Standard Life

Password protecting documents

Password protecting your documents can add an extra layer of security when sending sensitive information. For example, Microsoft Word passwords are case-sensitive and can be a maximum of 15 characters long.

If you lose or forget your password, Microsoft Word cannot recover it for you. Be sure to keep a note of your password in a safe place, and disguise it (for example, don't write it down under the heading Password for opening driving licence copy).

Remember

Never send a protected document and its password in the same email. Ideally, use a different method to communicate the password, for example, a phone call.

How to password protect your document will vary, depending on the application, and version of the application that you're running.

How to password protect a PDF (using Adobe Acrobat DC)

1. Open the PDF in Acrobat DC
2. Click on **File › Protect Using Password**. Alternatively, you can choose **Tools › Protect › Protect Using Password**
3. Select Viewing to set a password for opening your PDF
4. Type and retype your password
5. Click apply

How to password protect on Word for Windows

1. Go to **File › Info › Protect Document › Encrypt** with Password
2. Type a password then type it again to confirm it
3. Save the file to make sure the password takes effect

How to password protect on Word for Mac 2011

1. On the word menu, click preferences
2. Under Personal Settings, click Security
3. In the 'password to open box', type in your password and click OK
4. In the 'confirm password' dialog box, type the password again, and then click OK
5. Click save

How to password protect on Word for MacOS-newer

1. Go to **Review › Protect Document**
2. Under security, you can set a password to open/modify the document
3. You will need to re-enter both passwords to confirm
4. Press 'save' to make sure the password takes effect

Word Online and Google Docs

These features aren't available for Word Online. If you want to protect the file with a password, you will need to open your document in the desktop version of Word.

If you are using Google Docs, your documents are protected by your Google account password. Remember to store your Google account password in a safe place and do not share this with friends or family.