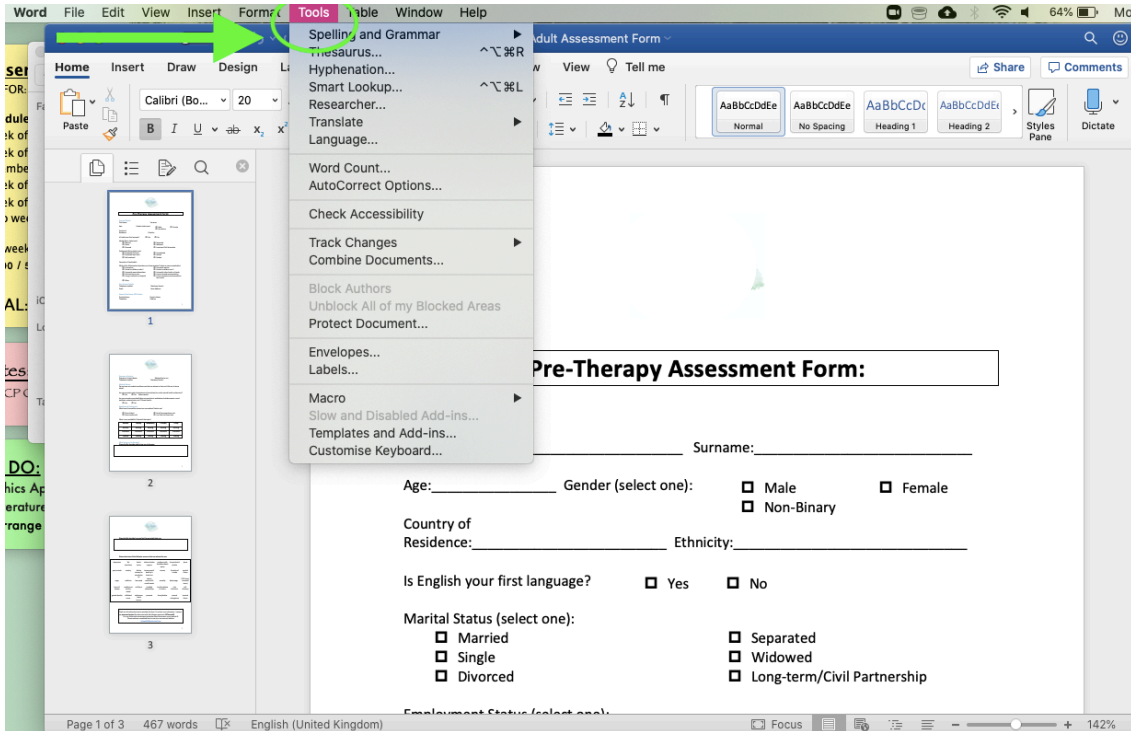


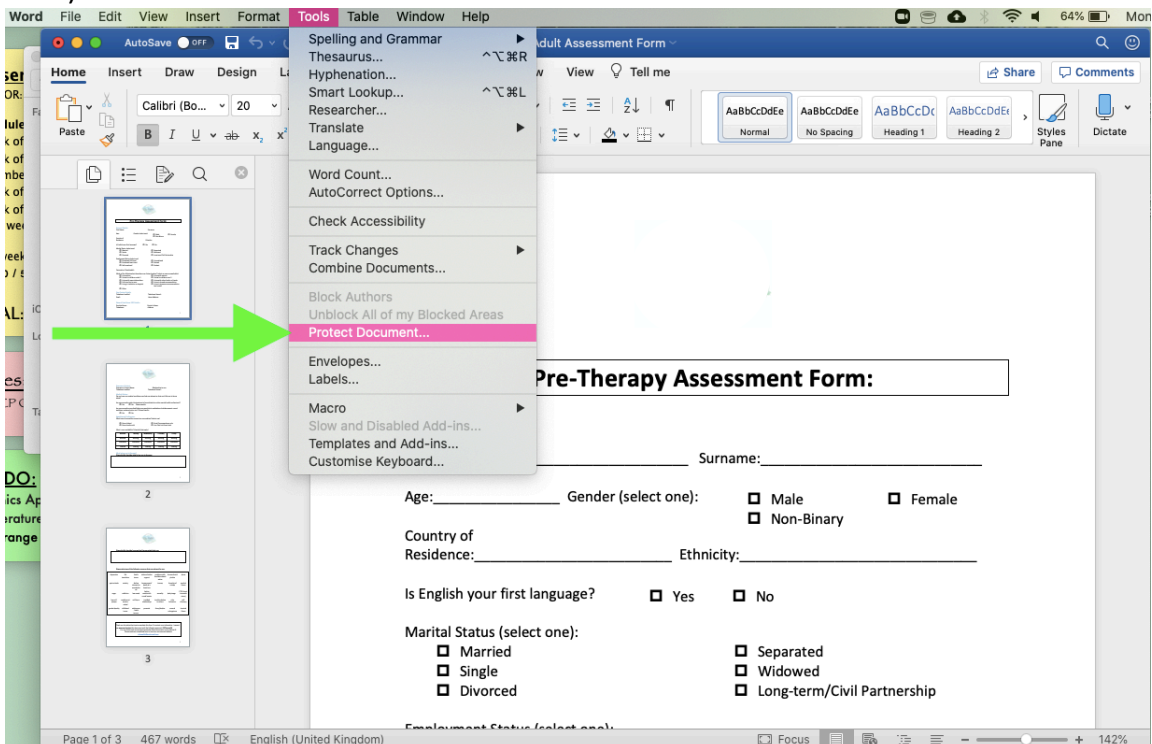
Password Protecting Word Documents:

