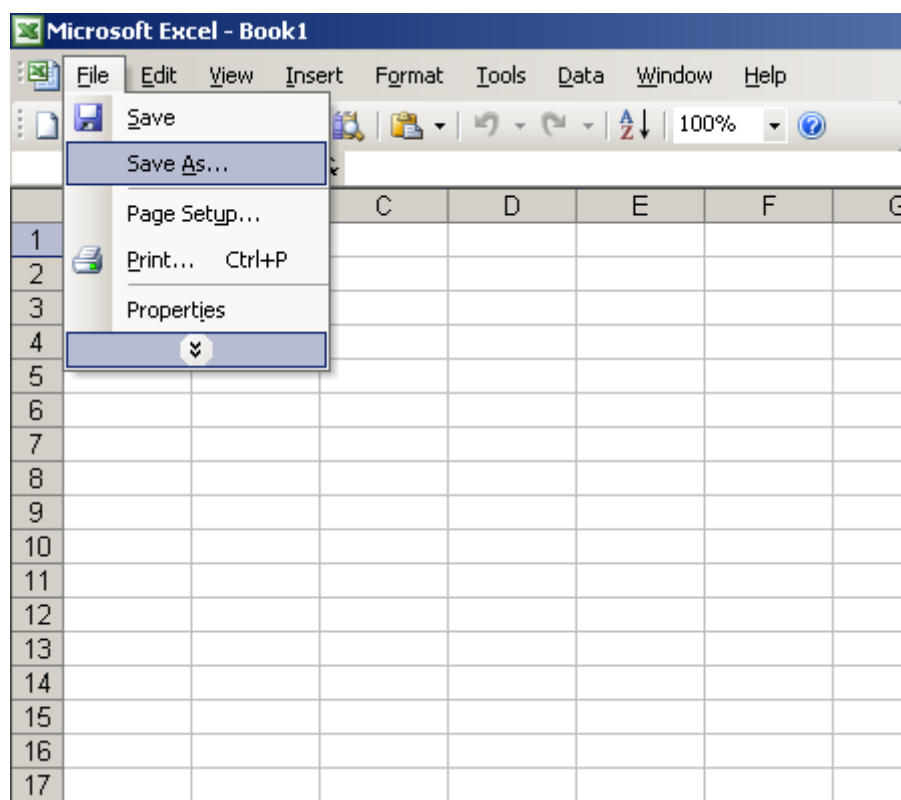


Password Protecting a Document

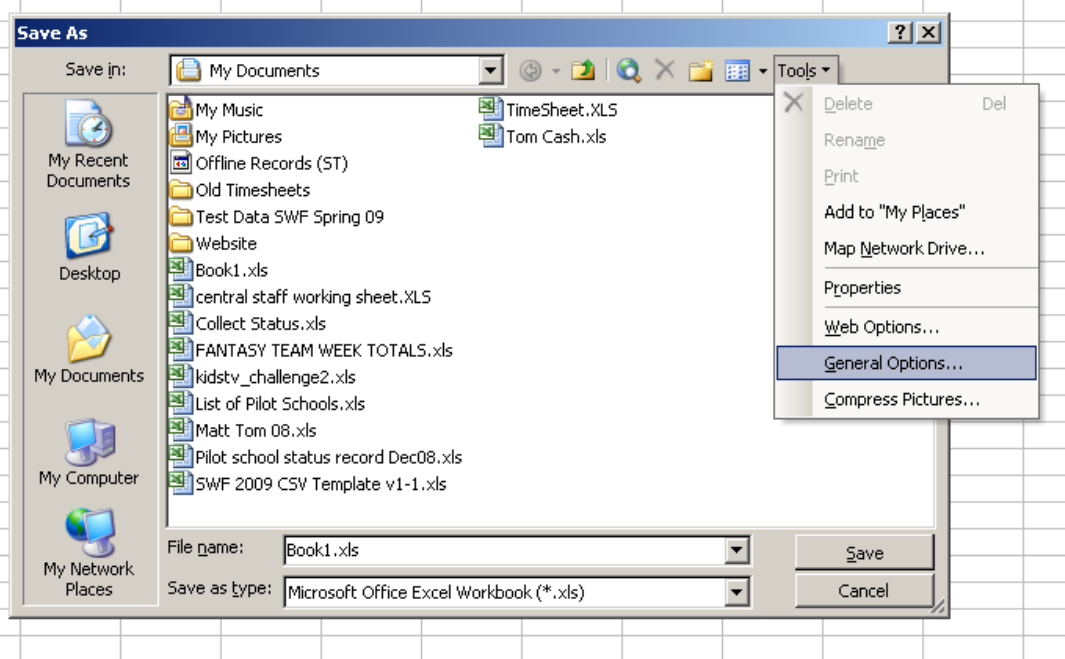
It is vital that when sending sensitive documents regarding staff information that it is password protected. To set a password for both opening and editing rights for a document please follow the instructions below:

Open the File you wish to password protect

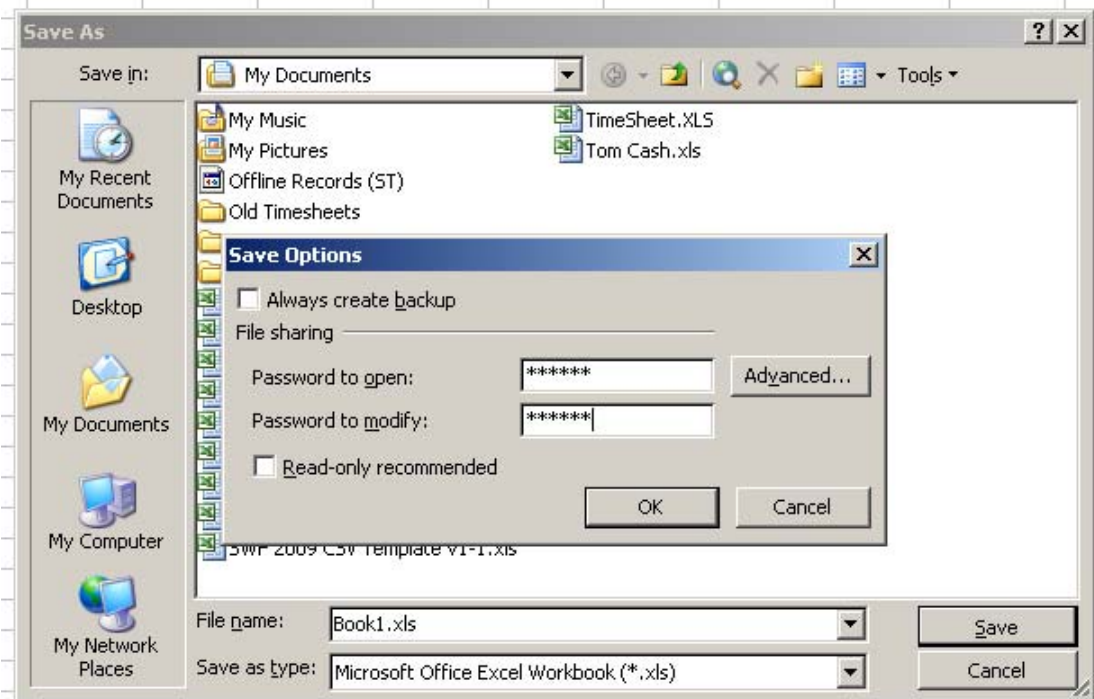
Click **File / Save As**



On the Save Screen select **Tools / General Options**



Enter a Password of your choice for the purpose of this project please use the same for both open and modify.



You will then be asked to re enter your password for security purposes. You can then save the document as normal. To check if the password has been activated try to open the document and the following message should be displayed.



If this appears the file can then be send to thomascash@wiltshire.gov.uk, where on receipt I will call you and request the password to open and edit the document.