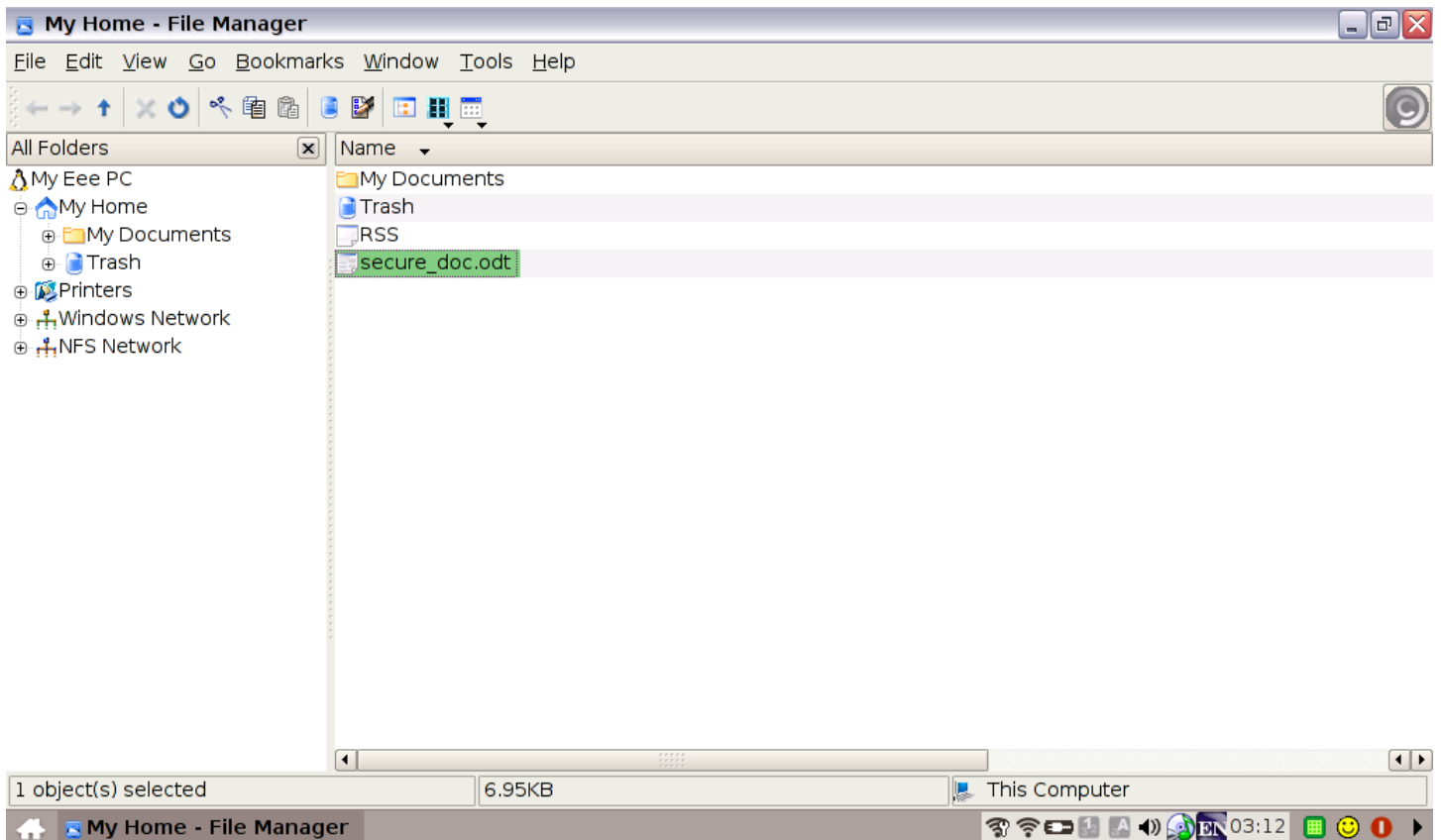


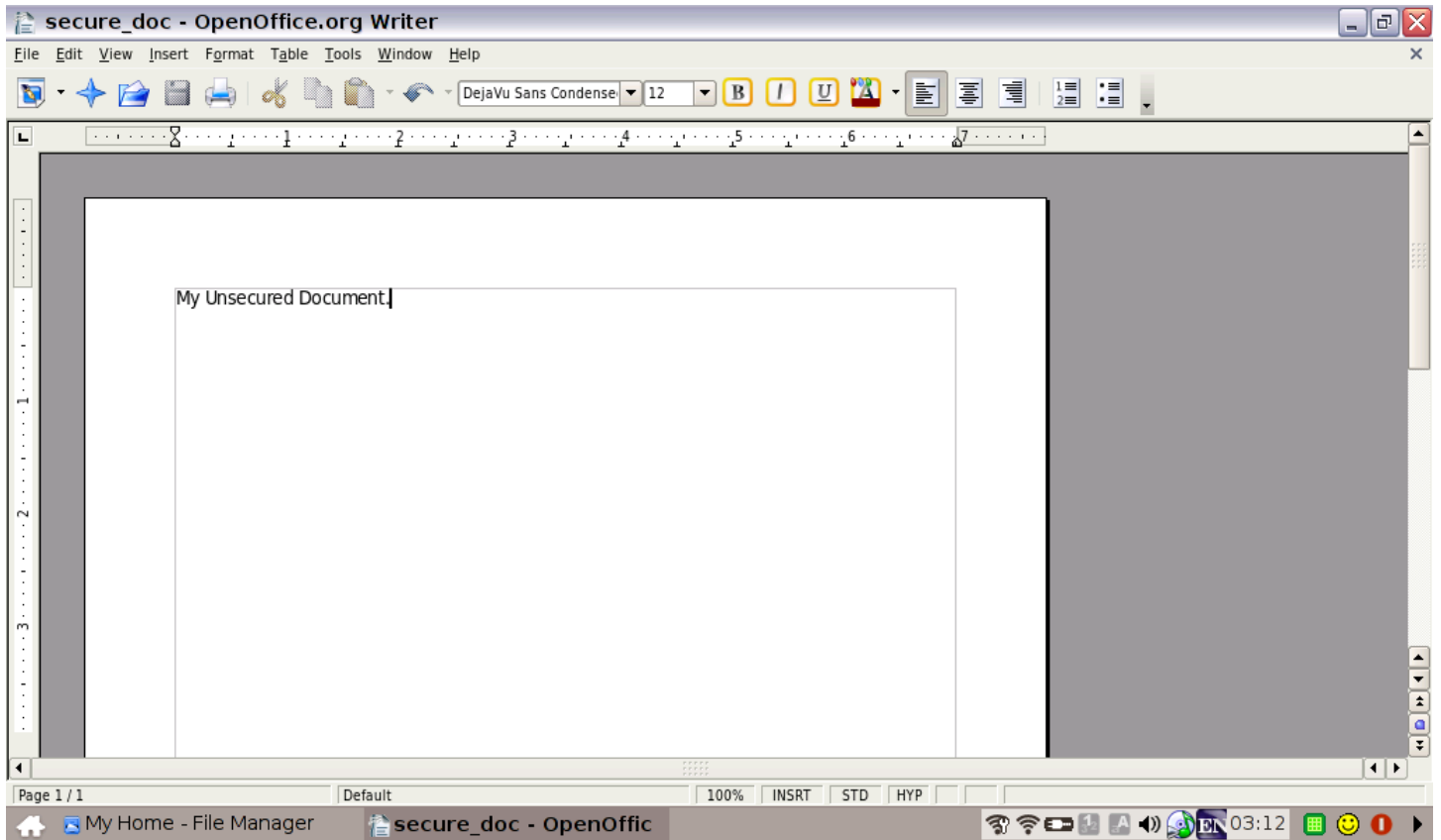
Securing Your OpenOffice Document

This tutorial will show you how to password protect your OpenOffice documents. Using this method will encrypt the contents of your document.

