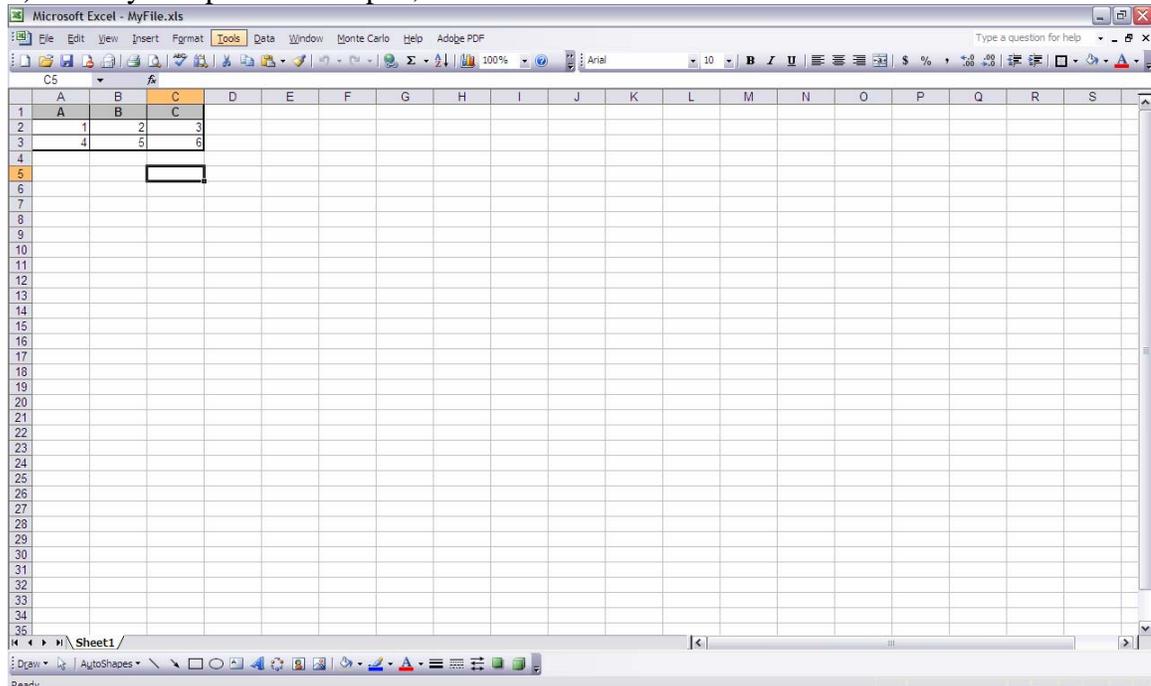
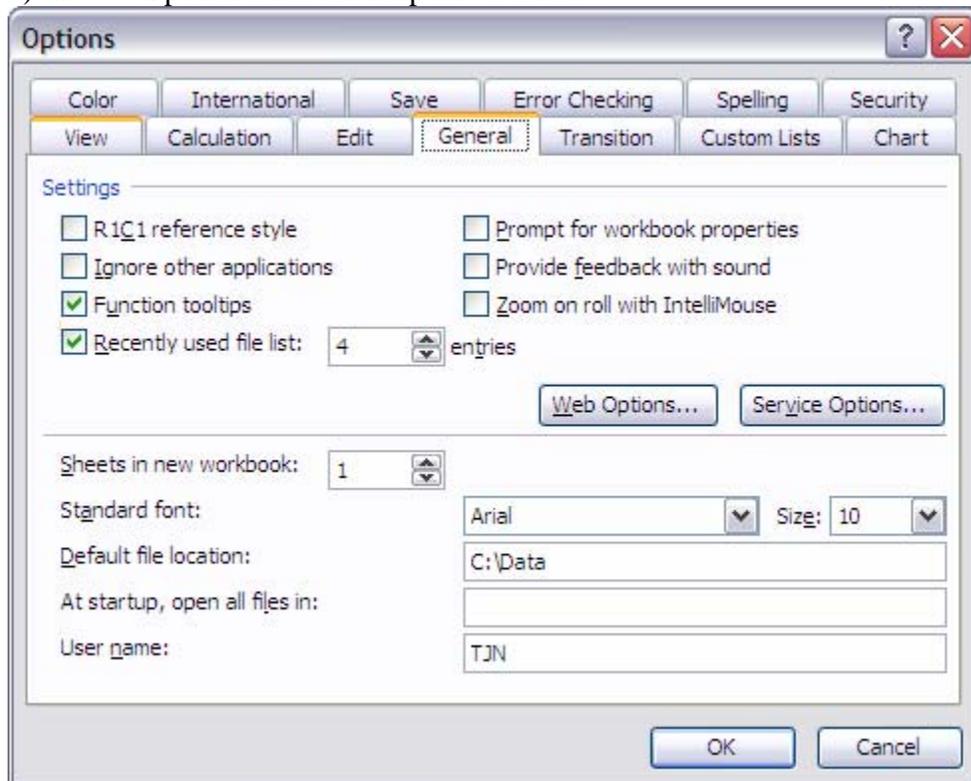


