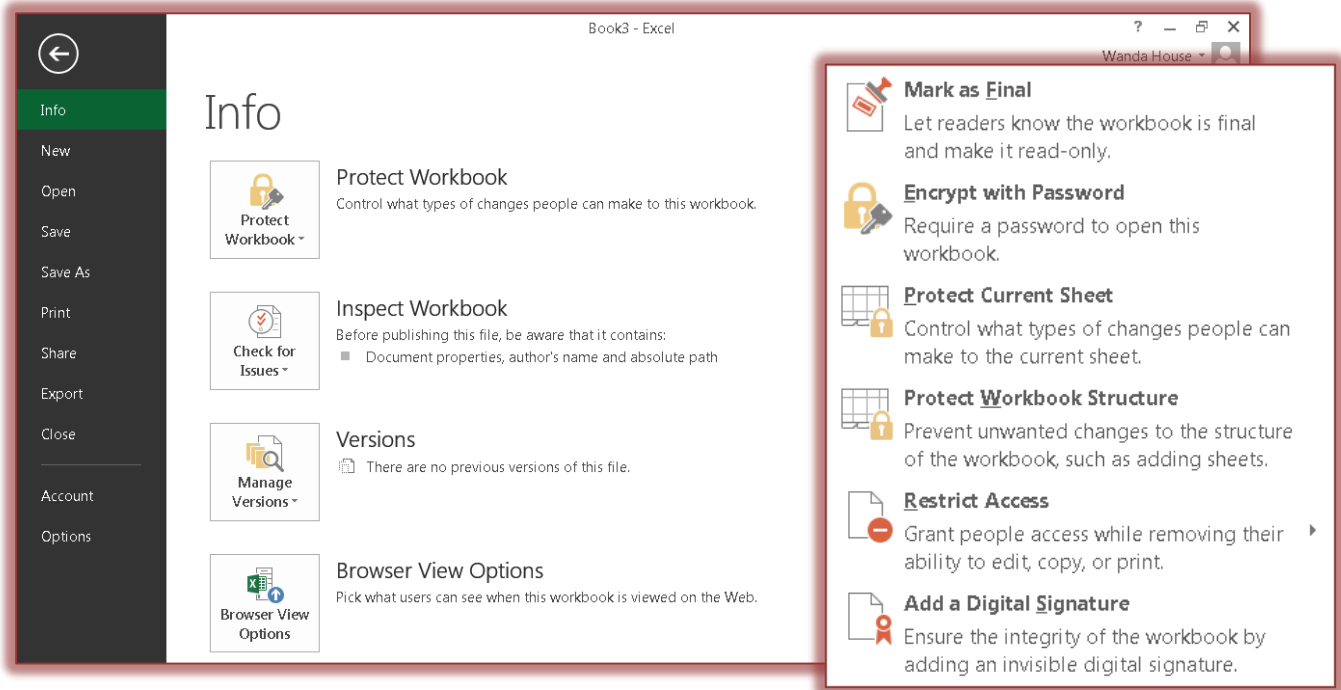


PROTECT WORKBOOK OR WORKSHEET

Add a password to a workbook to prevent access to a file so that a user will not be able to view its data. As with any password you use, make sure that you write it down and keep it somewhere safe where others cannot get access to it.

- ✦ Click the **File Tab**.
- ✦ Click the **Info** link on the left side of the window.
- ✦ Click the **Protect Document** button (see illustration below)



- ✦ Select from one of the options shown in the illustration above.
- ✦ The two Protect Options and the Encrypt option will display dialog boxes as shown in the illustrations on the next page. The passwords are case sensitive.

Change or Remove Passwords

The password protection cannot be removed if you don't have access to the file at all. The procedure below will allow you to change the workbook's password.

Remove Passwords

- ✦ Click **File** on the **Menu Bar**.
- ✦ Click the **Info** link on the left side of the window.
- ✦ Click the **Protect Document** button.
- ✦ Click the option for which the password is to be removed.
- ✦ One of the following will happen.
 - ★ The **Unprotect Password** dialog box will appear.
 - ✦ Input the **Password**.
 - ✦ Click **OK** to **Unprotect** the **Password**.
 - ★ The **Encrypt Document** window will appear.
 - ✦ Remove the password.
 - ✦ Click the **OK** button to save the changes.