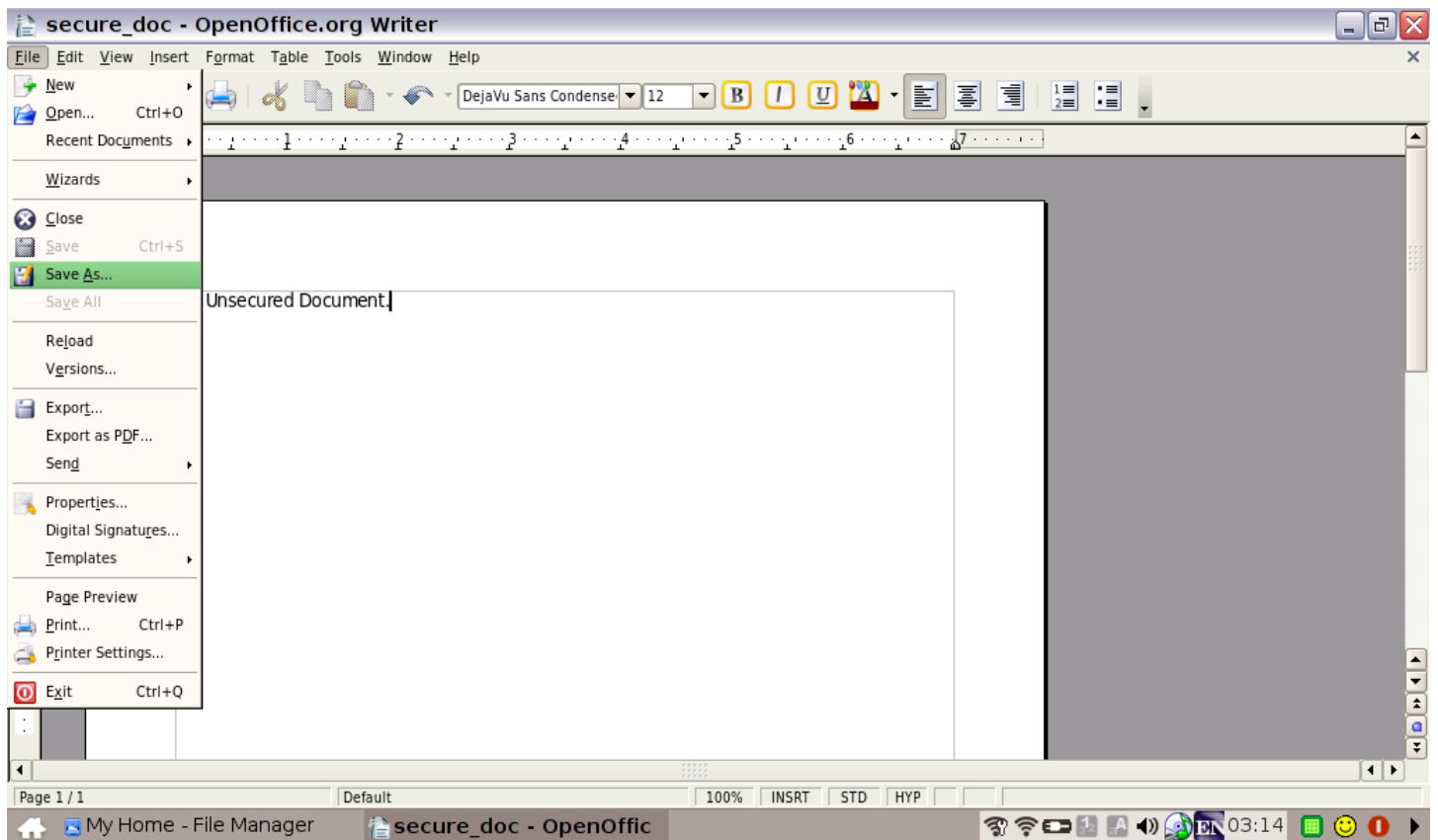
Begin by opening your “*File Manager*” and finding the document you would like to secure. Below I have selected a document called “*secure_doc.odt*”. Note, “.odt” is the file extension for OpenOffice documents. This method of password protecting a document **requires** the document to be saved in OpenOffice format.



