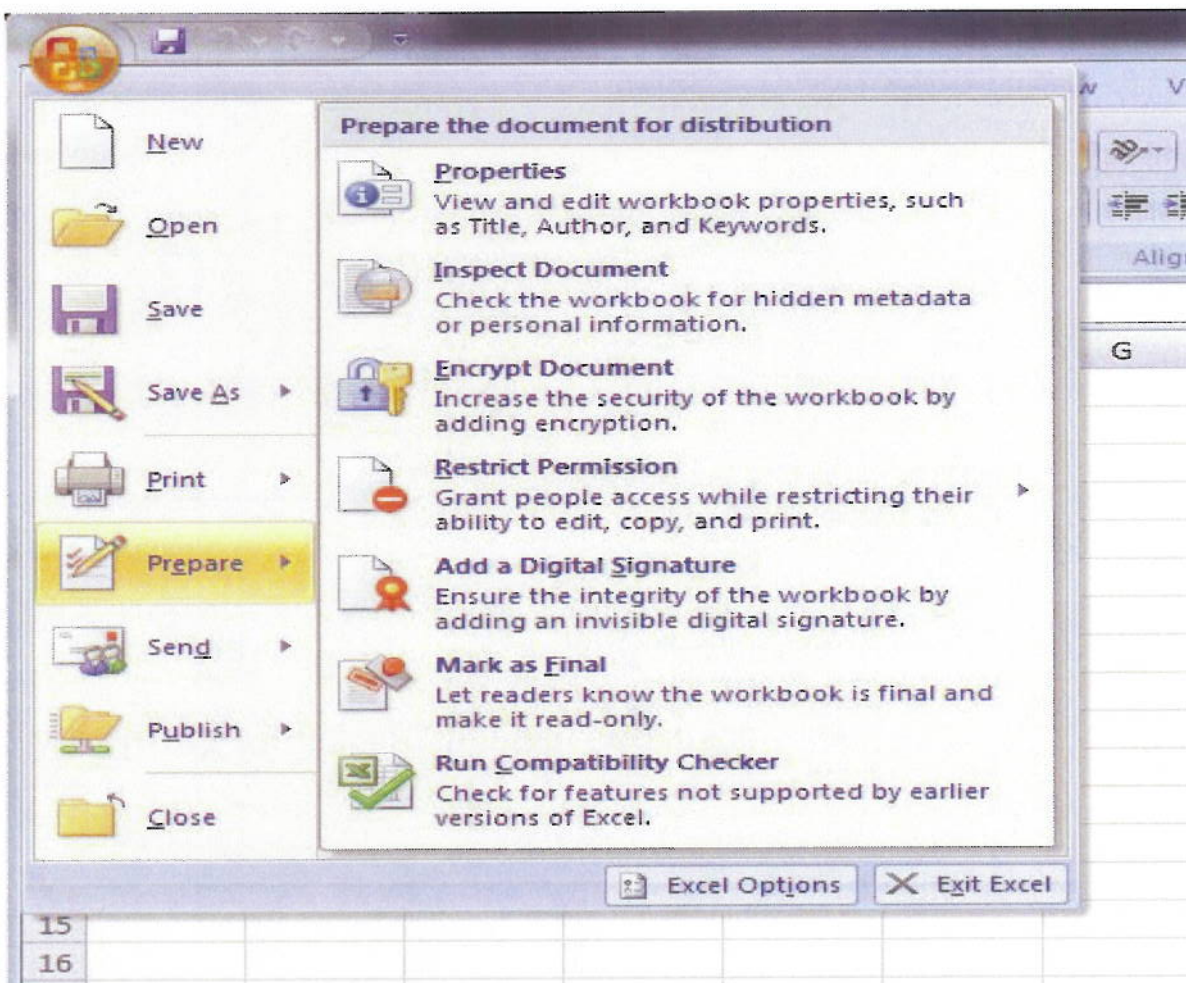




STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
OFFICE OF TECHNOLOGY FOR HUMAN SERVICES

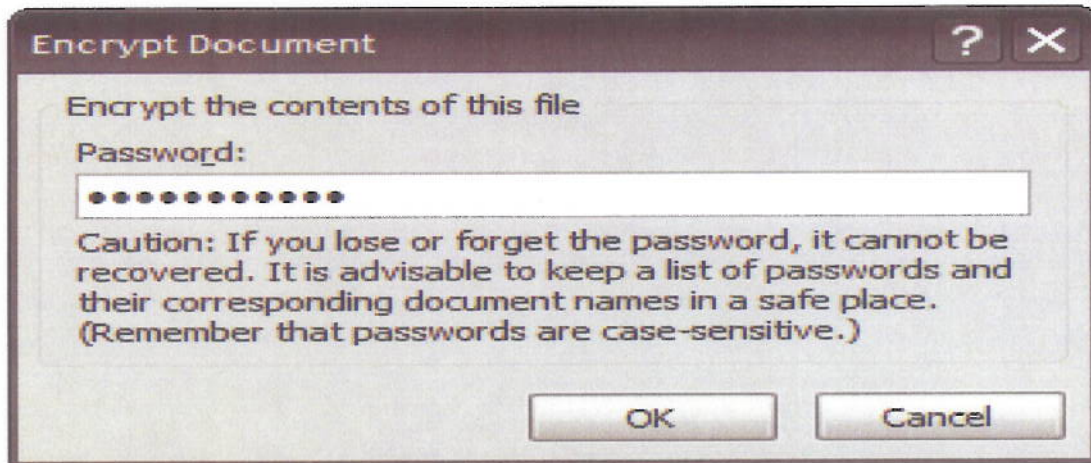
Encrypting an Excel 2007 Spreadsheet

1. To encrypt your excel document, click on the Microsoft Office Button in the upper left hand corner.
2. Select Prepare from the left-hand menu



3. Then choose Encrypt Document.

4. In the Encrypt Document dialog window type in your password for this document.



NOTE: Follow the password complexity requirements shown below.

