



# 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 –

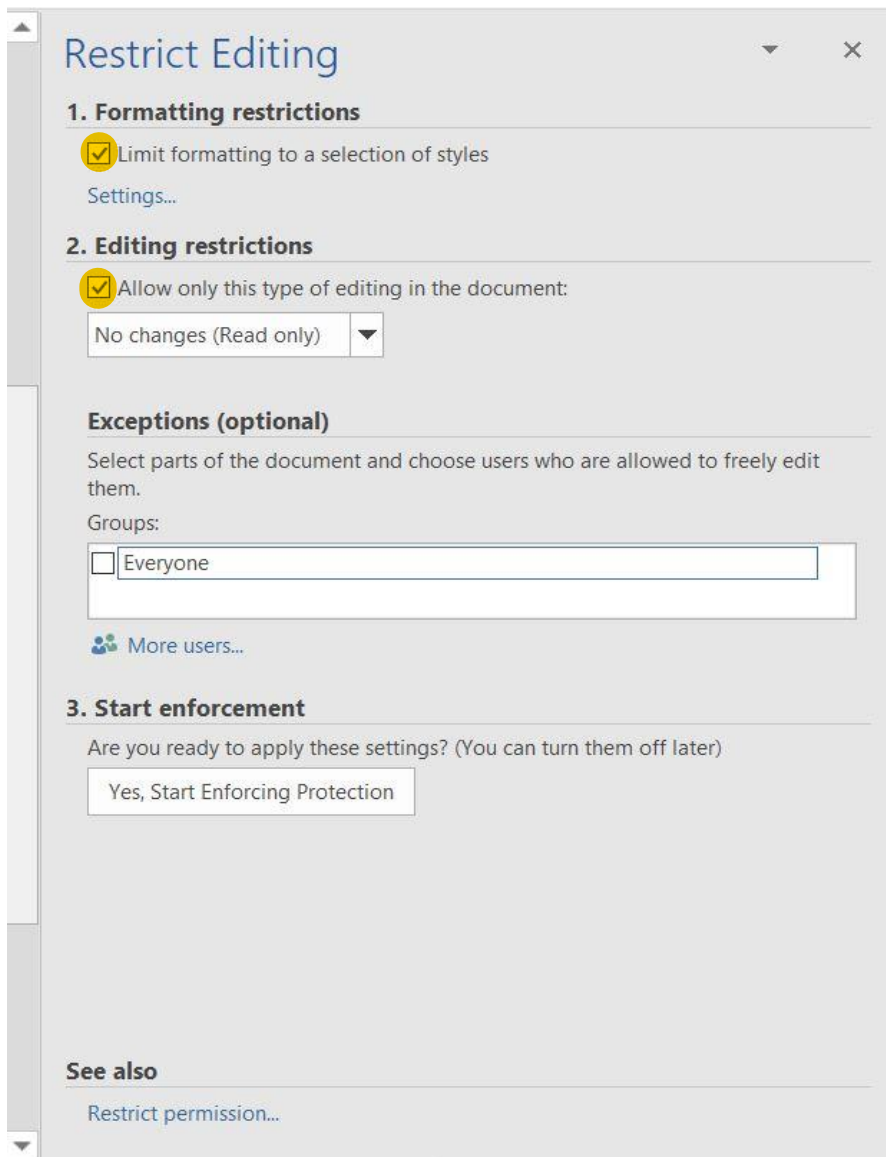
1. Click on the **Review** Tab & select **Restrict Editing**.

The screenshot shows the Microsoft Word interface. The 'Review' tab is active in the ribbon. In the 'Protect' group, the 'Restrict Editing' button is highlighted. The 'Restrict Editing' task pane is open on the right, displaying the following sections:

- 1. Formatting restrictions**
  - ☐ Limit formatting to a selection of styles
  - [Settings...](#)
- 2. Editing restrictions**
  - ☐ Allow only this type of editing in the document:
  - No changes (Read only) [dropdown arrow]
- 3. Start enforcement**
  - Are you ready to apply these settings? (You can turn them off later)
  - [Yes, Start Enforcing Protection](#)

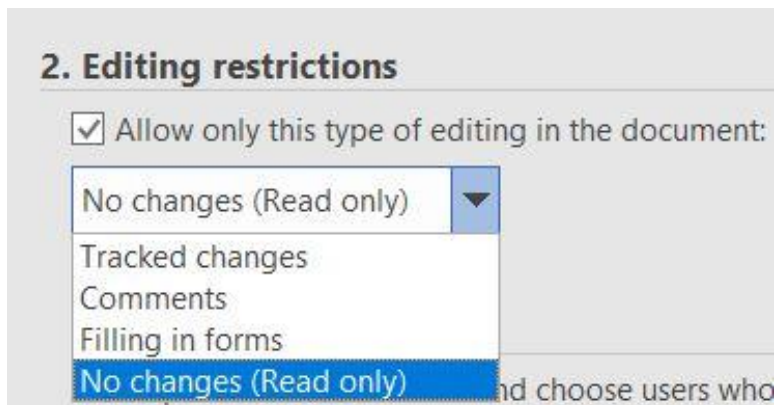
At the bottom of the task pane, there is a 'See also' section with a link: [Restrict permission...](#)

2. Select what you want to restrict as below example



The screenshot shows the 'Restrict Editing' task pane in Microsoft Word. It is divided into three main sections: '1. Formatting restrictions', '2. Editing restrictions', and '3. Start enforcement'. In the 'Formatting restrictions' section, the checkbox 'Limit formatting to a selection of styles' is checked, with a 'Settings...' link below it. In the 'Editing restrictions' section, the checkbox 'Allow only this type of editing in the document:' is checked, and a dropdown menu is set to 'No changes (Read only)'. Below this is an 'Exceptions (optional)' section with the instruction 'Select parts of the document and choose users who are allowed to freely edit them.' It includes a 'Groups:' label and a list box containing 'Everyone' with an unchecked checkbox. A 'More users...' link is also present. The 'Start enforcement' section asks 'Are you ready to apply these settings? (You can turn them off later)' and features a 'Yes, Start Enforcing Protection' button. At the bottom, there is a 'See also' section with a link to 'Restrict permission...'. The dialog has a title bar with 'Restrict Editing' and standard window controls.

3. You select the type of editing allowed as below



This is a close-up of the '2. Editing restrictions' section from the previous screenshot. The checkbox 'Allow only this type of editing in the document:' is checked. The dropdown menu is open, showing a list of options: 'No changes (Read only)', 'Tracked changes', 'Comments', 'Filling in forms', and 'No changes (Read only)'. The first and last options are identical, and the last one is currently selected and highlighted in blue. The text 'and choose users who' is partially visible at the bottom right of the dropdown area.

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