Password Protecting Documents (Microsoft Office & PDF's)

How to Guide

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Document History

Version	Date	Notes	Name
1.0	13.02.18	Initial Document	Billie-Louise Wallace

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.
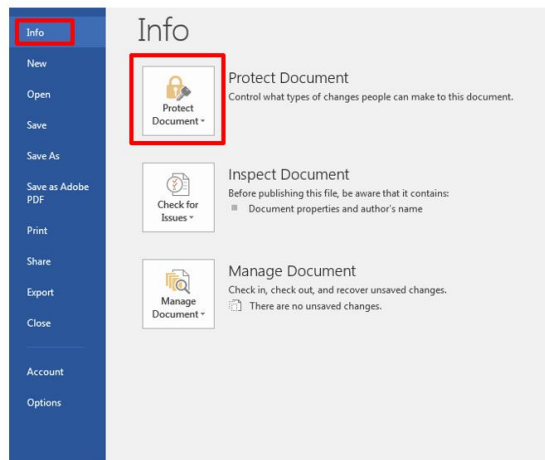
Microsoft Office Documents

Please note: The example used in these instructions have been taken from Microsoft Word, however the same instructions apply for Excel & PowerPoint.
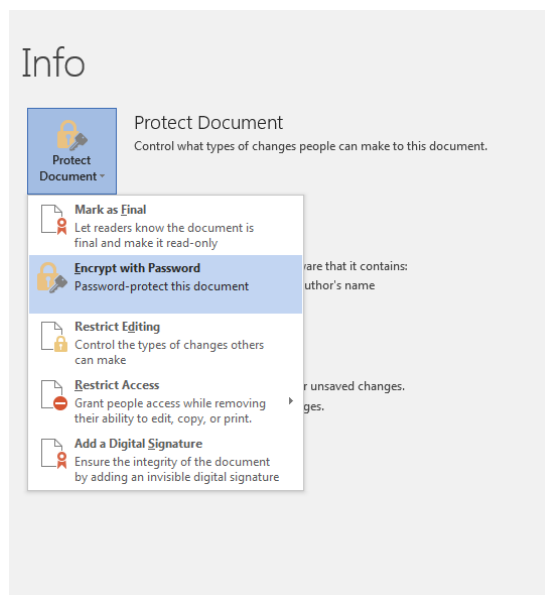
1. Open the document which is required to be password protected and navigate to 'File'.
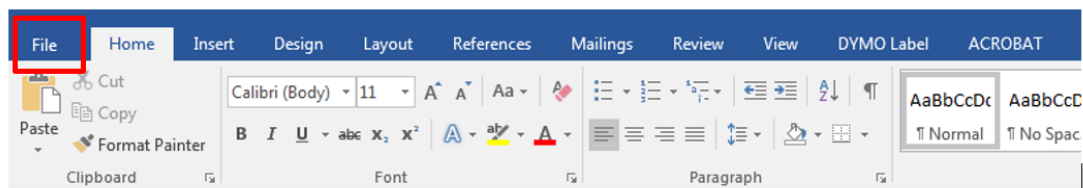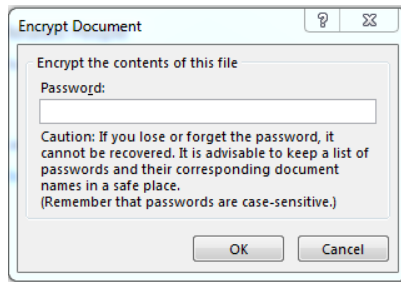

2. One this menu, ensure you have selected the 'Info' tab and select 'Protect Document'.
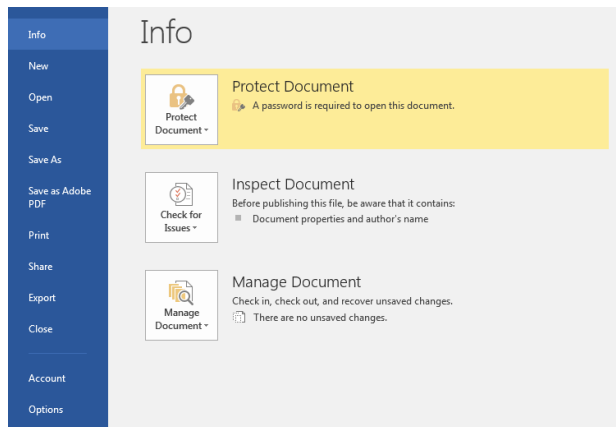
3. Select 'Encrypt with Password'

