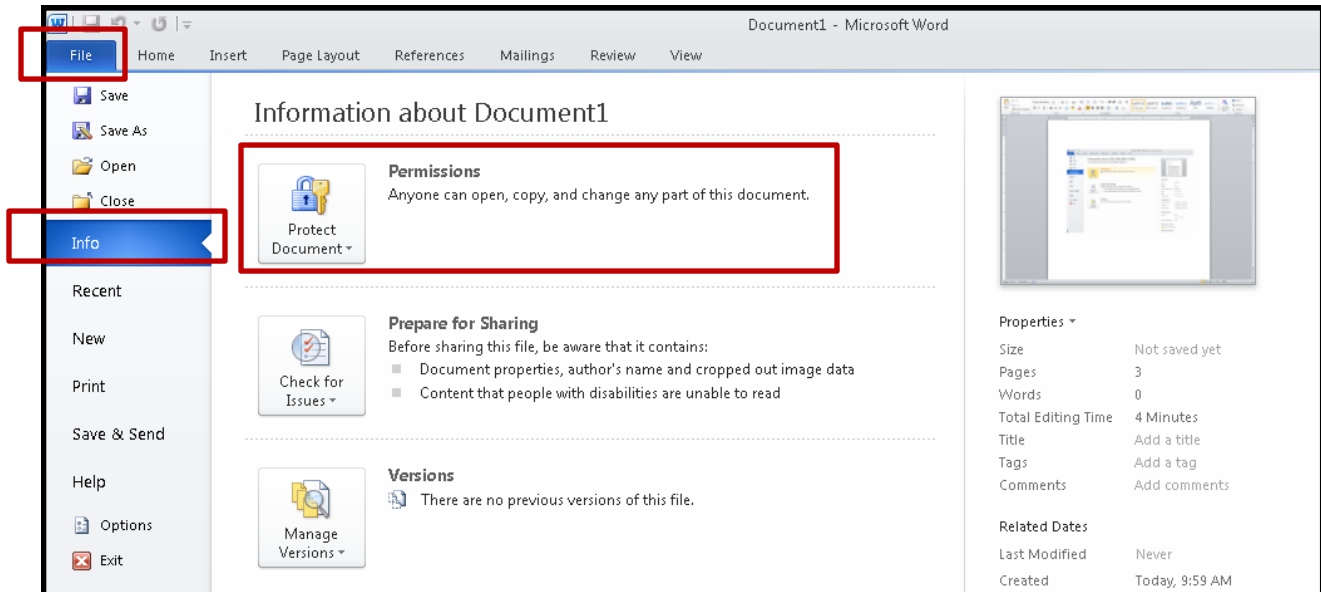


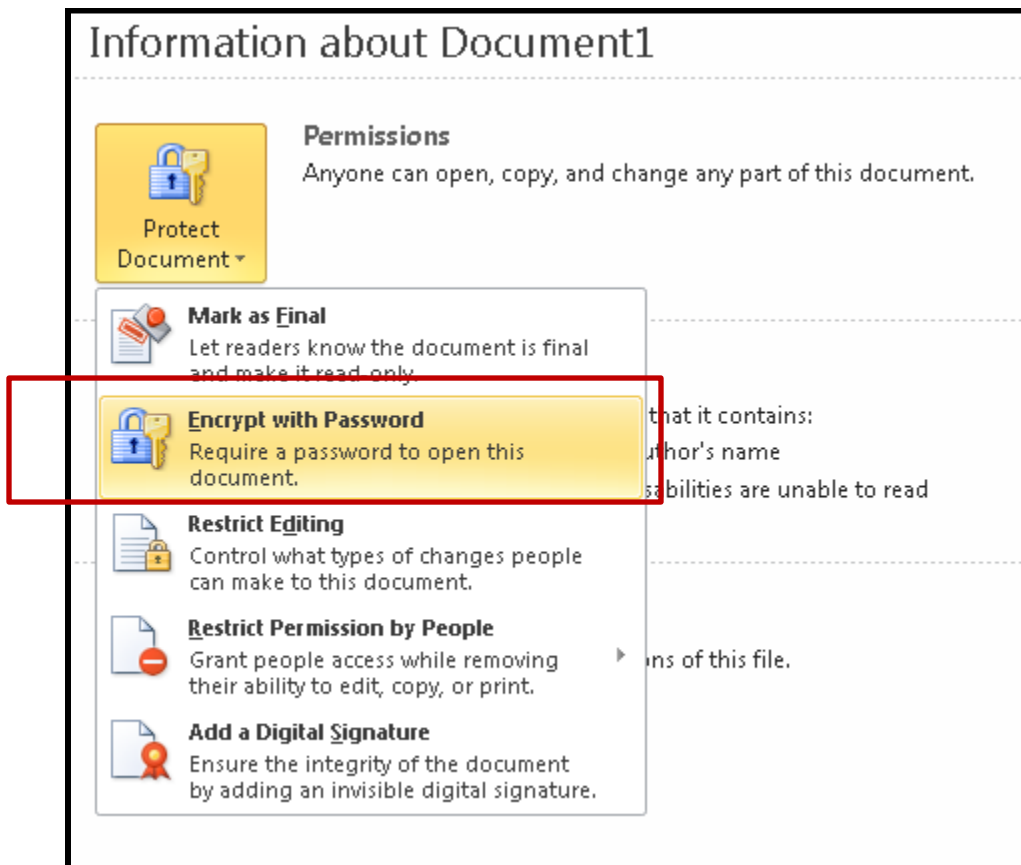
# Protecting your files with a Password

Some programs give the user an option for protecting the file with a password. In Word 2010, for example, when a file is open, the file has the **Permissions** option available.

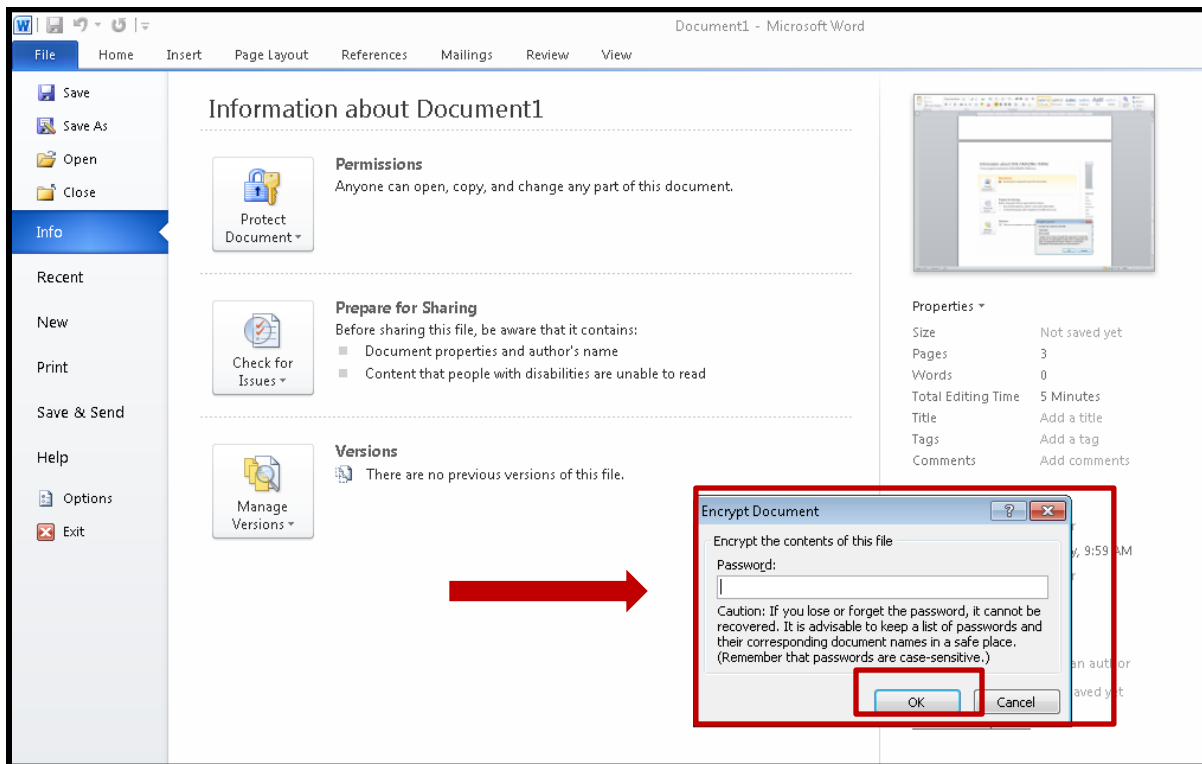
1. Click on the **File** Menu.
2. Choose the **Info** tab on the list.
3. Click on the **Protect Document** button.



4. Choose **Encrypt with Password**



5. Type in a password in the dialog box. Then click OK.



6. Type in a Password that you will remember, or make a copy of the original file, because once you set the password, it cannot be recovered.