

MICROSOFT WORD

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Inspecting and Protecting Documents

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Introduction

- ▶ Before sharing a document, you'll want to make sure it doesn't include any information you want to keep private. You may also want to discourage others from editing your file. Fortunately, Word includes several tools to help **inspect** and **protect** your document.

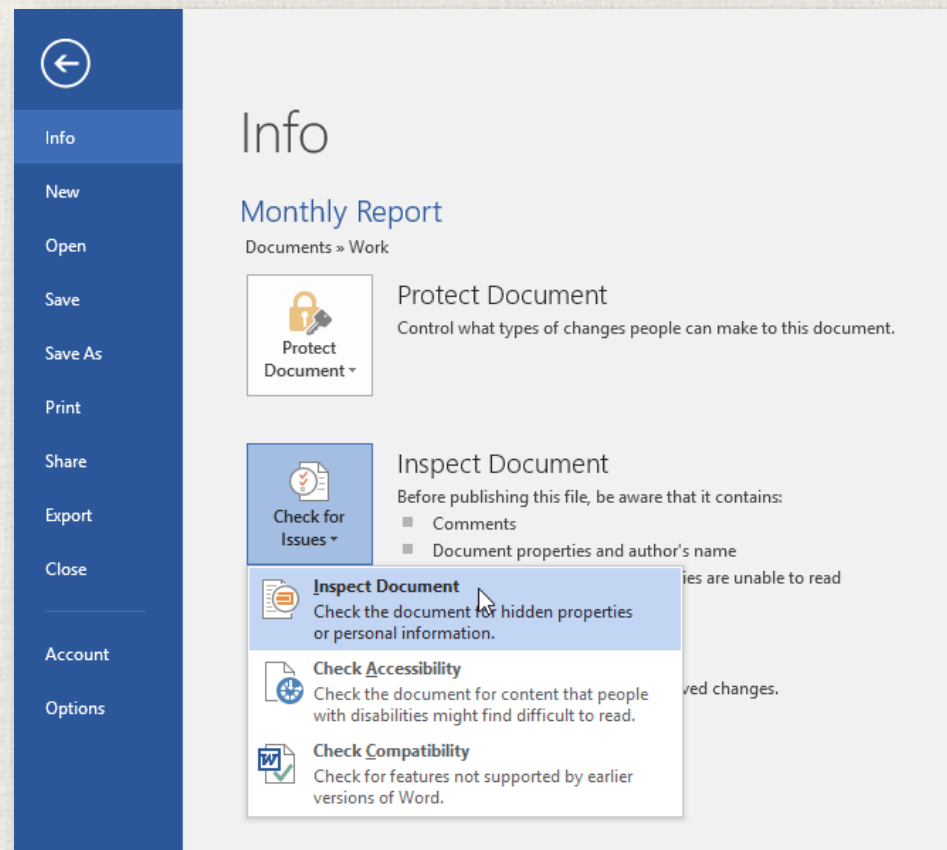
Document Inspector

- Whenever you create or edit a document, certain **personal information** may be added to the file automatically—for example, information about the document's author. You can use **Document Inspector** to remove this type of information before sharing a document with others.

Because some changes may be permanent, it's a good idea to use **Save As** to create a backup copy of your document before using Document Inspector.

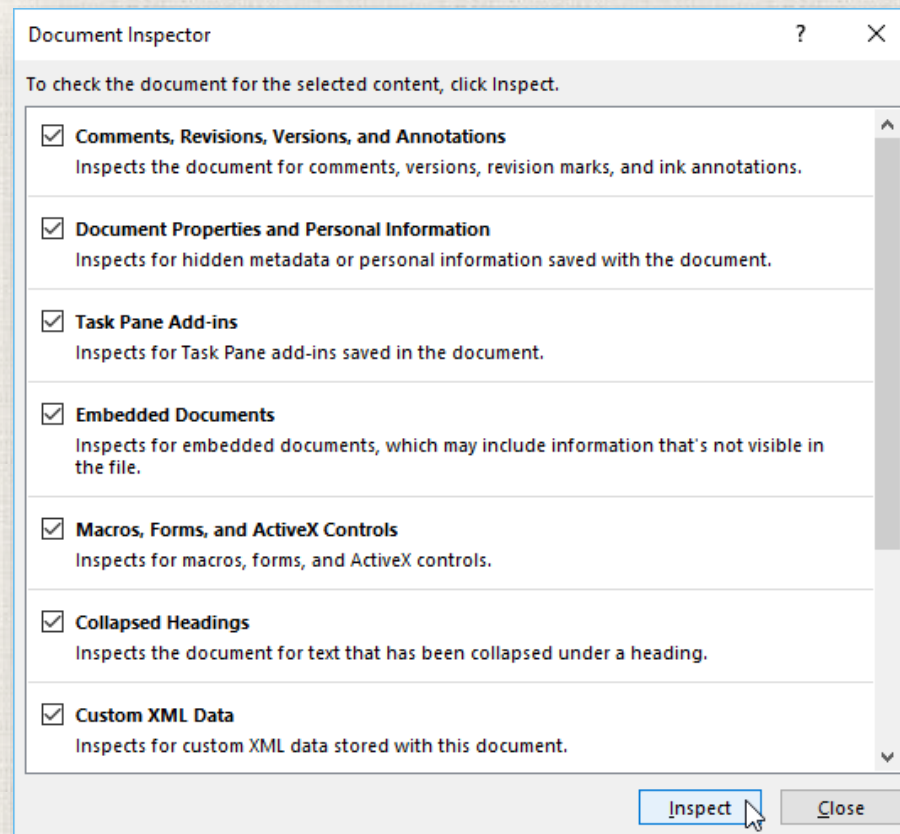
Using Document Inspector

1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.



