Word 2019 with JAWS
Password Protecting a Document

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

To password protect a document in Word 2019, in conjunction with JAWS, follow these suggested steps:

1.   With the document 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-menu 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. If this is the case, press **DOWN ARROW** instead to open it.

3.   From the **Tools** menu, select **General Options...** 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**.

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 document is now password protected. To test your password out, close the document 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 document will open!