**How to create password on Document file.**

1. Open target document

2. Click Office Button. Result: Menu options appear.

3. Click Prepare Menu. Result: Another menu options appear

4. Click Encrypt Document

5. Enter Password : 1734 and click OK

6. Reenter Password : 1734 and click OK

7. Click Save icon before you Exit the document.

8. Presto....Kalas !!!

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http://www.wikihow.com/Protect-Folders-With-Passwords

**How to create Zip Folder**

1. RClick on destop or on your target folder

2. Click New

3. Click compressed (zipped) folder

4. Optional: Open this new zipped folder and store file/s

5. Close the folder

6. RClick the zipped folder

7. Click 7-Zip

8. click Add to archive

9. Result: New form appears

10. Write Password 1734

11. Click OK

12. Test the new created zipped folder with passwor

13. If TOK then erase the original copy

14. Presto.. Kalas......

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**How to open zipped folder with password**

1. RClick target zipped folder

2. Click 7-Zip

3. Click Archive Result: Archive file appears.

4. Select the target folder

5. Enter Password: 1734

6. Result Files appear

7. Presto - Kalas......

**Note:**

Everytime you add file(s) to existing zipped folder rename the new folder

with the same folder name of existing one. Test first the newly new folder

before deleting the old folder.

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**Folders-With-Passwords**

http://www.wikihow.com/Protect-

1. Download and install a third-party compression software. 7-zip is one of the most popular free options available. This guide will be based on using 7-Zip.

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