Double clicking the document will open the document in OpenOffice. Below you see the contents of this unsecured document. **PLEASE NOTE, IF YOU ARE NOT ASKED FOR A PASSWORD WHEN OPENING A DOCUMENT, IT IS NOT SECURED.**



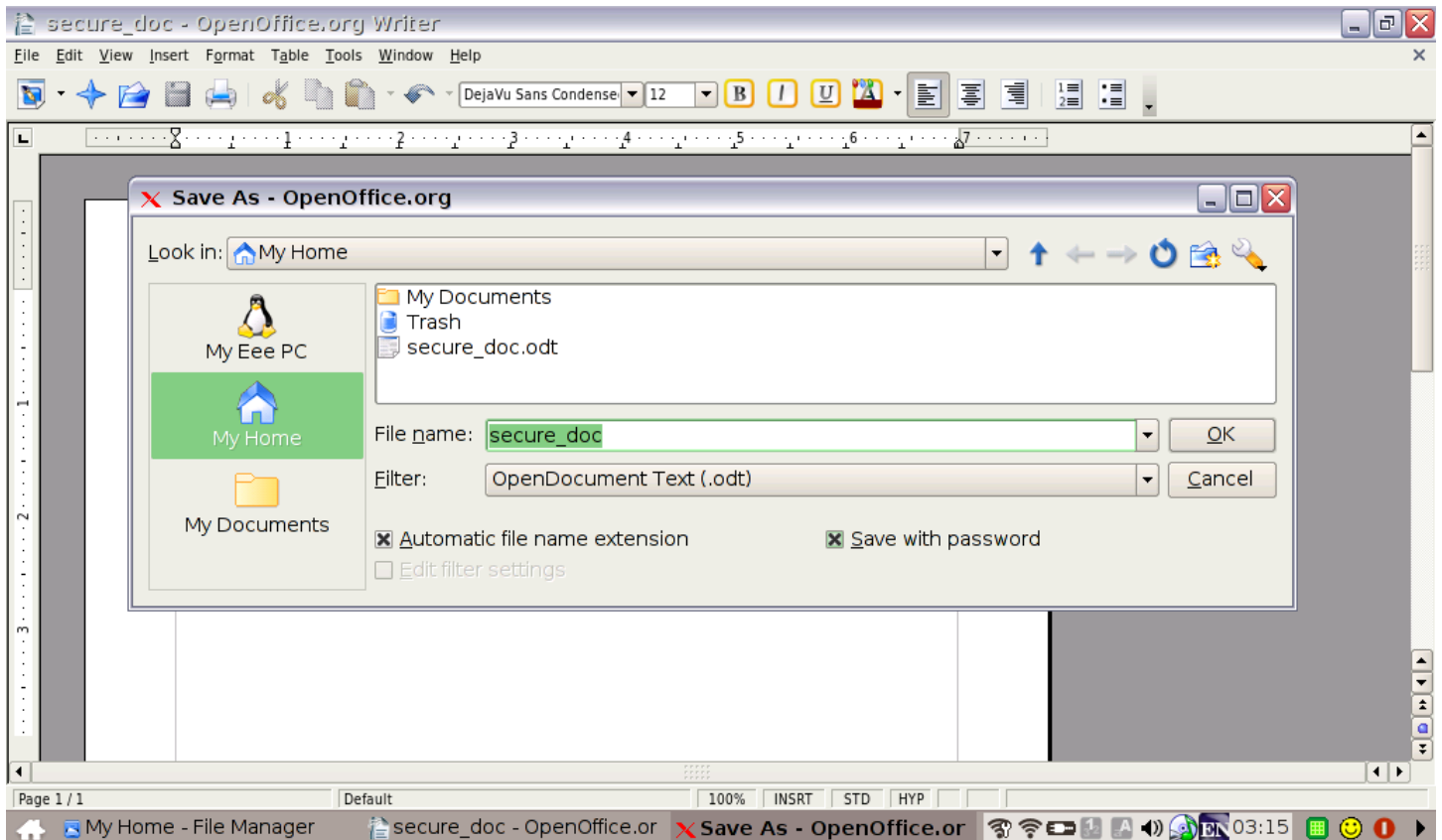
To secure this document with a password go to “File > Save As...”.



