



WORD: EDITING A PASSWORD-PROTECTED DOCUMENT

First of all – this tip is NOT about being open a Word document that is locked via a PASSWORD-TO-OPEN password. If you've lost that password – you are out of luck.

This tip is about how to remove the password from a FILL-IN FORM that you've created and locked (FOR EDITING) but forgotten the password (or the employee has left the company, etc.)

It's a lot of steps – but those of you who have been faced with the daunting task of recreating a fill-in form will appreciate that it's still fewer steps than starting from scratch.

1. Open the document, in Word.
2. Choose FILE – SAVE AS.
3. In the SAVE AS window – click the ▼ of the FILE TYPE box (just below the filename) – and choose RICH TEXT FORMAT.
4. Close the file. You can leave Word running – you'll be back into it in a few minutes.
5. Open the NOTEPAD program on your computer. Here's a tip for finding it quickly (rather than scrolling through your ALL PROGRAMS lists):
 - a. Click the Windows START button (bottom-left corner of screen).
 - b. IMMEDIATELY (not more clicking or scratching) type NOTEPAD.
 - c. No matter which version of Windows you are using – it will find the program for you instantly (as shown here).
 - d. Click the NOTEPAD program – to start it up.
 - e. Choose the FILE menu – then choose OPEN.
 - f. At the OPEN window – click the ▼ to the right of the TEXT DOCUMENT box – and choose ALL FILES.
 - g. Maneuver to the folder that contains the RTF (Rich Text File) that you saved a minute ago – and double-click the file (to open it). Don't worry – the file will appear as a bunch of unreadable code – that's ok.
 - h. Press [CTRL]F (to issue the FIND) command.
 - i. In the FIND window, type the word **password** and press [ENTER].
 - j. The password (or passwordhash) command is encased in curly brackets – and followed by an incredibly long code before it ends in another curly bracket.
 - k. You need to delete the entire command – including the set of curly brackets surrounding it. BE CAREFUL: there are two closing curly brackets at the end of the command...you should only be deleting one of the end brackets.
 - l. Re-save the file and close the NOTEPAD program.
 - m. Open the (RTF) file in Word.
 - n. On the REVIEW tab – click the RESTRICT EDITING button – to display the RESTRICT EDITING panel down the right-hand side of the window.
 - o. Click the STOP PROTECTION button at the bottom of the panel. Instead of asking for a password – it now simply displays the three protection steps (in the panel).
 - p. Remove any ✓ from any of the three options.
 - q. Do a FILE – SAVE AS and re-save the file as a Word document.
 - r. You are now free to edit the document once again. Yay!