1) With your document open, select “Tools” from the toolbar

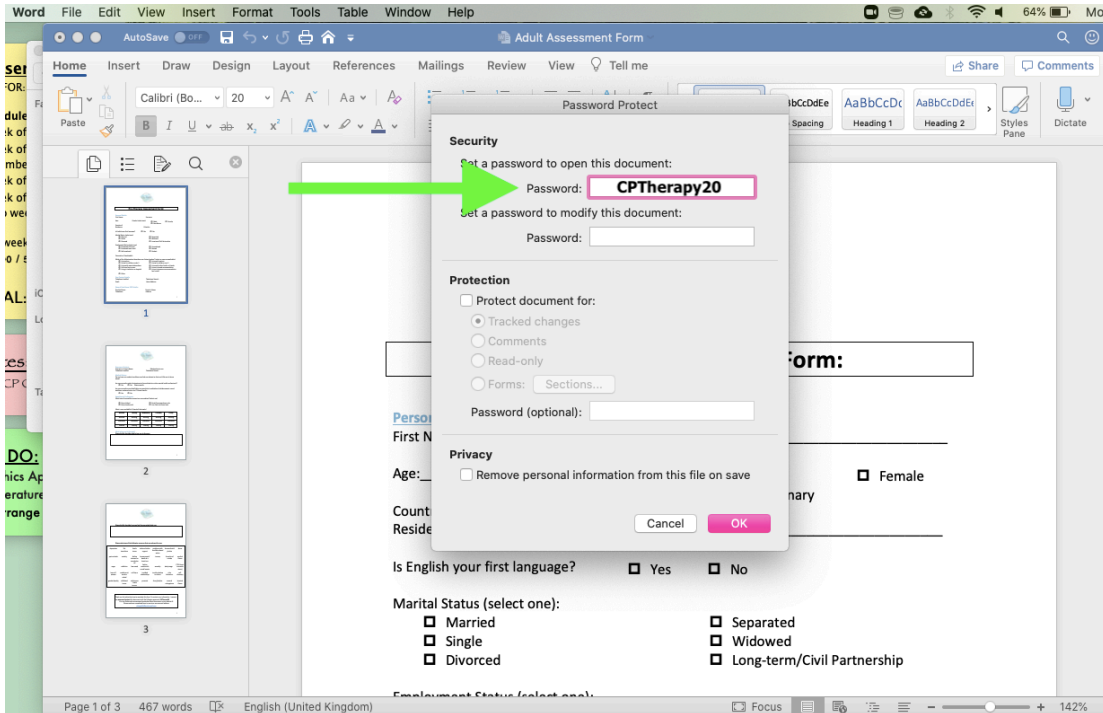


2) Then select “Protect Document” from the dropdown menu.

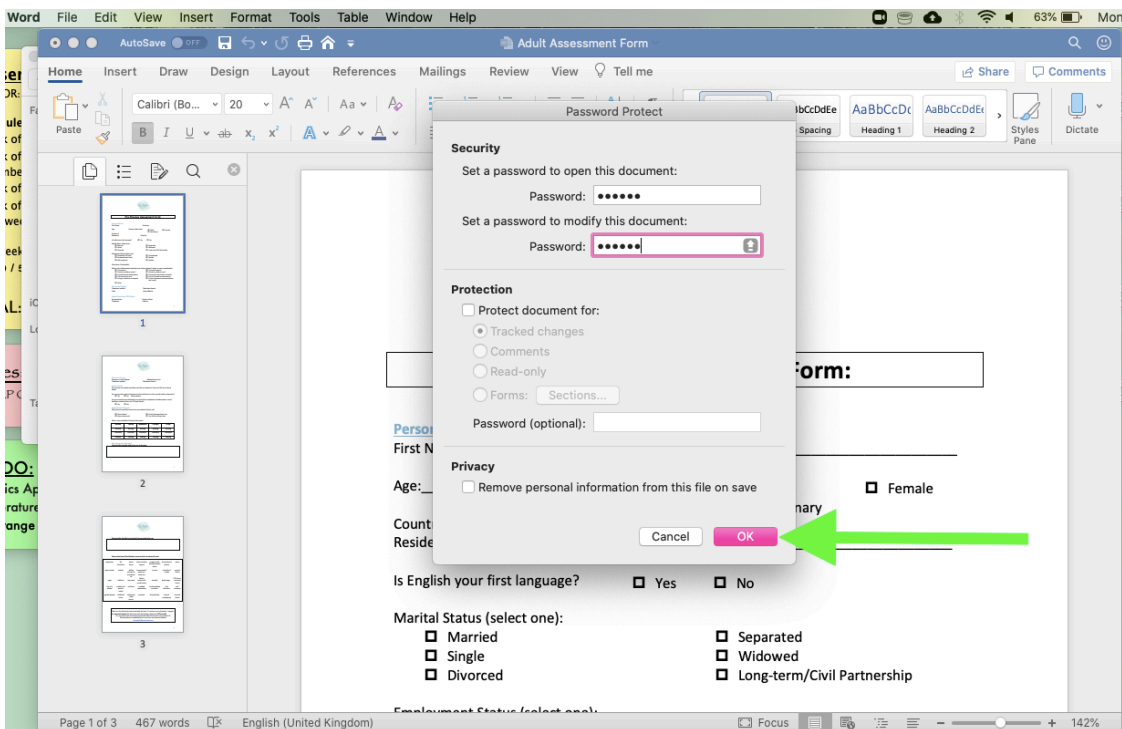
3)



- 4) You will then be prompted to enter a password for the document. For completed assessment forms, please set the password to **DMTherapy23**



- 5) Once you've entered your password twice, you can then click "OK" and your password will be saved.



- 6) You will now need to enter this password whenever you wish to open the document, so **make a note** of this password for your reference.