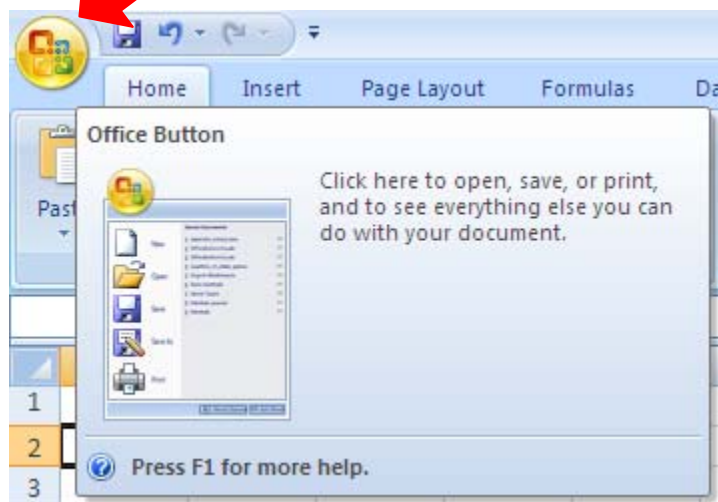
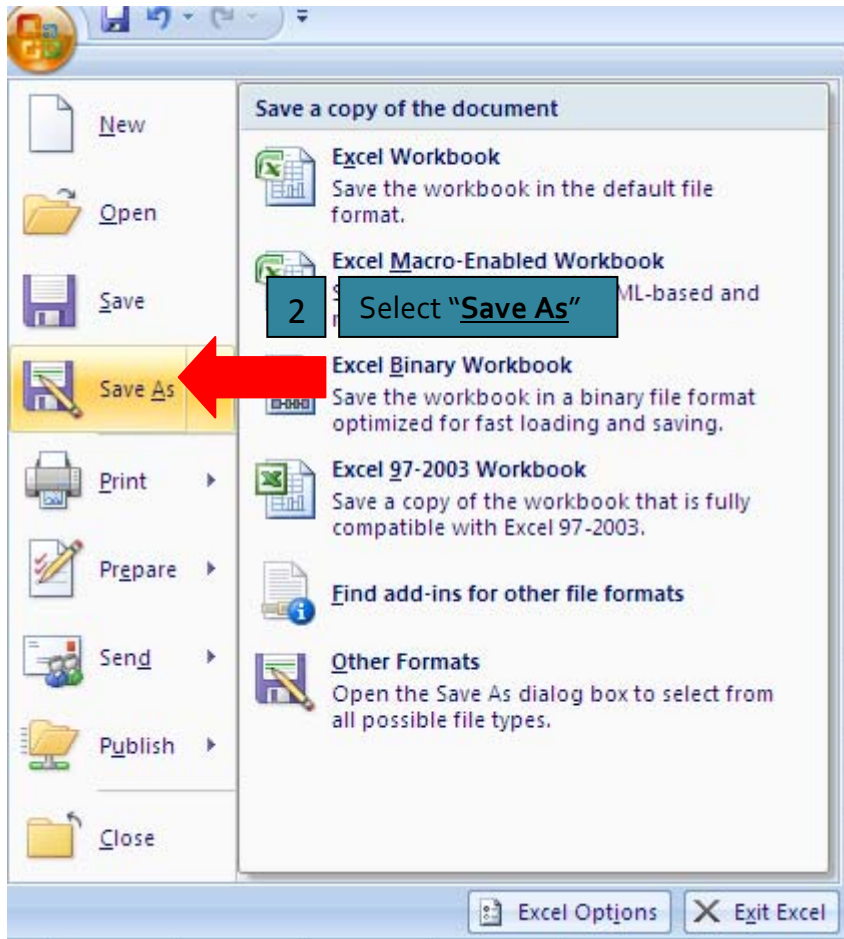


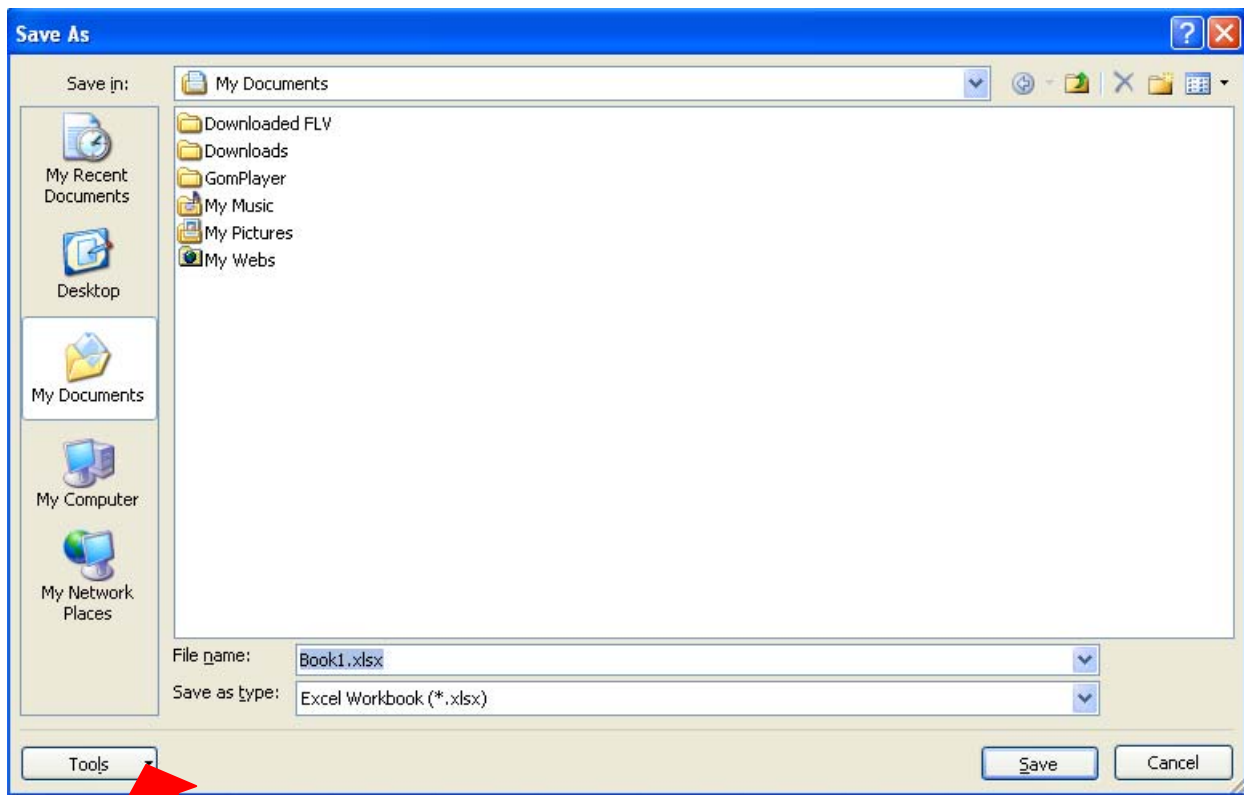
### STEPS OVERVIEW

1. Click the **"Microsoft Office"** button.
2. Select **"Save As"**.
3. Click on **"Tools"**.
4. Then select **"General Options"**.
5. You can assign both passwords — one to access the file and one to provide specific reviewers with permission to modify its content. Make sure each password is different from the other.
