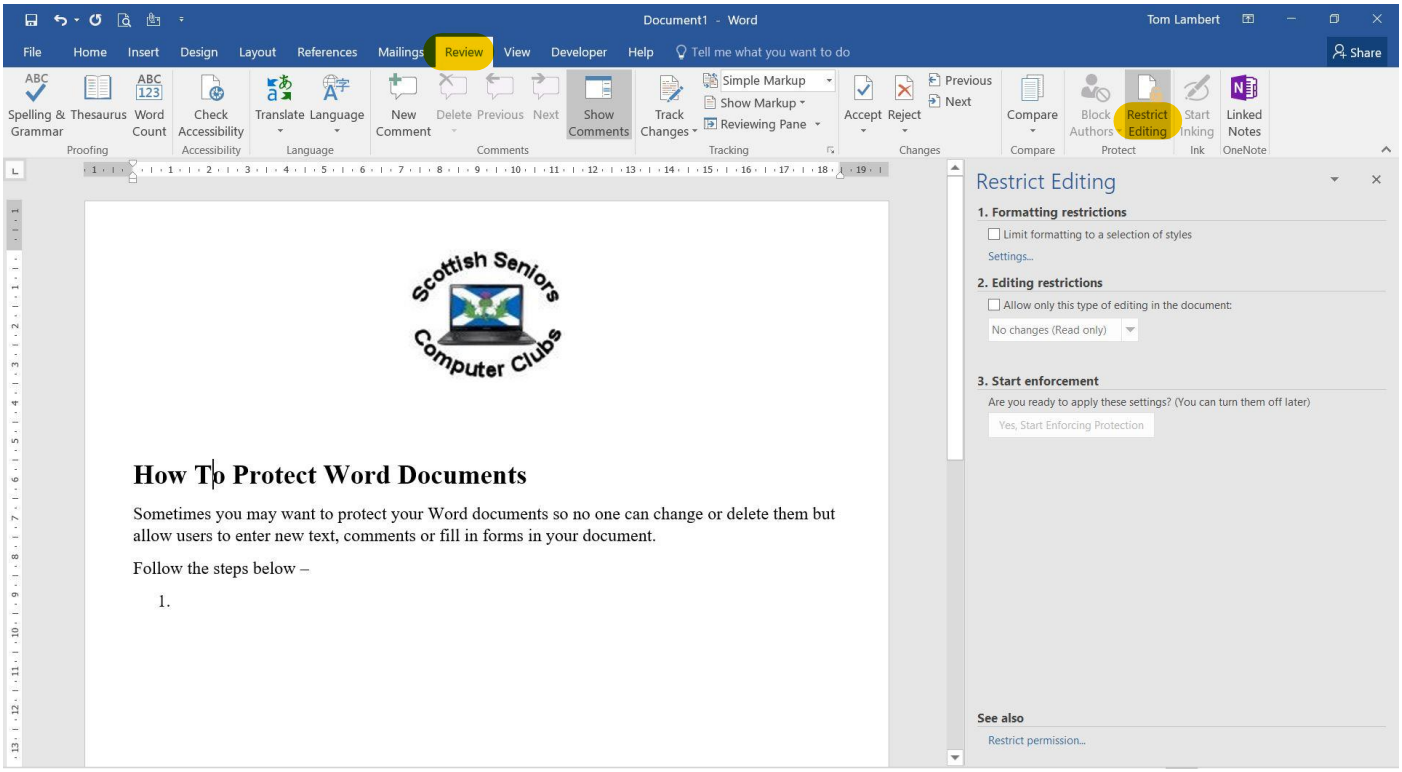
How To Protect Word Documents

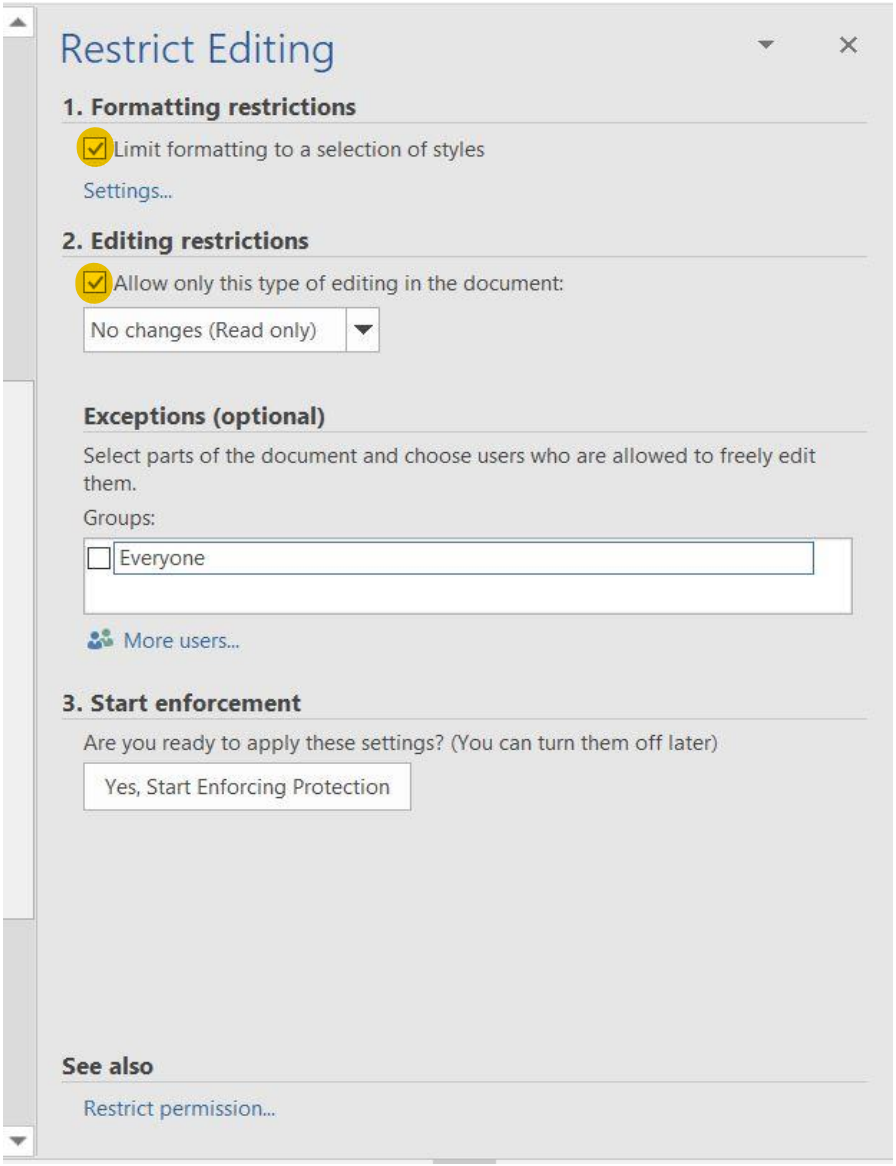
Sometimes you may want to protect your Word documents so no one can change or delete them but allow users to enter new text, comments or fill in forms in your document.

Follow the steps below –

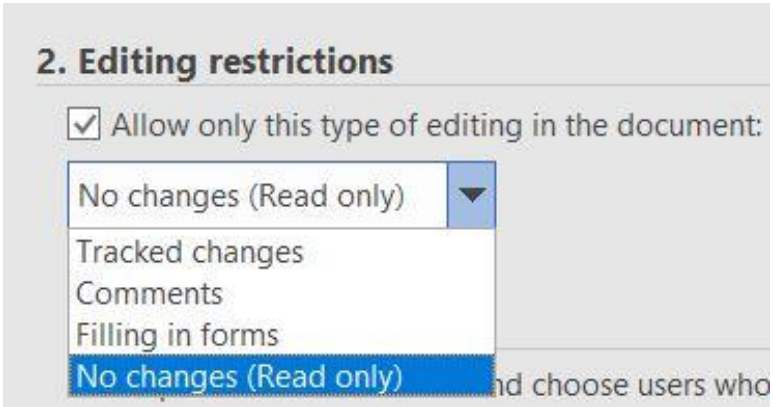
1. Click on the **Review** Tab & select **Restrict Editing**.



2. Select what you want to restrict as below example



3. You select the type of editing allowed as below



4. Then click on **Start enforcement**, enter a password if preferred.