

PASSWORD WP FILES

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Sometimes, you may work with confidential or sensitive information. To protect files, you can assign passwords to files using WordPerfect 11, 12 or X3 or Quattro Pro 11, 12 or X3.

When you assign a password to a file, you will be prompted for the password before you can open the file.

1. From the MenuBar, select File ► Save As (Figure 1).

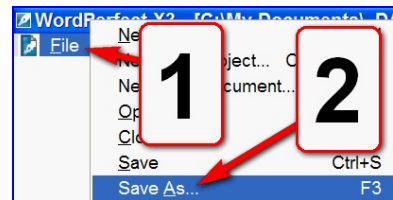


Figure 1

2. Enable the Password Protect check box (Figure 2).

3. Click "Save" button.

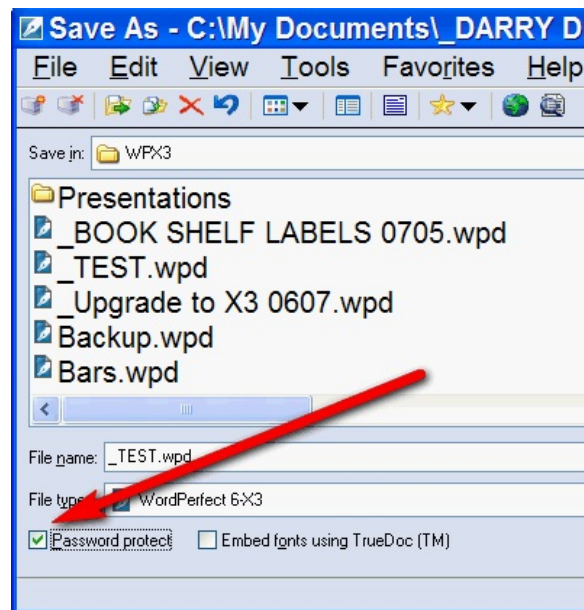


Figure 2

4. In the Password area of the Password Protection dialog box (**Figure 3**), type a password in the “Type Password for Document” box.

5. Type the password in the “Retype Password to Confirm” box (**Figure 3**).

6. Under Protection Options (**Figure 3**), enable one of these options:

➡ Enhanced password protection —

provides case-sensitive password protection for greater security

➡ Original password protection — provides case-insensitive password protection such as that used by WPWin 6.0 and WPDOS 6.0a.



Figure 3

OPENING A FILE WITH A PASSWORD

1. One selects a file with a password the same way as any other file. Select File ➤ Open from the MenuBar.

2. However, one must enter the password to view the file.

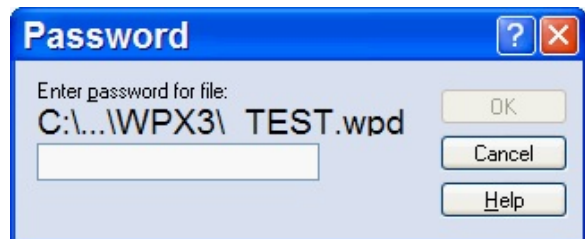


Figure 4