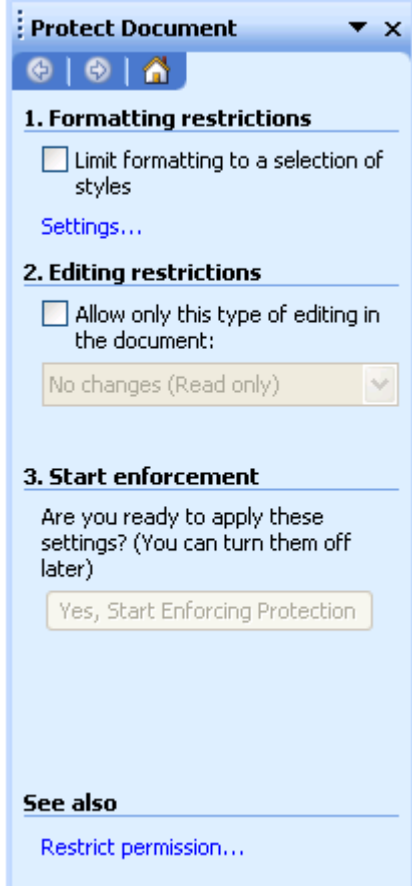


Protecting Word Documents

1. On the **Tools** menu, click **Protect Document**. The **Protect Document** task pane opens. →
2. Click (under 2. Editing restrictions) **Allow only this type of editing in the document**.
3. Select **Filling in forms** that appear in the list box of choices.
4. Click **Yes, Start Enforcing Protection**. The **Start Enforcing Protection** dialog box below appears.



The **Start Enforcing Protection** dialog box has a blue title bar with a close button. It contains two radio button options under the heading "Protection method". The first option, "Password", is selected and includes a sub-heading "(Users who know the password can remove document protection. The document is not encrypted.)" and two text input fields: "Enter new password (optional):" and "Reenter password to confirm:". The second option, "User authentication", is unselected and includes a sub-heading "(Authenticated owners can remove document protection. The document is encrypted and Do Not Distribute is enabled.)". At the bottom are "OK" and "Cancel" buttons.



The **Protect Document** task pane has a blue title bar with a close button and navigation icons. It is divided into three sections: "1. Formatting restrictions" with a checkbox for "Limit formatting to a selection of styles" and a "Settings..." link; "2. Editing restrictions" with a checkbox for "Allow only this type of editing in the document:" and a dropdown menu currently showing "No changes (Read only)"; and "3. Start enforcement" with the text "Are you ready to apply these settings? (You can turn them off later)" and a "Yes, Start Enforcing Protection" button. At the bottom, there is a "See also" section with a link for "Restrict permission...".

5. Enter the document protection **password** in each text box.
6. Click **OK**. Your Word document is now protected and only those who know the password can remove the protection.