How to Password Protect Files and Archive

Password Protect Files and Archives

You can protect files and archives by using a password to help prevent unauthorized access to your document and ensure data confidentiality. In order to open a password protected document, the correct password must again be supplied.

This user-guide provides you with information and "best security practice" on how to protect your document and archive in **Microsoft Office**, **Adobe Acrobat**, and **WinZip** utility.

This guide contain three section(s):

Note: When selecting passwords, you should create a complex password (or passphrase) that is both difficult to guess and yet easy to remember (so that it need not be written down anywhere). Passwords should be a minimum of eight (8) characters and contain at least three (3) of the following four (4) classes; Upper case letters (e.g., A, B, C, ... Z) Lower case letters (e.g., a, b, c, ...z) Numbers (e.g., 1, 2,....9) Special characters (e.g., ?,!,%,$,#, etc) .

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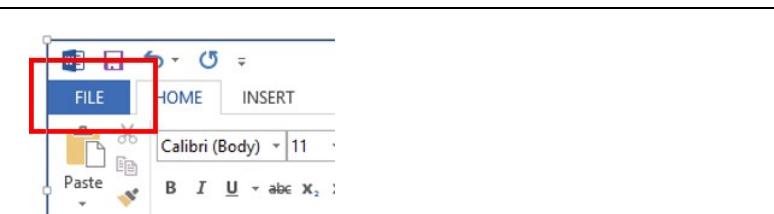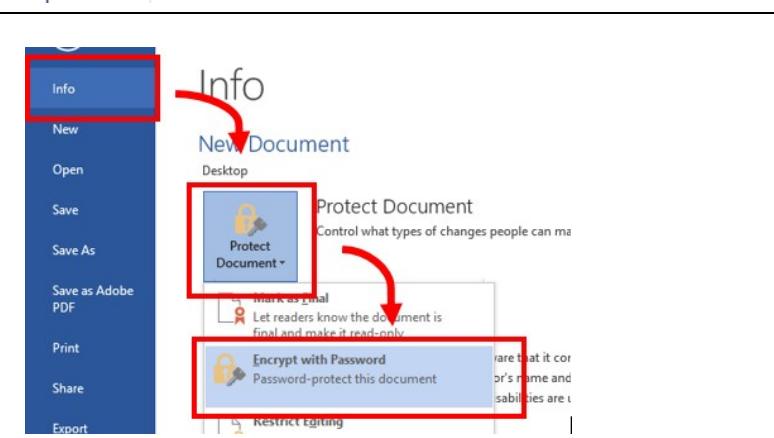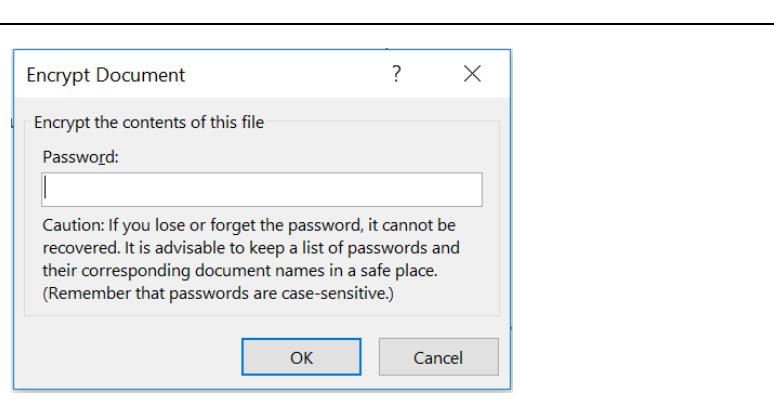
Password Protect a Document in Microsoft Office

You can protect a document by using a password to help prevent unauthorized access to your document and ensure data confidentiality. In order to open a password protected document, the correct password must again be supplied.

Encryption Features are built into all the Microsoft Office suite of applications including **Word, Excel** and **PowerPoint**.

How to Set Password to Protect a Document in MS Office

	➢ Click on the **File** tab
	➢ Click on **Info** ➢ Click on **Protect Document** ➢ Click on **Encrypt with Password**
	➢ Enter a strong password and click on **OK** ➢ Save your document.

