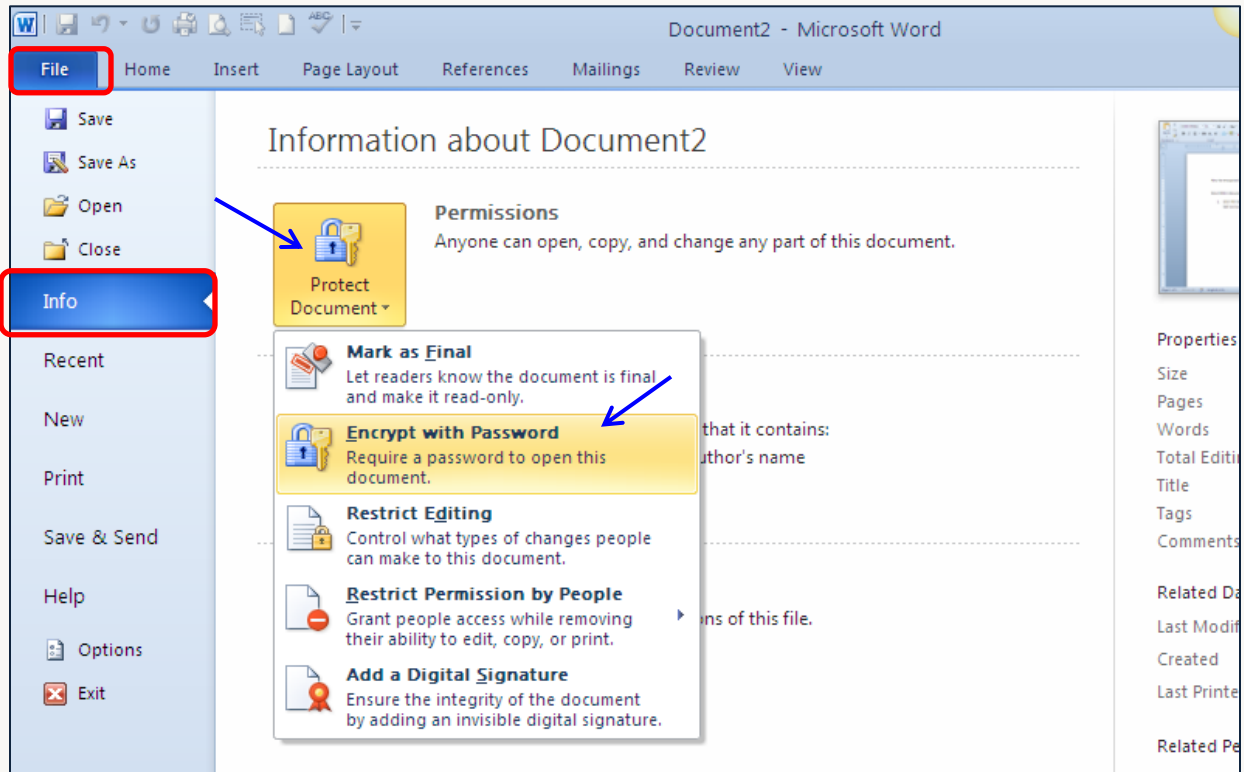


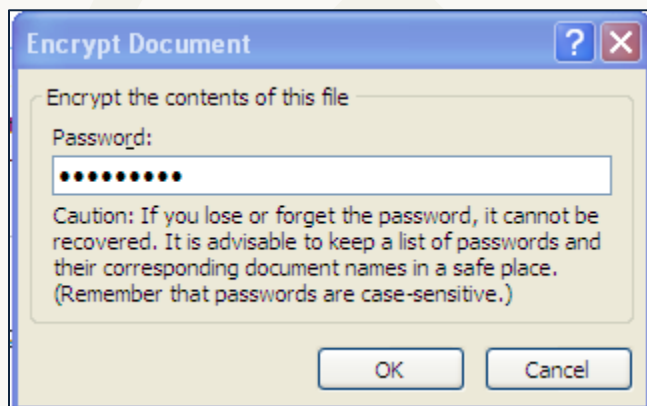
How to encrypt a document in MS Word 2010

Word 2010 documents can be secured by encrypting them with a password.

1. Click **File** tab on the Ribbon to open up default Info **Backstage View**. Click the **Protect Document** tab's arrow to open a menu, and click **Encrypt with Password**.



2. In the **Encrypt Document** pop-up box, enter the password and click **OK**. Re-enter the password and click **OK**.



3. You can **decrypt** the document from the File backstage view: open a document with a password, click the File > Protect Document > Encrypt with Password, just remove the passwords from the dialog box and click OK. Save the document to be sure that it is not encrypted anymore.