


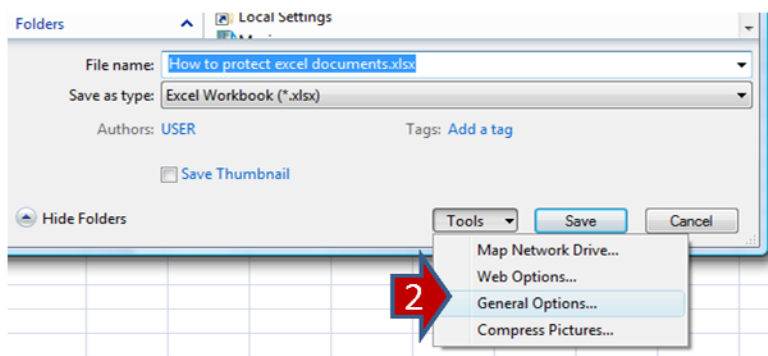
5.2) Practice password protecting the IR: (Note: These instructions are for Excel 2007. If you are using Excel 2003, please skip to the explanation on the following page for the appropriate instructions for 2003.)

Open the Excel document "Practice Incident Recorder_v1"

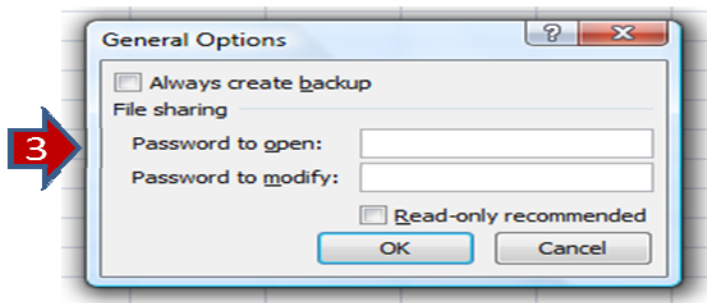
1. Click on the **Office Button**  and select **"Save As."**



2. Click on **"Tools"** (depending on your version of Excel this will either be in the lower right or lower left hand corner of the dialogue box) and select **"General Options."**



3. In the **"Password to open"** box, type a password. (Remember: The password is case sensitive, meaning the computer will differentiate between uppercase and lowercase letters - so make sure your caps lock is not accidentally on.)
Write the password for Practice IR_v1 here: _____
Then Click **"OK."** A new dialogue box will appear.



4. The box asks you to **"Reenter password to proceed."** Type the password again, and click **"OK."** Close the document and open it. Make sure that you are prompted for a password to open the document.



Note: If you are using Excel 2003, you will need to follow different steps to set a password. When you open the 'Practice Incident Recorder_v1,' you should:

1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
2. Type a password in the **Password to open** box, and then click **OK**.
3. When prompted, retype your password to confirm it, and click **OK**.
4. Click **Save**.
5. If prompted, click **Yes** to replace the existing workbook.