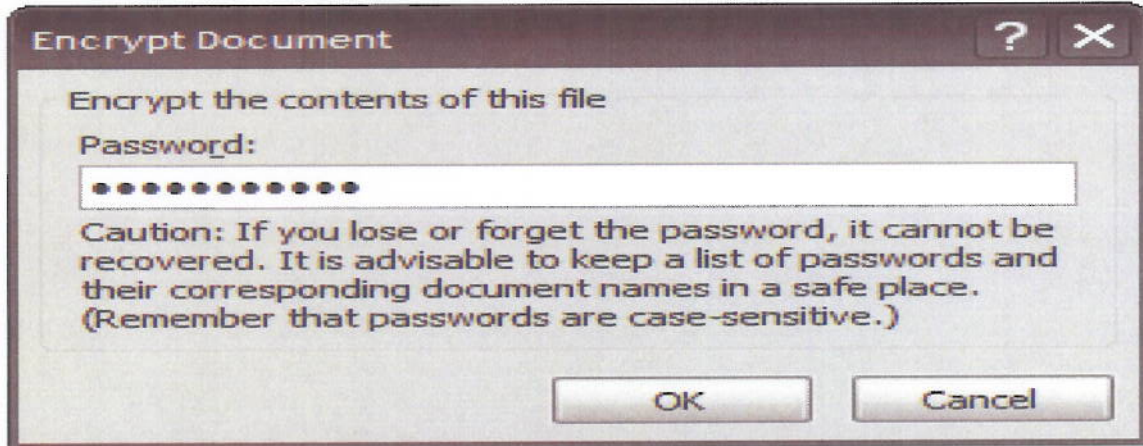
Password Guidelines:

- Password must be 8 characters in length or more
- Password must contain at least one non-alphabetic character
- Password must contain at least one alphabetic character
- Password must not contain 3 identical adjacent characters
- Should consist of letters, numbers, and special characters, such as: D2*vh!xR7c

Passwords Rules:

- Shouldn't contain personal information
- Shouldn't contain more than two repeating characters

