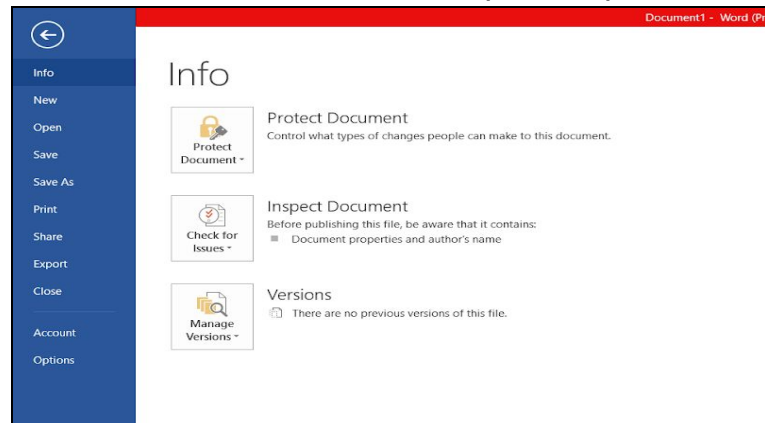


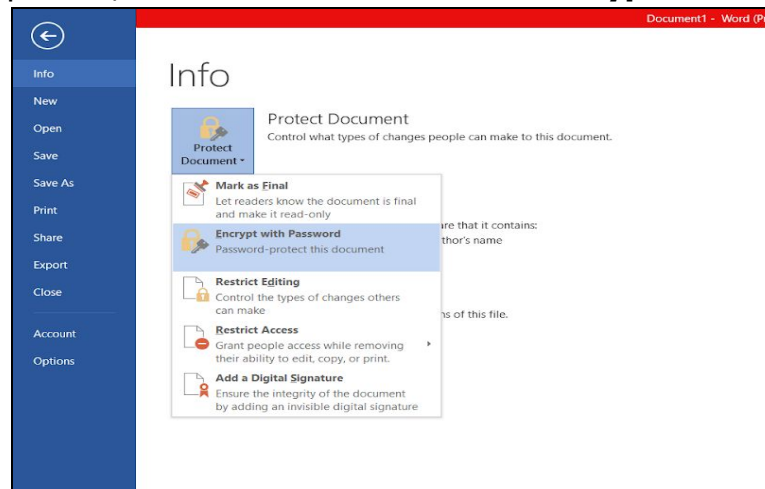
Procedures on Encrypting Files on Microsoft Application

1.0 File encryption aims at protecting Microsoft applications of DBM employees to prevent unauthorized users from adding, changing, or removing necessary parts or the entirety of important data. The possibility of setting up a password that locks a document will ensure every user as the owner of the file to view and/or modify the documents safely. It should be noted that it is generally a good practice to create a backup copy of the file without a password on external storage rather than storing the unprotected files locally.

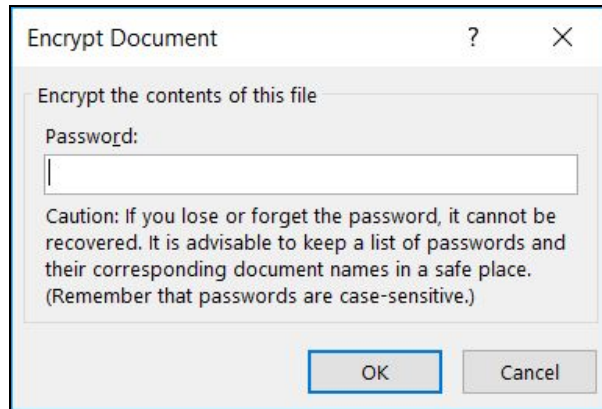
1.1 On the **File** tab, select the **Info** option or press **ALT + F**, then **I**.



1.2 Click **Protect Document**, then select **Encrypt with Password** option or press **P**, then arrow down and select **Encrypt with Password**.



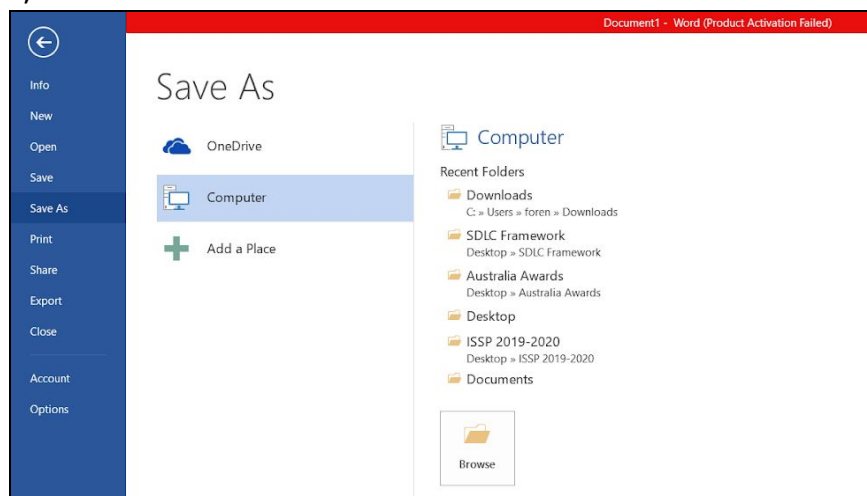
1.3 Type your chosen Password, then click **OK** or press the **Enter** key.



1.4 Retype password in the **Confirm Password** box, then click **OK** or press the **Enter** key.



1.5 Select **Save As**, then choose where to designate the file or press **ALT + F**, then **A**.



1.6 Type the name of the document under **Filename** then click the **Save** button or press the **Enter** key.

