HOW TO HIDE YOUR DATA IN PLAIN SIGHT

ENCRYPTION is the process of taking all of the data that one computer is sending to another and encoding it into a form that only the other computer will be able to decode. There are several inexpensive or even free encryption technologies readily available for business use.

PASSWORD PROTECTION (Authentication) is used to verify that the information comes from a trusted source. If either the user name or the password does not match, no access is granted. This document outlines how to effectively create a password protected file in any operating system.

MICROSOFT WORD - FOR PC

Word 2010

1. Open the Word document
2. Click File
3. Click Info
4. Click Protect Document
5. Click Encrypt with Password
6. Enter a password to encrypt the document, Click OK
7. Reenter the password again, Click OK

Word 2007

1. Open the Word document
2. Click the Office button
3. Select Prepare
4. Click Encrypt Document
5. Enter a password to encrypt the document, Click OK
6. Reenter the password again, Click OK
7. Microsoft Word will prompt you for your password to keep the document open. Enter the password selected in step 5.

MICROSOFT EXCEL - FOR PC

Excel 2010

1. Open the Excel document
2. Click File
3. Click Info
4. Click Protect Document
5. Click Encrypt with Password
6. Enter a password to encrypt the document, Click OK
8. Reenter the password again, Click OK

MICROSOFT EXCEL - FOR PC

Excel 2007

1. Open the Excel document
2. Click the Office button
3. Select Prepare
4. Click Encrypt Document
5. Enter a password to encrypt the document, Click OK
6. Reenter the password again, Click OK
7. Microsoft Excel will prompt you for your password to keep the document open. Enter the password selected in step 5.

Excel 2003

1. Open the Excel document
2. Select Tools menu on the toolbar
3. Select Options
4. Select the Security tab
5. For the Password to open field, enter a password
6. Click Advanced next to the Password to open field
7. The Encryption Type dialog box will open, scroll down and select RC4, Microsoft Enhanced RSA and AES Cryptographic Provider (Prototype)
8. Choose a Key Length, set key length to 128 bits
9. Check Encrypt document properties checkbox
10. Click OK
11. Microsoft Excel will prompt you for your password to keep the document open. Enter the password selected in step 5.

MICROSOFT WORD - FOR MAC

Word 2011

1. Open the Word document
2. Click File, Preferences, Select Security
3. For the Password to open field, enter a password to encrypt the document, Click OK
4. Reenter the password again, Click OK

Word 2008 and Word 2004

1. Open the Word document
2. Select Word menu on the toolbar
3. Select Preferences, Select Security
4. For the Password to open field, enter a password to encrypt the document, Click OK
5. Reenter the password again, Click OK

MICROSOFT EXCEL - FOR MAC

Excel 2011

1. Open the Excel document
2. Click Review tab
3. Select Passwords, under the Protection section
4. Select Security
5. For the Password to open field, enter a password to encrypt the document, Click OK
6. Reenter the password again, Click OK

Excel 2008 and Excel 2004

1. Open the Excel document
2. Select Excel menu on the toolbar
3. Select Preferences, Select Security
4. For the Password to open field, enter a password to encrypt the document, Click OK
5. Reenter the password again, Click OK

ADOBE ACROBAT

Note: In order to encrypt a PDF document, Acrobat Professional is required. To update visit http://www. adobe.com. If you forget the password, there is no option to recover it from the PDF.

Acrobat 9:

1. Open the PDF document
2. Select Advanced from the toolbar
3. Select Security > Encrypt With Password
4. Click Yes to prompts to change the security settings
5. Select Acrobat 7.0 and later for compatibility pull down
6. For Select Document Components to Encrypt: select Encrypt all document contents
7. Select require a password to open the document
8. Enter a secure password.
9. Click OK
10. Reenter the same password
11. Click OK
12. If you receive a prompt, click OK
13. Select File > Save from the toolbar to save the PDF
14. Close the PDF document

Note: The above settings will not be enabled until the file has been saved and closed.

PASSWORD PROTECTION AND ENCRYPTION

Always encrypt sensitive information.

All system users should be assigned unique user names and passwords.

Conduct a password audit on an annual basis.