

How to Password Protect MS Word 2007 document

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http://recoverlostpassword.com/article/password-protect-ms-word-2007.html

If your Word document contains sensitive information, it is necessary to be set with a special password. You can password protect your Word 2007 document to keep them safe and secure from unauthorized access. This article covers how to set a password to a MS Word 2007 document so that a password is required to view or modify it.

How to Password Protect Word 2007 Document Containing Sensitive Information?

Step 1: Click the **Microsoft Office file Button**, and then click **Save As**. Save your document as a Word document or Word template.



Step 2: When "Save As" window pop up, Click Tools, and then click General Options.

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Save As	1	
Save in:	MY (choose the save location here
Trusted Templates	My Muse	
My Recent Documents	Snagit	
🕝 Desktop		
Documents		
Gomputer		
My Network Places		
X	File <u>n</u> ame:	Doc1
	Save as <u>t</u> ype:	Word Document
Tools	i l	recoveriestpassword.com
X Delete	-	
Rename		
Map Netw	ork Drive	
Properties	i)	
<u>S</u> ave Optio	ons	
General O	ntions	
and the second s	puonan	
Web Opti	ons	

Step 3: You can type a password in **Password to open** or **Password to modify** or both of them. Click **OK**.

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General Optio File encryption of Password to op	Password to modify or both	of them
File sharing optio Password to m	ns for this document	
Read-only r	ecommended ment	
Macro security Adjust the secu contain macro trusted macro	rity level for opening files that might viruses and specify the names of developers.	Macro <u>S</u> ecurity

Step 4: When Confirm Password prompted, retype your passwords to confirm them, and click **OK**.



Password I	to gpen:
Password	to <u>m</u> odify;
Read-o	nly recommended
Protect	Confirm Password
Macro secur Adjust the contain m trusted m	Reenter password to open:
	Caution: If you lose or forget the password, it cannot be recovered. (Remember that password are case sensitive.) OK Cancel

Step 5: Select a save location, type in a filename, and then Click Save.



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That's all, how easy it is! Then the next time you open your Word 2007 document, you'll first be prompted to type the password to open the document. So, do not forget the password, or only Word Password Recovery tool can help you crack the password.

TIPS:

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If you are interesting in <u>Word Password Recovery</u>, please visit our website.