

# Using Medical Objects:

## Changing Word Plugin Passphrase

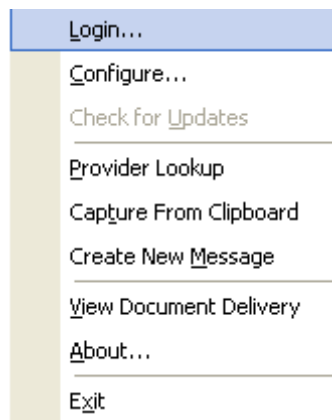


Medical Objects Word Plugin will run as a Tray icon and should be visible in the System tray located at the right hand bottom of the desktop.

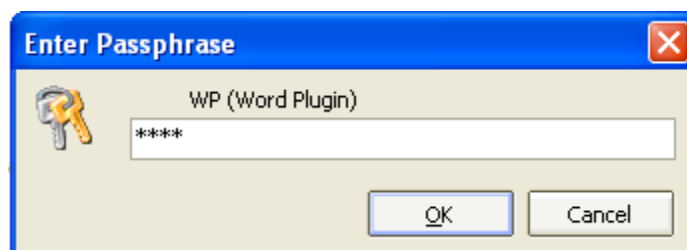


**Note: Changing the Medical Objects Word Plugin passphrase can only be performed if the current passphrase is known.**

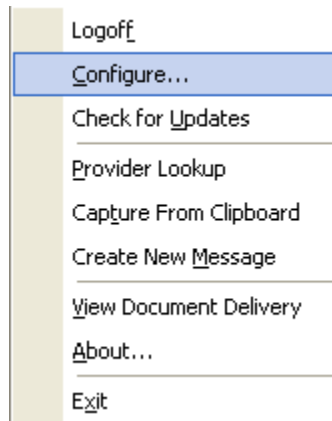
1. Right click on the Medical Objects tray icon and select “**Login**”.



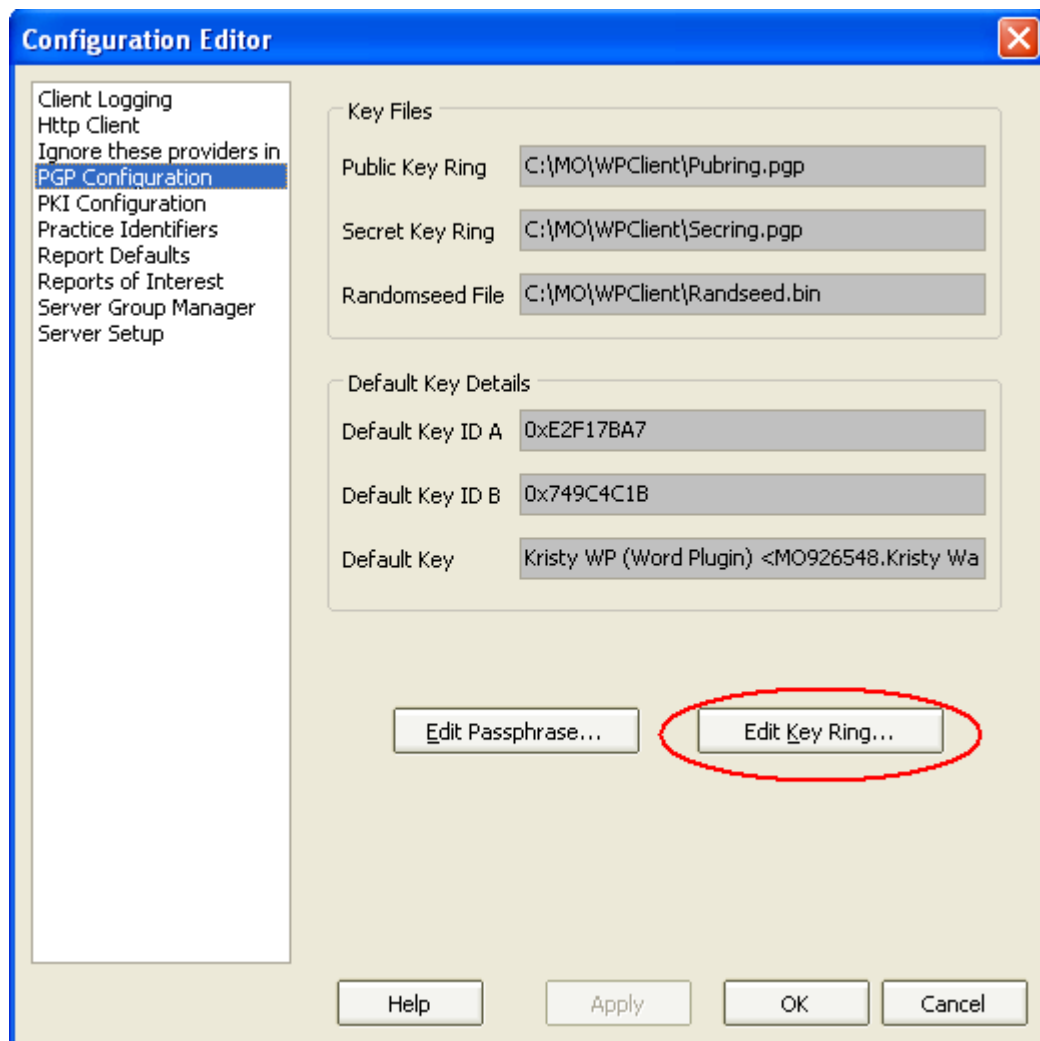
2. Type the Medical Objects Word Plugin passphrase and left click “**OK**”. **Note:** The Medical Objects Word Plugin passphrase is usually created at the time of installation.



