

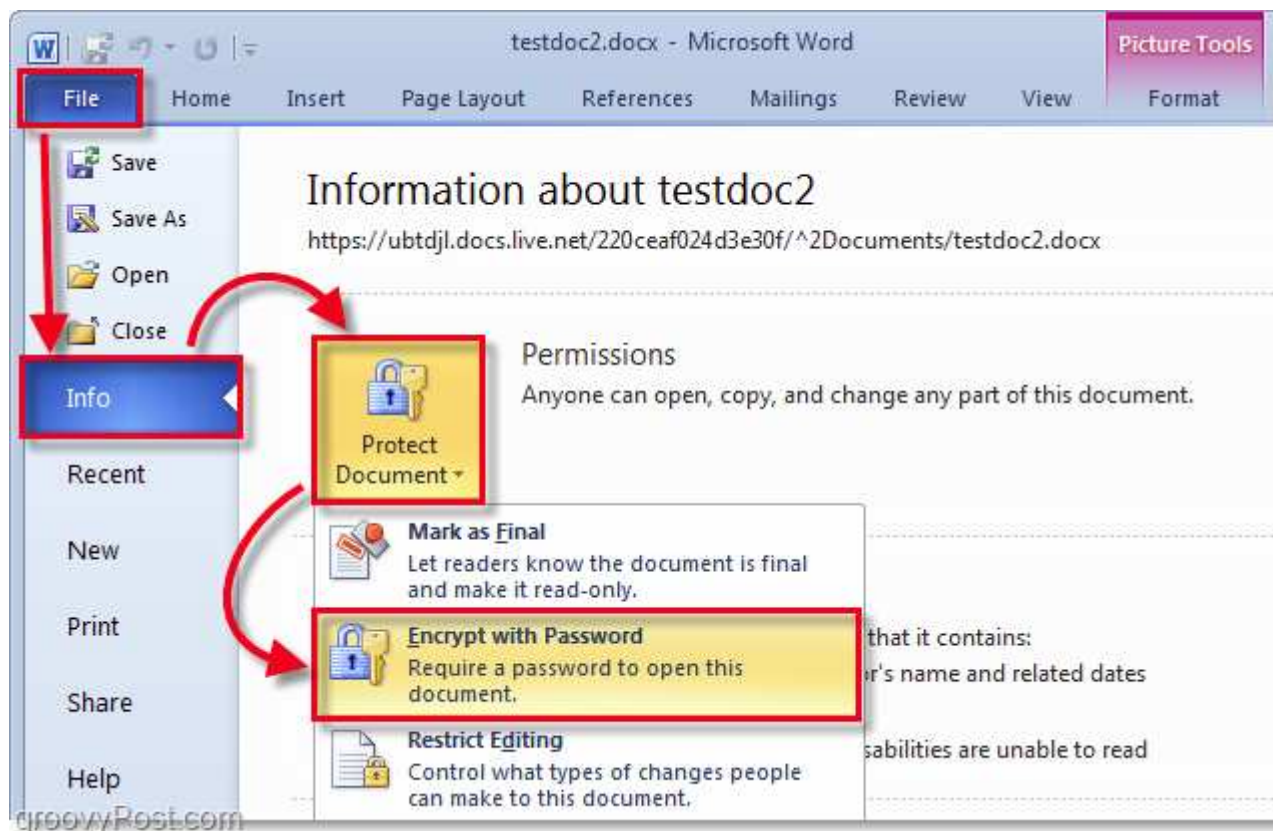


Microsoft Office 2010 has really simplified the process to password protect and encrypt documents. This is a nice improvement over [password protecting documents under Office 2007](#). Anyway, the new process for Office 2010 is consistent across the core Office product line (*Word 2010, Excel 2010, PowerPoint 2010 etc.*) so I'll demonstrate the process just once using Microsoft Word 2010.

How To Protect A Word 2010 Document Using Built-in Password Encryption

Step 1

Click the **File** tab, then Click **Info**. On the menu to the right Click **Protect Document** and Click **Encrypt with Password**.



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[Form an LLC in Minutes](#) www.LegalZoom.com/LLC

Form a Limited Liability Company. As Seen on CNN, MSNBC & Fox News.

[Password protect folders](#) www.protectorion.com

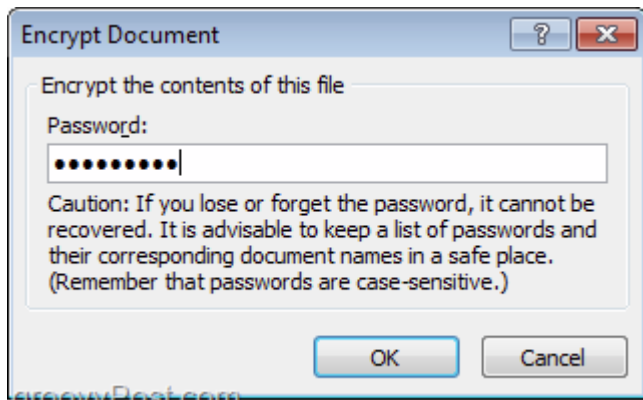
Password protect your folders now. User-friendly and fast. Freeware!

[StorageCrypt v4.1.0.386](#) www.magic2003.net

Encrypt and password protect usb flash drive, external hard drive.

Step 2

The Encrypt Document dialog will appear, *Type* in a **password** and then *Click* **OK** to finish.



Please note – It's **very** important to use a **STRONG** Password or Pass Phrase in step #2. Yeah yeah... you don't need to get crazy here with wild *Symbols* and upper and lower case characters you will forget in 10 minutes however, using a simple dictionary word will allow anyone with a \$100 password cracking app to gain access to your document. Using a long **PASS PHRASE** (*IE: my house is yellow*) however with 10 or more characters will significantly increase the encryption strength of the document and decrease the

likelihood someone will be able to break the encryption and gain access to your document.

After choosing a password, your document should be protected!