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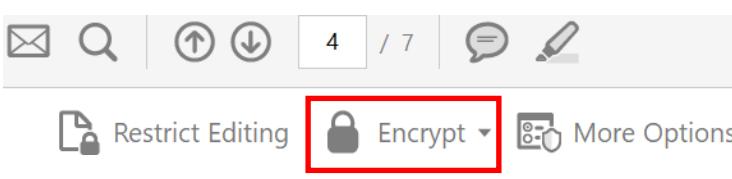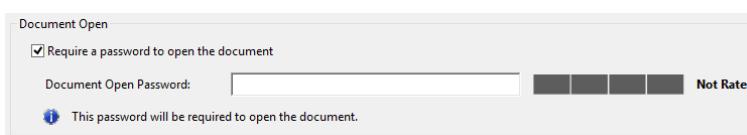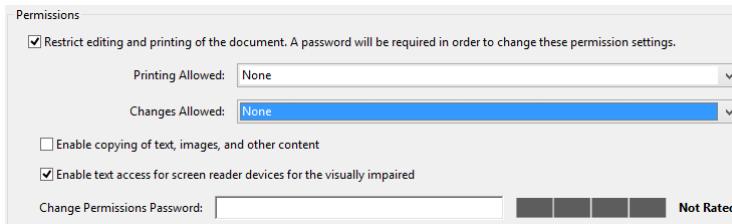
Password Protect a PDF Document in Adobe Acrobat

You can restrict the way people use your PDF file. Easily prevent them from editing and copying information, or fine-tune file permissions to limit other activities like printing, commenting, form filling, and adding pages.

How to Protect a PDF Document in Adobe Acrobat

Protect	➢ Click on the **Tools** pane ➢ Click on **Protect**
Restrict Editing Encrypt ▾ More Options	➢ Click on **Encrypt** ➢ Click on **Encrypt with Password** ➢ Click on **Yes** to confirm to change the security settings
Document Open ☑ Require a password to open the document Document Open Password: [ ] Not Rated ⓘ This password will be required to open the document.	To restrict who may open the document, ➢ Under Document Open, check on **Require a password to open the document** ➢ Enter a strong password under Document Open Password
Permissions ☑ Restrict editing and printing of the document. A password will be required in order to change these permission settings. Printing Allowed: None Changes Allowed: None ☐ Enable copying of text, images, and other content ☑ Enable text access for screen reader devices for the visually impaired Change Permissions Password: [ ] Not Rated	To restrict printing, editing, or copying, ➢ Under Permission, select the choices base on what you would like to restrict ➢ Enter a strong password under Change Permissions Password
	➢ Click on **OK,** confirm the password chosen, and save the file

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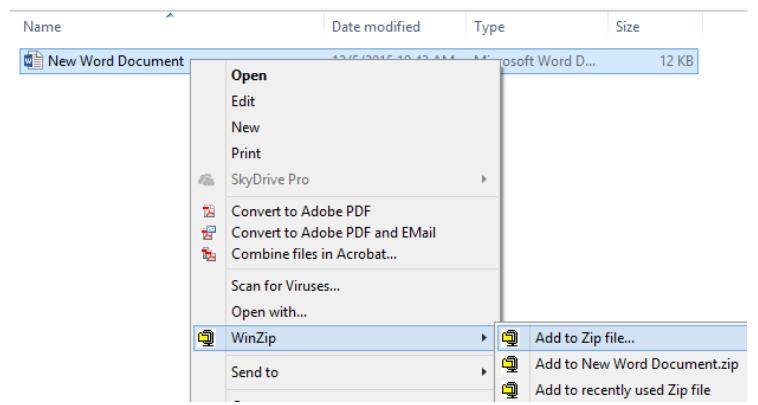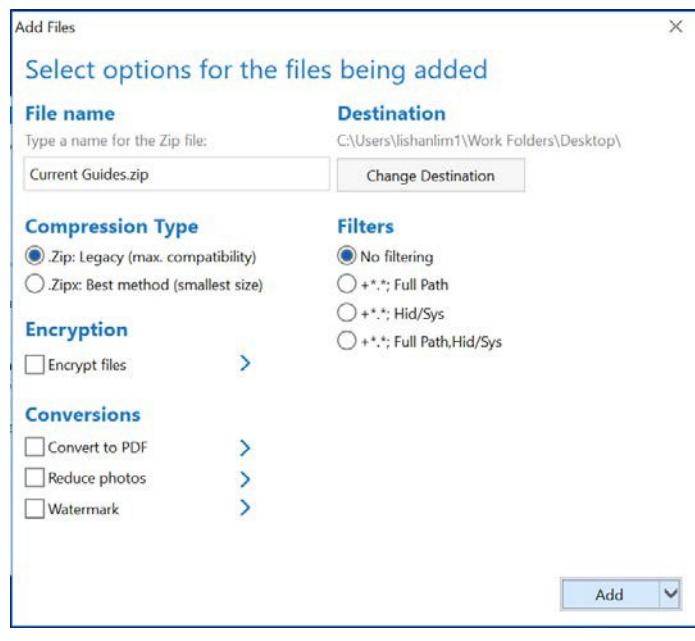
Password Protect Files and Archives with WinZip

