

Excel 365 with JAWS

Removing Password Protection from a Workbook



To remove password protection from an Excel 365 workbook, in conjunction with JAWS, follow these suggested steps:

1. Open the password protected workbook.
2. Press **F12**. Upon doing this, the **Save As** dialog box will be displayed.
3. 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.

4. From the menu, select **General Options...** and press **ENTER**. Upon doing this, the General Options dialog box will be displayed.
5. In the General Options dialog box, focus will be in an edit box labelled "**Password to open**". In this edit box, a row of asterisks (star characters) will be present and selected. Press **DELETE** to remove this row of asterisks.
6. Once you have removed the asterisks from the **Password to Open** edit box, press **ENTER** to choose the **OK** button and close the General Options dialog box. Upon doing this, focus will return to the Save As dialog box.
7. Finally, press **TAB** until the **Save button** is selected and press **ENTER**. Upon doing this, focus will return to your workbook.

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**.

That's it, your workbook will no longer be password protected. To check it out, close the workbook and then re-open it. You should find it opens straight away, without the need to enter a password!