Encrypting a document using Microsoft Office 2007 or later versions

Microsoft Office 2007 or later versions, has an encryption function which can be used to encrypt Word, Excel and Powerpoint documents (ie the file names must end .docx, .xlsx or .pptx).   Files saved in Compatibility Mode, or earlier file formats do not have adequate encryption facilities. The following instructions are for Office 2010.

MS Word can also be used to create encrypted pdf documents.

Other encryption options:

7-Zip is an application that allows you to:
- encrypt the contents of most file types
- combine multiple MS Office documents into one folder, as an easy alternative to encrypting many documents individually

Further guidance regarding 7-Zip can be found here:

http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9621

Adobe Acrobat Pro:
PDF files can be created and encrypted using Adobe Acrobat Pro which is available for a fee from the Electronic Software Delivery System:
http://www.software.itservices.manchester.ac.uk/

Other applications may be able to generate and encrypt files, but these have not been robustly tested and cannot be recommended. For example PDF-Xchange **must not** be used to encrypt documents as they can be opened without a password on devices with Apple operating systems.

Where third-parties, who provide data to the University (eg for research projects), explicitly require alternative encryption methods to be used, you should contact IT Services for further advice.
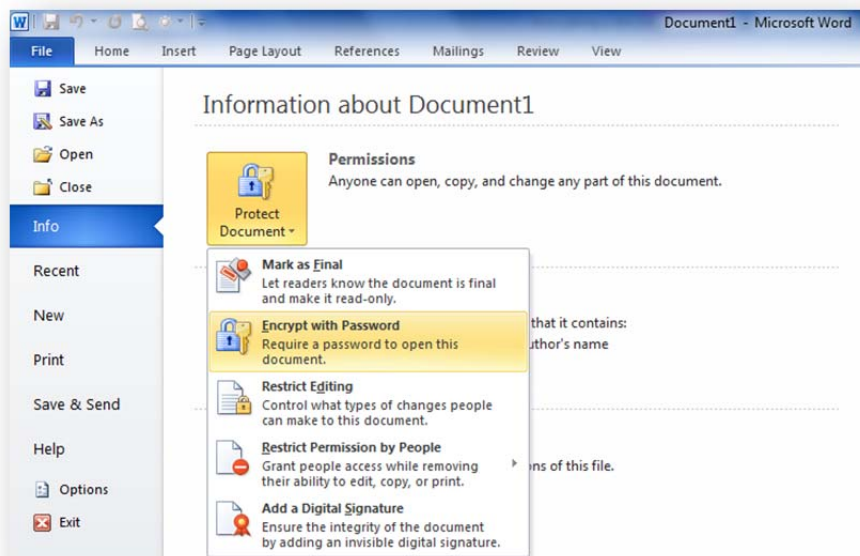
Further encryption advice can be found here:
http://www.itservices.manchester.ac.uk/secure-it/encryption/

December 2014

A   Encrypting Word, Excel and Powerpoint documents

1 With the relevant document open, click on **File, Info:**
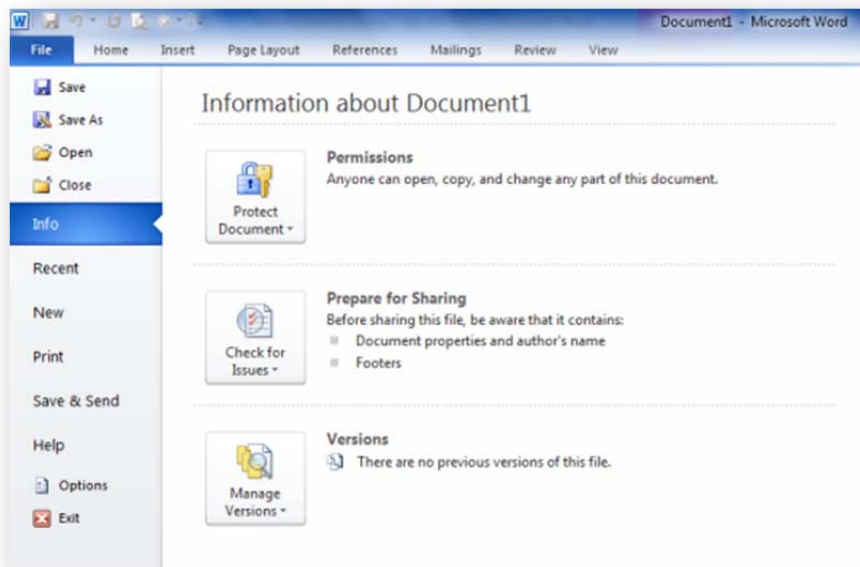
2 Click on **Protect Document,** select **Encrypt with Password** and enter a password:

File encryption passwords should be a minimum of 7 characters, but longer passphrases are stronger. Make the passphrase longer and more complex if the file contains particularly sensitive information. For advice on choosing an encryption passphrase see: http://documents.manchester.ac.uk/protected/display.aspx?DocID=9149
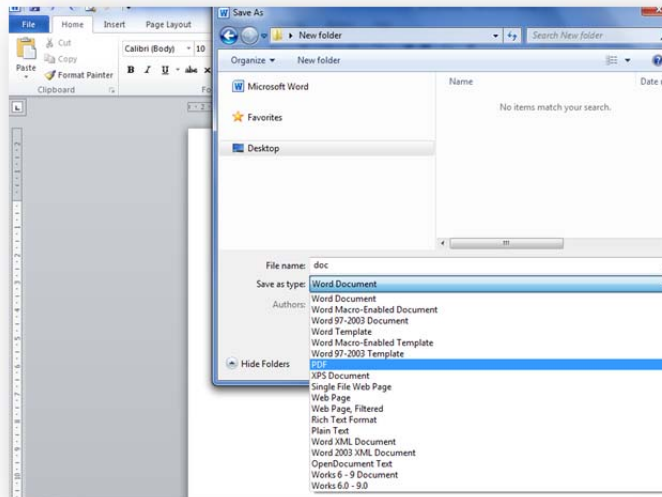
4 Click **OK**, re-enter the pass-phrase, then click **OK** again.

