HOW TO ENCRYPT A DOCUMENT IN WORD 2003

1) From the Tools menu, choose Options….

2) Click the Security tab and enter a password to open. Then, click the Advanced button.

3) For the maximum security offered by Word 2003, choose the option RC4, Microsoft Enhanced RSA and AES Cryptographic Provider and set key length to 128. Then click OK.

Note: Windows XP users will see the prototype notation shown in the picture above. Newer versions of Windows do not include the word prototype.

4) Click OK again on the Options window and you will be prompted to re-enter the password for confirmation. Do so and click OK.

Note: It is recommended that you do not use a document password that you use to access any other system, including email.

5) Finally, save the document as you normally would.

IMPORTANT: If the password is lost or forgotten, the document cannot be opened.

One final note for Word 2003 users: Vulnerabilities found in the original implementation of Word 2003 can result in your encrypted files being much less secure than you expect. Please make sure your computer has the Microsoft Office Compatibility Pack installed to correct this problem. Download at microsoft.com/download/en/details.aspx?id=3.