

## **Keep Your Passwords in a single password protected word file or odt file and keep it updated on Internet using Mega Sync**

Using the following technique you can store all your passwords in a single Microsoft Word File and keep a password on that file.

You can use a software Mega Sync to keep your password protected word file on Internet whenever you change a password in this word file.

Mega Sync gives you about 20 GB of free Storage space on a Data Centre.

You can also use Apache Open Office Document for password protecting your file if don't have Microsoft Word.

Apache Open Office can be downloaded from [www.openoffice.org](http://www.openoffice.org)

Mega Sync can be downloaded from [www.mega.io](http://www.mega.io)

Mega Sync automatically synchronizes your documents on Data Centre.

Synchronization means whenever you update or Delete a file in a folder that is synchronized in Mega Sync, it will be updated on the Data Centre.

How to Password Protect a Microsoft Word File

Go to File -> Info -> Protect Document and Click on Encrypt with Password.

Enter Password twice and Word Document File will be Protected with a Password.

Similarly you can also keep password on Apache Open Office Document File if you don't have Microsoft Word on Your Computer.