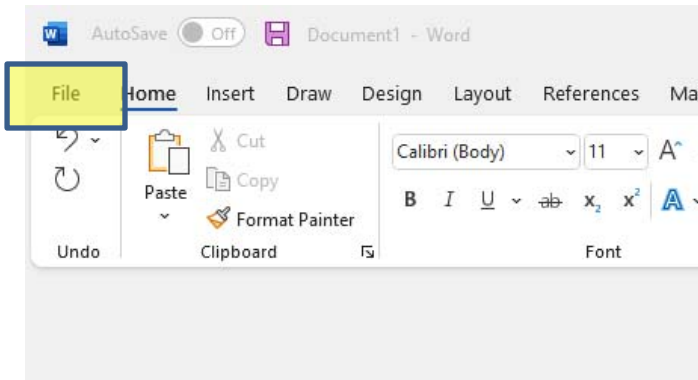


# Password Encrypt Files

The following workflow shows how to password encrypt files.

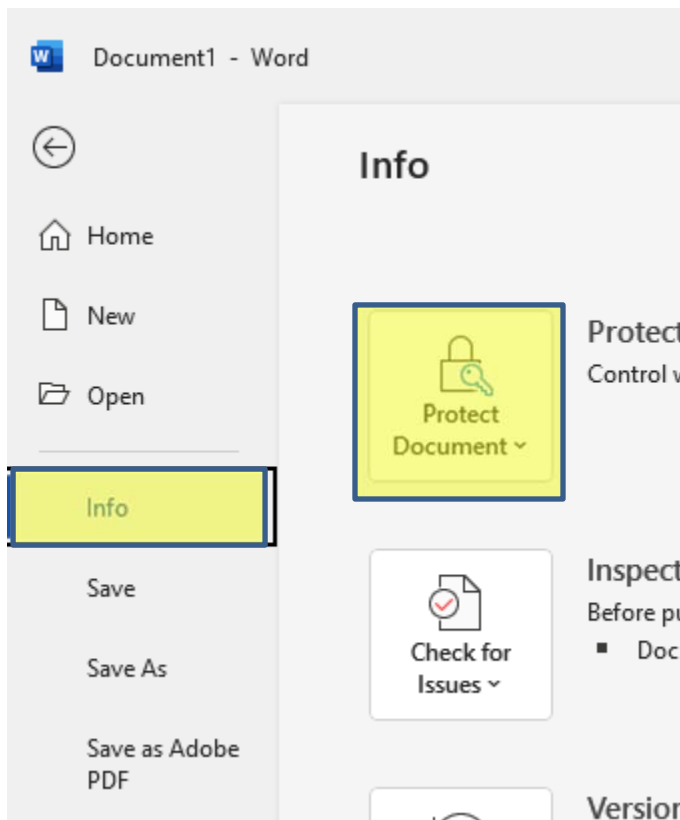
**Microsoft Office:**

Click **File**



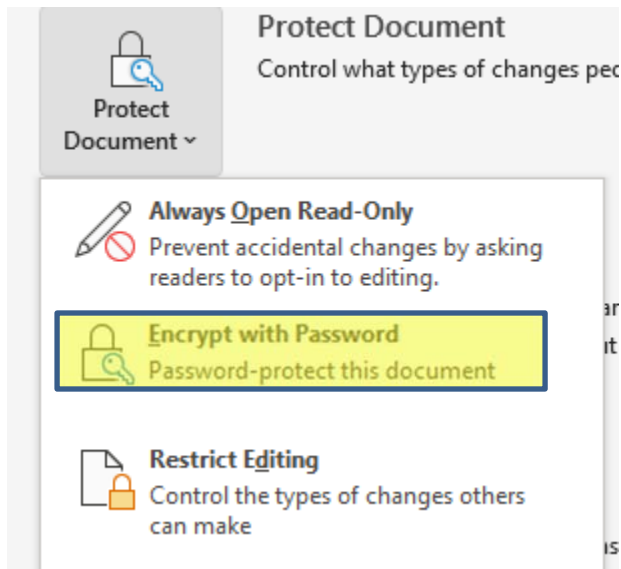
Click **Info**

Click **Protect Document**

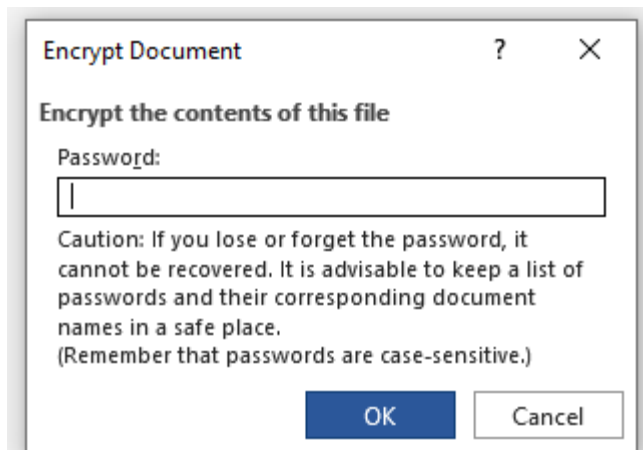


7/13/2022

Select **"Encrypt with Password"**



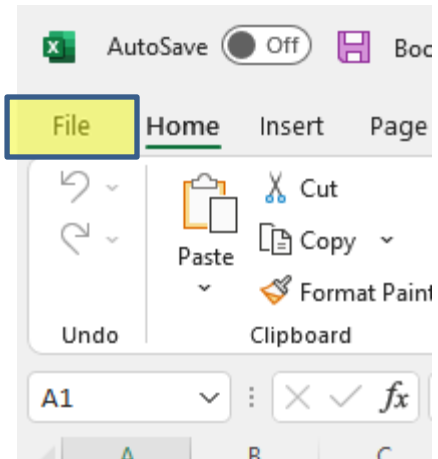
Type a complex password into the Password Box and Click OK



Click Save. \*You must save the document to apply the password encryption\*

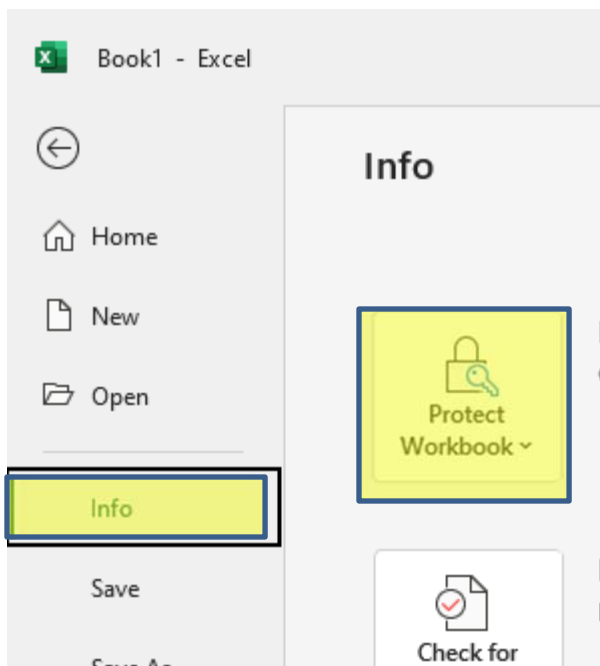
**Microsoft Excel:**

Click **File**

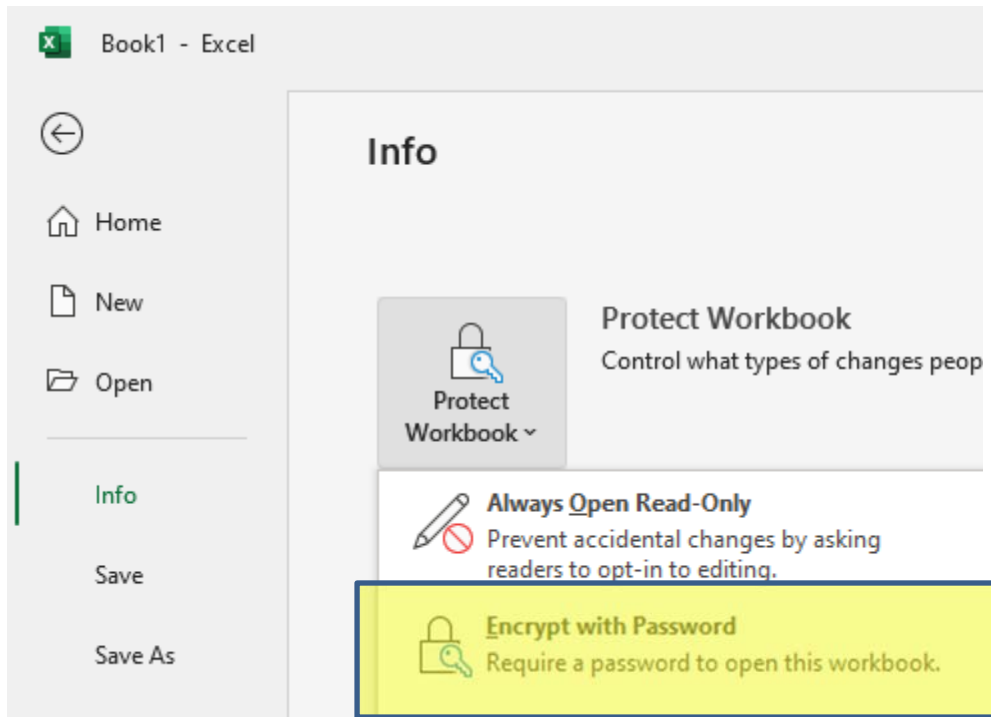


Click **Info**

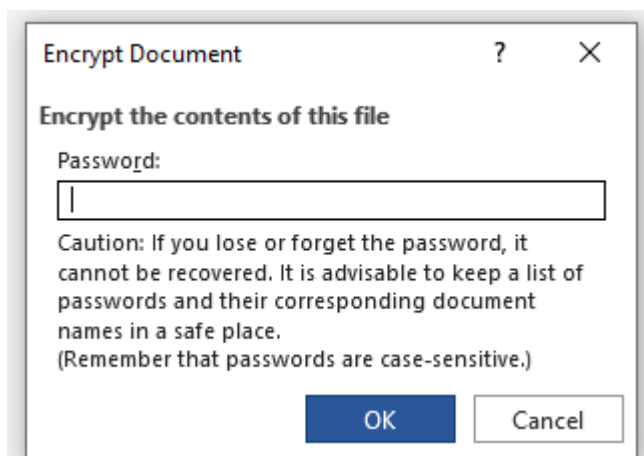
Click **Protect Workbook**



Select **"Encrypt with Password"**



