Password Protecting Word Documents:

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

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2) Then select "Protect Document" from the dropdown menu.

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

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

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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.