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PROTECTING YOURSELF AND YOUR DATA

NYCET DATA TEAM

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Table of Contents

Encrypting PDFs.....	03
Encrypting Word Documents in Mac OS.....	05
Encrypting Excel Sheets in Mac OS.....	08
Encrypting Word Documents in Windows.....	10
Encrypting Excel Sheets in Windows.....	12

Please be advised: for encrypting files you need to generate a password. Should you ever forget the password you will **NOT** be able to retrieve the file.



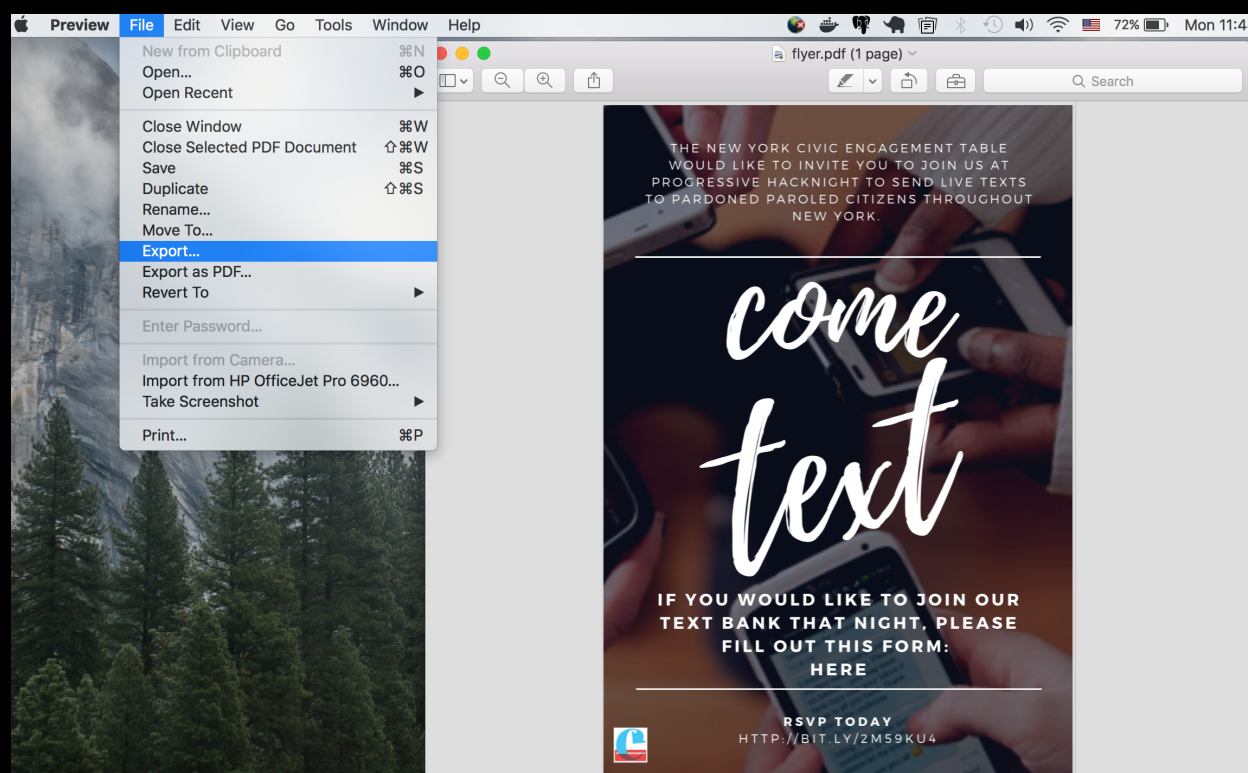
Encrypting PDFs

PDF encryptions are simple and easy. In the event that you are handling sensitive information and wish to share it with someone through email. Consider securing your pdf with a password. This will ensure that the data in transit is not breached by third-party individuals. However, please note that due to the nature of the internet no amount of protective barriers can really ensure 100 % security due to cybercrimes.

Here is a step by step guide on how to secure a pdf document. Below is an example on how you should encrypt it.

Step1:

Open your PDF and click on File > Export ...

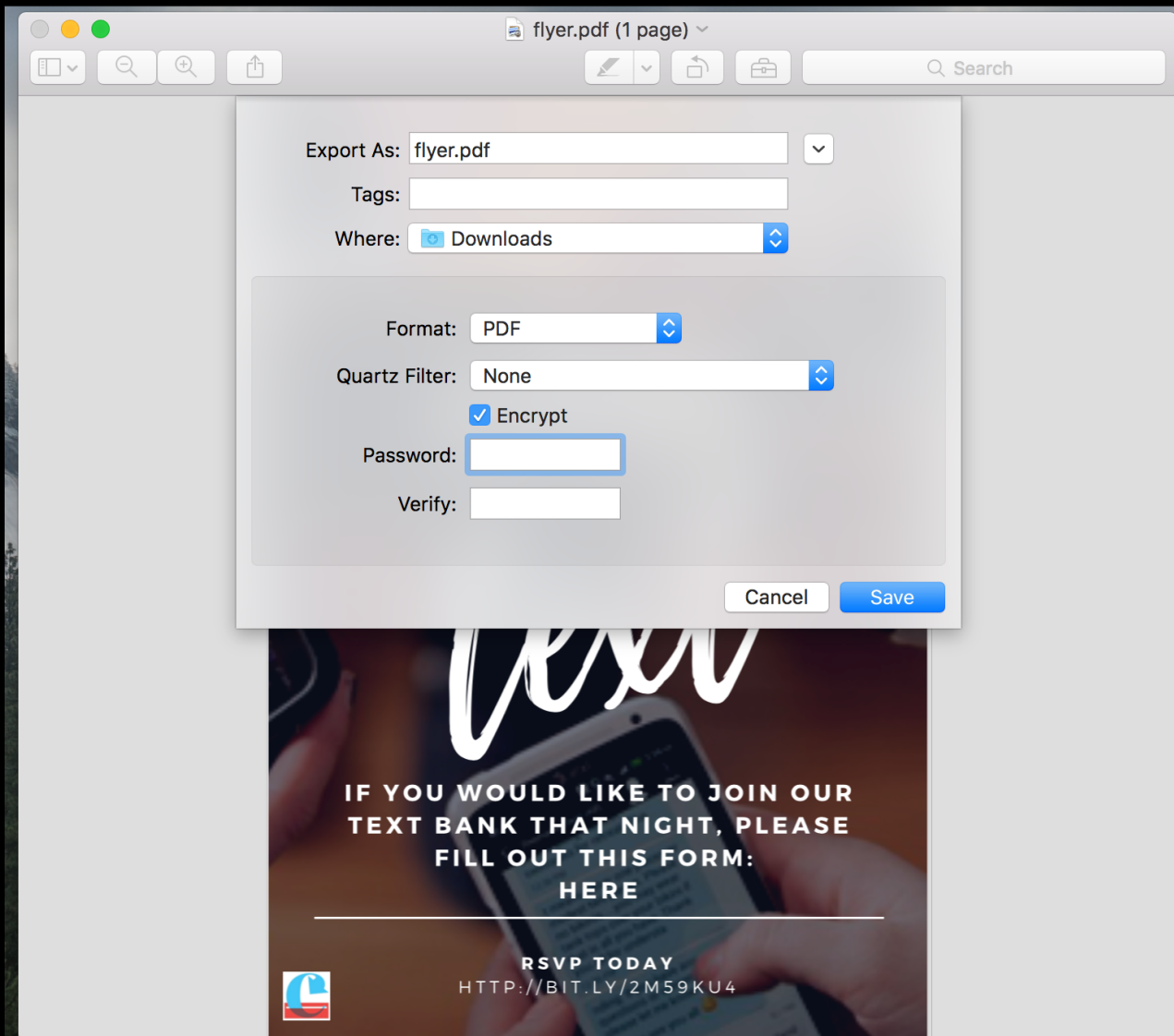


Encrypting PDFs

04

Step 2:

You will be now prompted to rename your file, add tags, etc. Your final step is to check off the box that says encrypt and input a secure password and then Save your file.



