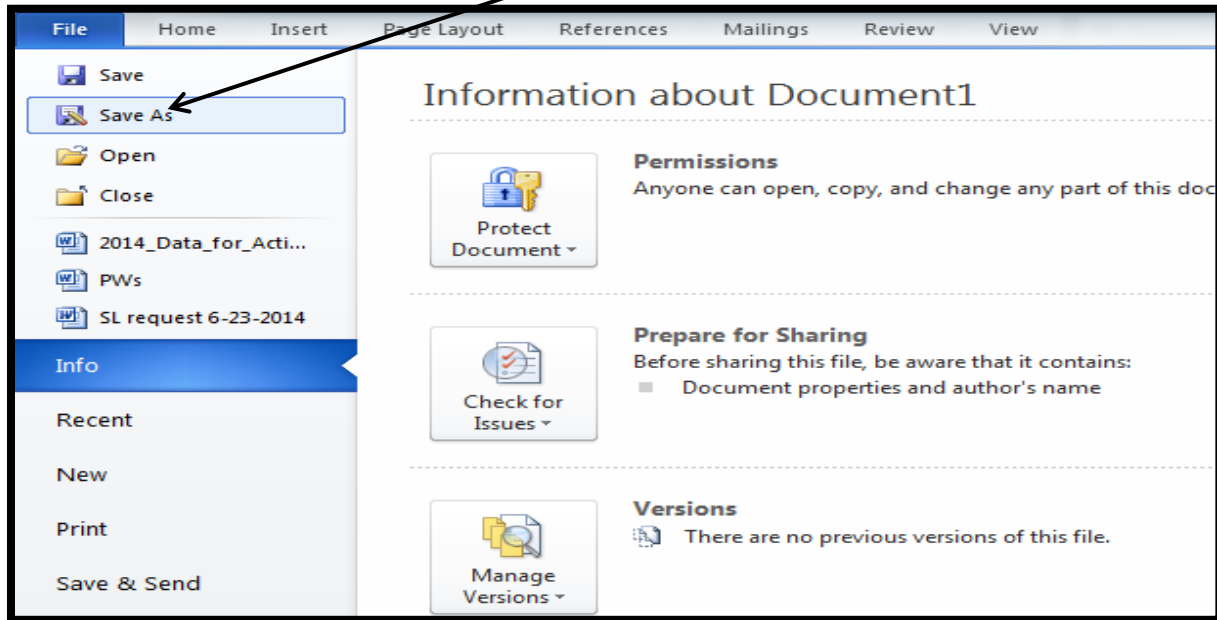
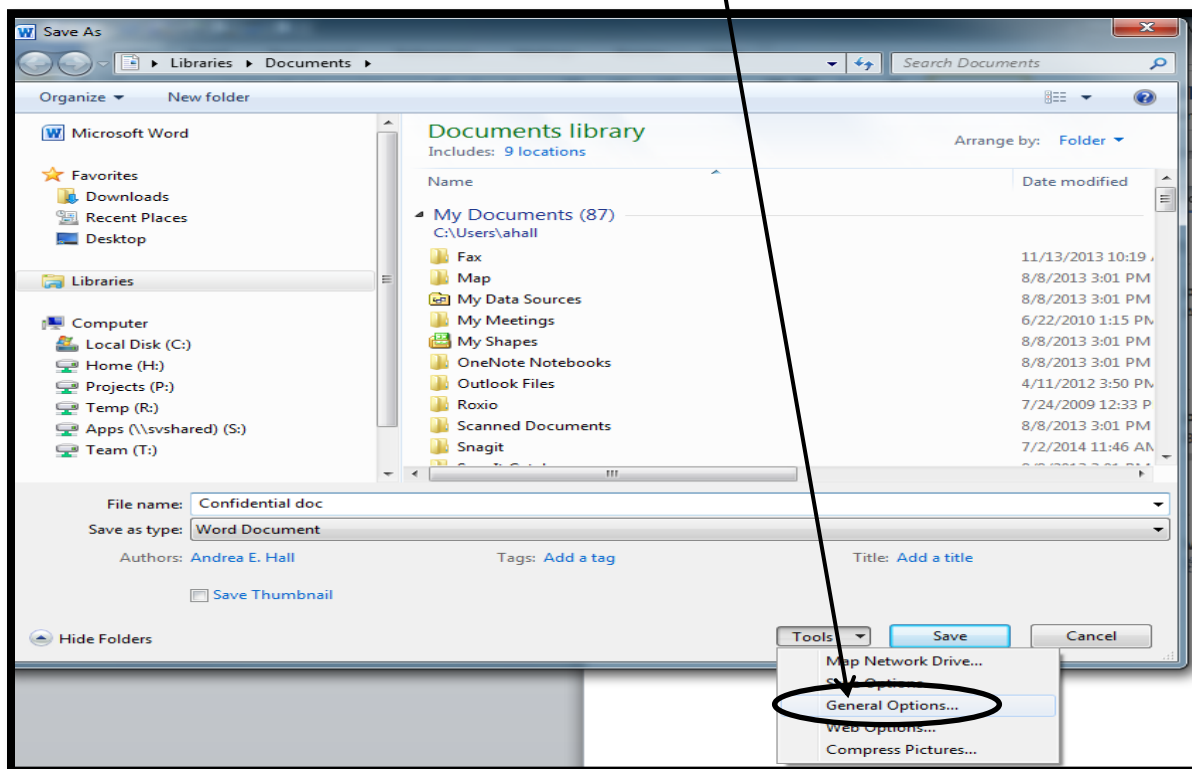


