

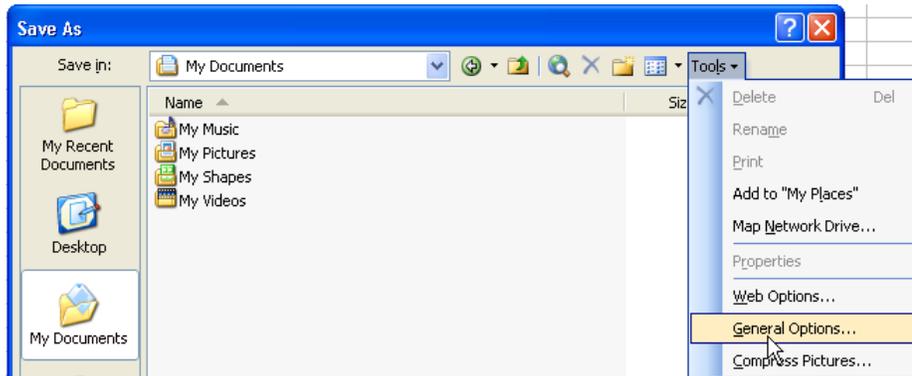
Password Protecting Excel and PDF Files

For security purposes, you should always password protect Excel and PDF files that contain confidential information before sending them through email. Then, send the password in a separate email to the recipient.

Note: The Cognos report scheduler does not password protect files.

Microsoft Excel Files

1. With the Excel file open on your screen, select **File > Save As**.
2. Use the drop-down arrow for the Tools area to select **General Options**.



3. Type a password in the **Password to open** area, and click on the OK button.



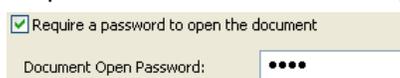
4. When prompted to confirm the password, type it again, and click on the **OK** button.
5. Click on the **Save** button, and click **Yes** (overwrite existing file) in order for the settings to take effect.

PDF Files – You need Adobe Acrobat Professional or Standard in order to apply passwords

1. With the PDF file open on your screen, click on the **Secure** button on the toolbar.  **Secure** If you do not see the Secure button, select View > Toolbars > Tasks from the menu.
2. Select **Show Security Settings for This Document** (if using Adobe Acrobat 7) or **Show Security Properties** (if using Adobe Acrobat 8).
3. Use the drop-down arrow for the Security Method area to select **Password Security**.



4. Place a check mark in the box for **Require a password to open the document**.
5. Type a password in the **Document Open Password** area, and click on the **OK** button.



6. When prompted to confirm the password, type it again and click on the **OK** button.
7. If you receive a warning message about saving the file, click on the OK button.
8. Click on the **OK** button again to close the Document Properties dialog box.
9. Save the report (overwrite existing file) in order for the settings to take effect.