

HOW TO PASSWORD PROTECT A FILE

YORK/ADAMS DRUG & ALCOHOL COMMISSION
Recovery on the Horizon
100 West Market Street, Suite B04, York PA 17401-1332
Phone: 717-771-9222; Fax: 717-771-9709 Web: www.ycd-a.org
Audrey L. Gladfelter, Administrator

York County Commissioners
Susan P. Byrnes
Doug Hoke
Christopher B. Reilly

Adams County Commissioners
Randy L. Priel
James E. Martin
Marty Karsteter Casualty

Payee: _____
Address: _____
Provider Number: _____
Month of Service: _____

Client Number	Date	Last Name	First	Initial	Maiden	Address Street	City	State	Zip	County	SSN	DOB
11 BF0000	01/xx/1800	Brown	Friedl	M		xxx bridgette Street	York	PA	1740x	York	xxx-00-0bxx	xx/01/1918
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
No	Yes	Not Hispanic	Other / Not Volunteered	Yes	99	Yes	Male	PW	WDC			
15 FB0000	01/xx/1100	Friedl	Brown	M		900x KERB Street	York	PA	1740x	York	xxx-00-0bxx	xx/01/1918
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
Yes	No	Unknown	Adam	no	99	No	Female	PW	WDC			
							Yes	Yes				
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			
Injection Drug User	Opioid User	Ethnicity	Race	Veteran	Age	Overdose Survivor	Sex	PW	WDC			

File is completed with information. Go to "File" and "Save As"

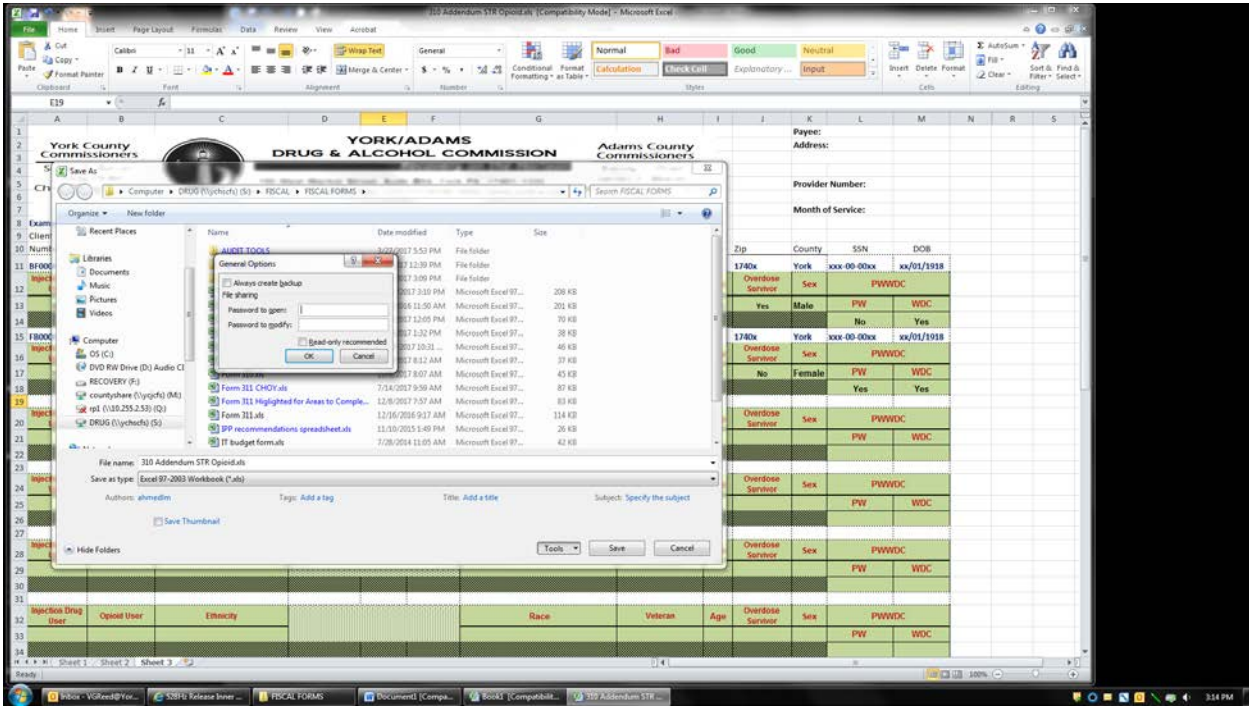
Save As
Computer > DRUG (lychsch) (S) > FISCAL > FISCAL FORMS

File name: 210 Addendum STR Opioid.xls
Save as type: Excel 97-2003 Workbook (*.xls)

