Manual for encrypting documents in Office 2013

This manual shows you how to easily encrypt your files in Word, Excel, PowerPoint, Access in Office 2013 as well as how to encrypt PDF-files. Encryption is the process of converting data into a format that is unreadable by others, unless you possess the password. You *could* encrypt your documents to protect your data. You *must* encrypt your documents if you work with confidential or secret[1] data.

Finally, this manual will help you choosing a strong password and sharing passwords in a responsible way.

Encrypting a Word, Excel PowerPoint or Access document

1. Open the document you want to encrypt.

2. Click on '**FILE**' in the menu (the 'ribbon') of Word, Excel, PowerPoint or Access.

3. Select '**Info**' (if not already selected).

4. Click on '**Protect Document**' in case of a Word document (as is shown in the picture below). In Excel it is called 'Protect Workbook', in PowerPoint 'Protect Presentation' and in Access 'Encrypt with password'.
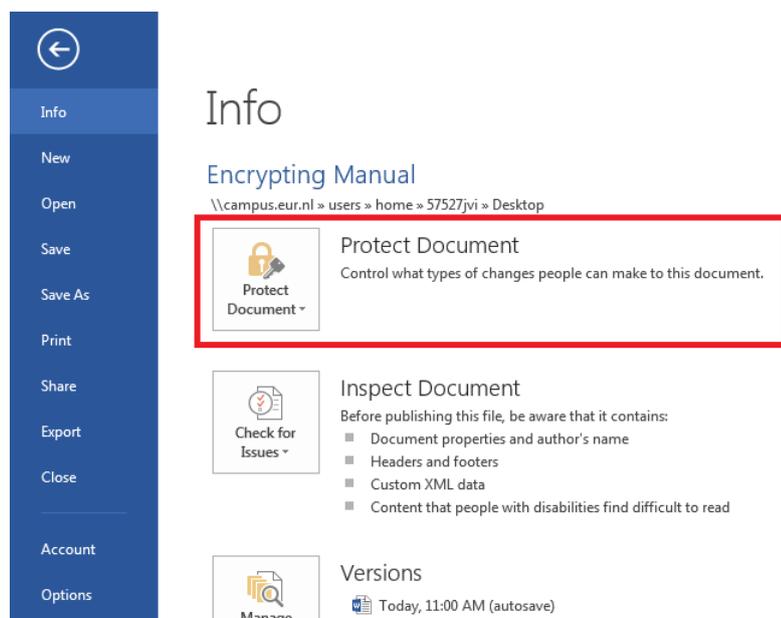
5. Select the option '**Encrypt with a password**' and enter a 'strong' password (see the section **Choosing a password**).

6. Click '**OK**', re-enter the password, then click '**OK**' again.

7. Save the document. The document is now encrypted and the password is required to open the file.

8. Share the document (see the section **Sharing a password**)

Please note that after a document is encrypted opening the document is only possible with the password. Without the password the data is lost and irretrievable!

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[1] See also 'sensitive data' and 'data classification' in the section: 'What is the intended use of SURFdrive?' at:
http://www.eur.nl/english/atweurk/frequently_asked_questions/storage/

J. Visser, 20 August 2015

Saving an Office document as an Encrypted PDF document

1. Open the Word, Excel or PowerPoint document you want to save as encrypted PDF file.

2. Click on **'FILE'** in the menu (the 'ribbon') of Word, Excel, PowerPoint or Access.

3. Select '**Save As**', choose the location where you want to save the file and select **PDF** in the '**Save as type**' menu.

4. Click on '**Options...**' in the dialogue screen, then select '**Encrypt the document with a password**' (as is shown in the picture below).
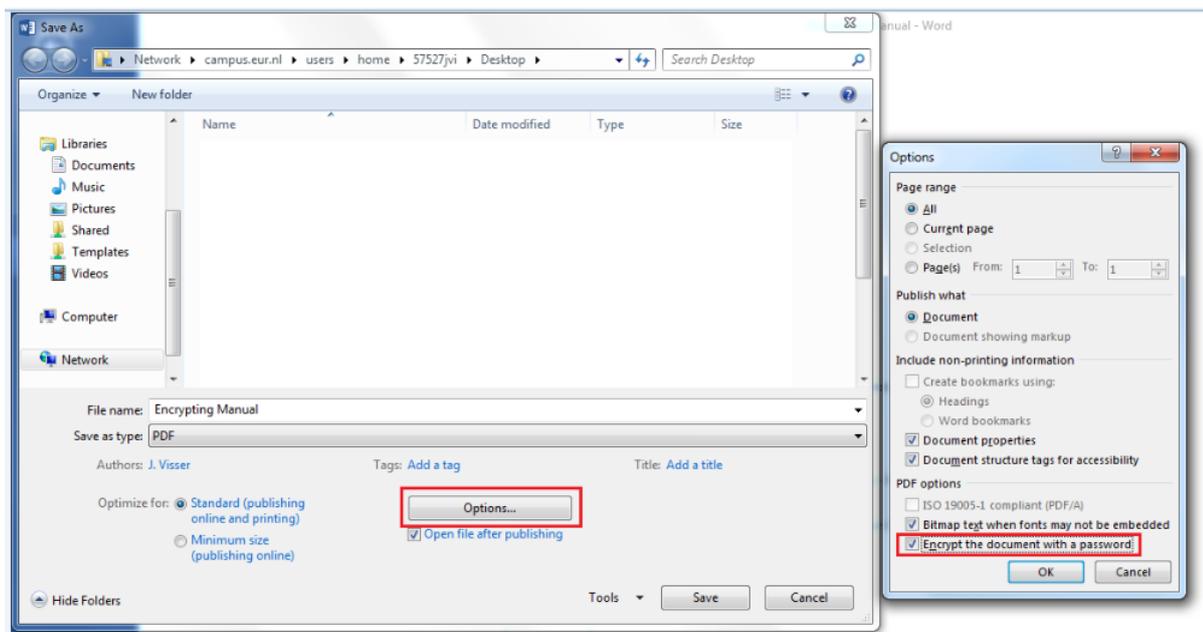
5. Click '**OK**', enter a 'strong' password (see the section **Choosing a password**) and click '**OK**' again.

6. Save the document. The document is now encrypted and the password is required to open the file.

7. Share the document (see the section **Sharing a password**)

Please note that after a document is encrypted opening the document is only possible with the password. Without the password the data is lost and irretrievable!

J. Visser, 20 August 2015

Choosing a password

It is important to use a strong password. The password should be impossible to guess. Also, pay attention at the 'remember password' function. Do not select 'Yes' when applications ask you if you want them to remember your password.

A strong password required at least:
-At least ten characters
-Include both upper case letters and lower case letters
-Include numbers and special characters

Remember, there are possibilities for a hacker to hack your password. Using a strong password will make hacking as difficult as possible.

See the EUR website for password requirements:

http://www.eur.nl/english/erna/services/erna_account_management/change_erna_password/

Sharing a password

If the encrypted document needs to be shared with others, then so does the password. Share the password using a mechanism which is different to the way you are sharing a file. For example, if you email the document you can share the password texting it.

J. Visser, 20 August 2015