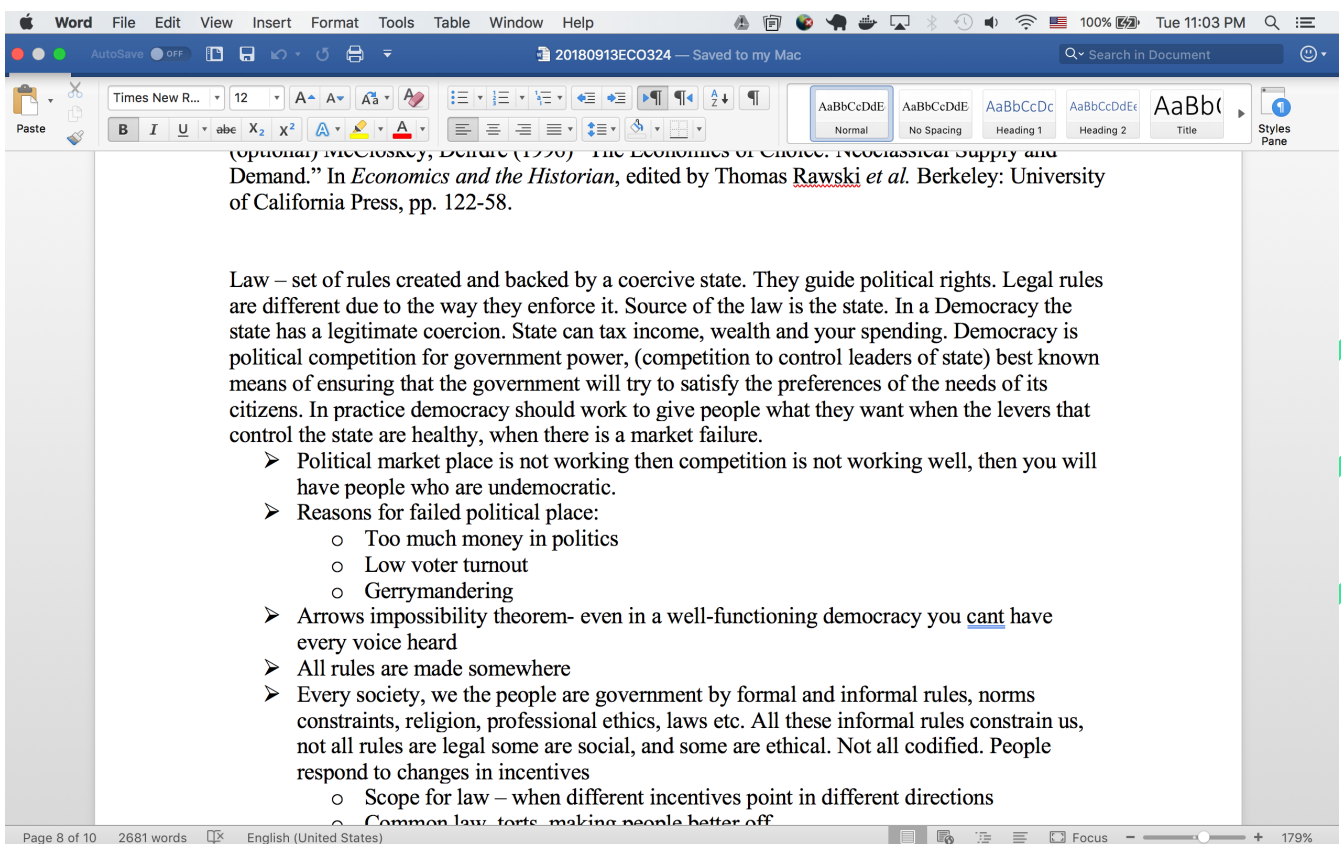
Encrypting Word Documents

Please note that when encrypting Word Documents that in an event should you forget your password you can no longer retrieve your document.

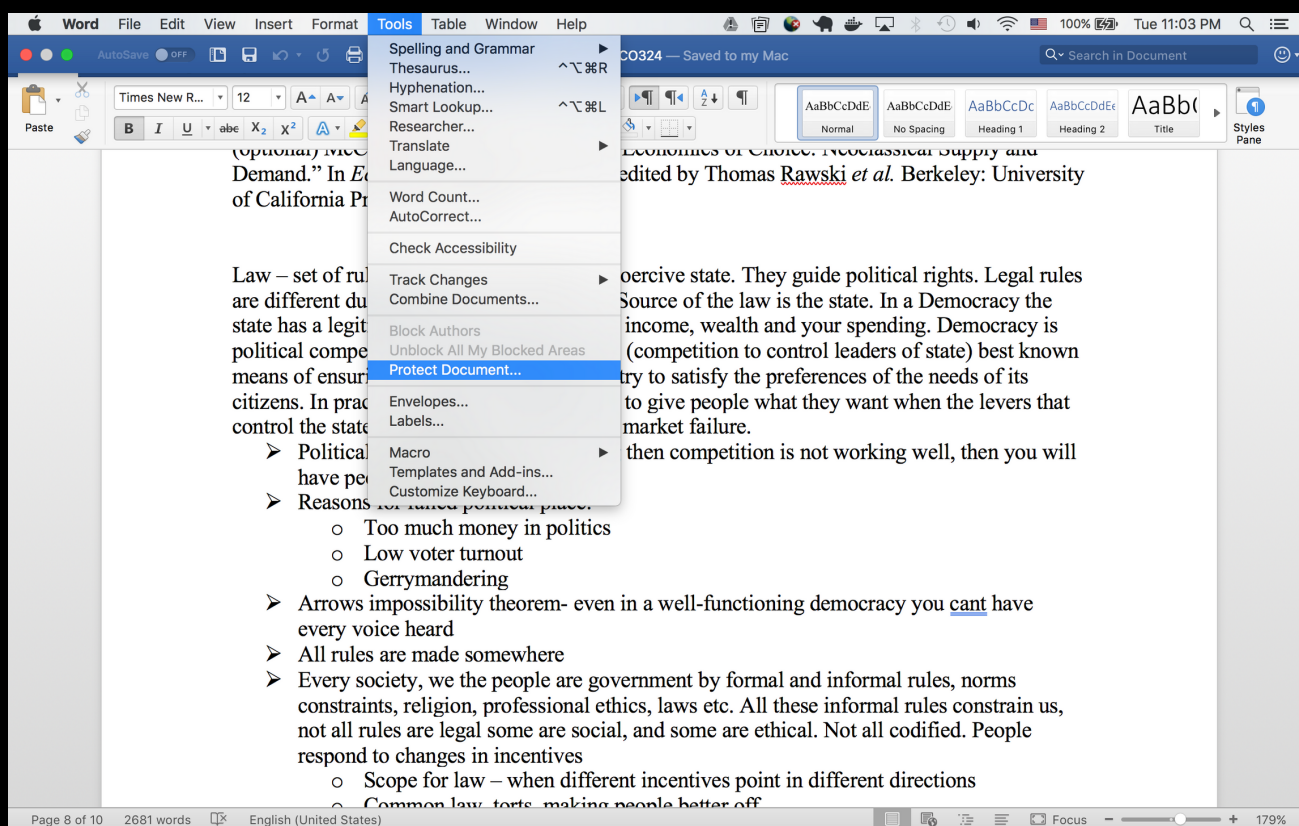
The best option for not losing important documents because you may have misplaced the password for the encrypted document is to make a duplicate of the document before encrypting it.

