**Password Protecting a Doc File**

1. Open the Word File, click “**FILE**” on the left top corner.



1. Click “**Info**”



1. Click “**Protect Document**”. You will get a drop down as per the below screen shot. In that click the “**Encrypt with password**”.



1. Enter password and click “**OK**”

 

1. Re-enter the Password and click OK.



1. Your word document is now Password Protected.