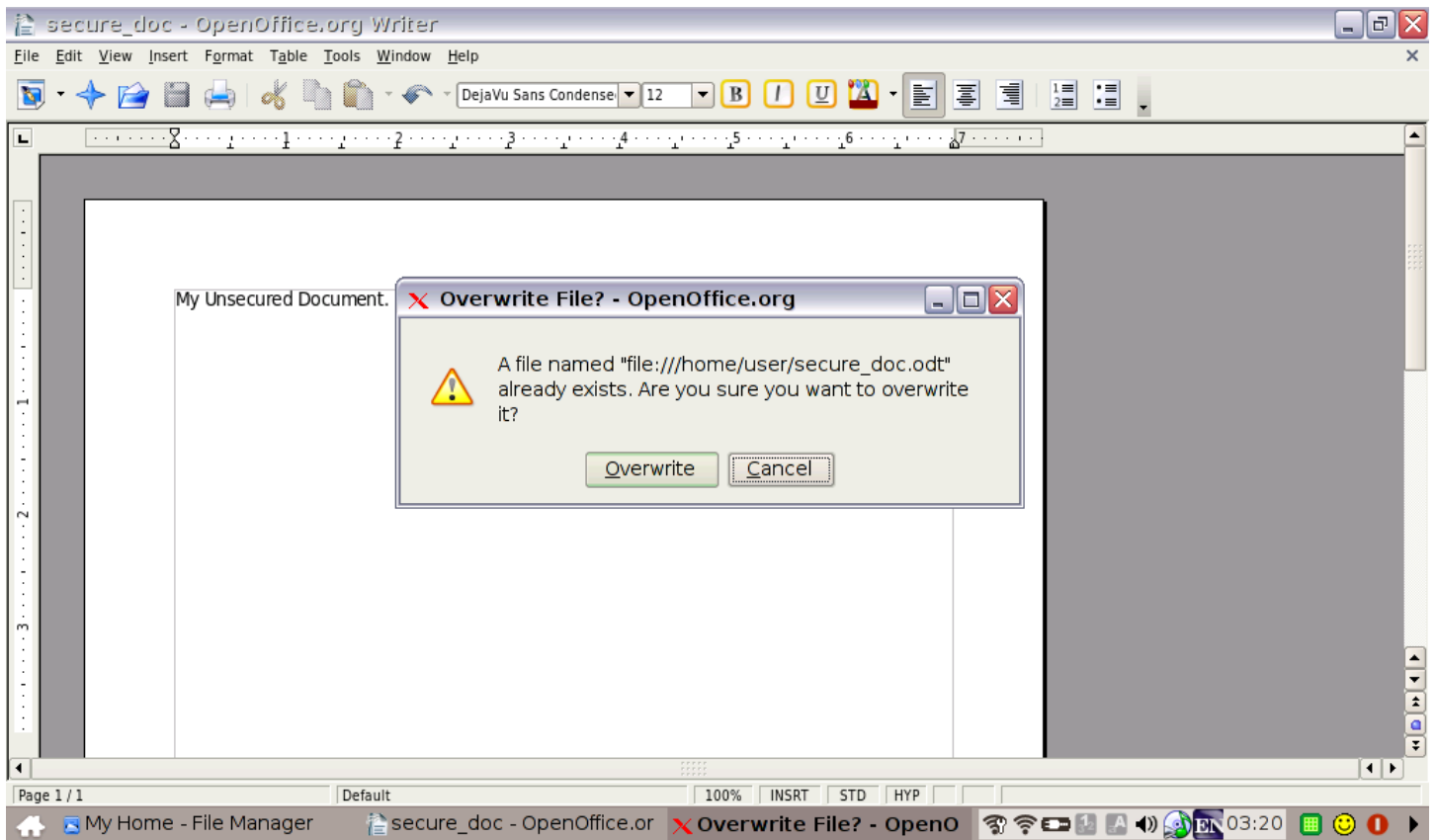
After clicking “Save As..” the “Save As” dialog appears. In this dialog, you need to select the “Save with password” check box (See image below). Next click the “OK” button to save the document.

Side Note: At this step you can opt to use a new file name. This would create a copy of “secure_doc.odt” under a new name. The effect would be that the new document name would be secured, but the original (secure_doc.odt) would not.

