

Password Protecting Your Word 2007 Document

Sometimes you want to have a document that contains sensitive data that you do not want to be compromised if a person were to gain access to your computer. A good way of preventing this is to password protect the document. In Word 2007 (and all Office 2007 products), the following procedure can be used on a new document, or one that you are editing from the past.

1. Go to the Office Button (The circular icon in the upper leftmost part of the document window)
2. Select "Save As..."
3. Click on the Tools button in the lower leftmost part of the dialog window and select "General Options"
4. You will now be presented with the option to password for opening the document, editing the document or both. The passwords can be different for opening and editing for more advanced document security management.