For Mac OS word document:
Open the file you wish to encrypt

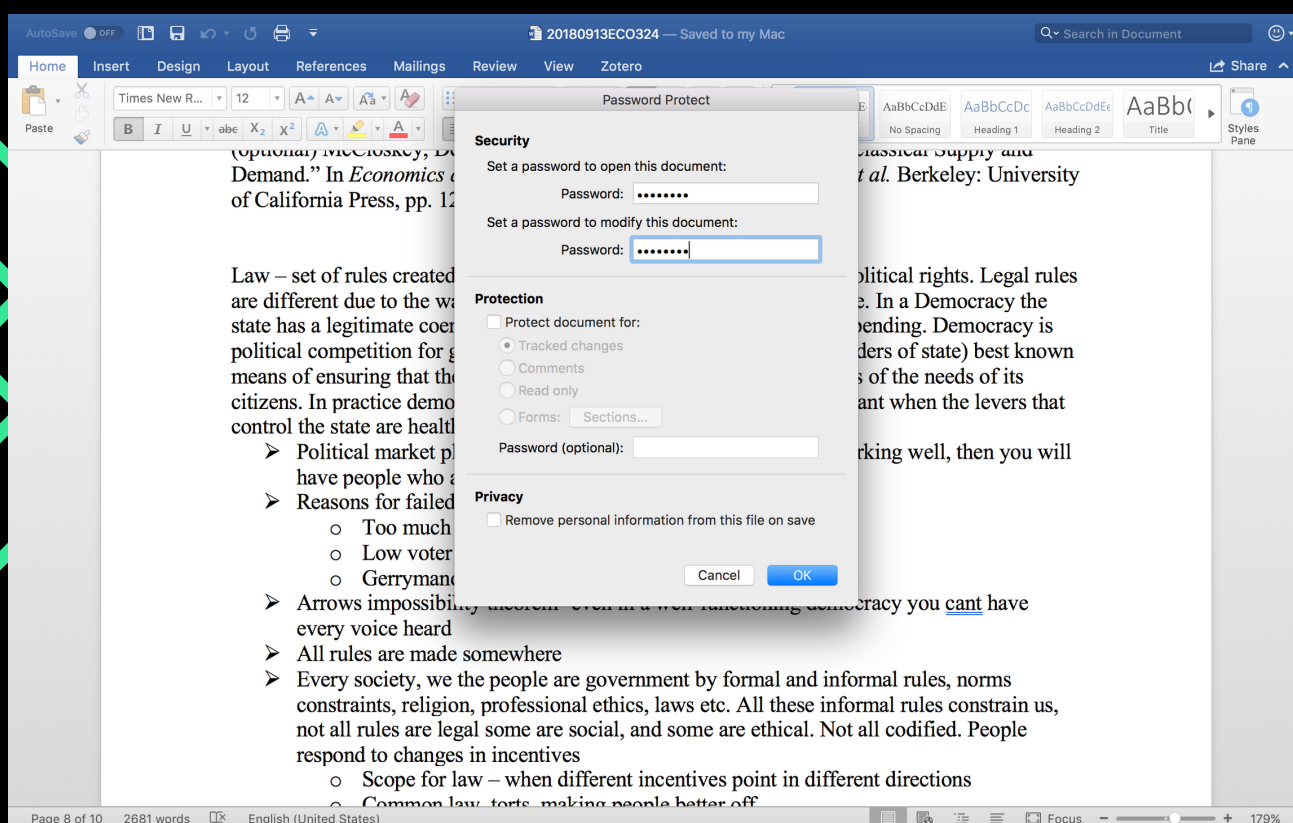
Here is an example of how to encrypt a document in word.

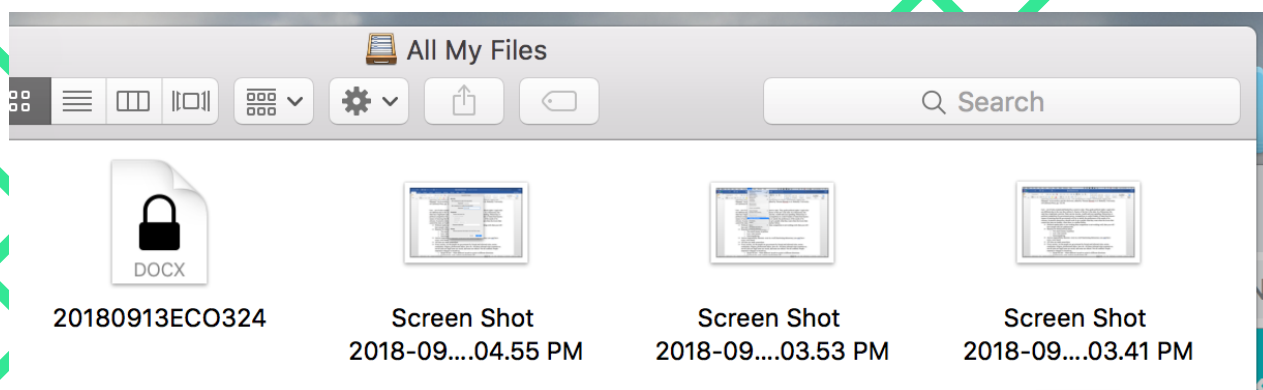


Click on Tools in the toolbar > Scroll down to Protect Document and click on it!



You can now enter a password you wish to encrypt your document with > press OK.





Now you can search for your word document in your files. As you can see it will appear as a locked document. This informs you that you have successfully secured your document.

You can not email the encrypted document to parties of your choice. It is advised that you share the password to the document through other platforms such as slack or WhatsApp. Both platforms are known to encrypt text both in transit and at rest, meaning your communication is secured on their platform from third-party organizations.