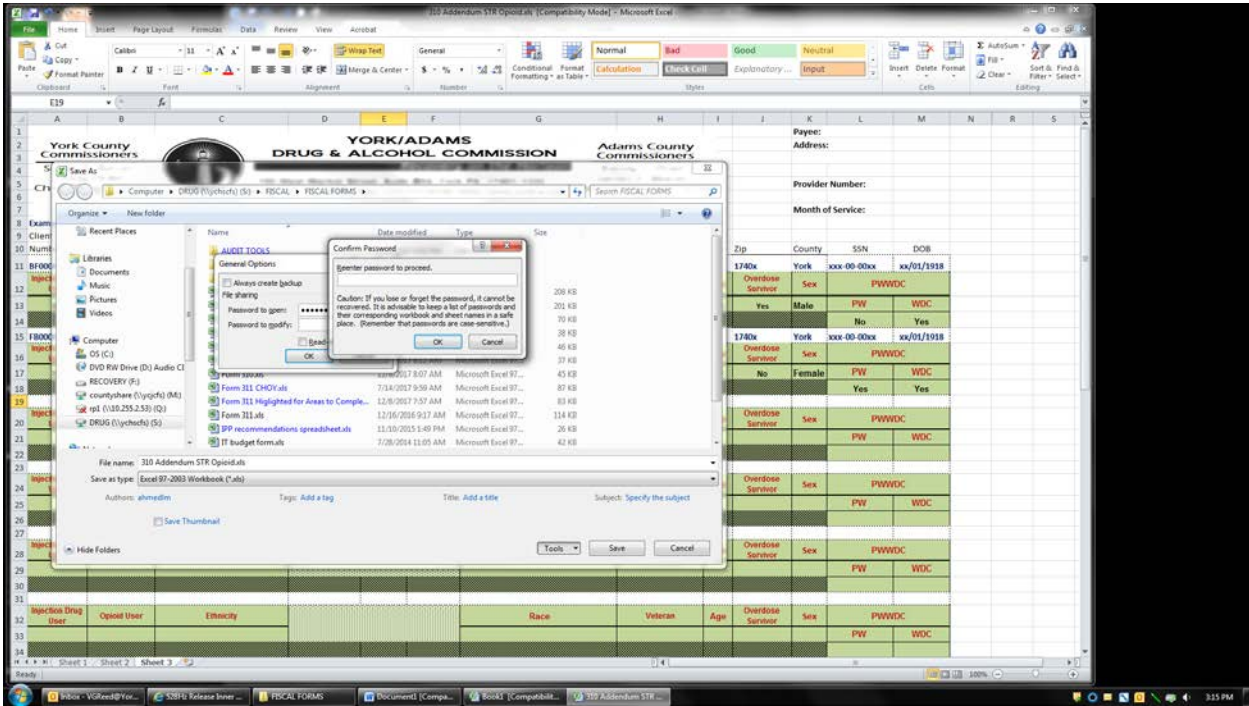
Tools > Save > Cancel

- Map Network Drive...
- Web Options...
- General Options...
- Compress Pictures...

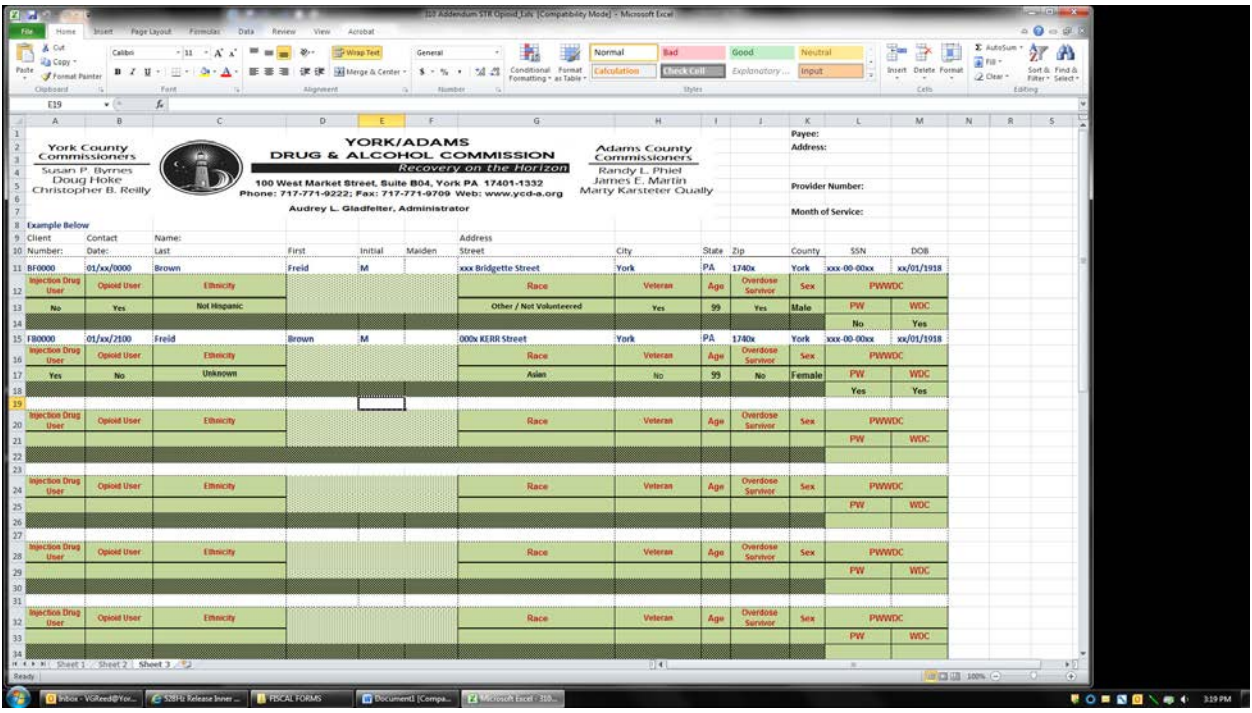
On the dropdown menu from "Tools" select "General Options"



Enter a Password and click "OK".



You will be prompted to reenter the password. Reenter and click "OK".



You have just Password Protect a confidential information spreadsheet.

Attach to Email and send to intended recipient. Under a separate email send them the password to open.