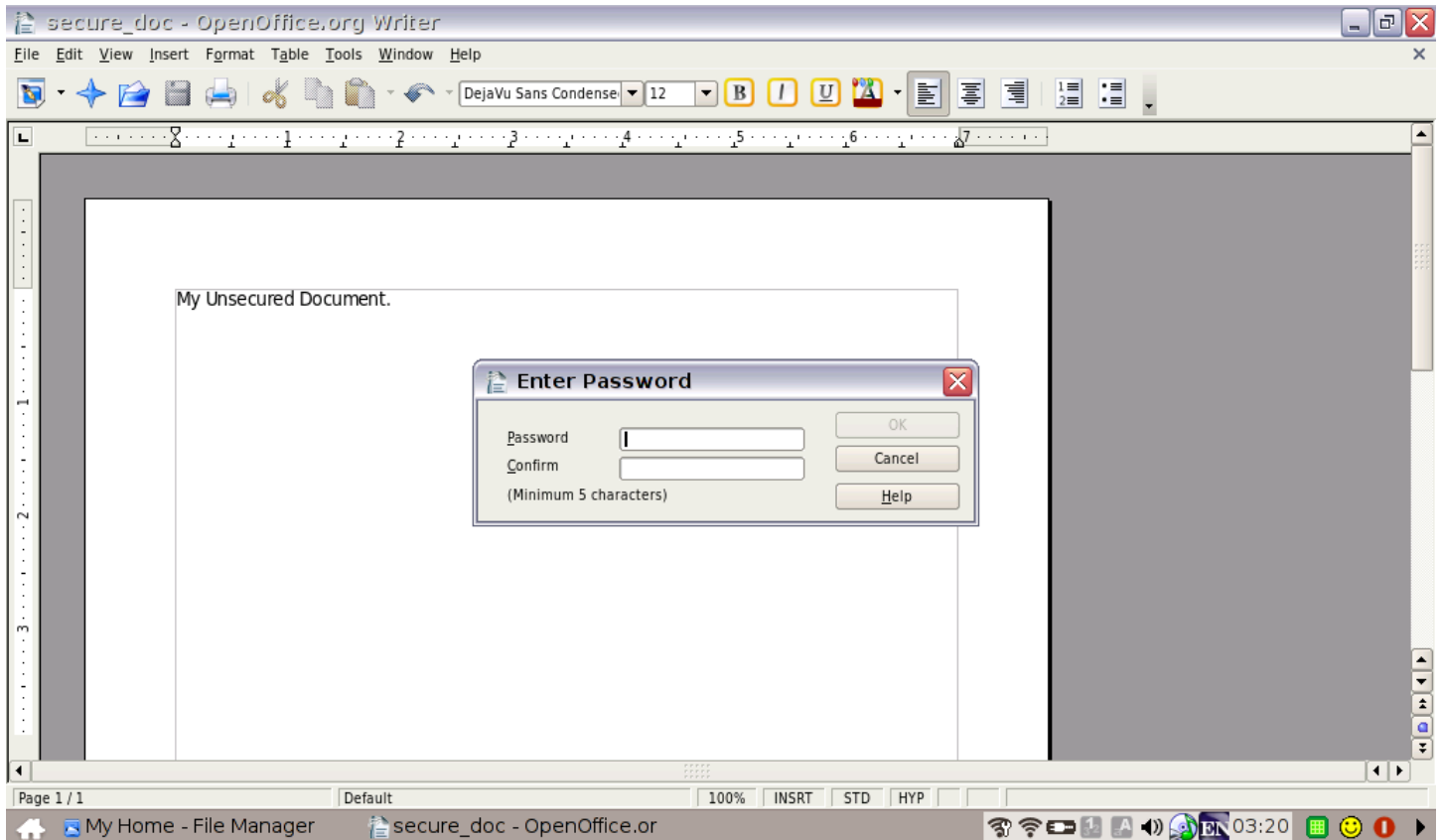
PLEASE NOTE, IF YOU ARE NOT ASKED FOR A PASSWORD WHEN OPENING A DOCUMENT, IT IS NOT SECURED.



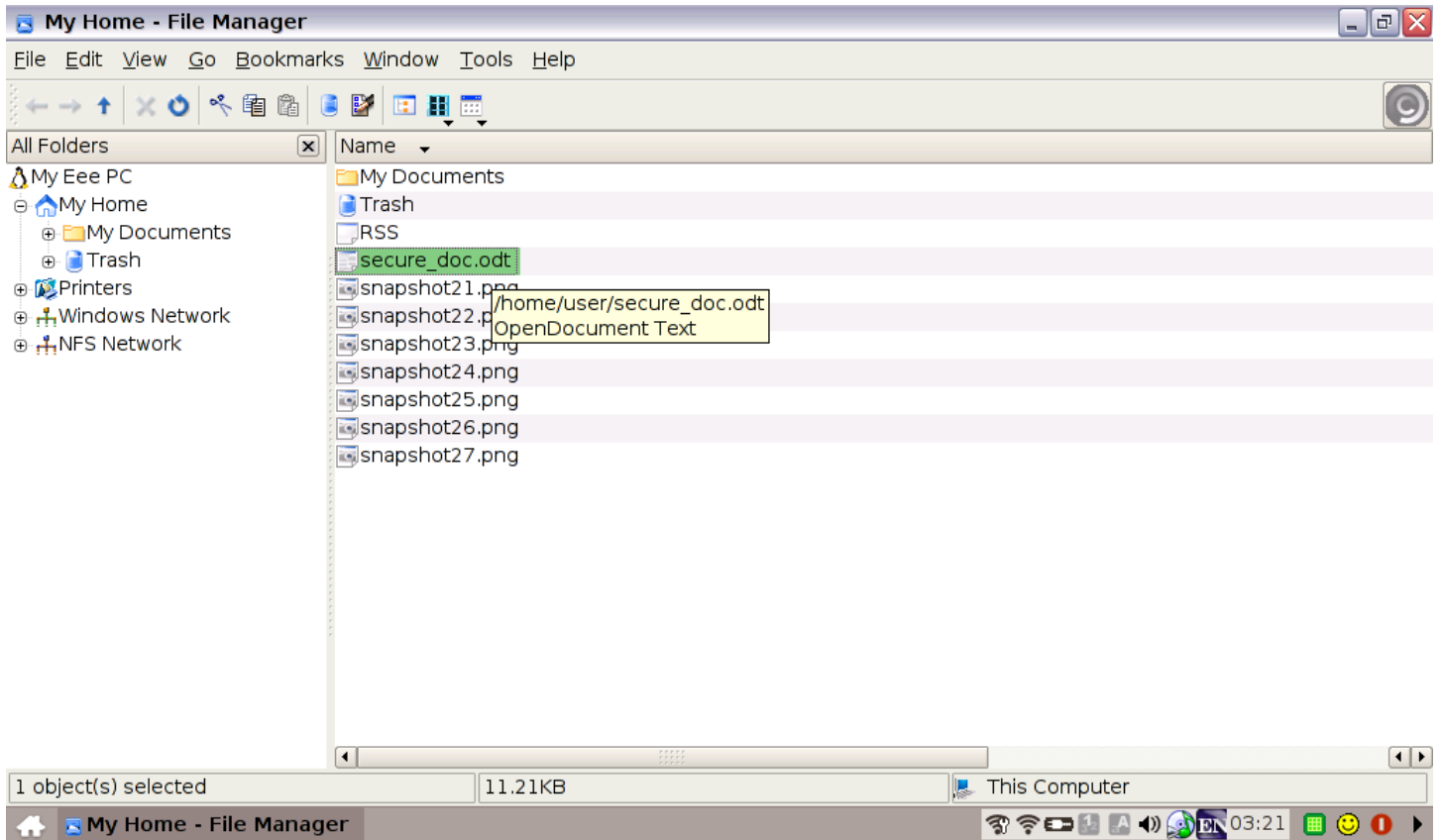
After clicking the “OK” button, a dialog asking about overwriting will appear. Click the “*Overwrite*” button to allow OpenOffice to save over the old “*secure_doc.odt*” file. In this tutorial we are saving over the old document.