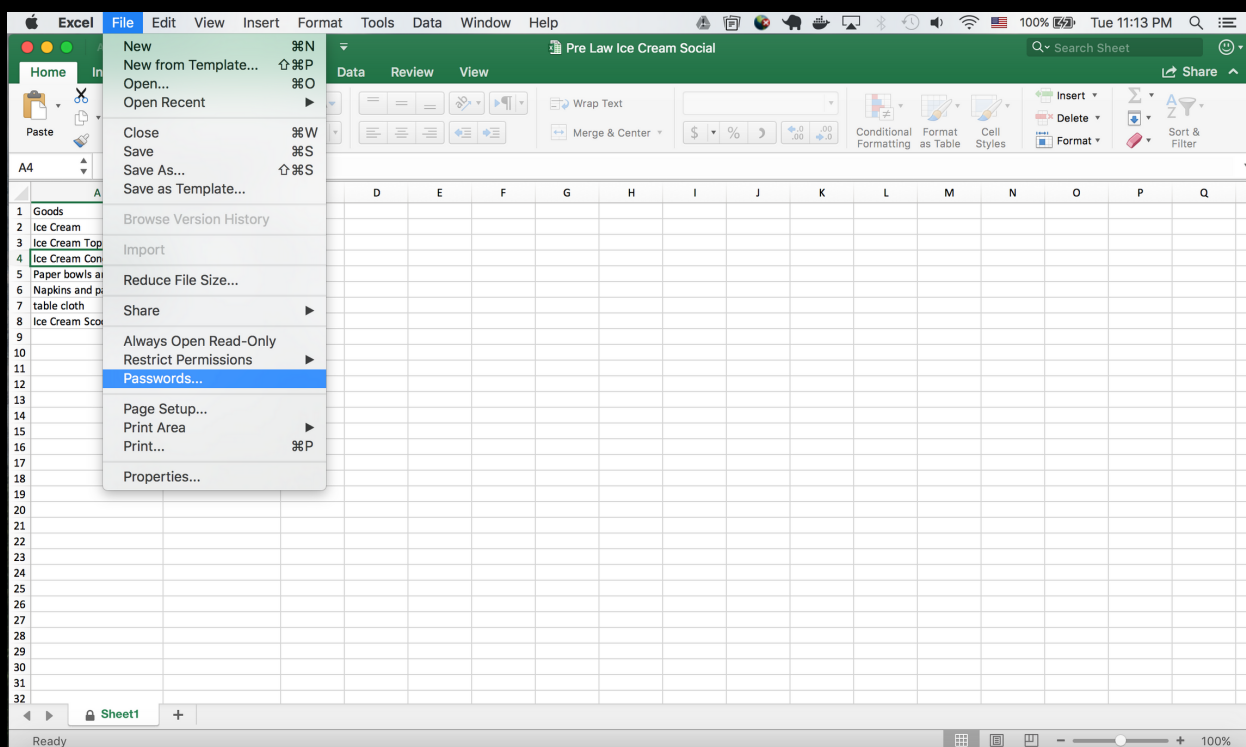
**** To De-encrypt it or remove the password look you follow the same steps of encrypting the document go to Tools > Protect Document > for the password region you should clear all entries and then press OK. This triggers the document to unlock.**



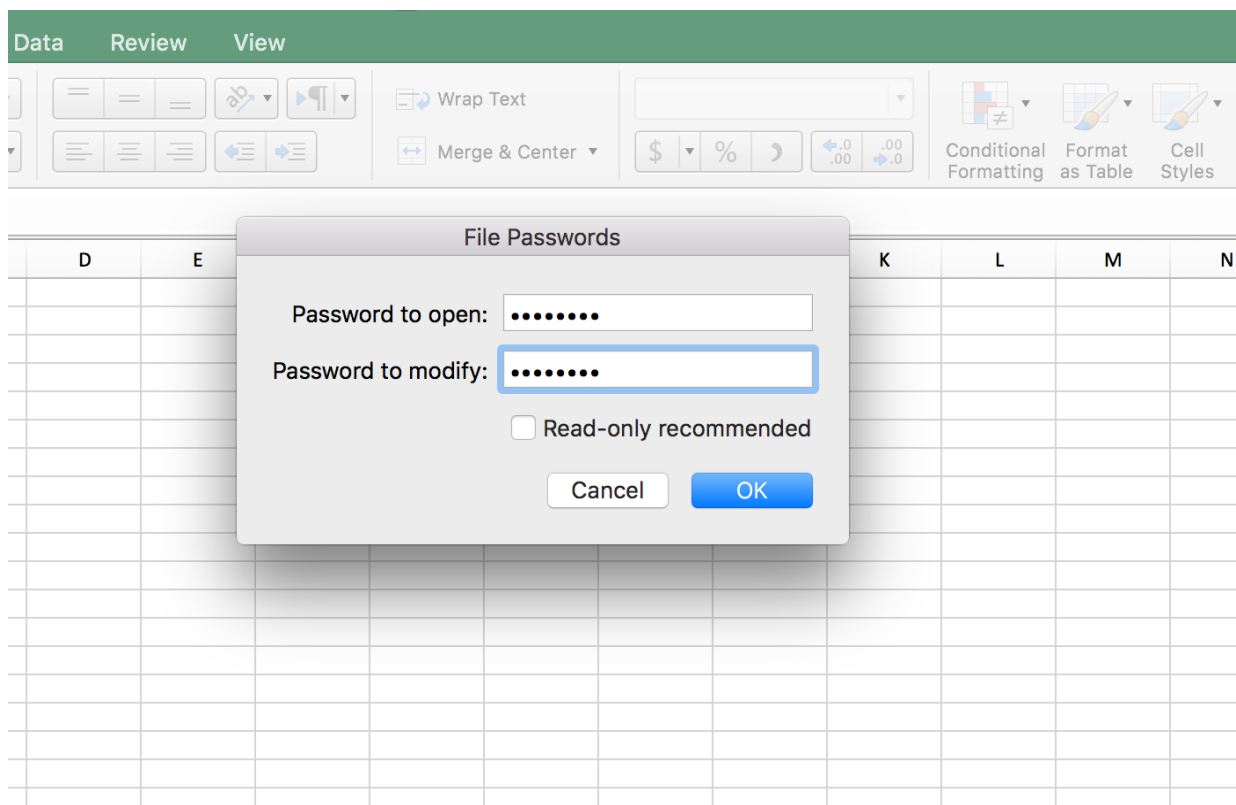
Encrypting Excel Documents

In the same way that you encrypt word documents on Mac OS you can encrypt excel documents.

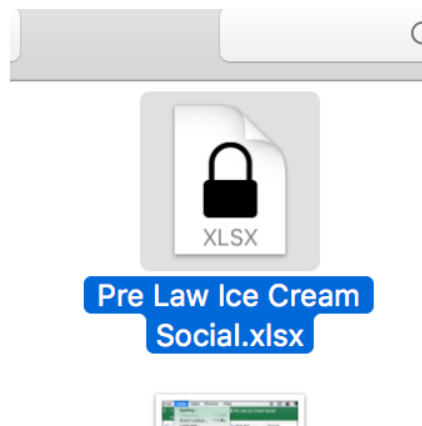
Go to File on the top left corner of the toolbar > Scroll Down to Passwords.



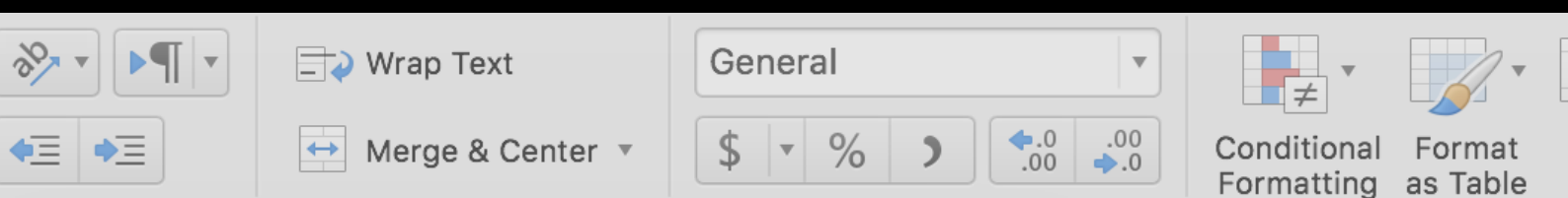
Now you can enter the password > click OK and save your encrypted excel sheet.



The excel sheet will look like so in your documents folder.



If you would like to de-encrypt the excel file. You can click on File > Scroll down to Passwords and delete the password and leave both sections blank before hitting Ok. This will now ensure that your document is no longer protected.



File Passwords

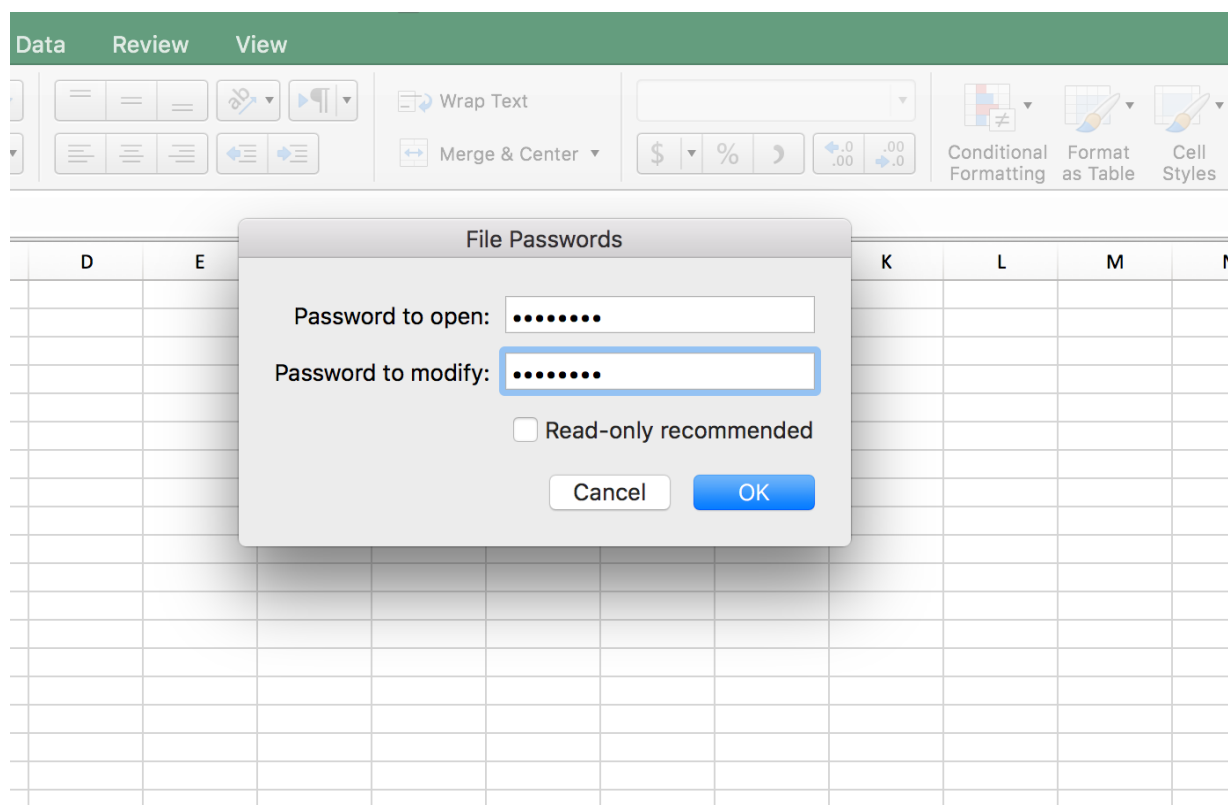
Password to open:

Password to modify:

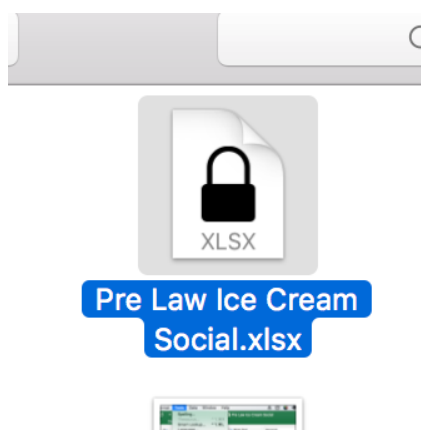
☐ Read-only recommended



Now you can enter the password > click OK and save your encrypted excel sheet.



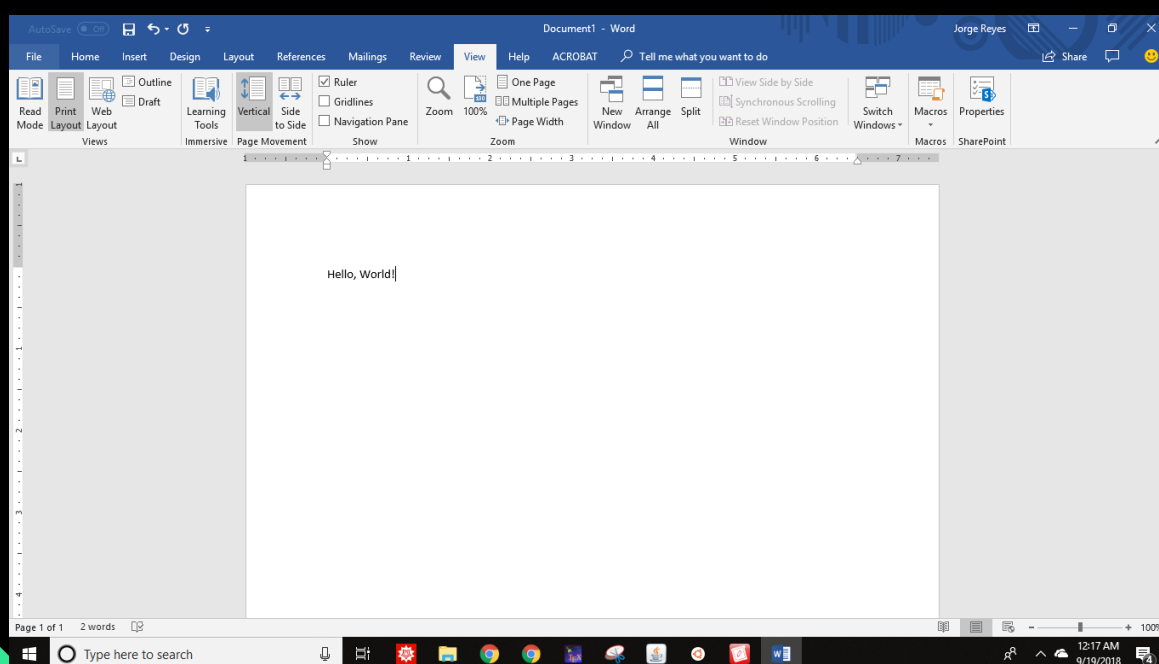
The excel sheet will look like so in your documents folder.



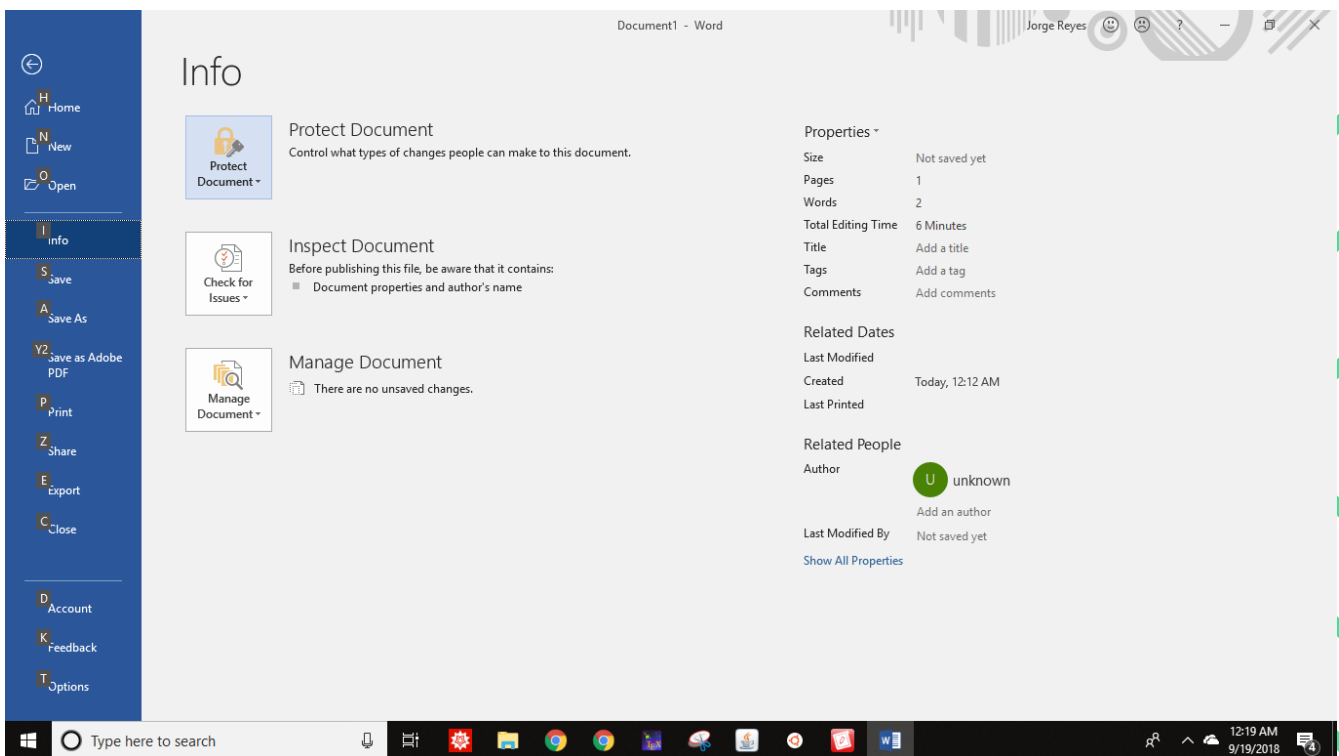
Encrypting Word Documents in Windows

In the same way that you encrypt word documents on Mac OS you can encrypt word Documents in Windows documents.

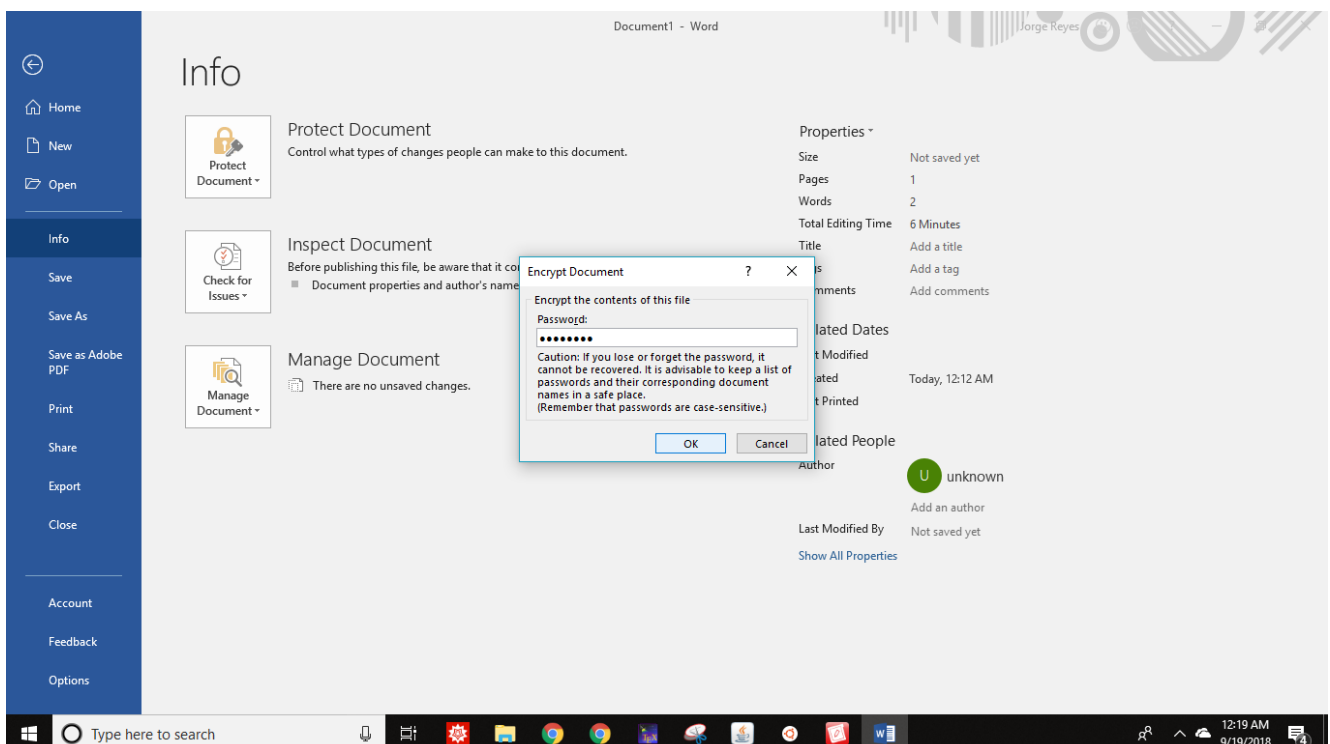
Go to File on the top left corner of the toolbar



You will be prompted to this page Under Info > click on Protect Document

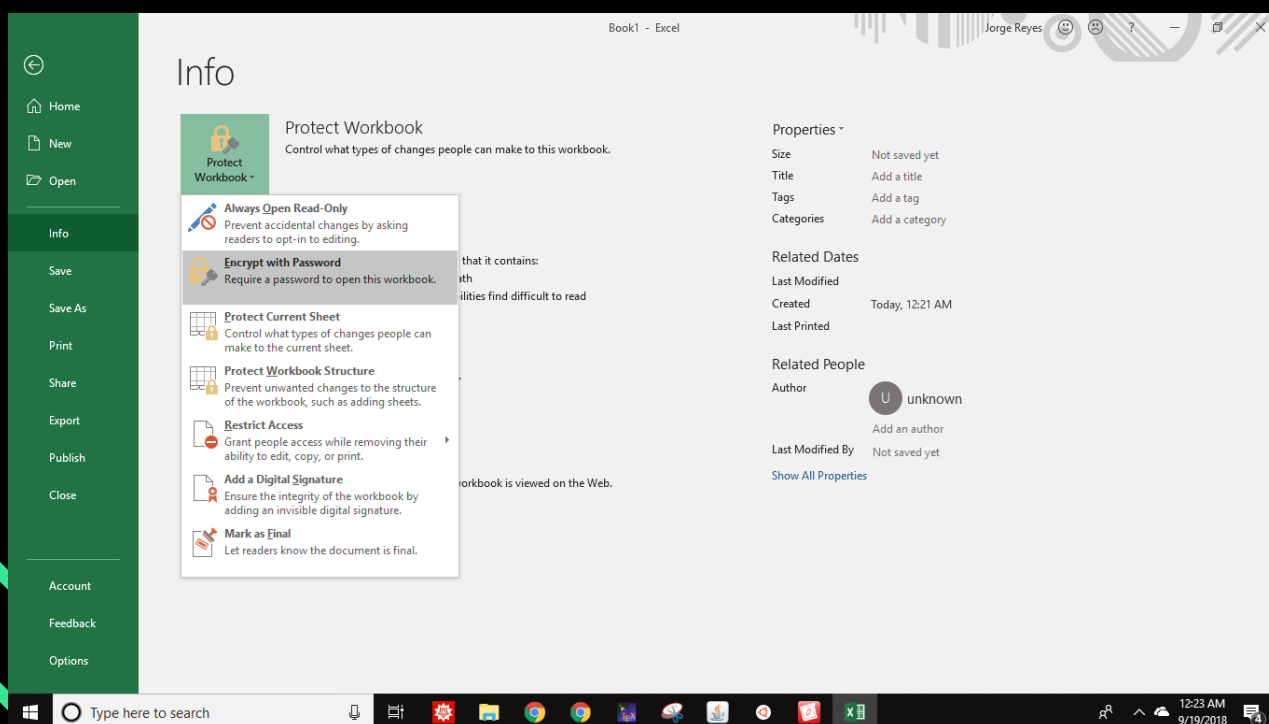
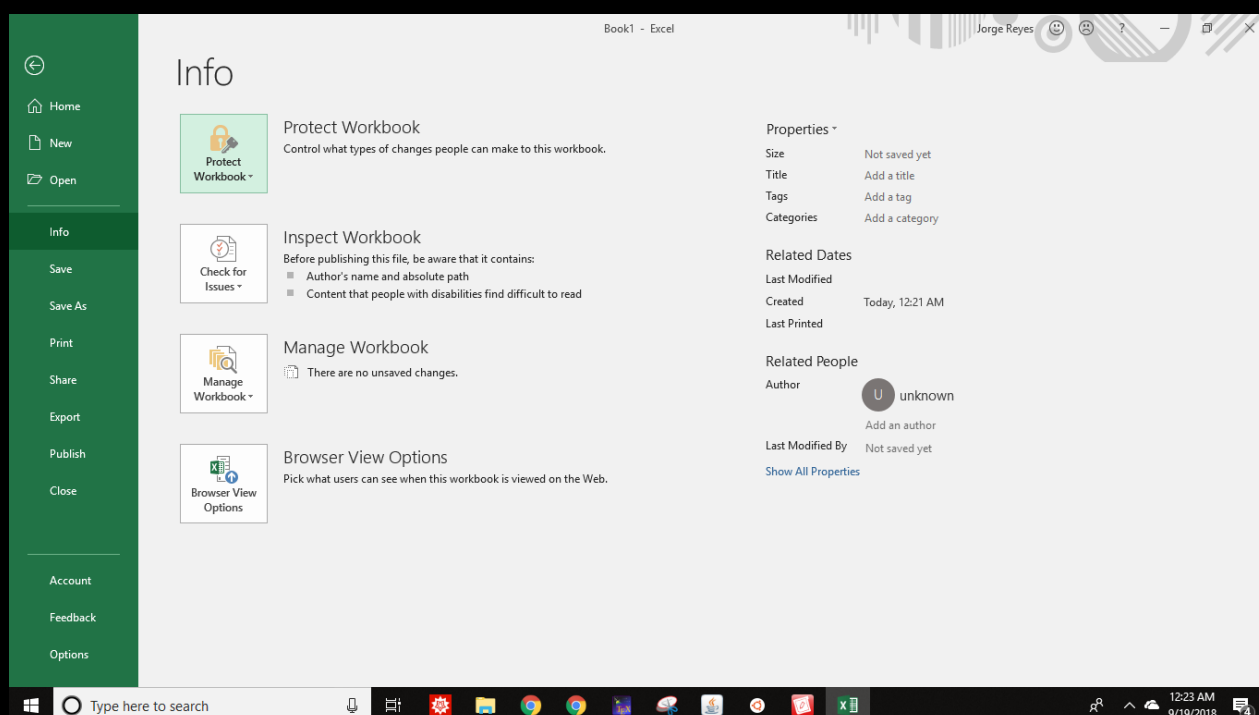


Then select "Encrypt with Password" before the prompt pops up where you will be asked to enter a secure password and press OK and prompted to re-enter the password a second time.

