Password protect a document

You can protect a sensitive or confidential document by using a password to help prevent anyone from being able to change or even access it.

1. Click **File**>**Info**>**Protect Document**> **Encrypt with Password**.



1. In the **Encrypt Document** box, type a password, and then click **OK**.
2. In the **Confirm Password** box, type the password again, and then click **OK**.

You can always [change](http://support.office.microsoft.com/client/change-afac4a45-deef-433b-bcc7-f454cb6212f8) or [remove](http://support.office.microsoft.com/client/remove-6c0b8d92-567d-4199-8e3d-9cd7dc400aec) your password.

**Important**

* Passwords are case-sensitive. Make sure that the CAPS LOCK key is turned off when you enter a password for the first time.
* If you lose or forget a password, Word can’t recover your information so it might be a good idea to keep a copy of your password in a safe place or create a strong password that you’ll remember. Read more about [resetting or recovering a forgotten password](http://support.office.microsoft.com/client/resetting-or-recovering-a-forgotten-password-6617da1a-f3fe-42d4-b5fc-a13a39db6ced).

**Applies To:** Word 2013