4. 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.
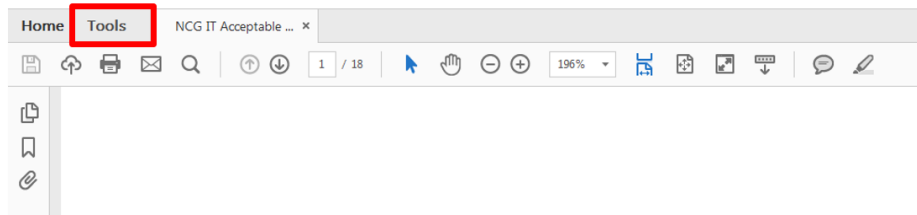
5. The protect document box will change colour to confirm that the document is now password protected. Ensure the document is saved to make the change effective.
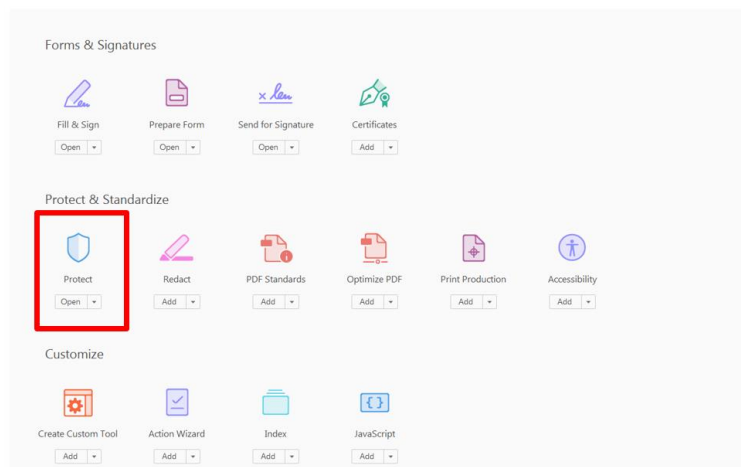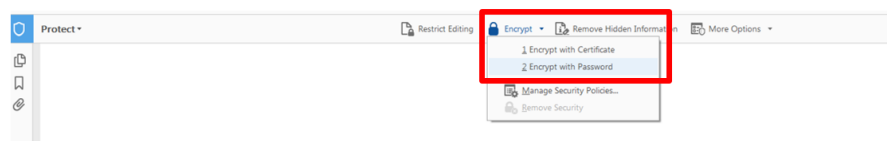
PDF Documents

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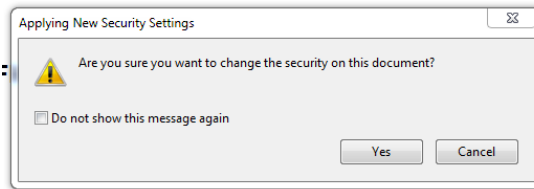

2. On this menu, select the 'Protect' icon:

3. This will then open the below tool bar above the PDF document. Select 'Encrypt' and then '2 Encrypt with Password':
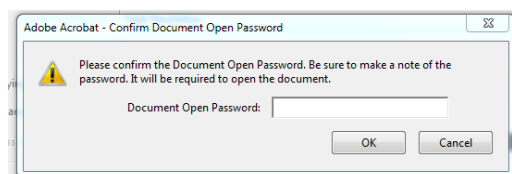
4. Click 'Yes' when the below box appears:

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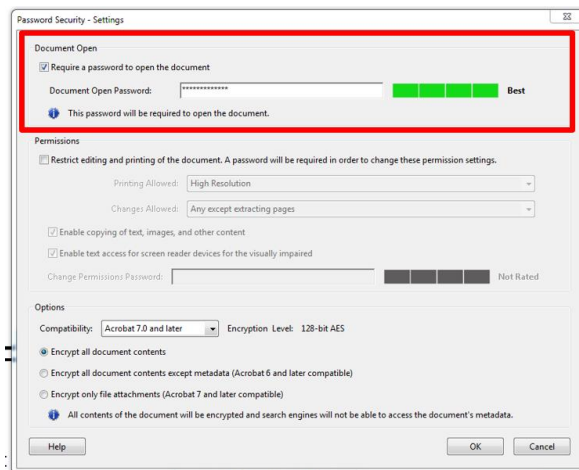
6. You will then be asked to confirm the password. Enter the password into the field and select 'OK':

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