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**Password Protecting Personally Identifiable Information (PII)**

This instruction document provides information on how to password-protect documents created in Microsoft Word 2007, Symphony (comes with Lotus Notes 8.5.x), and Open Office.

Microsoft Word 2007

1. Create a new document.

2. **Save As** > **Word 97-2003 Document**



3. Provide a **File name** > **Save as type: Word 97-2003 Document (\*.doc).** Click on **Tools > General Options.**



4. Enter a password in **Password to open.** To make the document read-only, click on the box for **Read-only recommended.**

If you want to give the recipient of the file the option to edit the document, then add a password to **Password to modify.**

Click on **OK.**



Symphony

Comes as part of Lotus Notes version 8.5.x.



1. Create a New document.

2. Save with a password. Go to **File** > **Save As with Password…**



3. Enter a **File name > Save as type: Microsoft Word 97-2003(\*.doc).** The file extension changes to \*.doc.



4. **Enter password** and **Re-enter password**. See note: Passwords must be at least 5 characters long and are case-sensitive. Passwords cannot be recovered. Click on **OK.**



Open Office 3.3.0 – Save as \*.doc

1. Create a New document.

2. Go to **File** > **Save As…**



3. Enter a **File name > Save as type: Microsoft Word 97-2003(\*.doc).** The file extension changes to \*.doc. Click on **Save.**



4. **Enter password to open** and **Confirm password**. See note: Passwords cannot be recovered.

If you want to lock the document and prevent editing, click on the box for **Open file read-only**. Click on **Save.**

To allow editing, uncheck the box for **Open file read-only**, and **Enter password to allow editing > Confirm password.**



Export as PDF – Symphony and Open Office

Both Symphony and Open Office can export into PDF format and password-protect the file. In both applications go to **File** > **Export as PDF.**

The advantage to saving as a PDF file is that Windows, Macs, and Linux can open the file as long as they have the free Adobe Reader application. Additionally with the Mac, the native **Preview** application can read PDF files.

Export as PDF – Microsoft Word

The Adobe Acrobat application needs to be purchased in order to convert Word documents in PDF files.