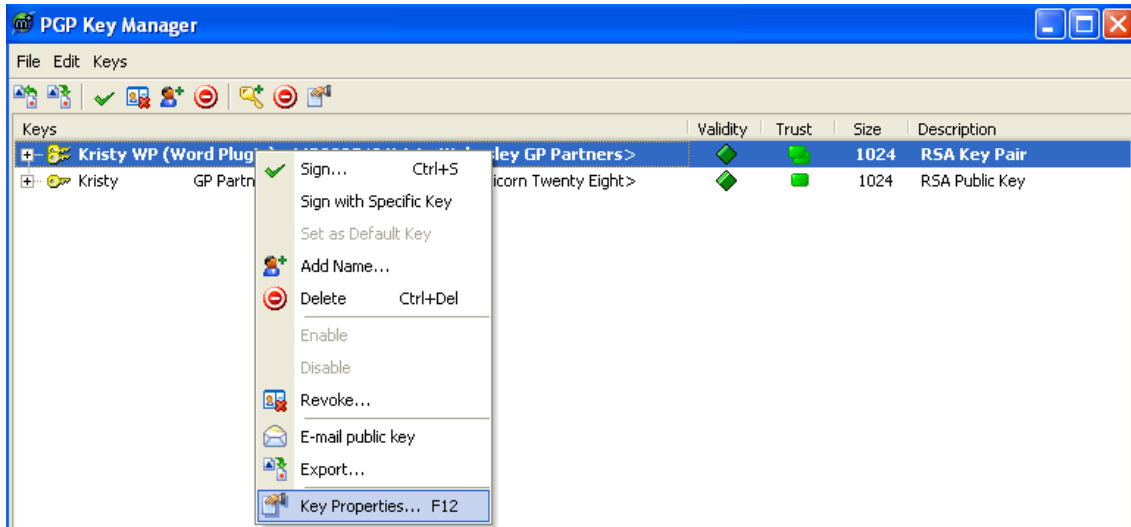
3. Right click on the Medical Objects Word Plugin icon in the system tray again. Select **“Configure”**.