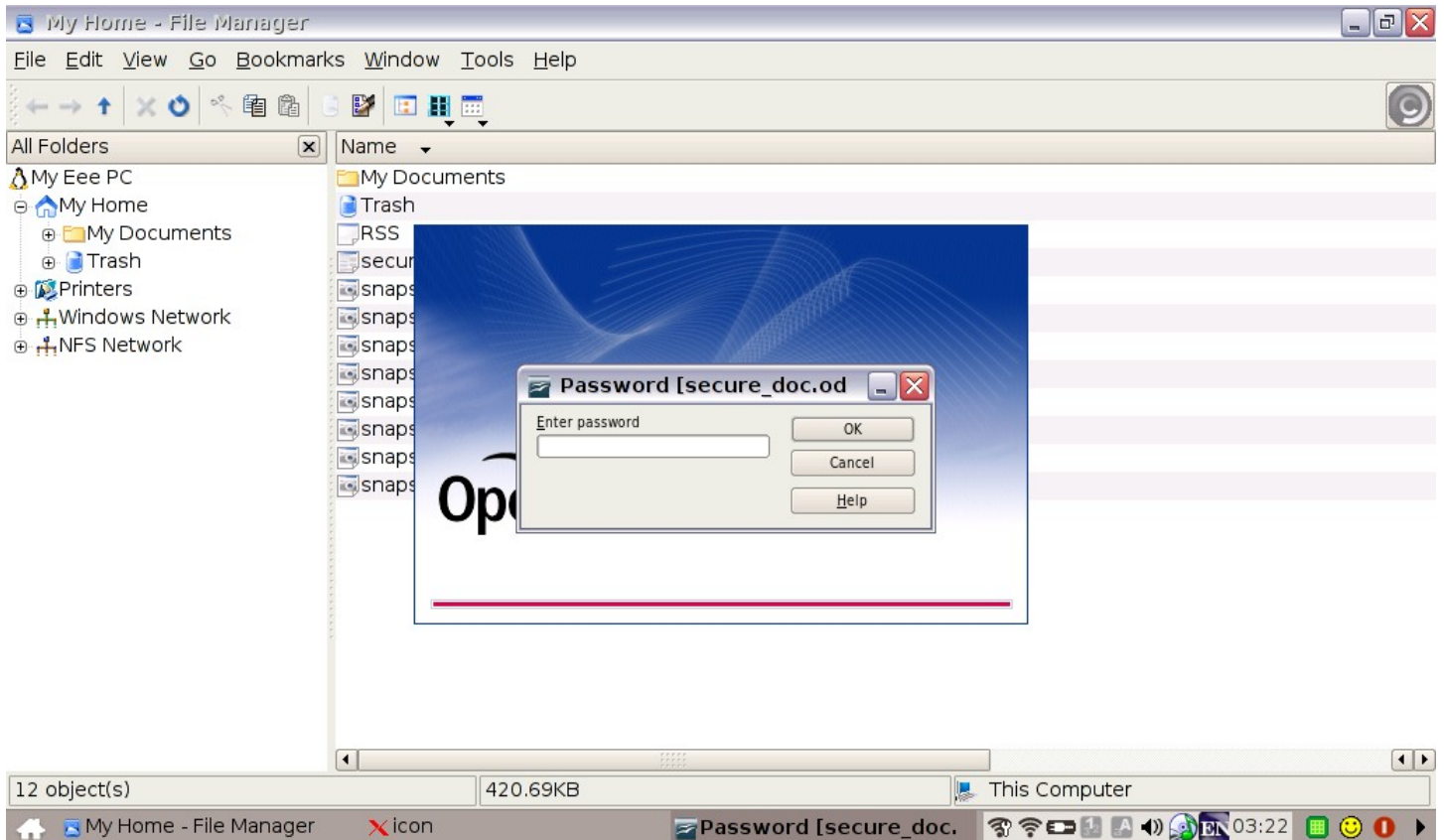
After clicking the “*Overwrite*” button you will see the “*Enter Password*” dialog box (See below). Type in your password, then retype the **same** password in the “*Confirm*” field. After you have correctly typed the password twice, click the “*OK*” button. Clicking the “*OK*” button will save your document with the password you just entered. You may now edit and save the document as usual.



Now shut OpenOffice down, closing the “*secure_doc.odt*” document. Back at the “*File Manager*” find the “*secure_doc.odt*” document we just password protected. Double-click the “*secure_doc.odt*” to open it in OpenOffice again.



On opening the “*secure_doc.odt*” document, you will be asked to enter a password. ANY DOCUMENT YOU HAVE SECURED SHOULD ASK FOR A PASSWORD WHEN OPENED. IF IT DOES NOT, THEN THAT DOCUMENT IS NOT SECURE. Seeing this dialog, when opening a secure document is your indicator that you have secured your document correctly.



The End