How to password protect an excel spreadsheet:

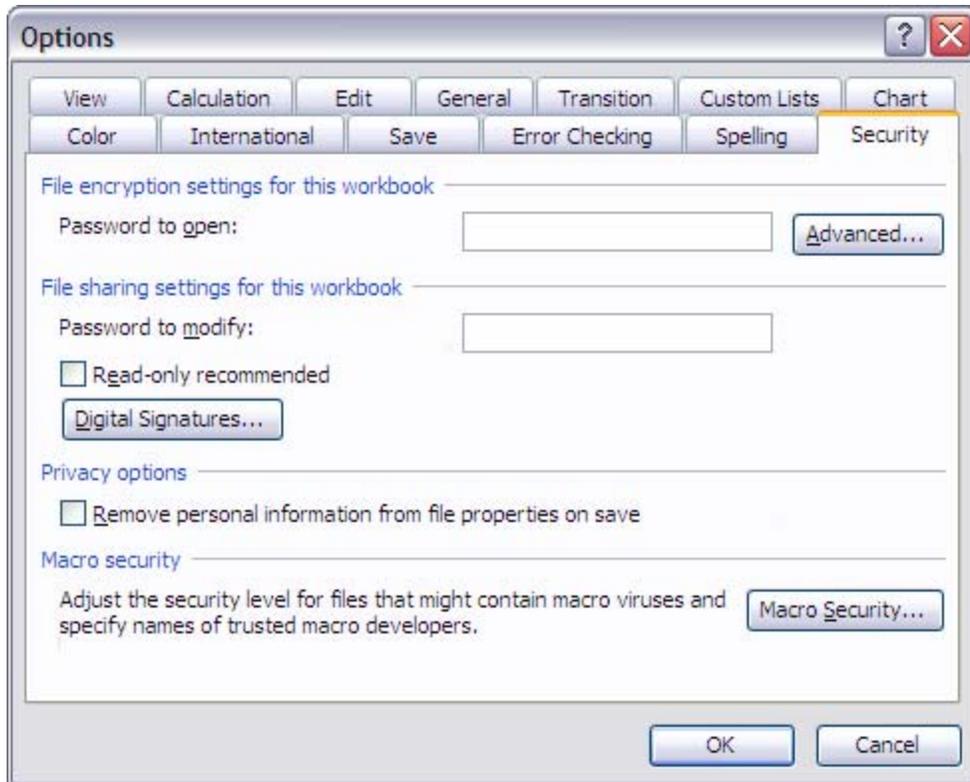
1) With your spreadsheet open, select Tools from the menubar



