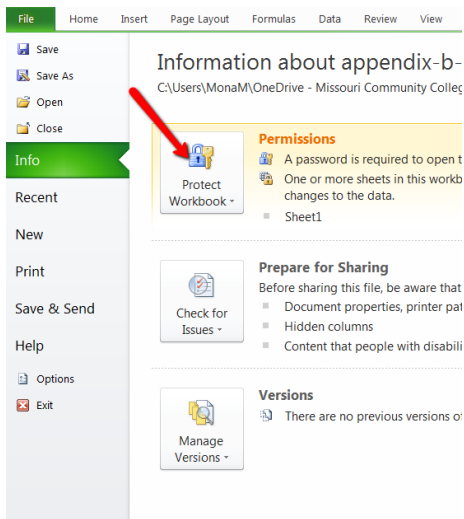


mcca MISSOURI COMMUNITY COLLEGE ASSOCIATION

Instructions on how to password protect a Word or Excel document. With your document open, click on File in the top left corner of your screen.

ADD PROVIDER NAME							
	Provider Investment for 50/50% Admin Provider	FNS - FSD Reimbursement Amount to Provider	Bill to 100%	State Investment for 50/50% TRE/WRE (FSD)	FNS Reimbursement Amount to FSD	Total	
2	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	
4	Fringe	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Travel	\$ -	\$ -	\$ -	\$ -	\$ -	
6	Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	Total Budget
7	Rent/Lease/Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Indirect	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Participant Tuition	\$ -	\$ -	\$ -	\$ -	\$ -	
10	TRE/WRE	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	

When you click on “File” options will appear. Click on “Protect Document” for Word and “Protect Workbook” for Excel.



Next click on “encrypt with password”. It will ask you to input a password and then input it again.

Save your document and you are done. If you already have a file open that does not have a password, you can do these same steps. The password will not be active until after you save your document.

How to encrypt a PDF file:

Open your PDF file and click on “file” in the left hand side of your menu. Then click on “properties”. The box below will appear. Click on the down arrow where it says “no security” and click on “password security”. Choose a password and save your document.