Password Protect a Word 2007 document.
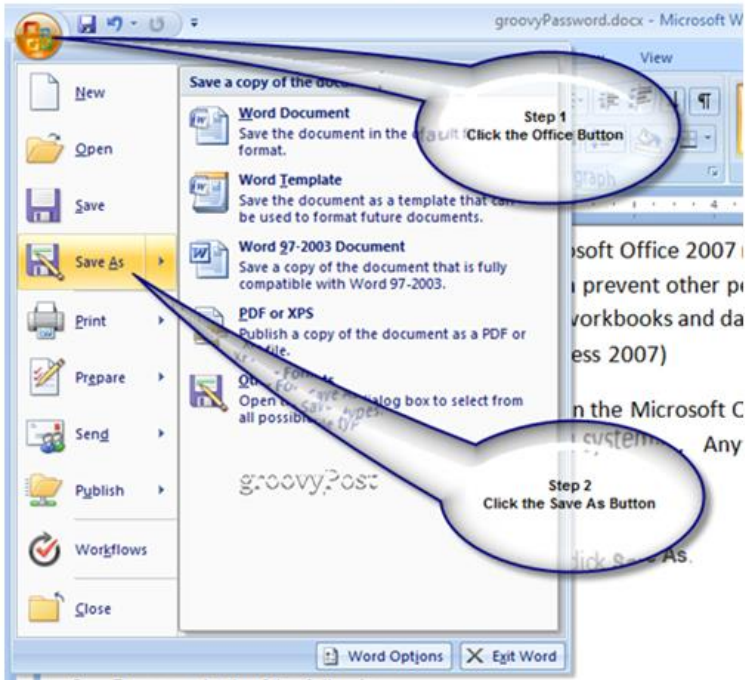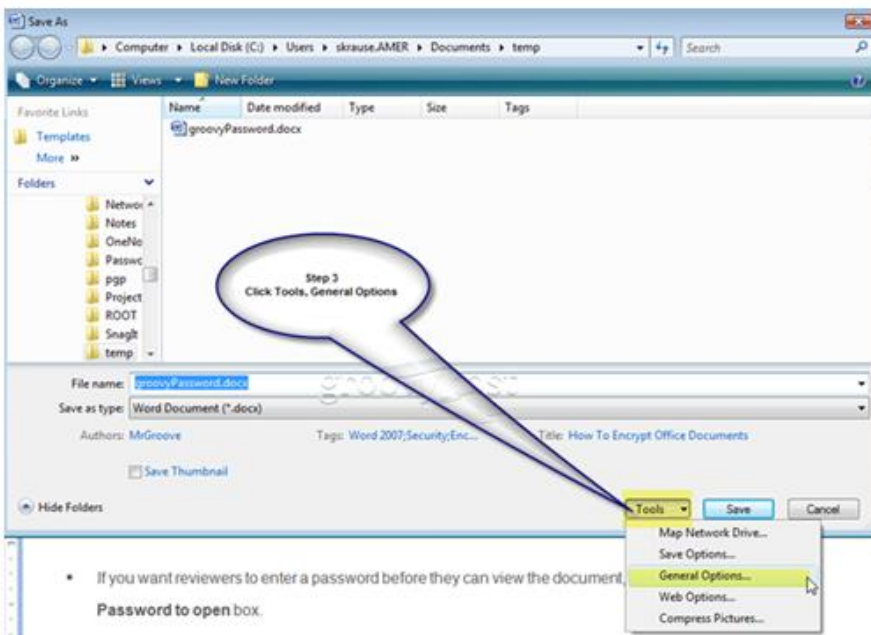
1. Click the **Microsoft Office Button**, and then click **Save As.**

2. Click **Tools**, and then click **General Options.**

- If you want reviewers to enter a password before they can view the document,

  Password to open box.

3. Do **one** or **both** of the following:

- If you want reviewers to enter a password before they can view the document, type a password in the **Password to open** box.
- If you want reviewers to enter a password before they can save changes to the document, type a password in the **Password to modify** box.
- Click **OK** when completed & click the **Save** button. (Don't forget to give the document a name also)
- ALL DONE!