

Simple steps to set a password for text documents

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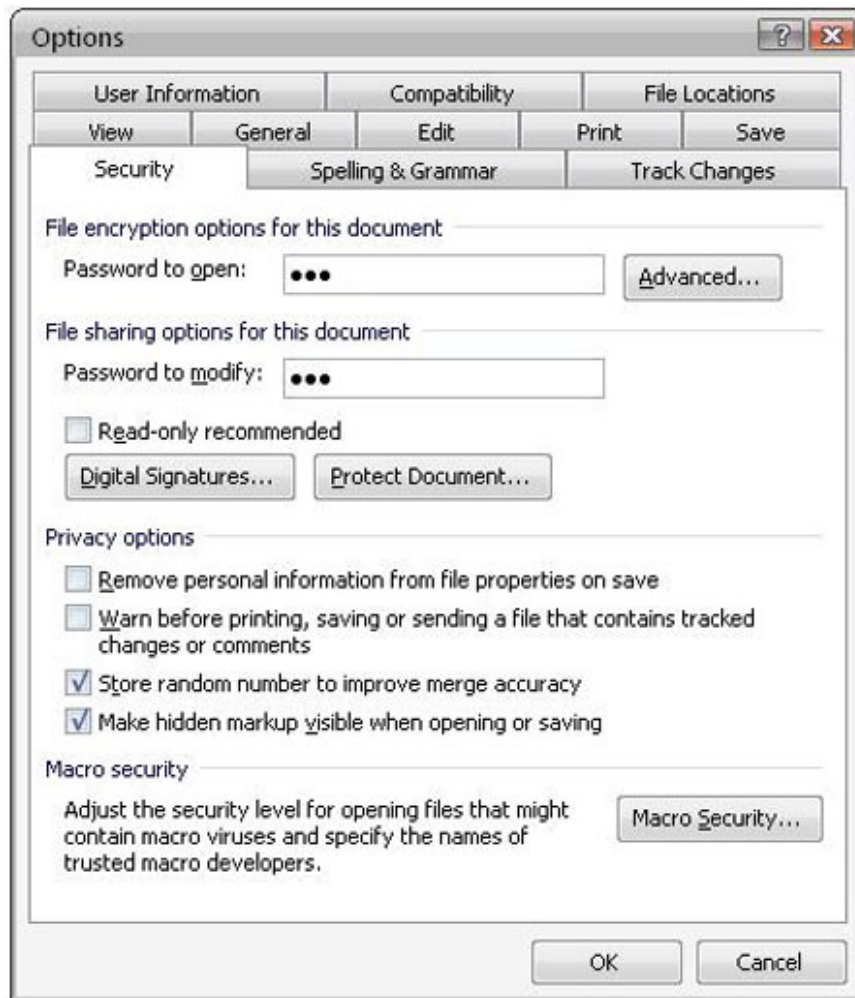
The article will show you how to create passwords and encrypt documents on Microsoft Office documents.

For Office 2003 documents

The steps to perform password creation and encryption are completely the same for both Word, Excel and PowerPoint. First, open the document you want to secure, then go to Tools tab and select Options.

After the Options dialog box appears, select the Security tab. In File encryption options for this document, enter the password to open the document in the empty box next to the text Password to open.

In the file sharing options for this document section, if you enter the password in the box in the Password to modify section, the user will still be able to view the text file contents (by opening Read only), only when editing and saving the user. new password must be entered.