6. Click **"OK"**.
7. When prompted to **"Reenter password to proceed"**, retype your password then click **"OK"**.
8. Click **"Save"**.

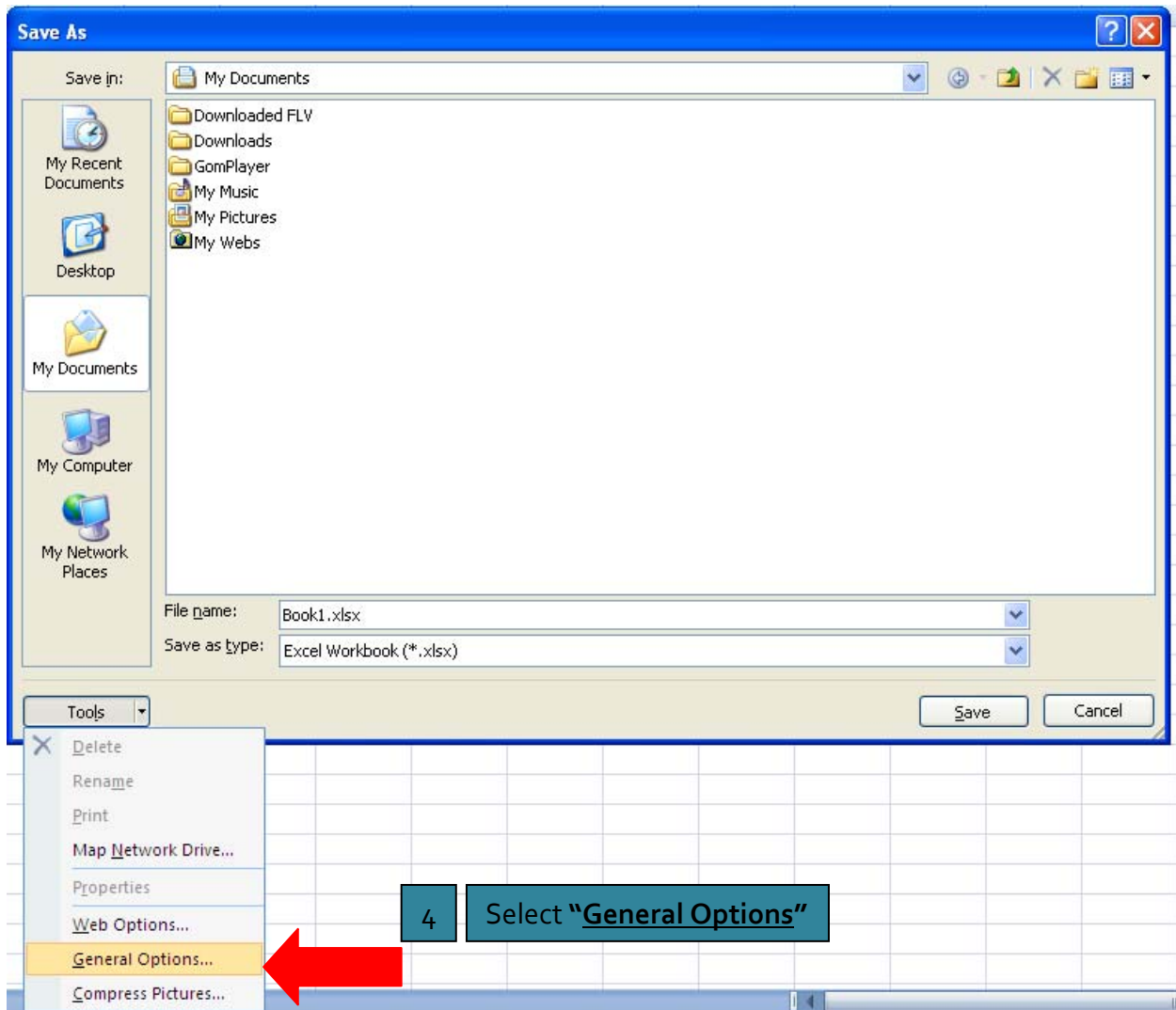
