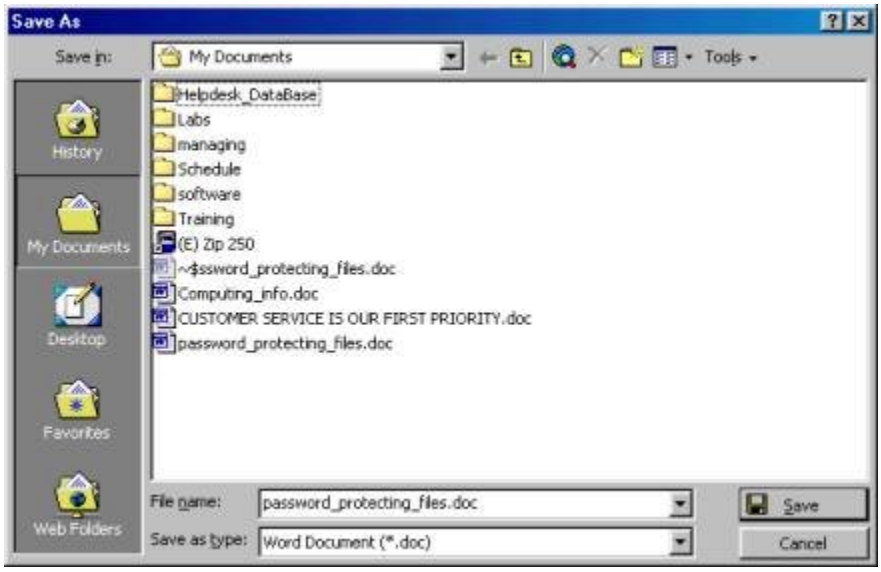
Password Protecting Files

If your computer's operating system is Windows 95 or 98, you will not be able to password protect folders. If the operating system is NT, you can password protect folders and files.

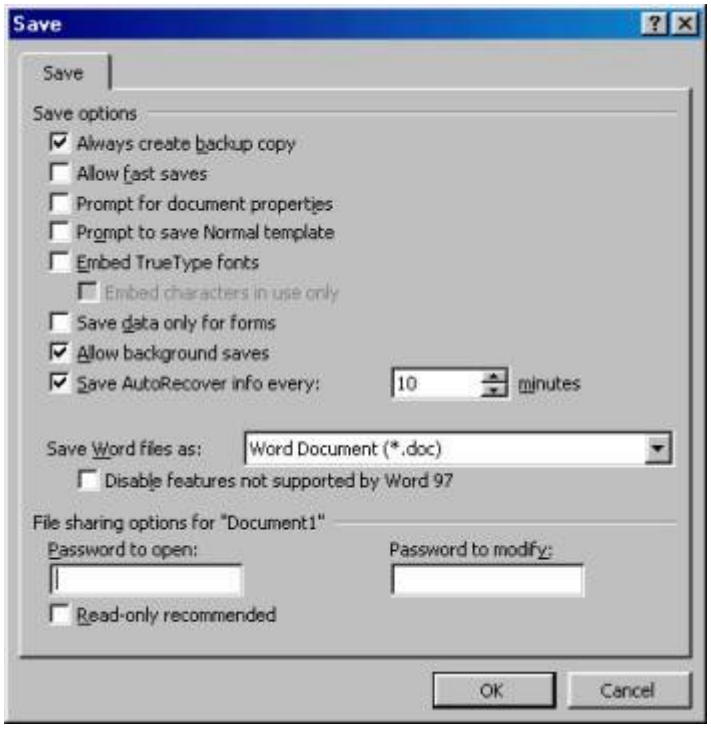
If you have Windows 95 or 98, even though you cannot password protect a folder, you can put password protection on files created in Microsoft Office.

In Microsoft Word and Excel, go to **File > Save As** and then in the window tool bar, go to **"Tools"**



Here you can set or change the password protection levels for that file. You can set read only and modify passwords.

This is what the window looks like in Word.



This is what the window looks like in Excel.