Type a complex password into the Password Box and Click OK

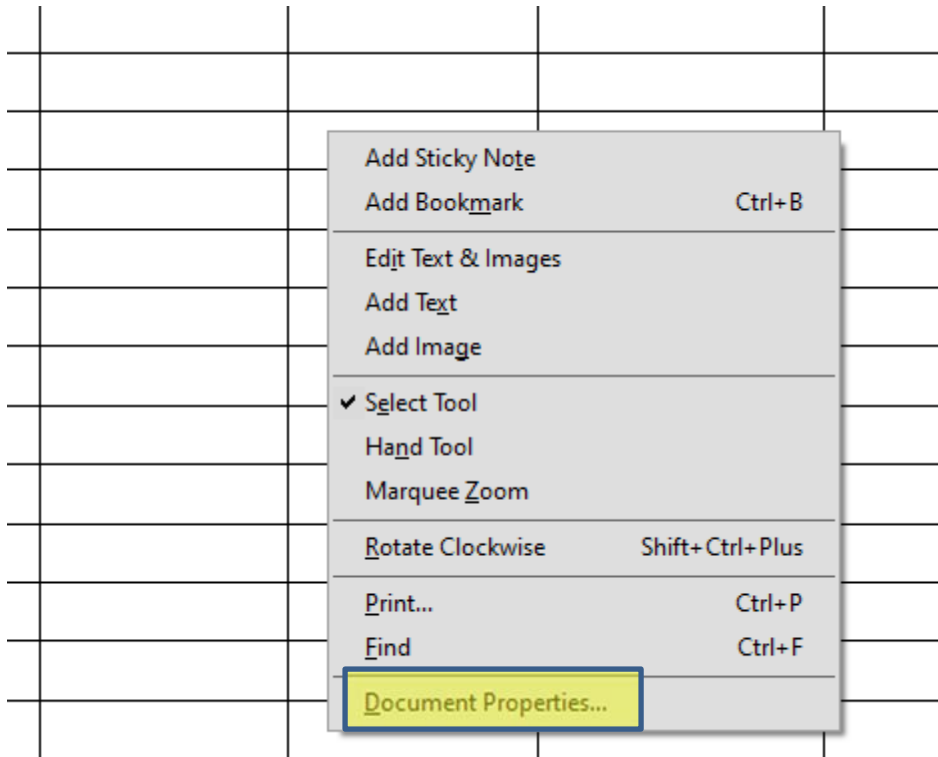


Click Save. \*You must save the document to apply the password encryption\*

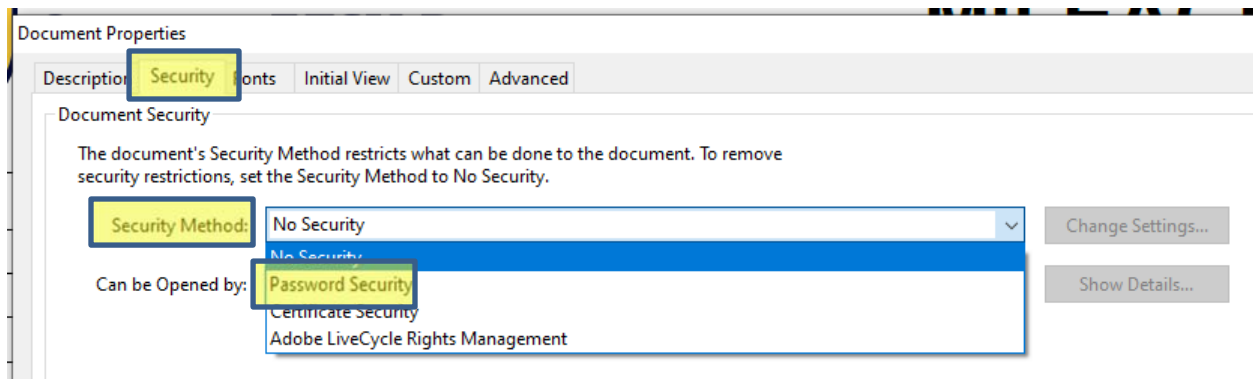
## PDF Files:

Right Click within the document

Click **Document Properties**