Password Protecting a Document in MS Word

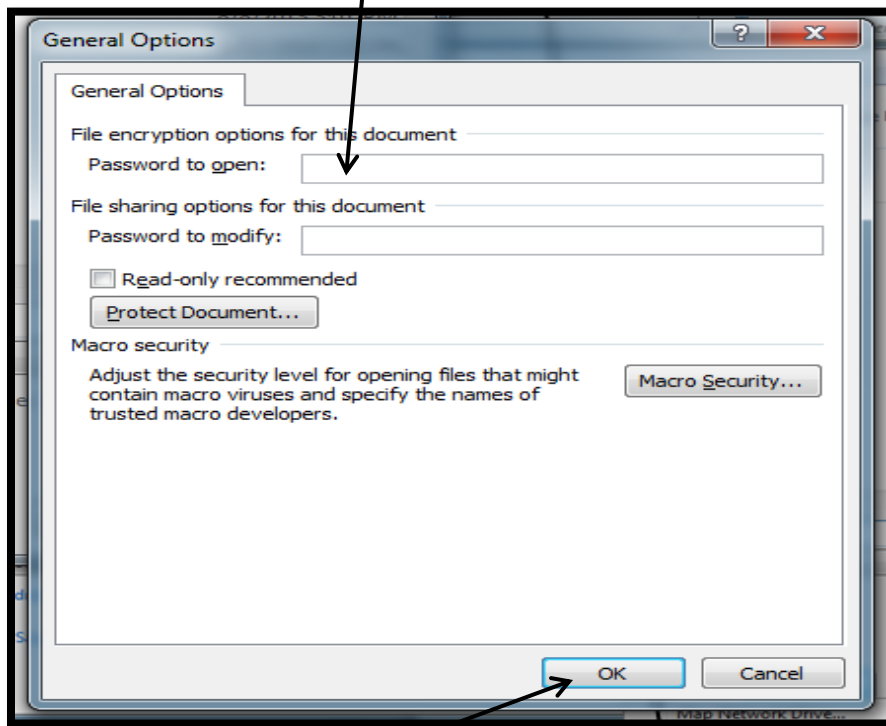
1. Select File from the Menu bar, then select **Save As**