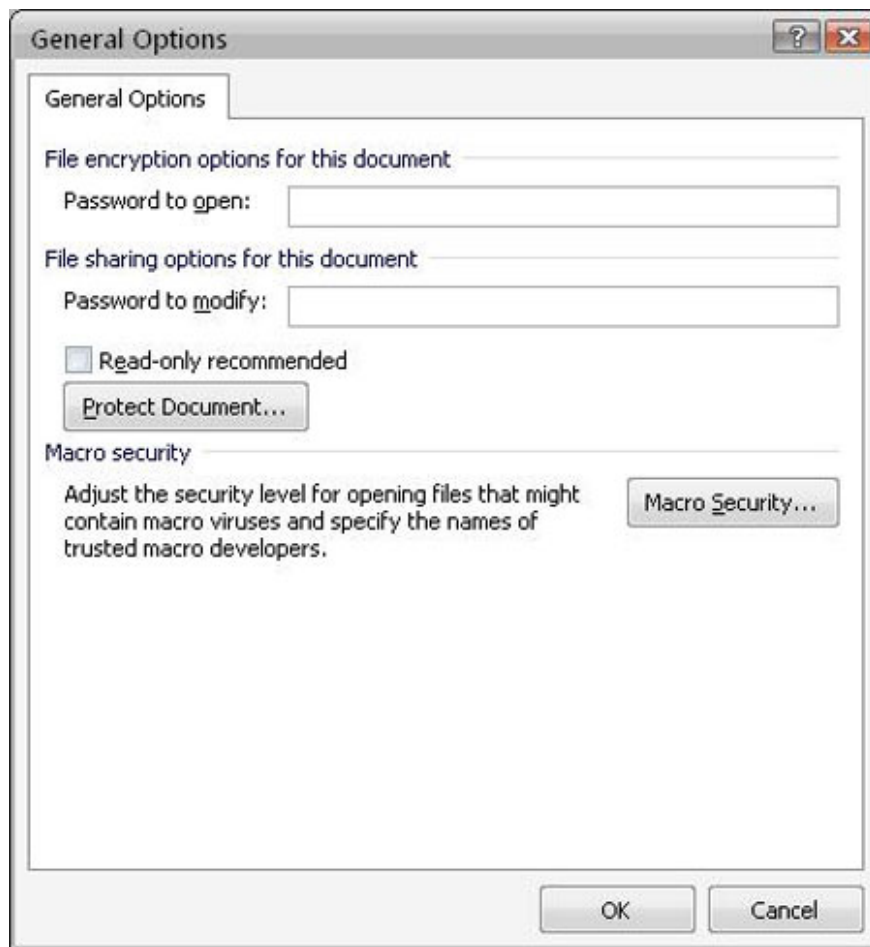
After selecting OK, the Confirm Password screen appears, enter the password you created in Password to open (or Password to modify) and select OK to save the settings.

For Office 2007 documents

Unlike the 2003 version, Office 2007 only allows users to set a password when creating a copy of the document. To start setting up the password, open the document, click Microsoft Office, then select Save As.

You enter the name of the document to save in the file name section, find Tools and select General Options.

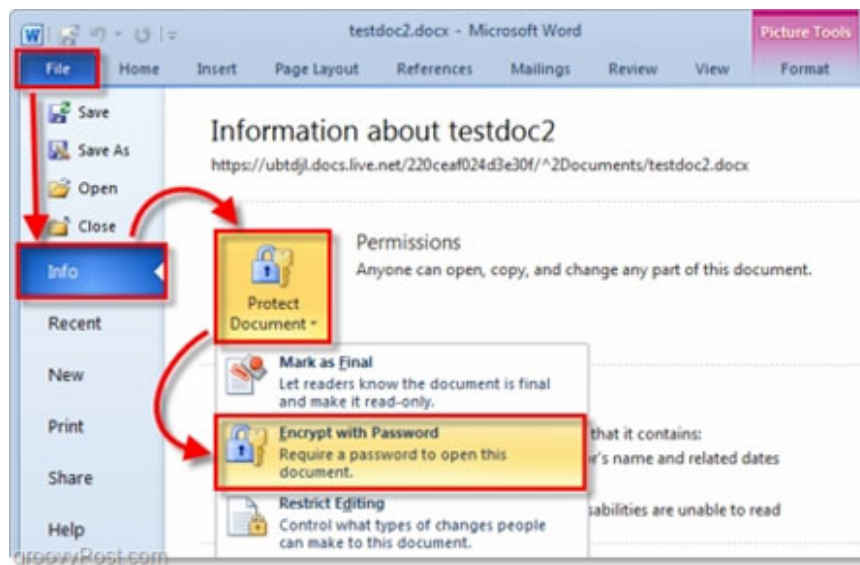
A new dialog will appear. Just like on Office 2003, enter the password to open the document in the empty box next to the text Password to open and enter the password into Password to modify if you want the user to still see the text file contents and enter the password when editing. and save the document.



After selecting OK, you continue to re-enter the password you just created in the Confirm Password dialog box that appears, then click OK to let the program save the settings.

For Office 2010 documents

From the ribbon interface, go to the File / Info menu and choose Protect Document. In the drop down menu, select the Encrypt with Password function and enter your text encryption password, then click the OK button.



Another window appears, re-enter the password again to confirm. And press the OK button to apply. So from now on, anyone who opens this text file must enter the correct password as you set it to view the file content.

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