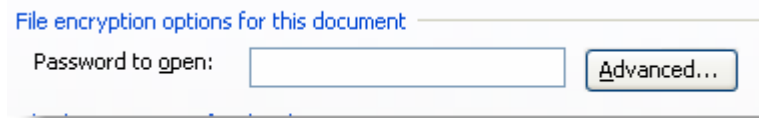


# How to protect your office documents



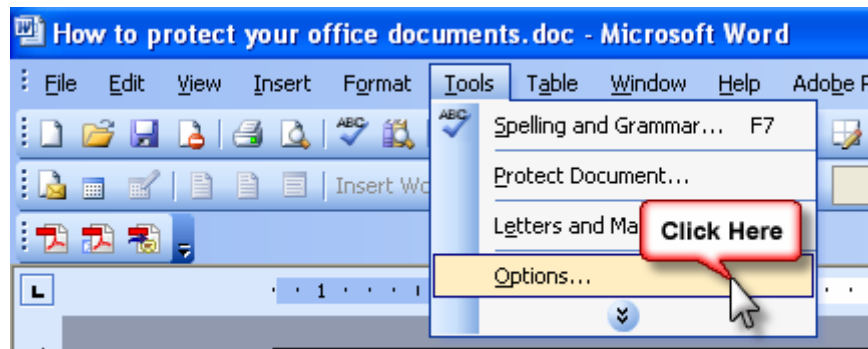
## Introduction

Especially when we use laptops, we need to be careful about protecting sensitive documents. Fortunately, this is very easy to do. Please keep in mind these instructions only apply to Microsoft Office documents.

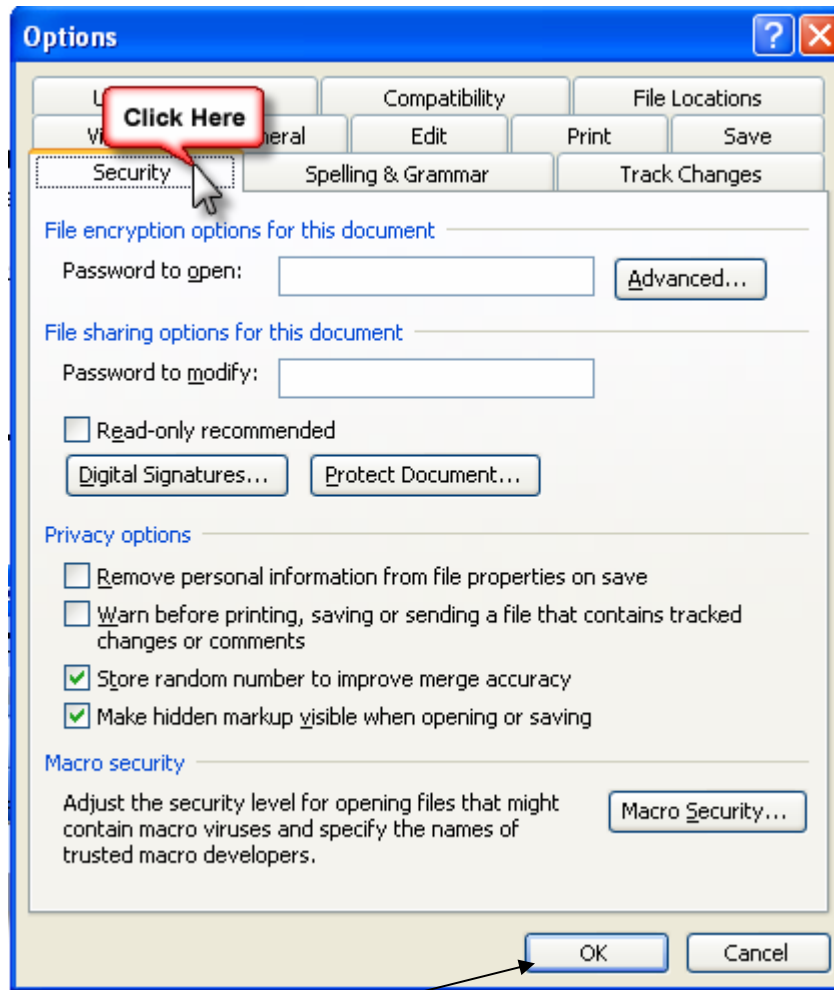
**There is no way to recover a lost-password, so use a password you won't forget.**

## HOWTO

- 1) Open a file you want to protect.
- 2) click on the Tools menu, and then click options.



3) Click on the Security tab, and enter in a password in the **password to open** field.



4) Click Ok and re-enter the same password. Click Ok, and your document will be protected!