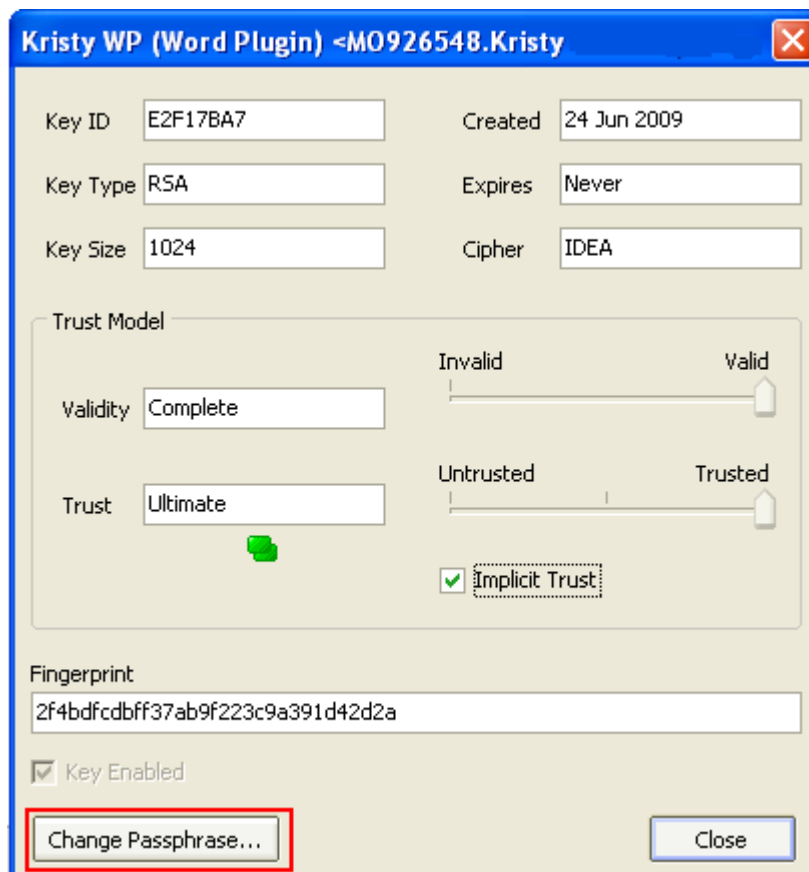
4. The Configuration Editor will open. Select **PGP Configuration** from the list on the left hand side, then left click on **“Edit Key Ring”**.



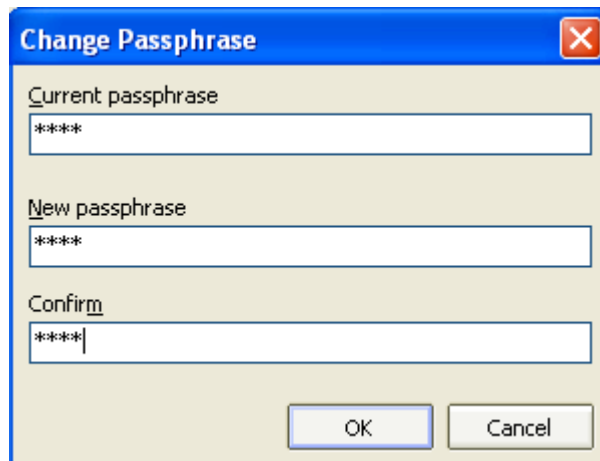
5. The **PGP Key Manager** window will open. Right click on the **BOLD** key in the list of keys displayed and select **Key Properties** from the list.



6. A **WP (Word Plugin)** window will open. Select the **“Change Passphrase”** button at the bottom of the screen.



7. The **Change Passphrase** window will open. Type your current passphrase into the **Current passphrase** field. Type your new passphrase into the **New passphrase** field and repeat this in the **Confirm** field. Left click **“OK”** to make the changes.



The image shows a dialog box titled "Change Passphrase" with a blue header and a red close button in the top right corner. The dialog box has a light beige background and contains three text input fields. The first field is labeled "Current passphrase" and contains four asterisks. The second field is labeled "New passphrase" and also contains four asterisks. The third field is labeled "Confirm" and contains four asterisks. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

8. Close the **WP (Word Plugin)** window by click **“Close”**. You now will be in the **Configuration Editor** window, clicking **“OK”** at the bottom right will action your changes to the passphrase. The next time you login to Medical Objects Word Plugin your new passphrase will be effective.