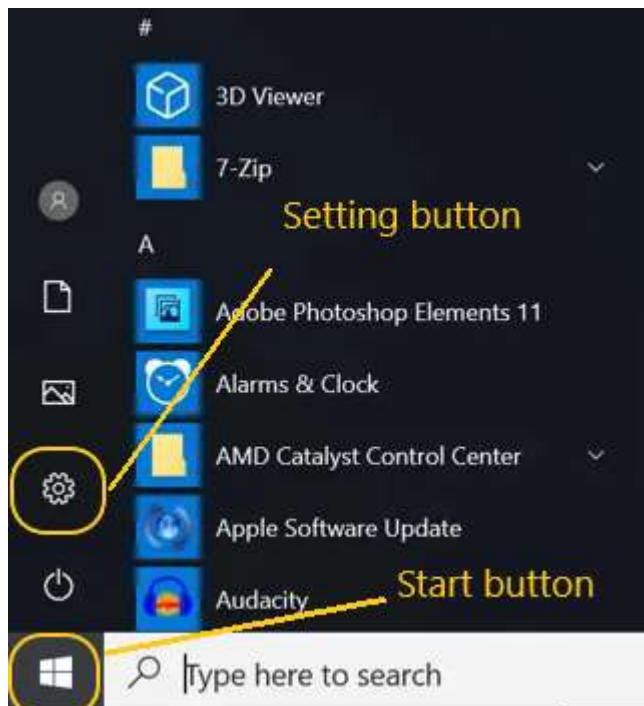# Desktop and File Protection

Set the password to your device to protect your information from others.

Step 1: Click start button

Step 2: Go to settings

Step 3: Go to accounts option
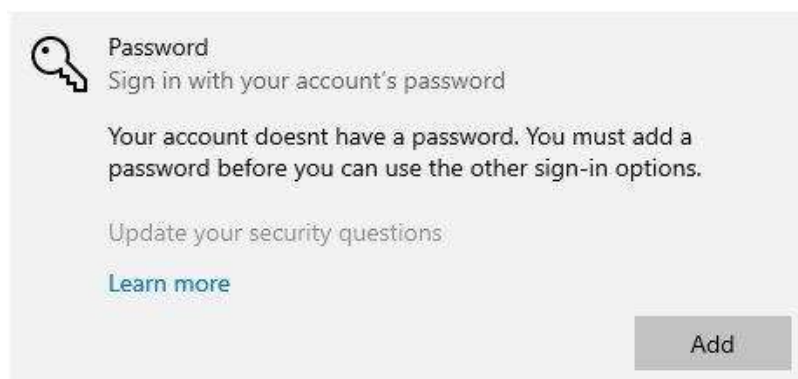

Step 4: Select sign-in options in left side of the screen
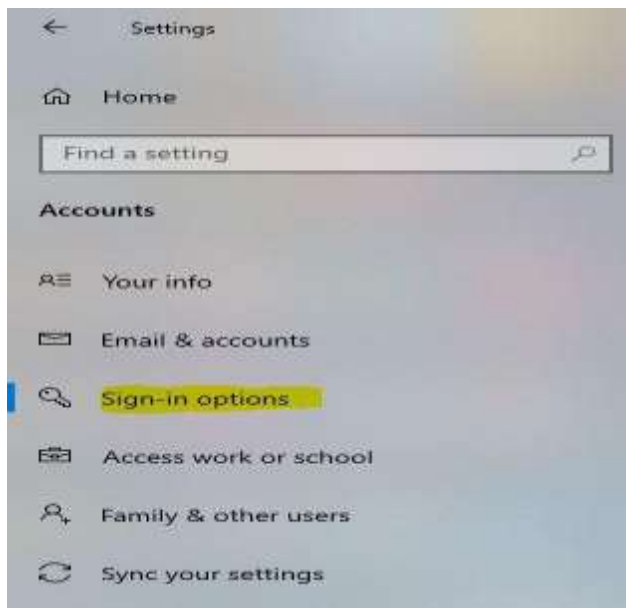
Step 5: Select password option

Step 6: Then click the add button

Step 7: Give the new password, Confirm password and password hint.

Step 8: Click Next button

Step 9: click the finish button. Then restart or shut down your desktop or laptop. Then enter the new password and check it.

Children may also try face recognition or finger print security if the laptop allows that.

How to protect your file with password (In Computer)

- first double left click on the open office file in the desktop and open text document file.

- type your name or any paragraph in the document file. Then choose the save option in file menu.
- Later type the name of your file and select the Path where do need to save.
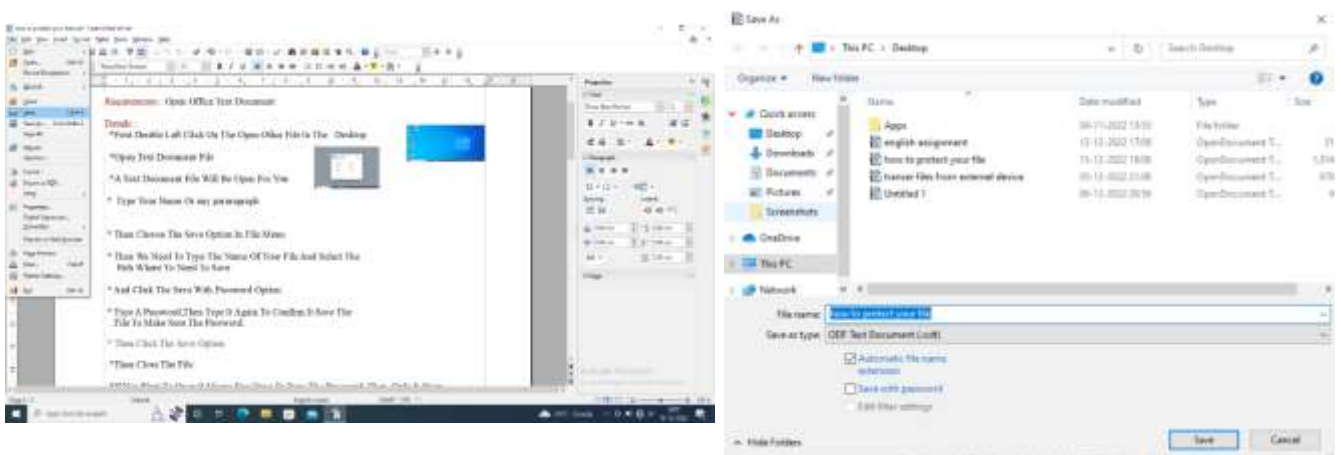
- click the save with password option and type a password, then type it again to confirm it. Save the File to make sure the password and then click the save option. Then close it.

File name:	how to protect your file
Save as type:	ODF Text Document (.odt)

☑ Automatic file name extension

☐ Save with password

☐ Edit filter settings

Set Password ×

File encryption password

Enter password to open

Confirm password

Note: After a password has been set, the document will only open with the password. Should you lose the password, there will be no way to recover the document. Please also note that this password is case-sensitive.

More Options ⬇   OK   Cancel

Later Open the file with the password then only it will open.