1 Click the **"Microsoft Office"** button

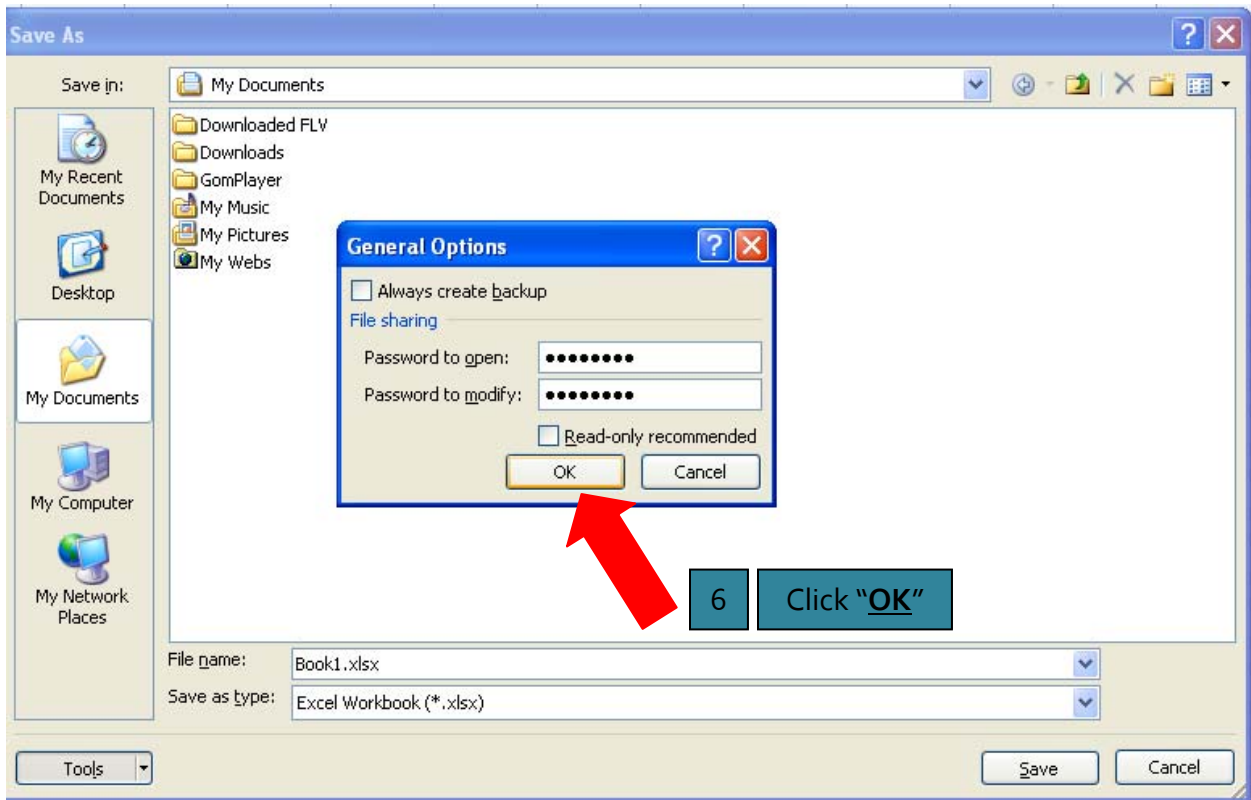
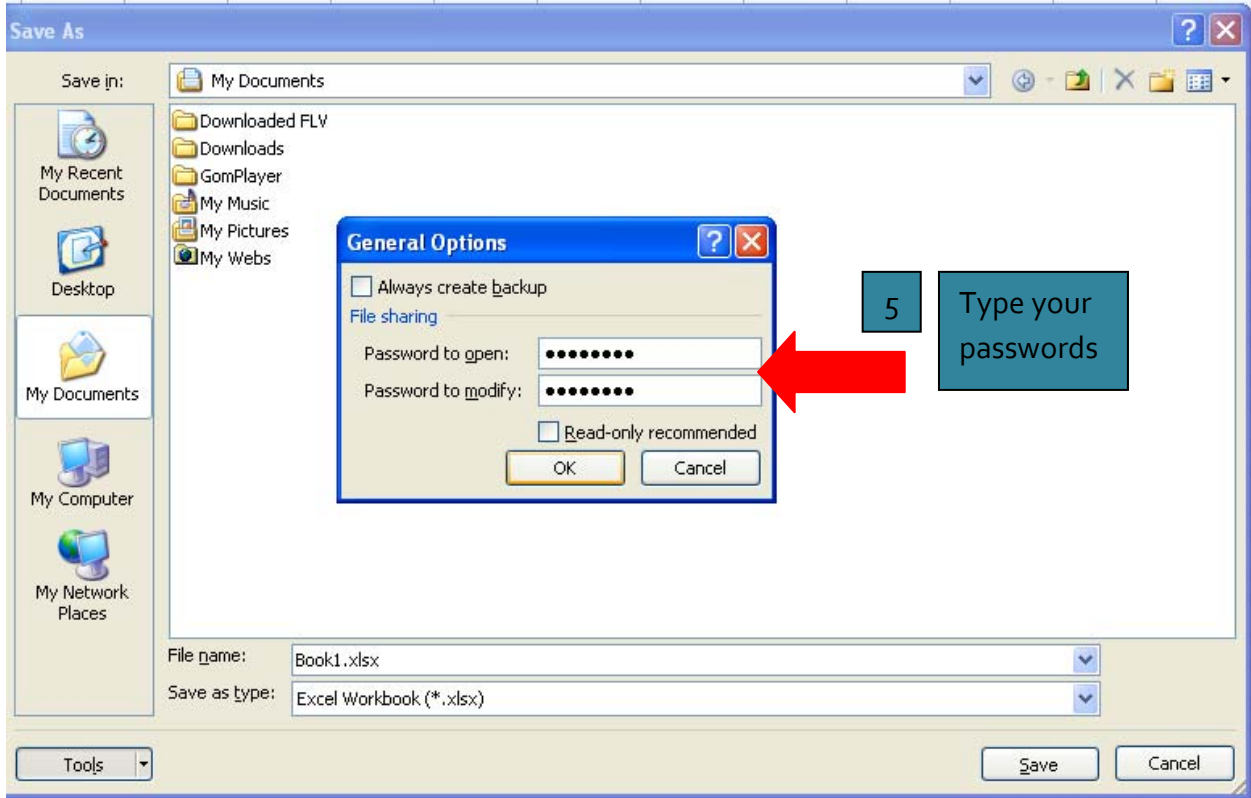




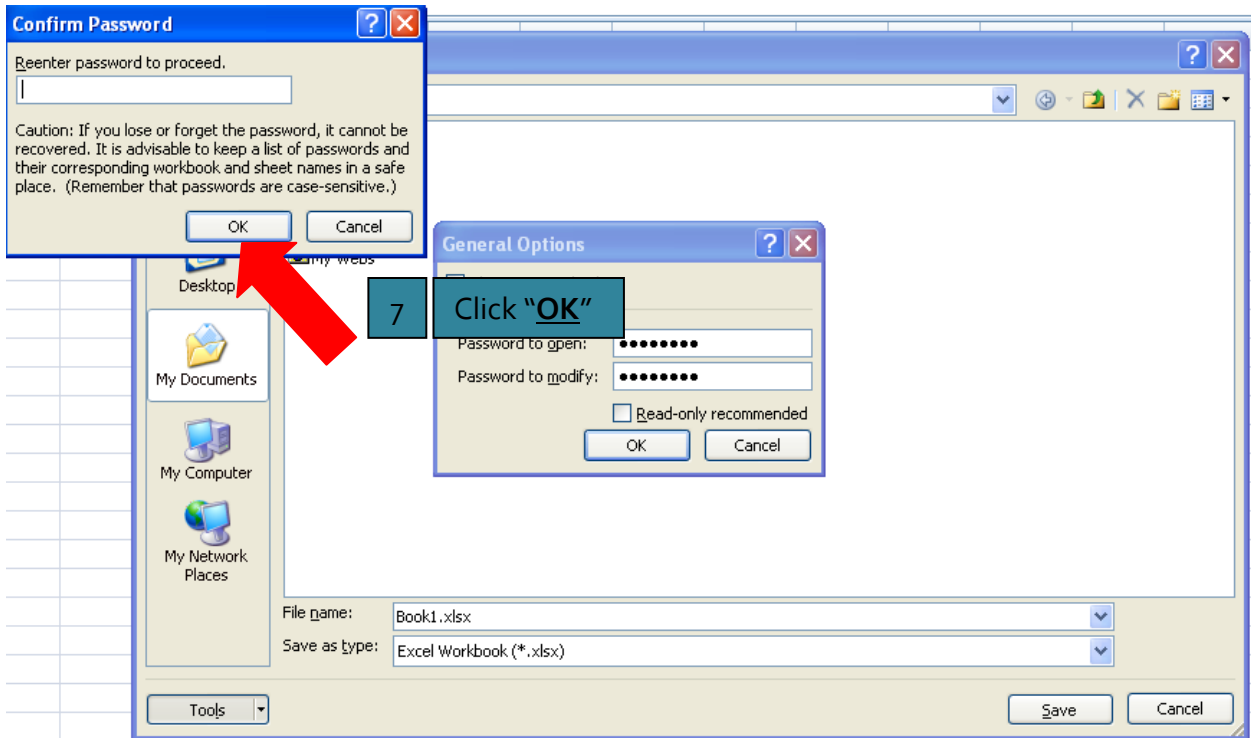
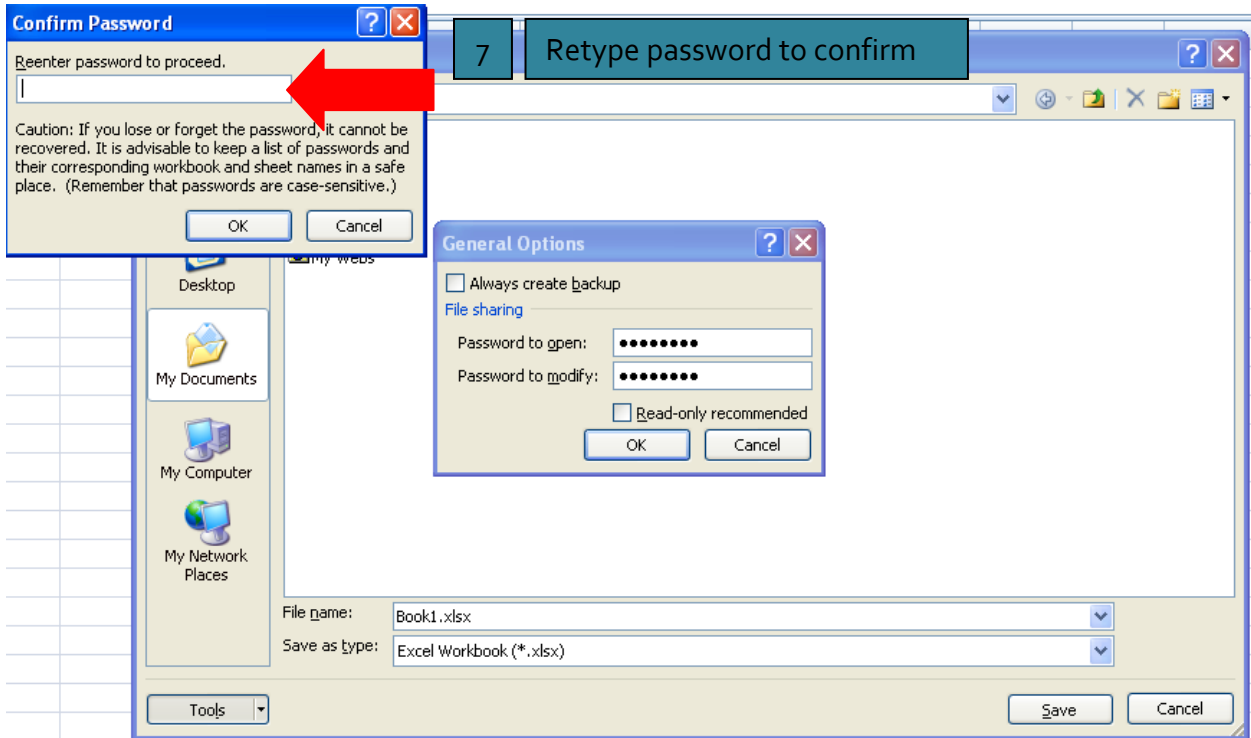


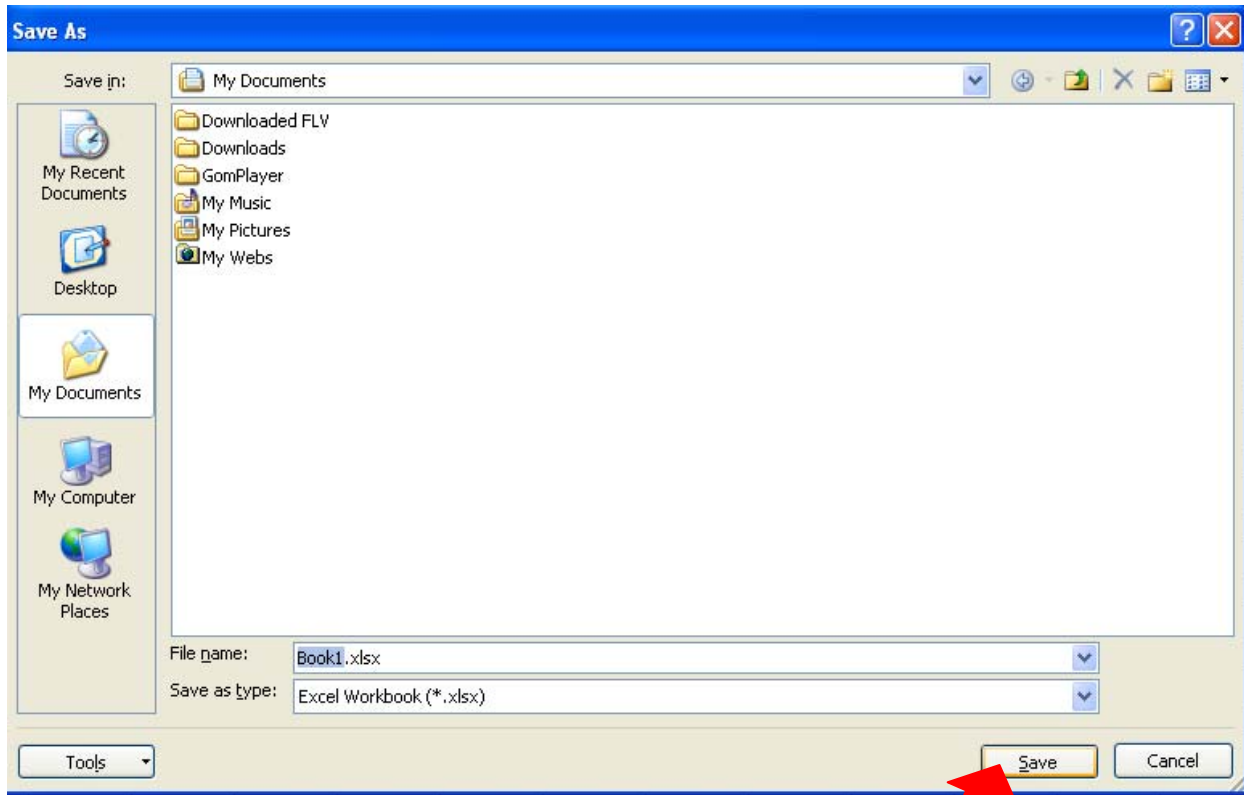
3 Click on "Tools"





5





Click "Save" 8