5 The document is now encrypted and the pass-phrase will be required to open it. Anyone you share the file with must also have Office 2007 or later versions in order to open the document.
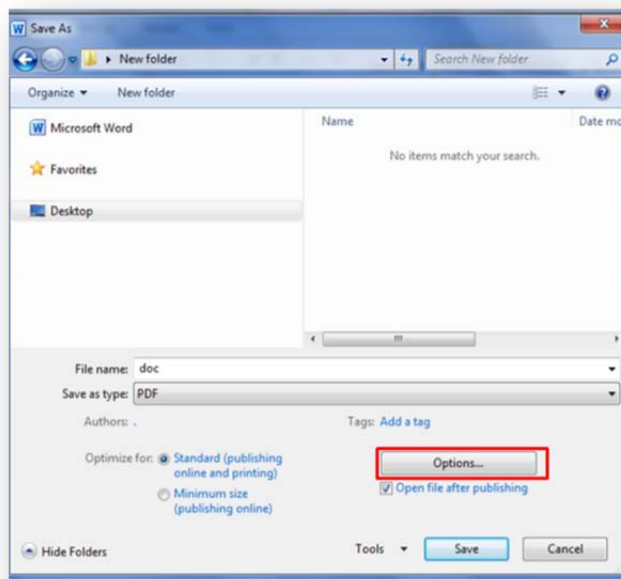
December 2014

B   Using MS Word "Save As PDF" (NOT available in Excel or Powerpoint)

The option to encrypt PDFs created from within Office is only available in Word.
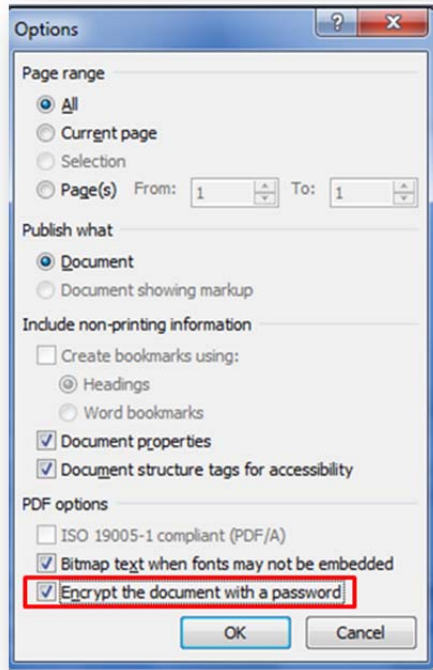
1   With the relevant document open, click on **File, Save As,** and select **PDF** from the drop
         down list of "Save as type"**:**

2   Click on the **Options** button:

3   Tick the "Encrypt the document with a password" option:

Options

Page range
- ● All
- ○ Current page
- ○ Selection
- ○ Page(s) From: 1 To: 1

Publish what
- ● Document
- ○ Document showing markup

Include non-printing information
- ☐ Create bookmarks using:
  - ● Headings
  - ○ Word bookmarks
- ☑ Document properties
- ☑ Document structure tags for accessibility

PDF options
- ☐ ISO 19005-1 compliant (PDF/A)
- ☑ Bitmap text when fonts may not be embedded
- ☑ Encrypt the document with a password

[OK]   [Cancel]

4   Click on the OK button.

5   Enter the encryption password

6   Click OK and save the document.

File encryption passwords should be a minimum of 7 characters, but longer passphrases are stronger. Make the passphrase longer and more complex if the file contains particularly sensitive information. For advice on choosing an encryption passphrase see: http://documents.manchester.ac.uk/protected/display.aspx?DocID=9149

Once a file is encrypted, without the password, the data is lost and irretrievable

Sharing passwords
If the document needs to be shared with others, you must communicate the pass-phrase using a mechanism which is different to the way you are sharing the file. For example, if you email an encrypted document, communicate the pass-phrase by telephone or SMS.

Removing encryption
If you receive an encrypted document as an attachment to an email and want to save it securely without a password (eg on the shared drive), save a copy of it in the location you require, then follow the steps above, but delete and leave blank the encryption password.

Document Control	
Document type	Guidance
Date approved	December 2014
Approved by	IT Security Group
Version	v2.0
Supersedes	v1.0
Previous review date	January 2013
Next review date	November 2015
Related documents	7zip encryption:
	http://documents.manchester.ac.uk/display.aspx?DocID=9621
	Encryption passphrase guidance:
	http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9149
	IT Services website:
	http://www.itservices.manchester.ac.uk/secure-it/encryption/
Owner	Director of IT
Contact	Information Security Manager

Version amendment history

Version	Date	Reason for change
1.0	Jan 2013	Creation
2.0	Dec 2014	Changed to Office 2010 screen shots and correction of minimum password length; introductory paragraph refers to alternative encryption methods