Word 2019 with JAWS
Removing Password Protection from a Document

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

1.   Open the password protected document.

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. If this is the case, press **DOWN ARROW** instead to open it.

4.   From the **Tools** 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. Upon doing this, the **General Options** dialog box will close and focus will return to the Save As dialog box.

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