

## Password Protecting Documents (Microsoft Office & PDF's) How to Guide

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## **Document History**

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1.0	13.02.18	Initial Document	Billie-Louise
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Protecting a document with a password is an easy way to prevent users from accessing data or information that they should not be able to access. An important example of this is when a document contains personal data which can be used to identify a natural living individual. When sending a password protected document via email, it is important to remember not to send the password within the email. This should be given to the recipient via another method e.g. text message, in person or in a separate email. This guide contains instructions on how to password protect documents in Microsoft Office (Word, Excel & PowerPoint) and PDF documents.

## Microsoft Office Documents

Please note: The example used in these instructions have been taken from Microsoft Word, however the same instructions apply for Excel & PowerPoint.

1. Open the document which is required to be password protected and navigate to 'File'.



 One this menu, ensure you have selected the 'Info' tab and select 'Protect Document'.





3. Select 'Encrypt with Password'



 Enter the password of your choice & re-enter this to confirm. NCG recommend that your password should be between 8-12 Characters long, contain a mixture of upper and lower case letters and contain at least 1 number.



ncrypt Document	Confirm Password
Encrypt the contents of this file	Encrypt the contents of this file
Passwo <u>r</u> d:	<u>R</u> eenter password:
Caution: If you lose or forget the password, it	Caution: If you lose or forget the password, it
cannot be recovered. It is advisable to keep a list of	cannot be recovered. It is advisable to keep a list of
passwords and their corresponding document	passwords and their corresponding document
names in a safe place.	names in a safe place.
(Remember that passwords are case-sensitive.)	(Remember that passwords are case-sensitive.)
OK Cancel	OK Cancel

5. The protect document box will change colour to confirm that the document is now password protected. Ensure the document is saved to make the change effective.





## PDF Documents

1. 1. Open the PDF which is required to be password protected and navigate to 'Tools':



2. On this menu, select the 'Protect' icon:



3. This will then open the below tool bar above the PDF document. Select 'Encrypt' and then '2 Encrypt with Password':





4. Click 'Yes' when the below box appears:



5. Tick the box which says 'Require a password to open the document' and then enter the password of your choice into the password field. The squares beside this will indicate the strength of the password. Once you have decided this, click 'OK':

Require a password to open the do	icument	
Document Open Password:	to open the document.	Best
ermissions		
Restrict editing and printing of the	document. A password will be required in order to change these	permission settings.
Printing Allowed:	High Resolution	
Changes Allowed:	Any except extracting pages	
DEnable conving of text imager	and other content	
ten, images, i	and other content	
Enable text access for screen rea	der devices for the visually impaired	
Change Permissions Password:	der devices for the visually impaired	Not Rated
Enable text access for screen rea Change Permissions Password:	and other Content.	Not Rated
Enable text access for screen rea Change Permissions Password:     Detions Compatibility: Acrobat 7.0 and late	er une conten der devices for the visually impaired	Not Rated
Change Permissions Pessword:  Change Permissions Pessword:  Potions  Compatibility:  Acrobat 7.0 and late  Encrypt all document contents	er und utber unterner der devices for the visually impaired	NotRated
Change Permissions Password: Change Permissions Password: Compatibility: Acrobat 7.0 and late Encrypt all document contents: Chropyt all document contents:	er metadata (Acrobat 6 and later compatible)	Not Rated
Compatibility: Acrobat 7.0 and late     Encypt all document contents     Encypt all document contents     Encypt and document contents     Encypt and document contents     Encypt and document contents	r e find utility impaired e f e f f f f f f f f f f f f f f f f	NotRated

6. You will then be asked to confirm the password. Enter the password into the field and select 'OK':

1	Adobe Ac	robat - Confirm Document Open Passwo	vrd 83
i		Please confirm the Document Open Pa password. It will be required to open th	ssword. Be sure to make a note of the e document.
10		Document Open Password:	
5			OK Cancel

7. Ensure the document is saved to make the change effective:

