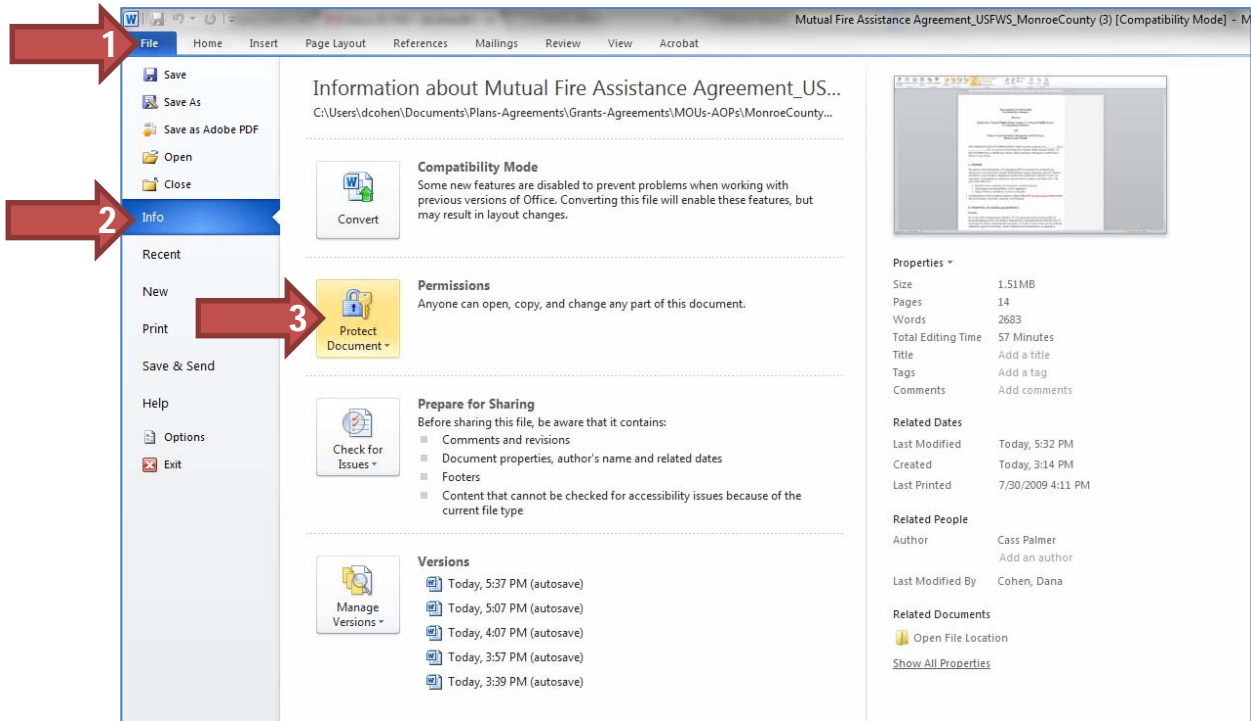


Password protect a Microsoft Office File

1. Under the File tab
2. Highlight Info and
3. Select the “Protect Document” button next to Permissions



4. Select “Encrypt with Password” and you are good to go!

