

Excel 365 with JAWS

Password Protecting a Workbook



Sometimes, you may want to limit access to certain workbooks to only those who are authorised to work on them. The most common method of doing this is to password protect the workbook. This means unless a person is in possession of the correct password, they will not be able to open the workbook.

To password protect a workbook in Excel 365, in conjunction with JAWS, follow these suggested steps:

1. With the workbook to be password protected open and on screen, press **F12**. Upon doing this, the **Save As** dialog box will be displayed. Focus will be in the File name edit/combo box and JAWS will read the name of the suggested file name.
2. Press **TAB** until the **Tools** button is selected and then press **SPACEBAR**. Upon doing this, a menu will be displayed consisting of 4 or 5 options.

Note 1: The **Tools** menu does not always open correctly when you press the SPACEBAR. If this is the case, press **DOWN ARROW** instead to open the menu.

3. Press **DOWN ARROW** until the **General Options...** menu option is selected and press **ENTER**. Upon doing this, the General Options dialog box will be displayed.
4. In the General Options dialog box, focus will be in an edit box labelled "**Password to open**". In this edit box, type the password you wish to use and press **ENTER**. This will result in another dialog box being displayed titled **Confirm Password**.
5. In the **Confirm Password** dialog box, focus will be in an edit box labelled "**Re-enter password to open**". Type exactly the

same password you entered in the **Password to open** edit box and press **ENTER**. Upon doing this, focus will return to the **Save As** dialog box.

6. Finally, press TAB until the **Save button** is selected and press **ENTER**.

That's it, your workbook is now password protected.

Note 2: A quick method of activating the **Save** button inside the **Save As** dialog box, is to press the accelerator key **ALT and S**.

To test your password out, close the workbook and then re-open it. All being well, you will be presented with a dialog box titled **Password**. Focus will be in an edit box labelled "**Enter password to open file**". Type your password and press **ENTER**. If you typed the password correctly, your workbook will open!