

Requirements for “Secure” Fax and How to Password Protect a Document

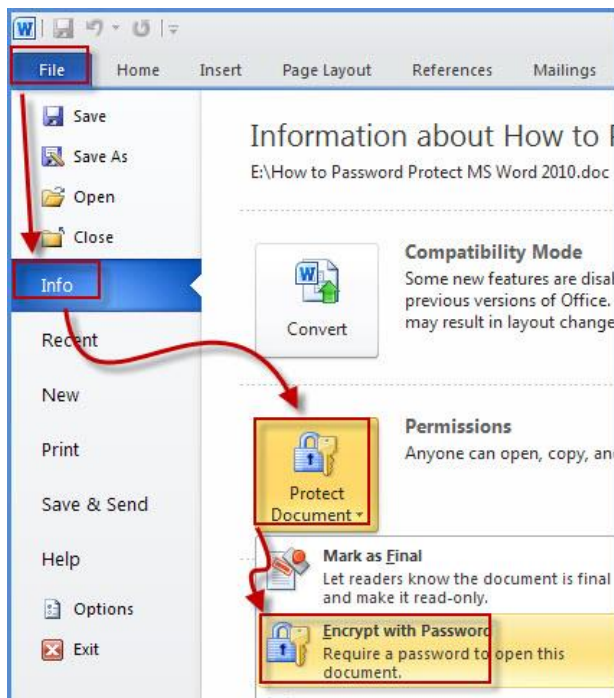
- A fax can be considered secure if the fax machine is set up to not be in area where an unintended recipient can pick up/look at confidential information. That is, can just anyone pass by and look at the fax...If the fax is sent to a counselor’s office and is in an area where access is limited, that is likely to be secure. If the fax is sent to the director’s office which is not open to anyone unless director is there, that is likely to be secure.
- A file can be saved with a password and the password sent in a separate email.

Part I. How to Password Protect Word Document 2010

Now follow this tutorial to [password protect Word 2010](#) document using built-in password encryption.

Step 1: Open the word document that you would like to password protects.

Step 2: Click the "File" tab, then Click on the "Info" option. On the right menu click on the "Protect Document" button under "Permissions", and then select the "Encrypt with Password" option.



Step 3: When the "Encrypt Document" dialog appears, set a password for your word document and then click "OK" button. Make sure your password is difficult to guess but easy for you to remember. You cannot open your document without the password.



Then a "Confirm Password" dialog will appear, reenter your password and click "OK" button.

Step 4: After setting password to protect your Word document, click "Save" or press Ctrl+S to save the document. Now your word document is password protected. You'll see the following message "A password is required to open this document" under "Permissions".



[Instructions for Word 2003](#)

[Instructions for Word 2007](#)