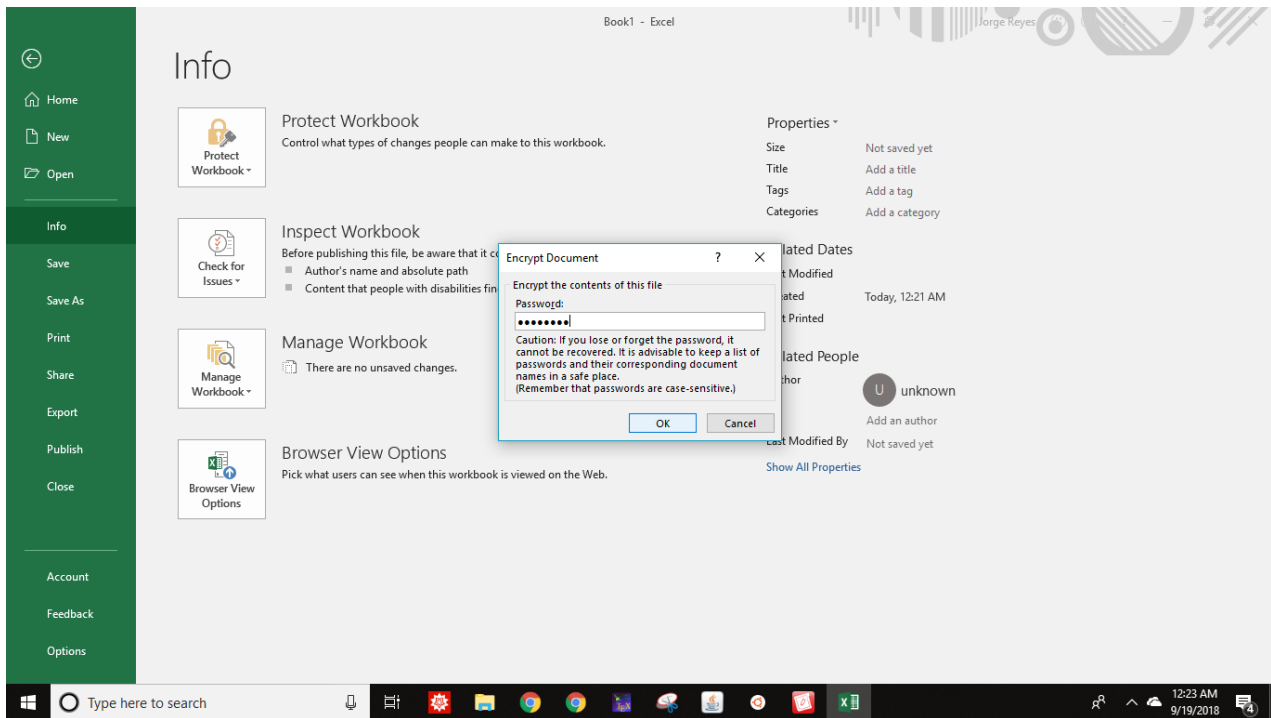


In the same way that you encrypt word documents on Mac OS you can encrypt excel documents.

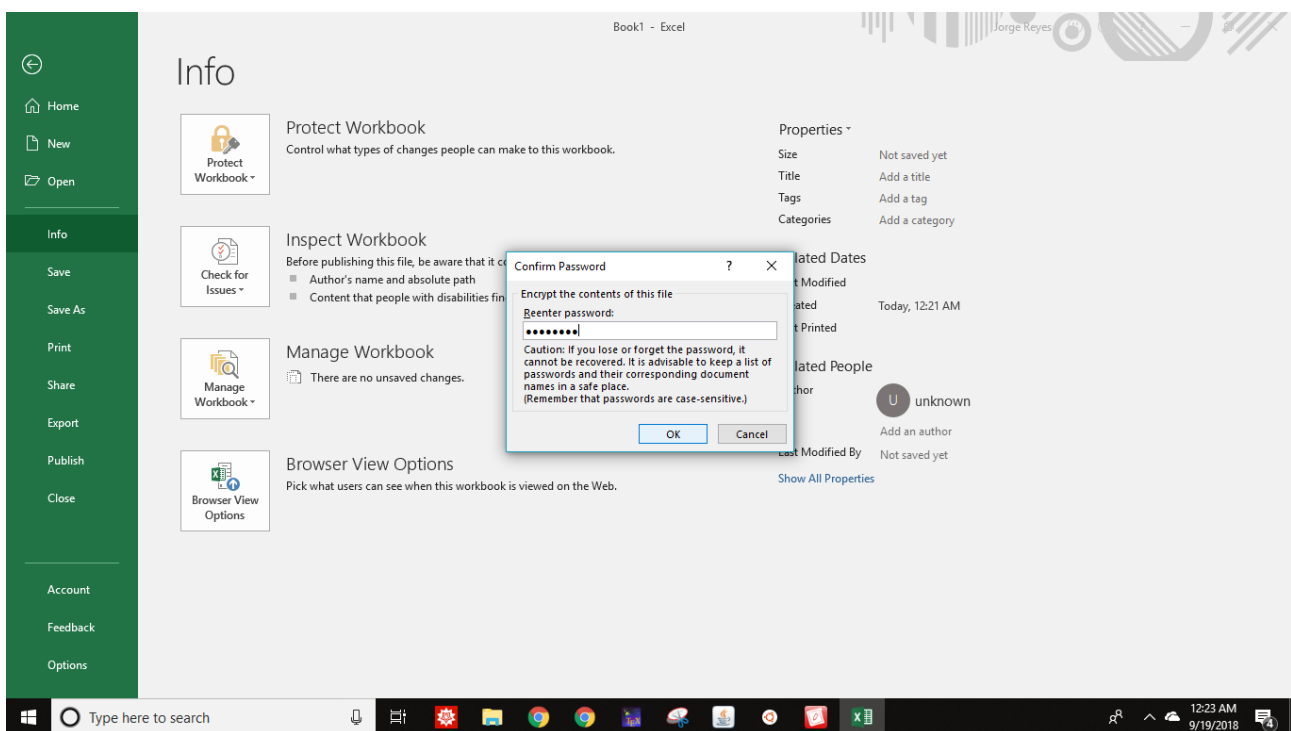
Go to File on the top left corner of the toolbar > Click on Protect Workbook and choose the option to Encrypt with Password.



Now you can enter the password > click OK and save your encrypted excel sheet.



Enter the same password for the second time and press OK.



Thank you!

If you have any questions please reach out to frishta@nycet.org or assign a ticket on freshdesk or email support@nycet.freshdesk.com

In addition, please be advised that if the option of zipping a file is possible please choose the option to zip a file. Zipped file is also a secure encryption method on it own. A zip file will encrypt your data byte to byte.



Additional Helpful Tips!

There are different helpful apps and programs out there that you can utilize.

Email:  **ProtonMail**

Proton Mail – free version ensures that your email is secured. When transmitting email from one proton mail user to the other the email is encrypted (protected) in transition and at rest.

Slack:  **slack**

Your team's slack account is also a secure network. Anything shared in your workspace is set to be encrypted on both ends.

Apps: **LastPass...**

LastPass – is a password generator that generates and stores passwords for you securely. There is both a free and paid version.

