

Protecting Your Document

To Require a password to open or modify a file

Security: Use *strong passwords* that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down.

1. Open the file.
2. On the **Tools** menu, click **Options**, and then click **Security**.
3. Do one of the following:

To create a password to Open

1. In the **Password to open** box, type a password, and then click **OK**.
2. In the **Reenter password to open** box, type the password again, and then click **OK**.

To create a password to Modify

1. In the **Password to modify** box, type a password, and then click **OK**.
2. In the **Reenter password to modify** box, type the password again, and then click **OK**.

Prompt to open a file as read-only

You can suggest, but not require, that users open a document as read-only.

If a user opens the document as read-only and changes it, that person can save the document only by giving it a different file name.

1. On the **Tools** menu, click **Options**.
2. Click **Security**.
3. Select the **Read-only recommended** check box, and then click **OK**.
4. Click **Save**.

Allow editing in a protected document

When you protect a document as read-only or for comments only, you can designate parts of the document to be unrestricted. You can also grant permission for specific individuals to modify the unrestricted parts of the document.

1. On the **Tools** menu, click **Protect Document**.
2. In the **Protect Document** task pane, under **Editing restrictions**, select the **Allow only this type of editing in the document** check box, and then click one of the following options:

No changes (read only) Prevents users from changing the document.

Comments Allows users to insert comments (**Insert** menu, **Comments** command) into the document. Users cannot change the content of the document.

3. Select the parts of the document that you want to be unrestricted.

For example, select a block of paragraphs, a heading, a sentence, or a word.

4. Do one of the following:

Allow anyone who opens the document to edit the part you selected

Select the **Everyone** check box in the **Groups** box.

Allow particular individuals to edit the part you selected

1. Click **More users**, and then enter the user names either by Microsoft Windows user account or by e-mail address. Separate the names with a semicolon.
 2. Click **OK**.
 3. Select the check boxes next to the names of the individuals you are allowing to edit the part you selected. (If you select more than one individual, the individuals are added as an item to the **Group** box, so you can easily select them again without having to select them individually.)
5. Continue to select parts of the document and assign users permission to edit them, as you want.
 6. Under **Start enforcement**, click **Yes, Start Enforcing Protection**.
 7. Do one of the following:

To assign a password to the document so that users who know the password can remove the protection, type a password in the **Enter new password (optional)** box, and then confirm the password.

To encrypt the document so that only authenticated owners of the document can remove the protection, click **User authentication**.

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