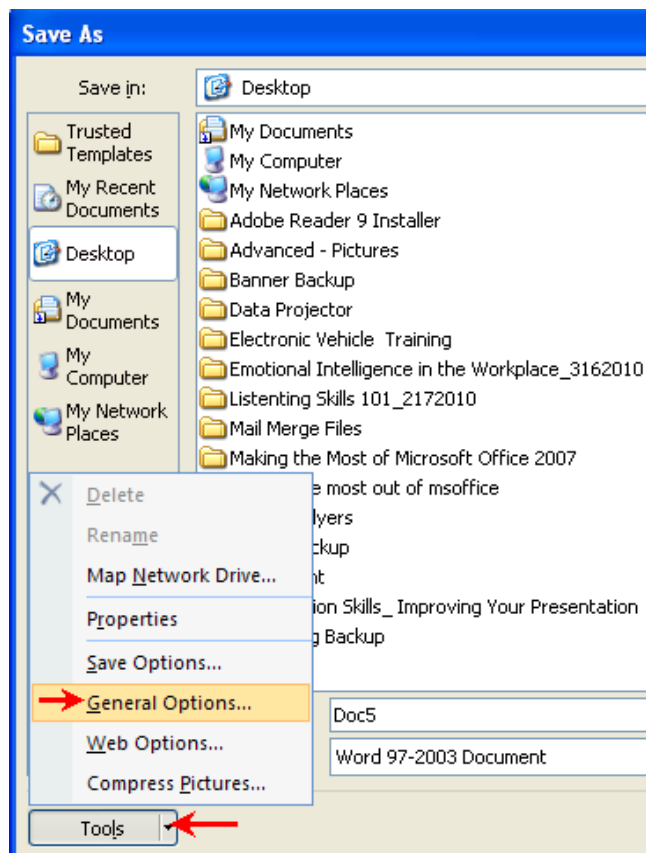


**Locking File with Password:** Password protects file.

1. In Word 2007, click the **Microsoft Office Button** , click **Save As**



2. Click **Tools** and then click **General Options**



3. Password to Open: Protects your file from everyone looking at it by using a password. (Note: password is case sensitive).

Password to Modify: Allows others to edit/save this file. You must give out this password. If you do not give out the password, this file will be read only; it can be viewed but not altered. (Note: make sure *Read Only Recommended* is checked).

Click **OK**

