



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