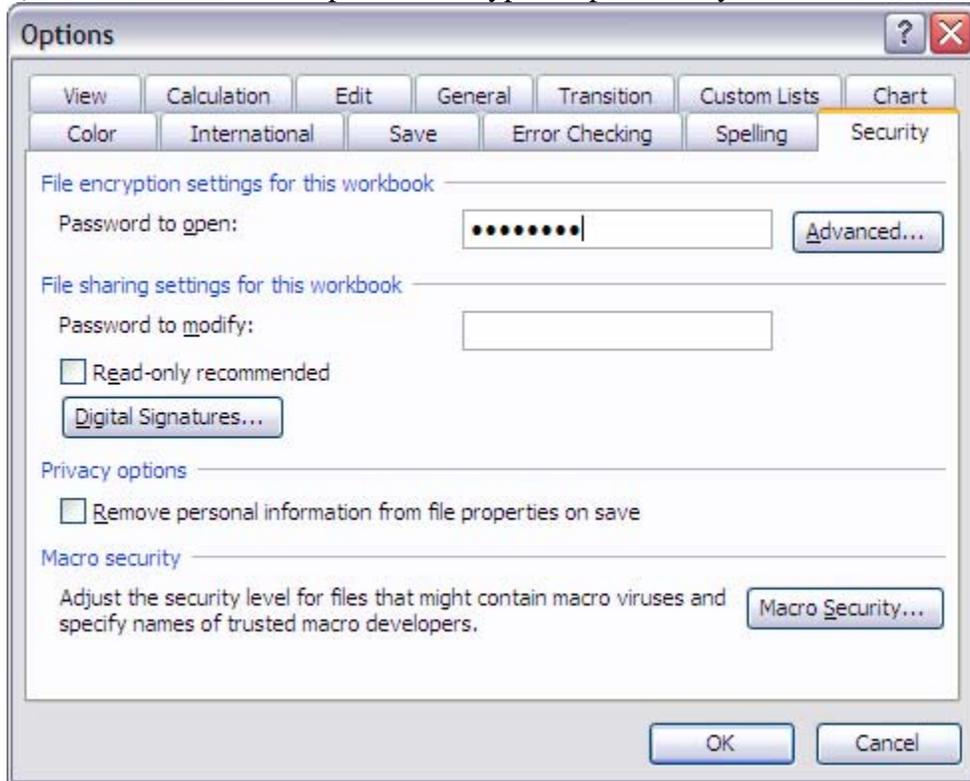
2) Select Options from the drop down menu



3) Click on the Security tab



4) In the “Password to open:” field, type the password you desire. Click OK.



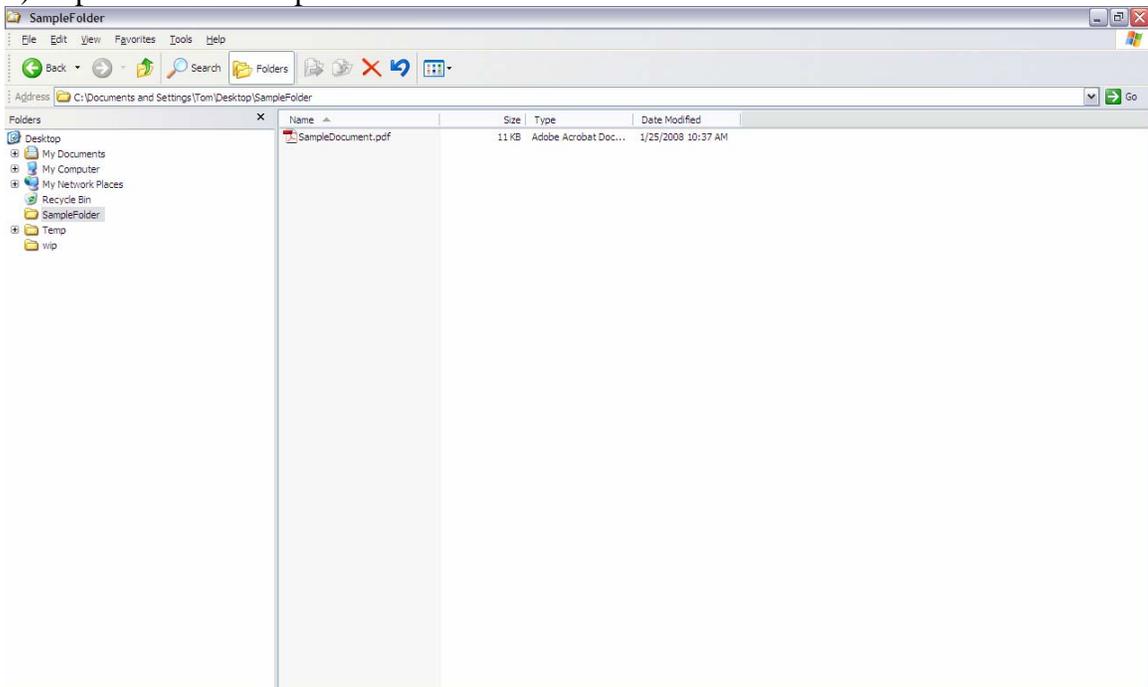
5) In the msg box that pops up, re-enter your password. Click OK.



