**Example**

| **Company** | **Account** | **Password** | **Notes** |
| --- | --- | --- | --- |
| Software Company | [test\_account@test.net](mailto:test_account@test.net) | Test 2 09-10-18,  Test 1 09-10-17 | Test word, mother’s name |

**Notes:**

* It is good to keep past passwords for future reference
* List the companies in alphabetical order
* Create a password for this document

Click **File** (menu bar)

Click **Protect Document** (button)

Select **Encrypt with Password**

Enter [**password**] in the password prompt

Reenter [**password**] in the password prompt

Click **Save** 🡨 don’t forget this step!

* You may want to keep previous versions.

A technique for version control is to add a date to the end of the document name

Acct Mgmt Personal 2018-09-09

Acct Mgmt Personal 2018-09-15

Acct Mgmt Work 2017-03-06

Acct Mgmt Work 2018-07-27

Using the yyyy-mm-dd format sorts the most recent version at the bottom in your (folder) directory.

| **Company** | **Account** | **Password** | **Notes** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |