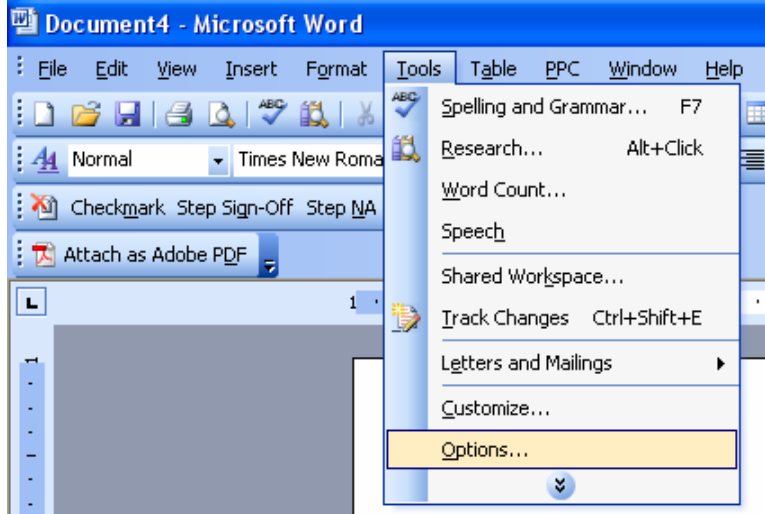




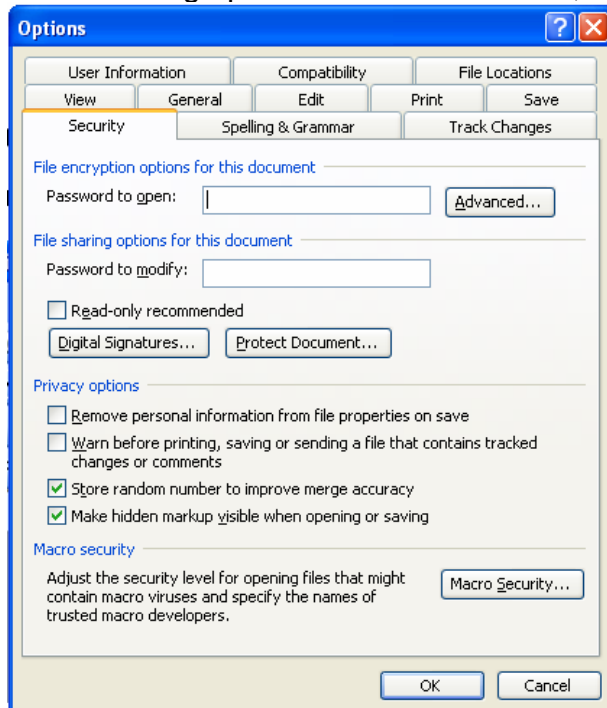
# Lock That .Doc!

A BDN Firm guide on how to lock a Word Document

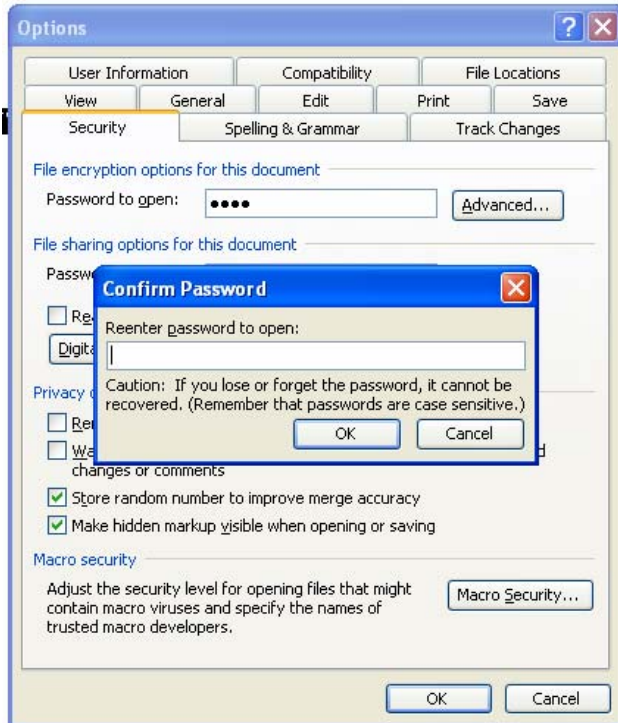
1. Go to “Tools” on the menu bar and select “Options...”



2. This will bring up a multi-tabbed window, select the “Security” Tab.



3. Now, **Lock That .Doc!** Select a password to open the document and click okay. It is very important that you remember what this password is because once secured, it will only open with that password.
4. Reenter the password in the popup window and click okay.



5. Save the document, and close.
6. **Verify it!** This is the most important step. Verify that the document is locked. When you try and reopen the document it should prompt you to enter the password. If not, try repeating the steps. If you are still having difficulties do not be afraid to contact Alison.

***Thanks for helping to keep your information secure!***