WinZip's encryption facility gives you a way to protect sensitive documents contained in your archives from unauthorized viewing. The contents of the files that you want to protect are encrypted by WinZip based on a password that you specify. In order for WinZip to later extract the original contents of the encrypted files, the correct password must again be supplied.

How to Encrypt File with WinZip

	➢ Right click on the file ➢ Select **WinZip** ➢ Select **Add to Zip file...**
	➢ Check on Encrypt files ➢ Click on **Add** ➢ A pop-out window should appear, Click on **OK**

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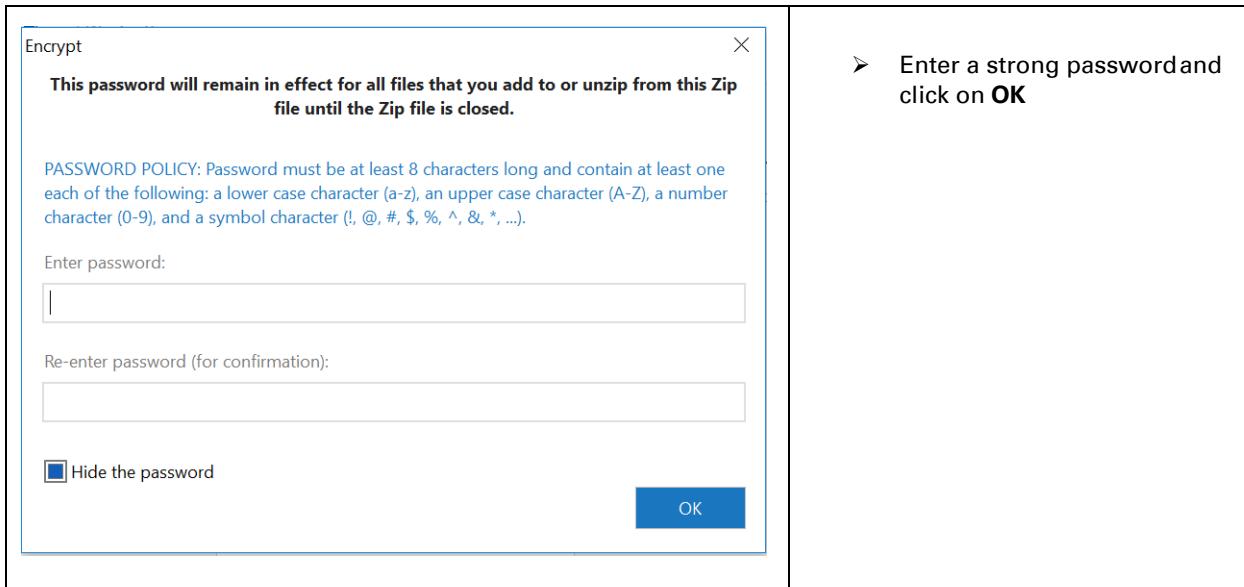
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Encrypt ✕ **This password will remain in effect for all files that you add to or unzip from this Zip file until the Zip file is closed.** PASSWORD POLICY: Password must be at least 8 characters long and contain at least one each of the following: a lower case character (a-z), an upper case character (A-Z), a number character (0-9), and a symbol character (!, @, #, $, %, ^, &, *, ...). Enter password: Re-enter password (for confirmation): ☑ Hide the password OK	➢ Enter a strong password and click on **OK**

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