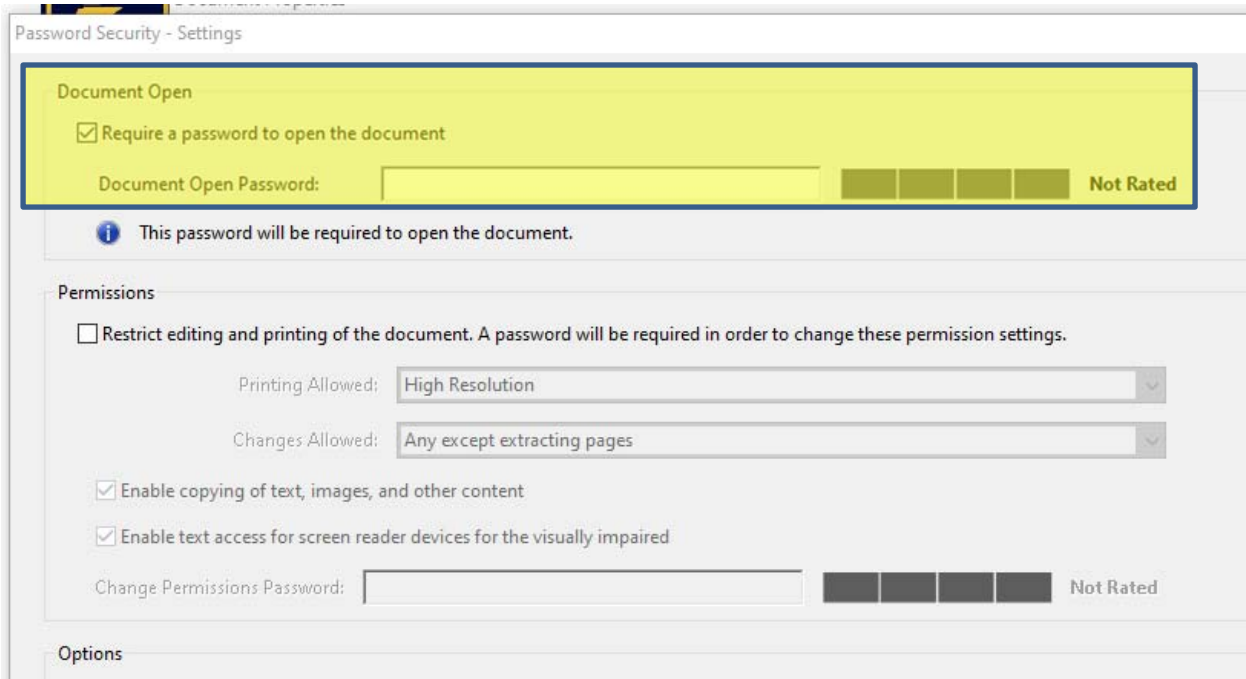


Select **Password Security** from the **Security Method** dropdown under the **Security** tab



Click **Require password to open document**

Type a complex password into the **Document Open Password** Box and click **Ok**



Click Save. \*You must save the document to apply the password encryption.