

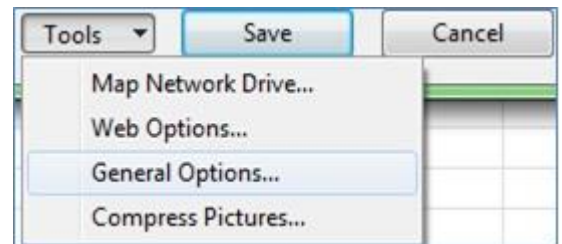


Password protect your files:

There are two ways to protect your files, one is to allow others to view but not modify the file, the other is to use one/two passwords to be able to open and modify the file.

- Select File/Save as
- When the save as window is displayed select the **Options** drop down arrow (beside the Save button)

Choose **General Options**

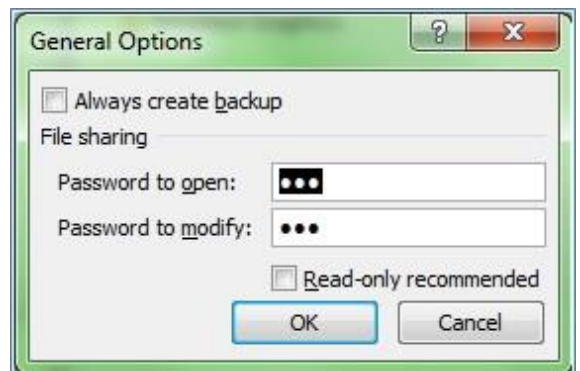


When this screen is displayed

Here you can use one password to be able to open the file

And a second password to modify the file (you can choose only one of the options or it can be the same password for both if you wish)

Click on the OK button



When this screen appears

- Confirm the password that you used for the option to open the file as read only
- Click OK



- Confirm the password that you used to be able to modify the file.
- Click OK



When you next open the document you will be prompted twice to enter a password, the first password will open the file as read only, the second password will allow you to edit the file.