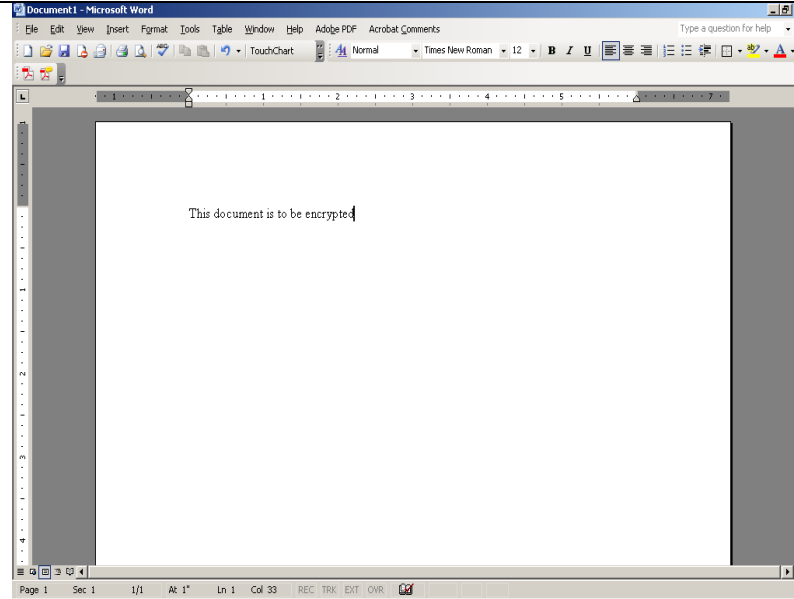




Encrypting and Password Protecting an Office 2003 document

Create the document

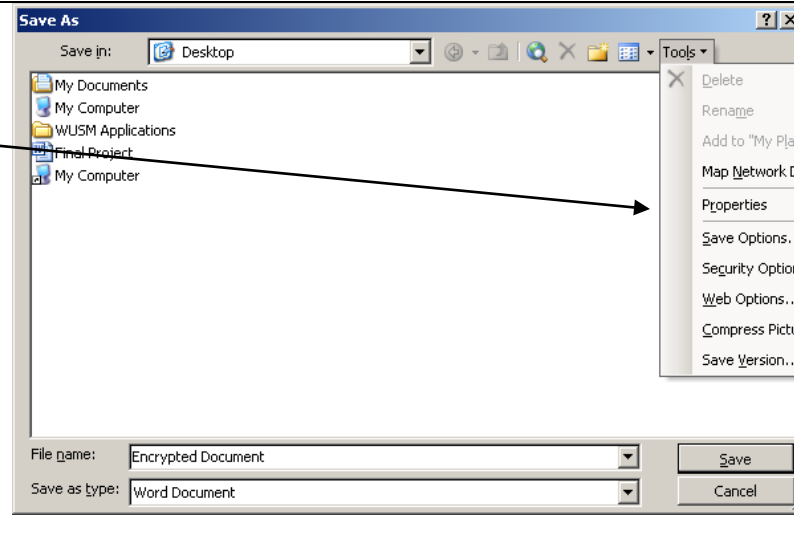
Select File – Save As



Enter File Name

Click on Tools drop down menu

Select Security Option



In the Security dialog box

In the Password to Open box enter the password you choose

This will set the encryption level to (Office 97-2000 compatible)

Do Not Select any other encryption level in the Advanced menu

Do Not enter a password in the Password to Modify box

Do not select any other options in the dialog box

Click OK

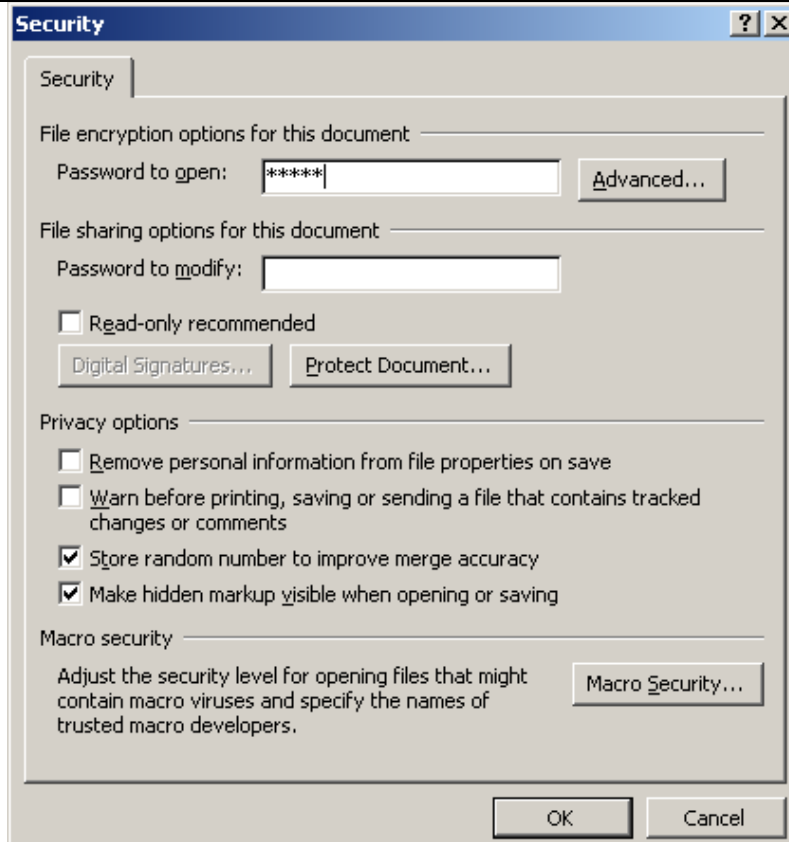
*******Do Not Forget the Password*******

If the password is forgotten/lost you will not be able to open the document.

You will be prompted to Reenter the password you chose

Click OK

The document is now encrypted. If you close the document and open it to edit you will be prompted for the password



Encryption is a form of scrambling the content of a file to render the information within it unusable unless the correct password is used to unlock the cipher used to encrypt the file. The bit length of the cipher used to encrypt a document helps to determine the overall security of the document. The longer the bit length, the harder it should be for someone to decrypt the content. Encryption offsets the character values in a document by the value of the encryption mask. A bit mask is directly related to the bit length (40-bit, 128-bit, 256-bit, or a custom length as defined in the Advanced button of the Security dialog). For example: