

STEPS TO PASSWORD PROTECT A MICROSOFT WORD DOCUMENT

(For the most current steps, please visit this [Microsoft Word support page](#) for complete instructions.)

WINDOWS

Passwords are case-sensitive and can be a maximum of 15 characters long.

If you lose or forget your password, Word won't be able to recover it for you. Be sure to keep the a copy of the password in a safe place or create a strong password that you'll remember.

Windows

macOS - newer

Word for Mac 2011

Web

1. Go to **File > Info > Protect Document > Encrypt with Password.**
2. Type a password, then type it again to confirm it.
3. Save the file to make sure the password takes effect.

MAC OS - NEWER

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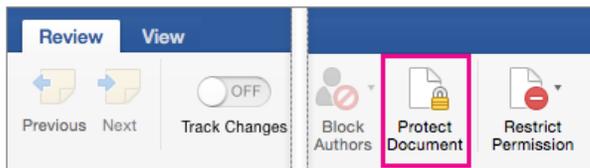
Windows

macOS - newer

Word for Mac 2011

Web

1. Go to **Review > Protect Document.**



2. Under **Security**, you can select whether to enter a password to open the document, modify the document, or both. Enter each password again to confirm.

Password Protect

Security

Set a password to open this document:

Password:

Set a password to modify this document:

Password:

Read-only recommended

Protection

Protect document for:

Tracked changes

Comments

Read only

Forms:

Password (optional):

Privacy

Remove personal information from this file on save

3. Click **OK**.

WORD FOR MAC 2011

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[Windows](#) [macOS - newer](#) **[Word for Mac 2011](#)** [Web](#)

1. On the **Word** menu, click **Preferences**.
2. Under **Personal Settings**, click **Security** .
3. In the **Password to open** box, type a password, and then click **OK**.
4. In the **Confirm Password** dialog box, type the password again, and then click **OK**.
5. Click **Save** .