

PASSWORDS

Passwords provide security and help prevent other people from opening or modifying documents.

It is important to use passwords that combine uppercase and lowercase letters, numbers, and symbols. Passwords should be 8 or more characters in length.


Example - Weak passwords – fluffy1

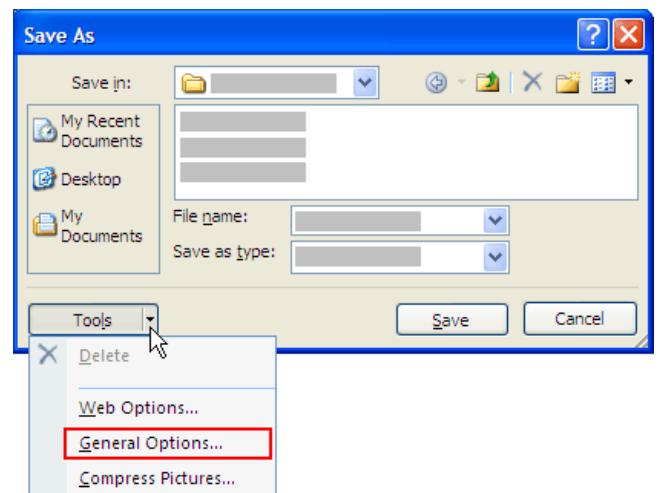
Example - Strong password - jK1089*ItP

It is critical that you remember your password. If you forget your password, Microsoft cannot retrieve it. Store the passwords that you write down in a secure place away from the information that they help protect.

Set a password to open or modify a document

To allow only authorised users to modify your content, do the following:

1. Click **Microsoft Office Button** 
2. Click **Save As**.
3. Click **Tools**
4. Click **General Options**.



Do one or both of the following:

Password to open:

Type a password in the Password to open box (up to 15 characters.)

Password to Modify:

To enter a password before they can save changes to the document, type a password in the Password to modify box.

(Make sure each password is different from the other)

Read-Only:

If you don't want users to accidentally modify the file, select the Read-only recommended check box. When users open the file, they are asked if they want to open the file as *Read-only*.

5. Click **OK**.
6. When prompted, **retype your passwords** to confirm them, and then click **OK**.
7. In the **Save As** dialog box, click **Save**. If prompted, click **Yes** to replace the existing document.

