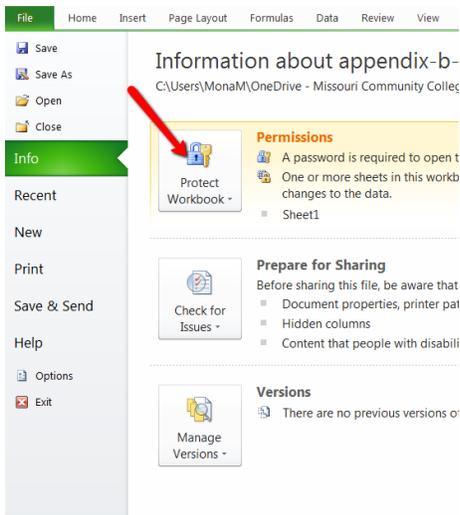


# mcca MISSOURI COMMUNITY COLLEGE ASSOCIATION

Instructions on how to password protect a Word or Excel document. With your document open, click on File in the top left corner of your screen.

ADD PROVIDER NAME							
	Provider Investment for 50/50% Admin Provider	FNS - FSD Reimbursement Amount to Provider	Bill to 100%	State Investment for 50/50% TRE/WRE (FSD)	FNS Reimbursement Amount to FSD	Total	
2	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Fringe	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	Total Budget
7	Rent/Lease/Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Participant Tuition	\$ -	\$ -	\$ -	\$ -	\$ -	
10	TRE/WRE	\$ -	\$ -	\$ -	\$ -	\$ -	
11	<b>Total Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

When you click on “File” options will appear. Click on “Protect Document” for Word and “Protect Workbook” for Excel.



Next click on “encrypt with password”. It will ask you to input a password and then input it again.

The screenshot shows the Microsoft Excel interface with several panels on the left: 'Protect Workbook', 'Check for Issues', and 'Manage Versions'. The 'Permissions' panel is active, displaying a message: 'A password is required to open this workbook. One or more sheets in this workbook have been locked to prevent unwanted changes to the data.' Below this, it lists 'Sheet1' with an 'Unprotect' link. The 'Prepare for Sharing' panel is also visible, with a red arrow pointing to the 'Encrypt Document' dialog box that is open over it. The dialog box has a title bar 'Encrypt Document' and contains the text: 'Encrypt the contents of this file', 'Password:', a password input field with three dots, and a caution: 'Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. To the right of the dialog, the 'Properties' panel shows document details: Size (20.0KB), Title (Add a title), Tags (Add a tag), Categories (Add a category), and Related Dates.

Save your document and you are done. If you already have a file open that does not have a password, you can do these same steps. The password will not be active until after you save your document.

How to encrypt a PDF file:

Open your PDF file and click on “file” in the left hand side of your menu. Then click on “properties”. The box below will appear. Click on the down arrow where it says “no security” and click on “password security”. Choose a password and save your document.

The screenshot shows the Adobe Acrobat Reader interface with the 'Document Properties' dialog box open. The 'Security' tab is selected, showing the 'Document Security' section. The 'Security Method' is set to 'No Security'. Below this, it says 'Can be Opened by: All versions of Acrobat'. The 'Document Restrictions Summary' section lists various permissions: Printing: Allowed, Changing the Document: Allowed, Document Assembly: Allowed, Content Copying: Allowed, Content Copying for Accessibility: Allowed, Page Extraction: Allowed, Commenting: Allowed, Filling of form fields: Allowed, Signing: Allowed, and Creation of Template Pages: Allowed. The dialog box has 'Help', 'OK', and 'Cancel' buttons at the bottom.