# OCFS Data Warehouse
IBM Cognos 8 Tip Sheet: Password Protect Files

Password Protecting Microsoft Excel Files

1. With the Excel file open on your screen, select **File > Save As** (in Excel 2003 and earlier) or use the **Save As** option under the Office Button (in Excel 2007).
2. Use the drop-down arrow by the Tools button to select **General Options**.
    In Excel 2003 or earlier, the Tools drop-down is in the upper right corner. In Excel 2007, the Tools drop-down is in the lower left corner.
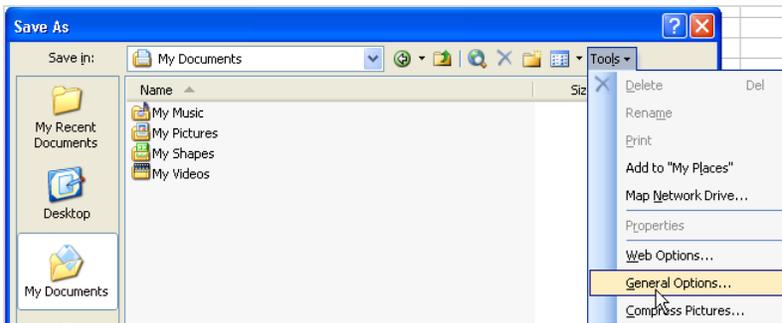
3. Type a password in the **Password to open** area, and click on the OK button.

4. When prompted to confirm the password, type it again, and click on the **OK** button.
5. Click on the **Save** button to finish the process.

Password Protecting PDF Files

You must have Adobe Acrobat Professional or Standard installed on your PC in order to apply passwords.

1. With the PDF file open on your screen, click on the **Secure** button 🔒 on the toolbar.
2. Select **Show Security Settings for This Document** (in Adobe Acrobat 7) or **Show Security Properties** (in Adobe Acrobat 8).
3. Use the drop-down arrow for the Security Method area to select **Password Security**.

4. Place a check mark in the box for **Require a password to open the document**.
5. Type a password in the **Document Open Password** area, and click on the **OK** button.
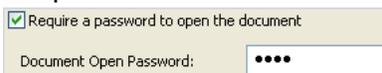
6. When prompted to confirm the password, type it again and click on the **OK** button.
7. If you receive a warning message about saving the file, click on the **OK** button.
8. Click on the **OK** button again to close the Document Properties dialog box.
9. Save the report (overwrite existing file) in order for the settings to take effect.