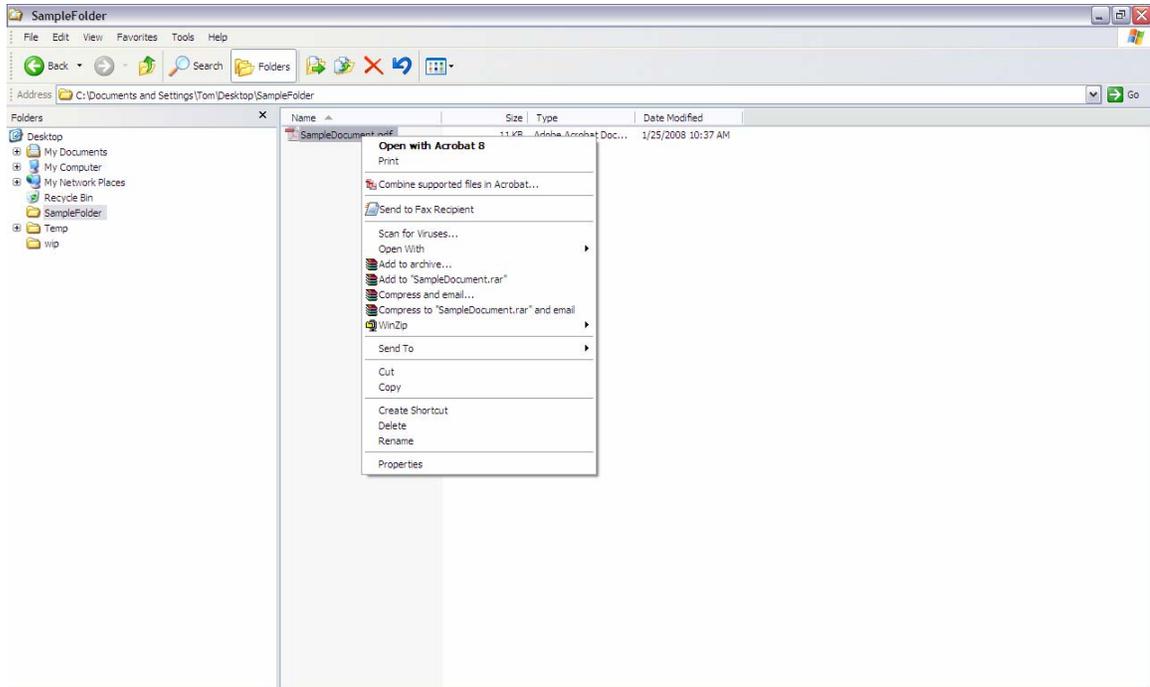
- 6) Save and close your document. The next time the document is opened, the user will be prompted for the password.

How to password protect any document using WinZip:

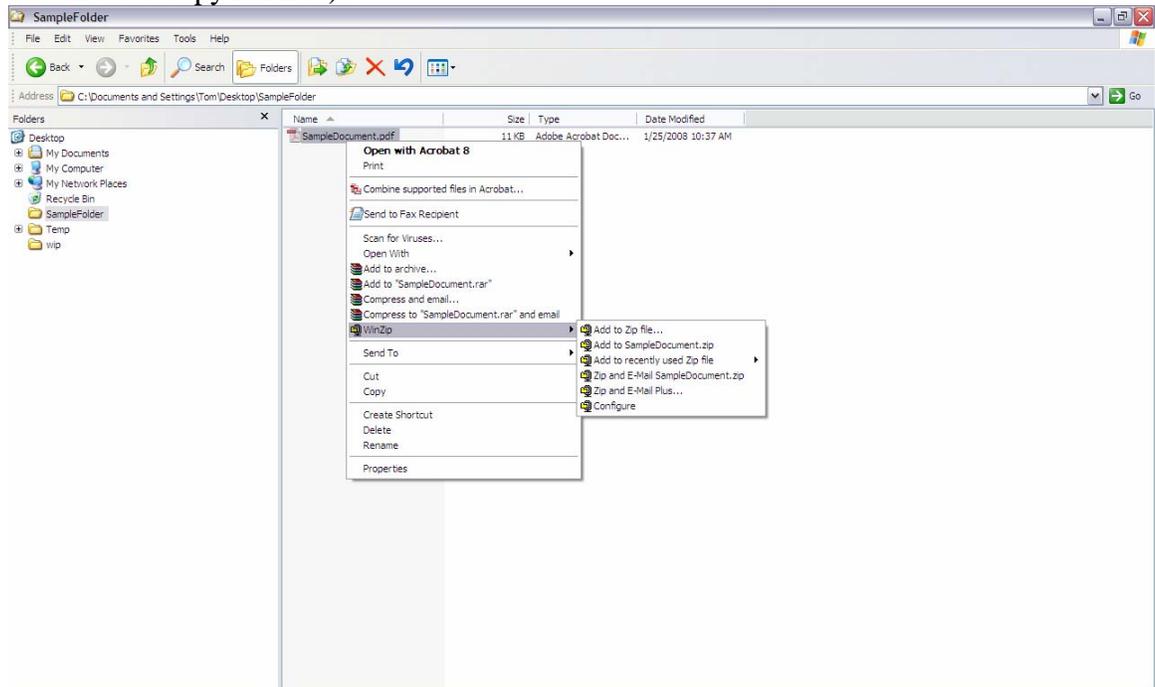
1) Open Windows Explorer



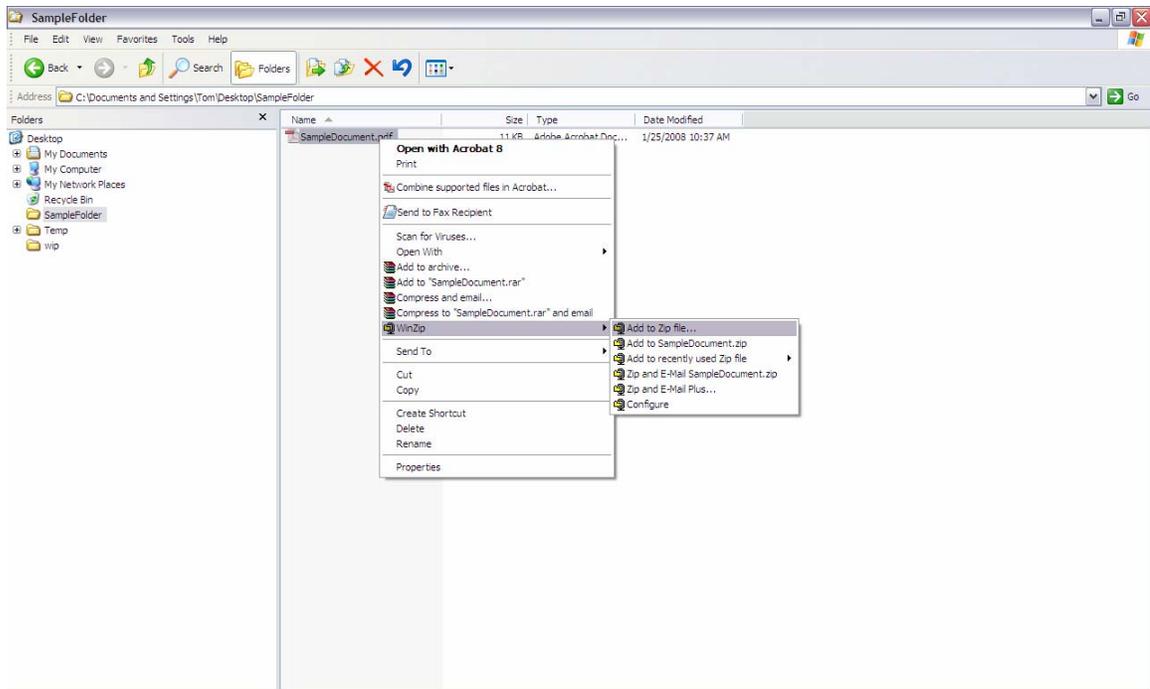
- 2) Right click on the document you wish to protect



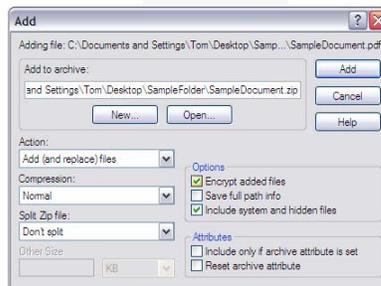
- 3) Select WinZip from the drop down menu (note that if you don't have WinZip installed, you can find it for free on the web. Google "WinZip download" and download a copy for free).



- 4) Select Add To Zip File...