2. At the bottom of the page, under Tools, select **General Options**

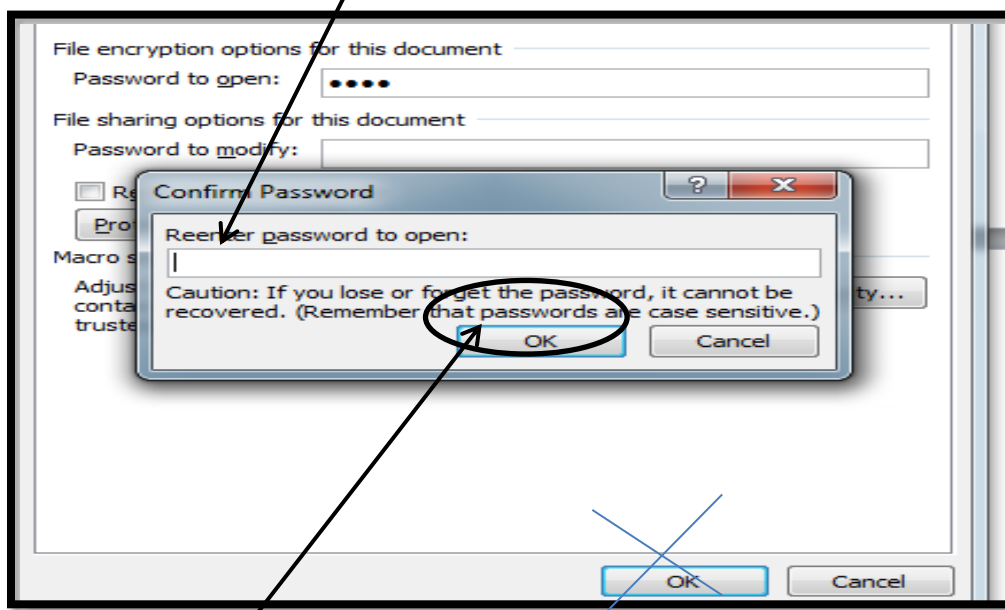


3. Enter a Password to open



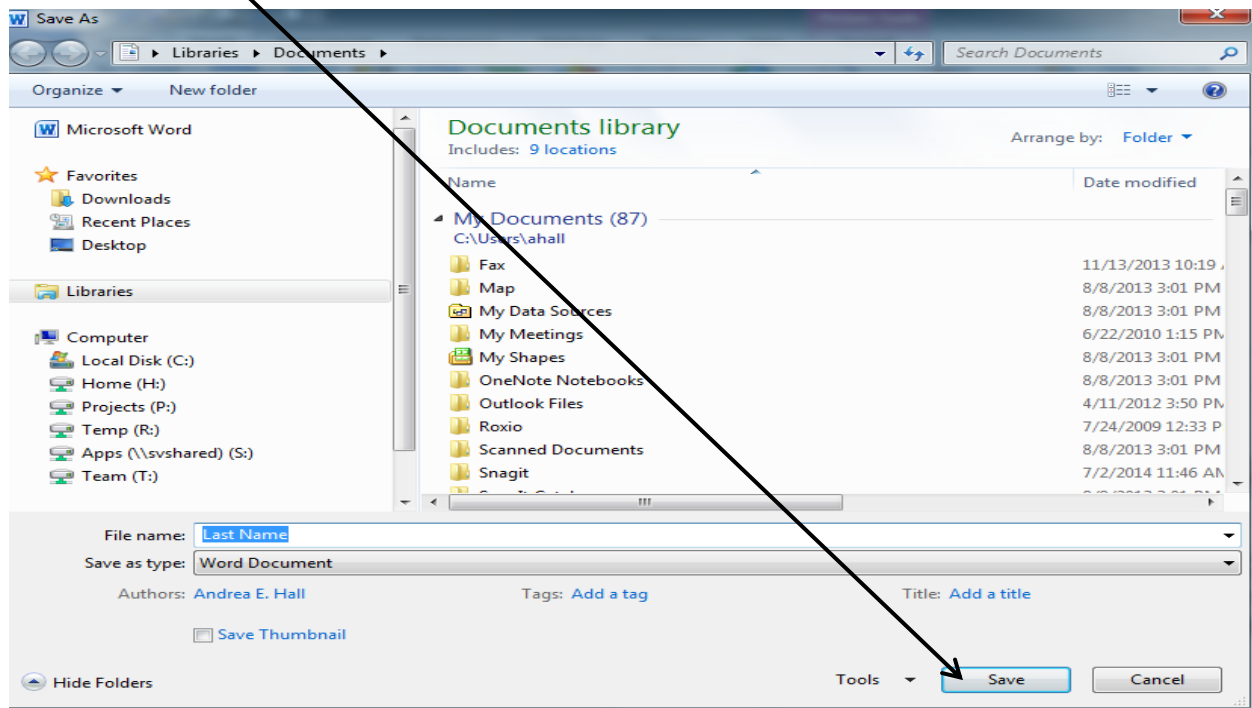
4. Select **OK**

5. Reenter the same **password** (as above) to confirm



6. Select **OK**

7. Select **Save**



8. Send the password in a separate email than the one that has the document attached.
9. Call KSDE IT Help Desk with any questions 785-296-7935.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201