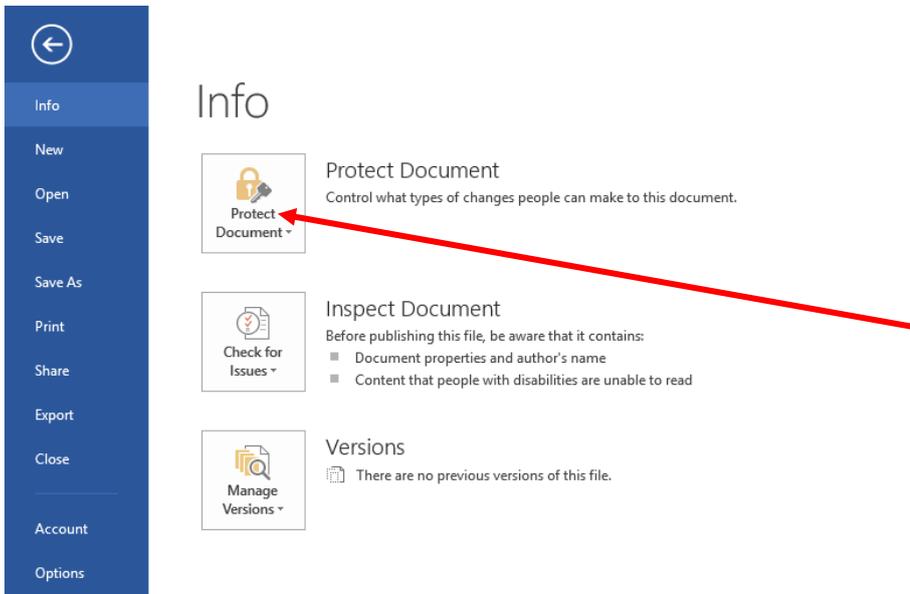
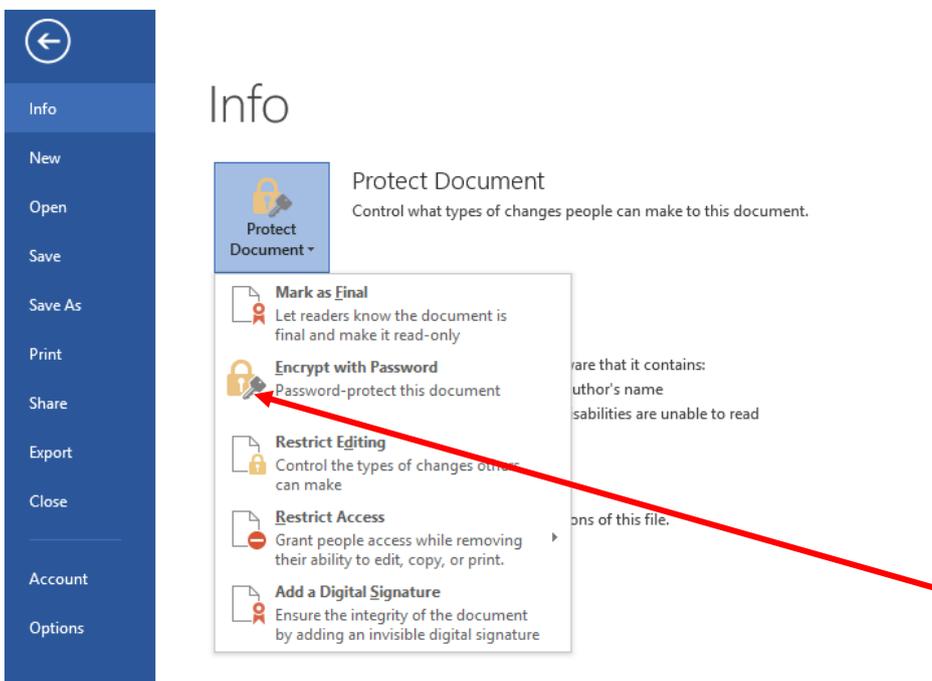


## How to set a password for your Word document

1. Open your document
2. Click **File** on top left
3. Select Protect Document



4. Select Encrypt with Password



5. Enter your password when prompted. You'll be asked to confirm it.
6. Save your document. When the document is next opened, the password **has to be entered**.