Set a password in a Word document

To encrypt your file and set a password to open it:

1. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Encrypt Document**.



1. In the **Encrypt Document** dialog box, in the **Password** box, type a password, and then click **OK**.

**CAUTION:** Keep your password in a safe place. If you lose or forget the password, it can't be recovered.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

1. In the **Confirm Password** dialog box, in the **Reenter password** box, type the password again, and then click **OK**.
2. To save the password, save the file.