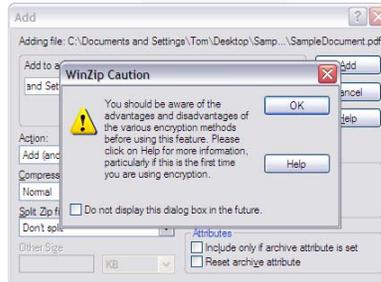
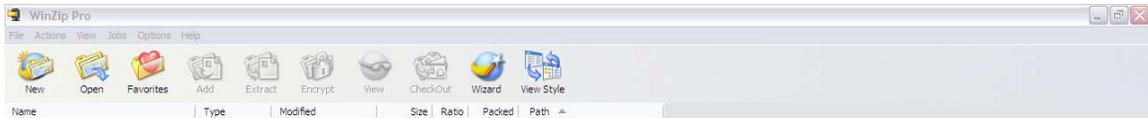


5) In the window that opens, check the box that says Encrypt Added Files.



Choose "New" to create or "Open" to open an archive

6) Click Add.



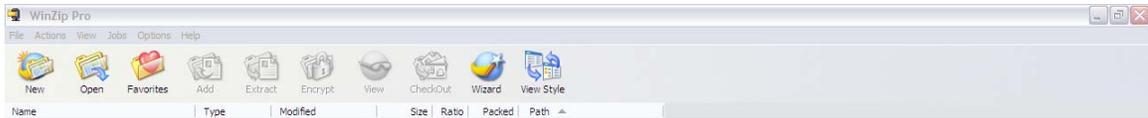
Choose "New" to create or "Open" to open an archive

7) If a WinZip Caution box appears, click OK.



Choose "New" to create or "Open" to open an archive

8) In the Encrypt Window that pops up, enter the password you desire and then re-enter it.



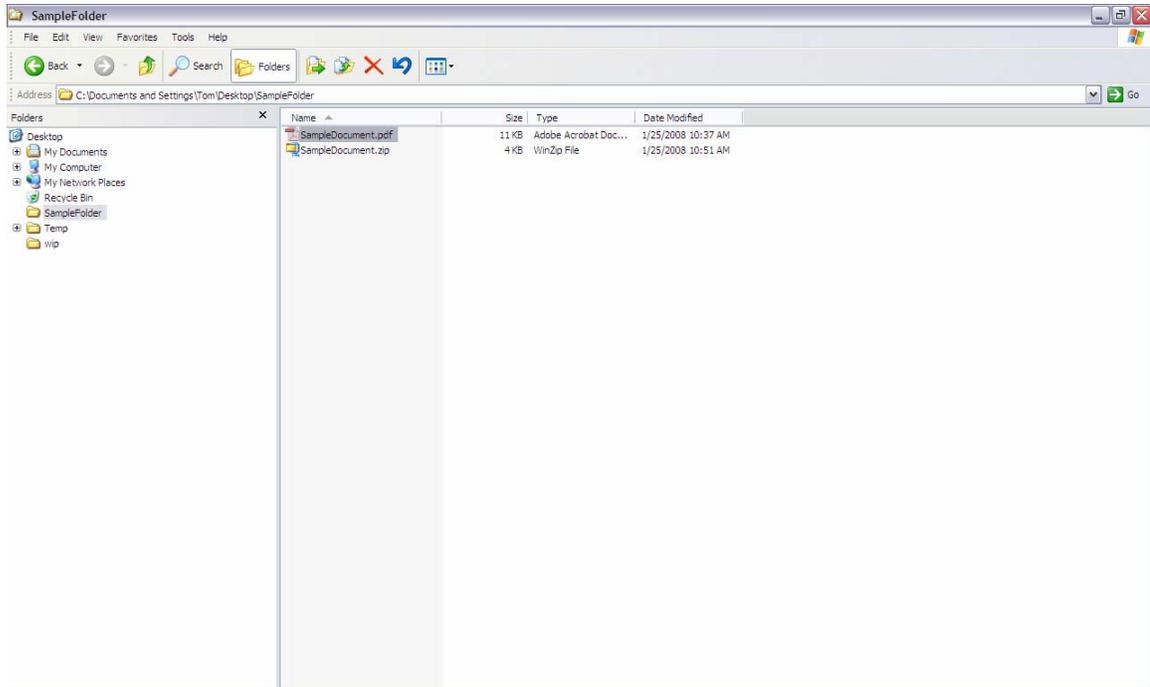
Choose "New" to create or "Open" to open an archive

9) Click OK. WinZip will now compress and encrypt your file.



Selected 0 files, 0 bytes Total 1 file, 11KB

10) When it is complete, close the WinZip window.



11) In Windows Explorer, you will now see your file with a .zip extension. When you try to open the .zip file, it will open without a password. When you try to extract the file in the from the .zip file, you will be prompted for the password.