

How to Set Password to protect OpenOffice document

Step 1

Launch any OpenOffice such as Writer, Calc and Impress, create or open an existing document.

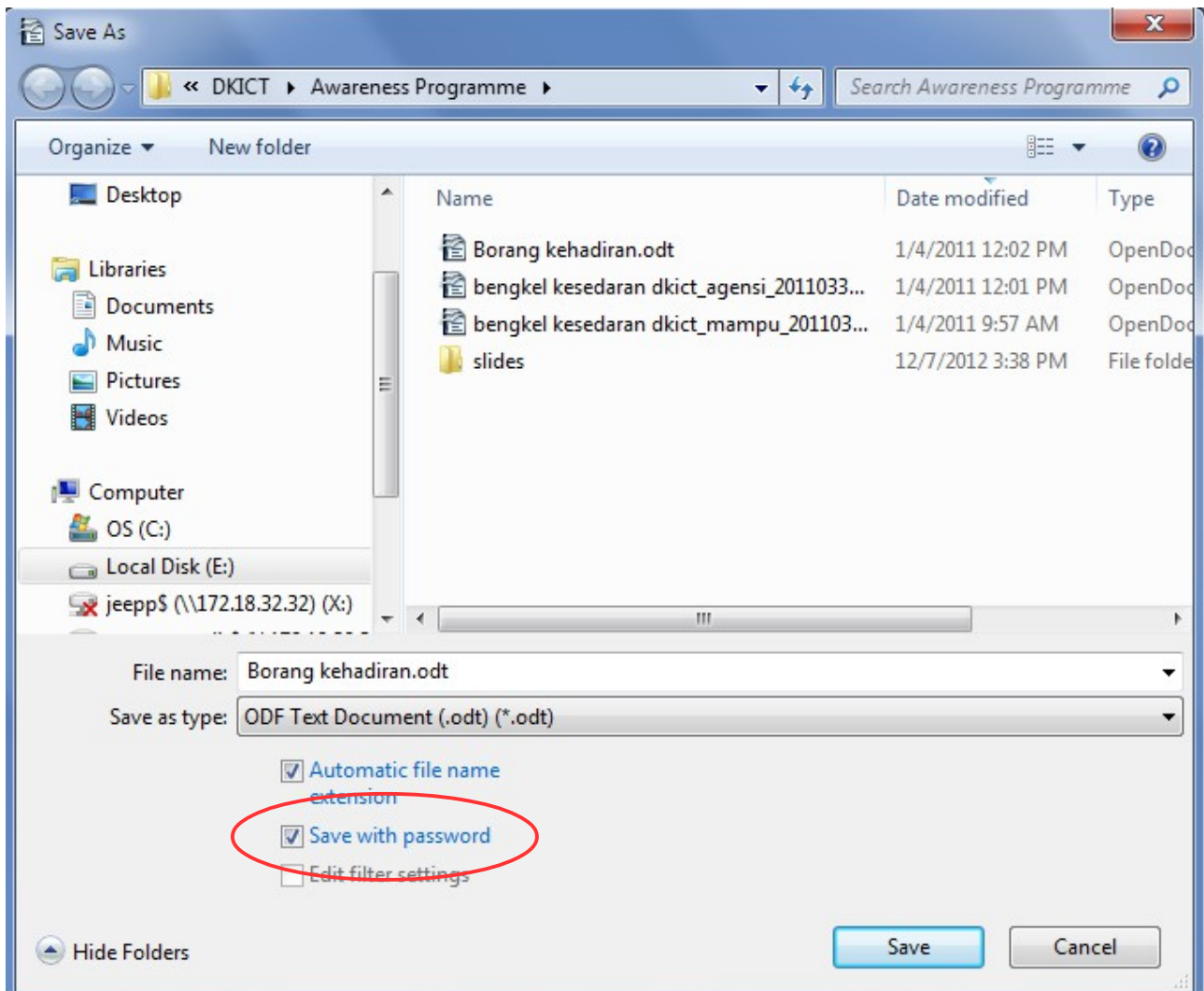
Step 2

Select "Save as" from the File menu on the left side of the menu bar.



Step 3

Click the "Save With Password" box near the bottom of the file browser window that opens.

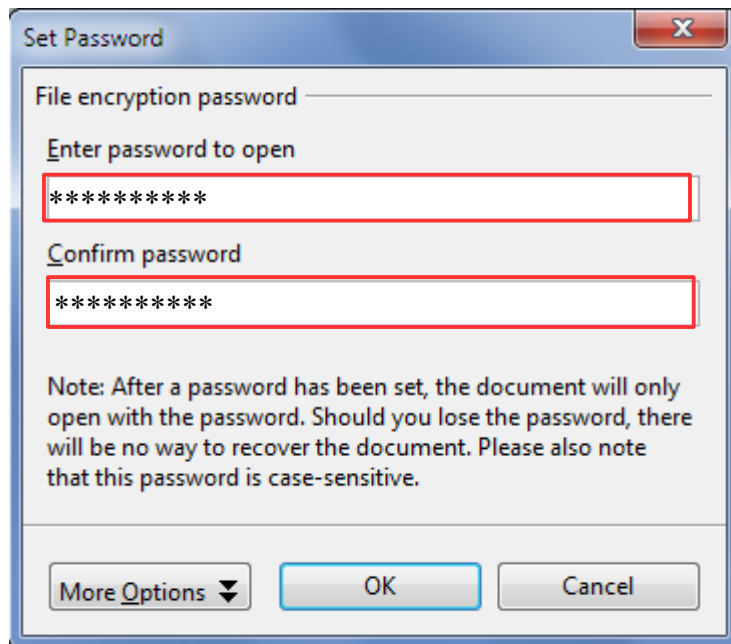


Step 4

Enter a filename for your document click the "Save" button.

Step 5

Type your desired password into both the "Enter Password to Open" and "Confirm Password" fields in the Set Password window that opens. Click the "OK" button to save the file.



Step 6

Remember the password as you will not be able to open the file without it.

Step 7

In order to open the document, user must enter the password to open it.