5. You will then need to enter in your password again for verification and click OK.

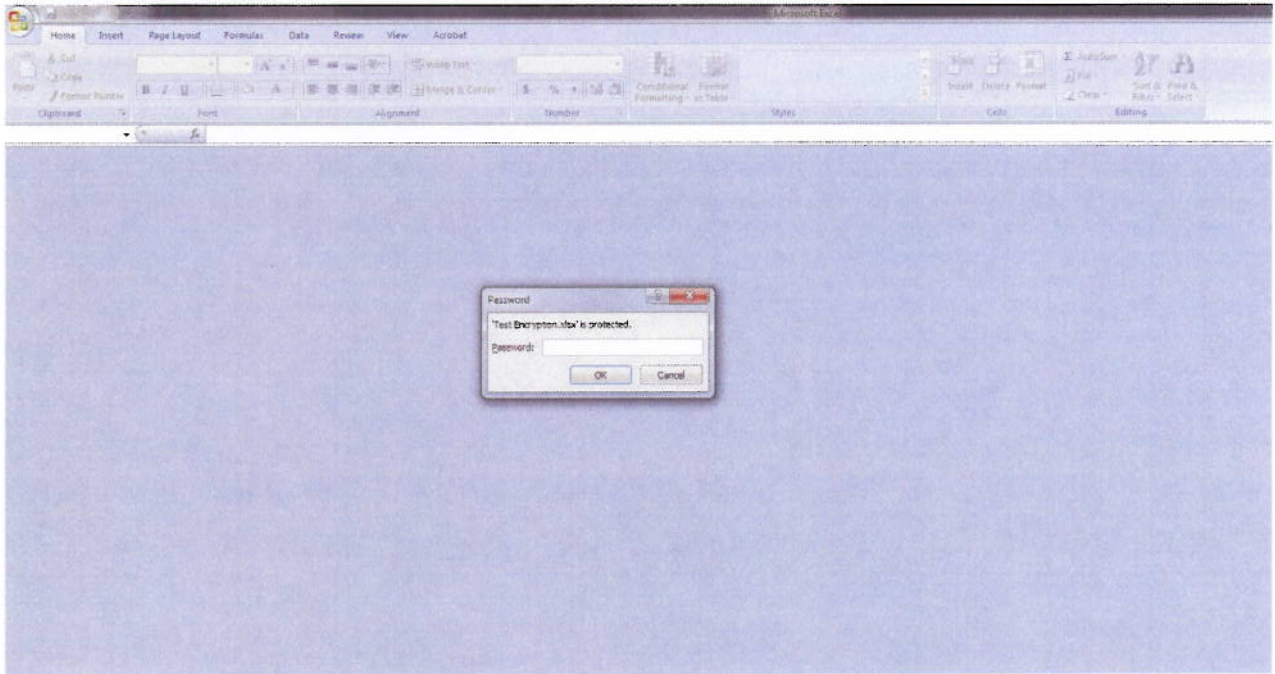


You will not receive any type of confirmation message, this window will simply disappear.

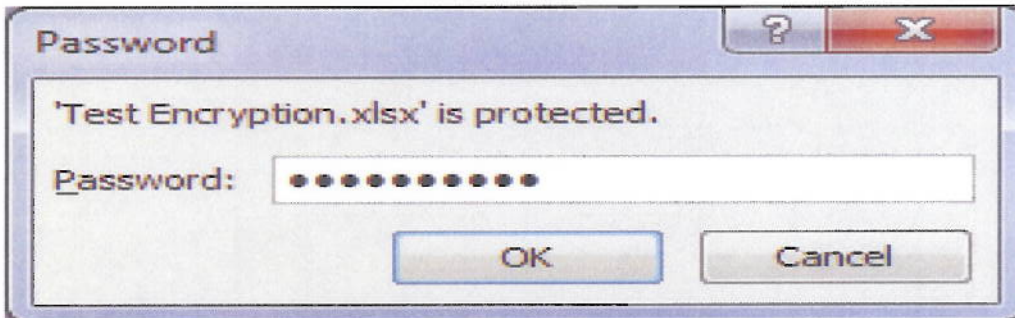
It is important that you call or email the recipient(s) in order to give them the password for the document. If you choose to send the password via email, **DO NOT** put the password in the same email as the excel spreadsheet.

Opening an Encrypted Excel Spreadsheet

When you open the spreadsheet you will be prompted to enter the password that you entered to open the spreadsheet.



Enter your password for the spreadsheet then select OK.



NOTE: You need to remember the password. If you do not remember the password you will not be able to open the spreadsheet.