

# Office 2013

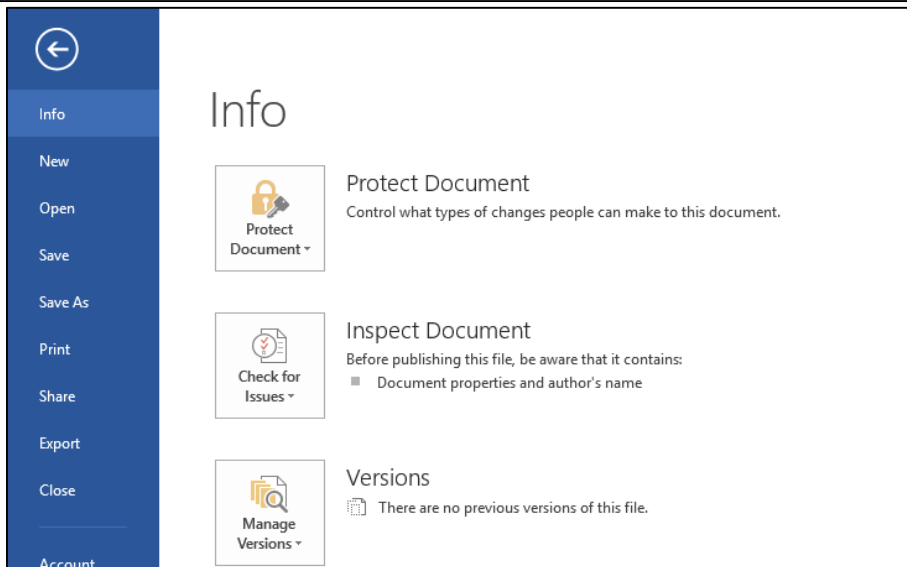
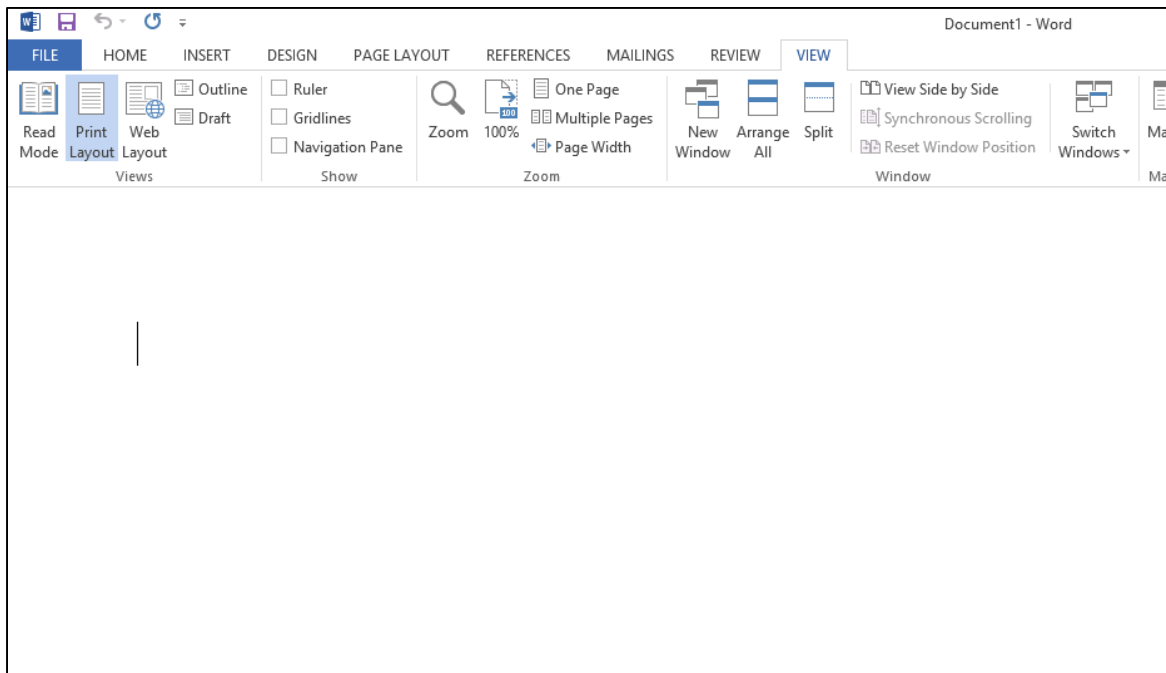
## Built-In Password Encryption

If your sensitive documents need protected, Microsoft Office 2013 makes it simple. This simple step-by-step process will show you how easy it is to set up password protection for Microsoft Word, Excel, and PowerPoint 2013 documents.

### Example: Word Document

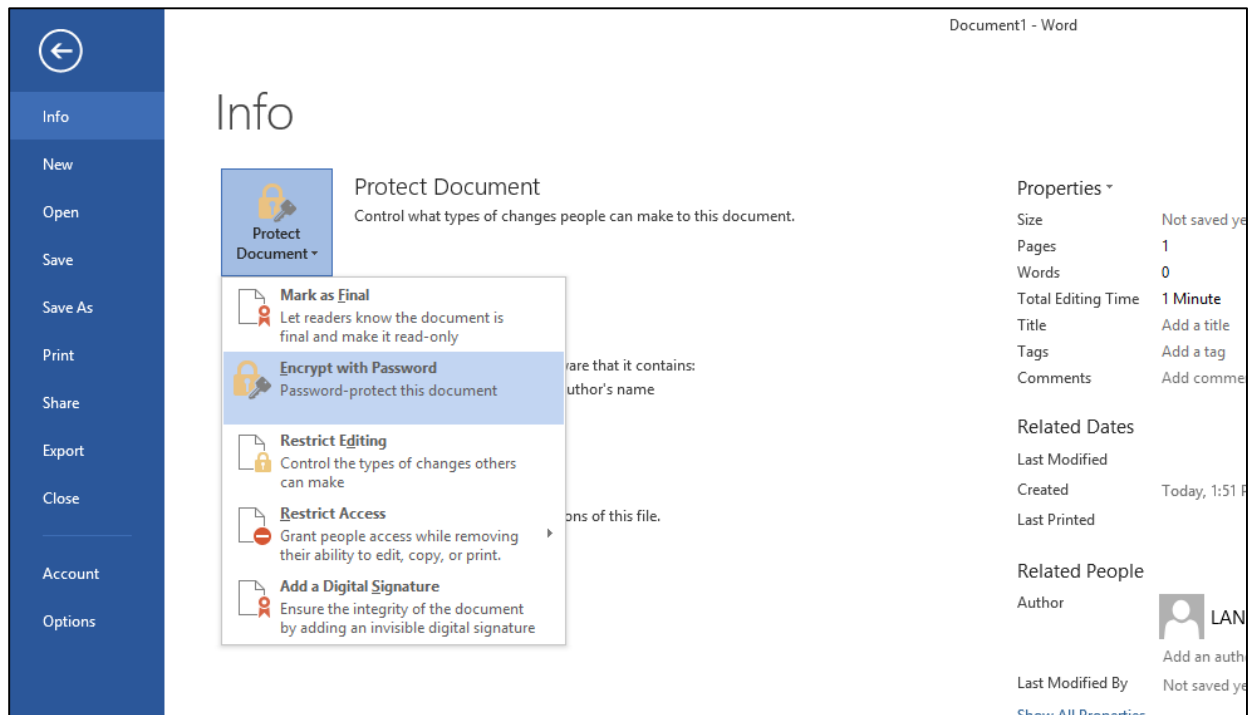
#### Step 1:

Click the **File** tab, then click **Info**



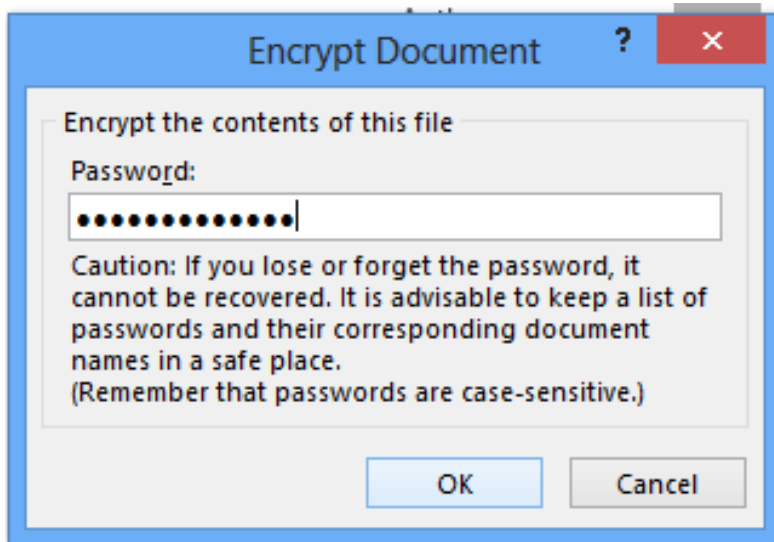
**Step 2:**

Click **Protect Document**, then click **Encrypt with Password**



**Step 3:**

Once the Encrypt Document dialog box appears, type in a **strong password**, and click **OK** to finish.



**Step 4:**

The Confirm Password dialog box will appear; re-type the password and click **OK**.

**Step 5:**

Return to the **File** tab, and **Save** the document. Your document should now be protected!

**Tips:**

- Make sure your password is **strong**
- It may be better to use a **Pass Phrase** with 10 or more characters to increase the encryption strength, and decrease the chances of someone opening the file by breaking the encryption.