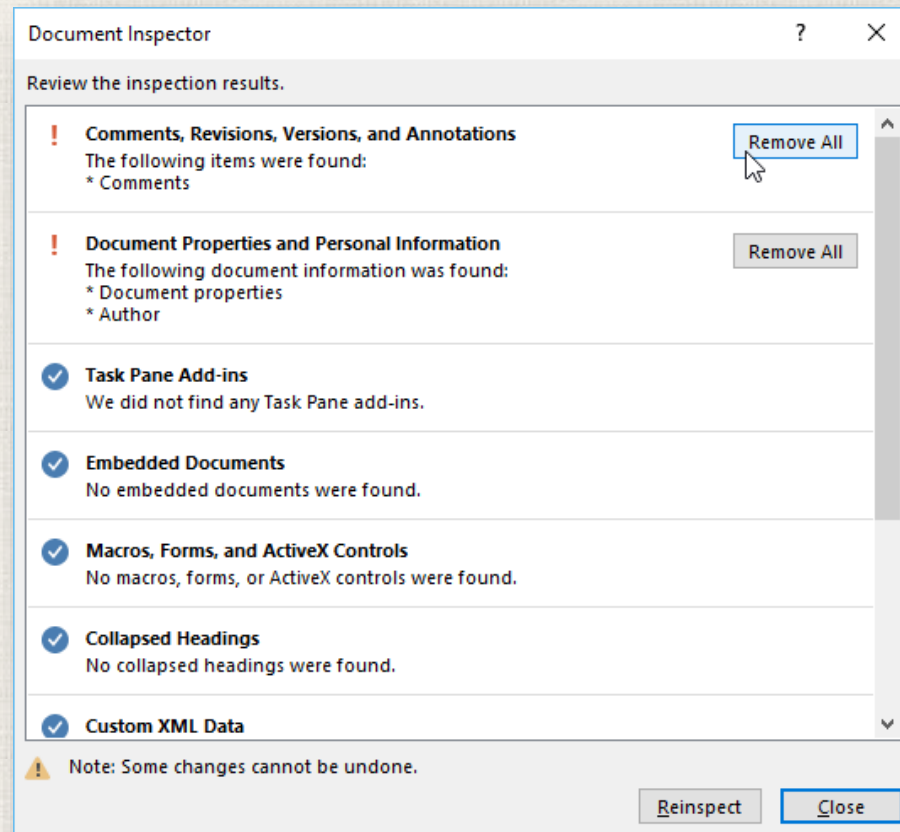
Using Document Inspector

3. **Document Inspector** will appear. Check or uncheck the boxes, depending on the content you want to review, then click **Inspect**. In our example, we'll leave everything selected.



7 Using Document Inspector

4. The inspection results will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.

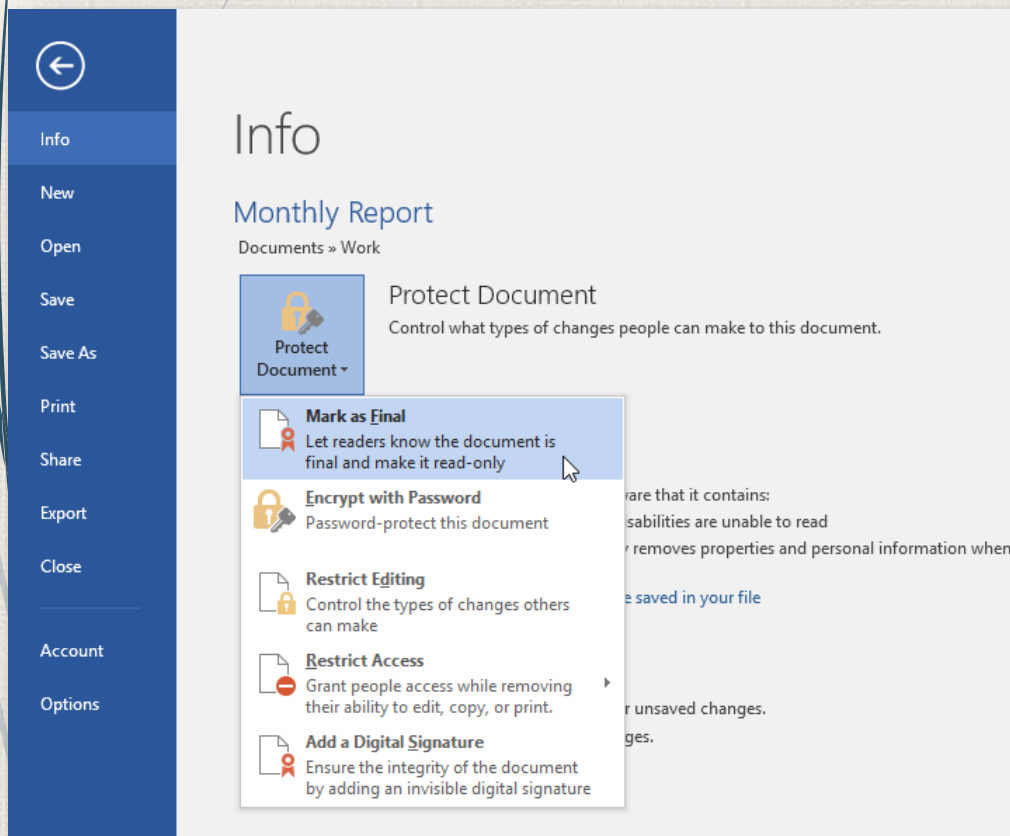


Protecting your document

- By default, anyone with access to your document will be able to open, copy, and edit its content unless you **protect** it. There are several ways to protect a document, depending on your needs.

Protecting your document

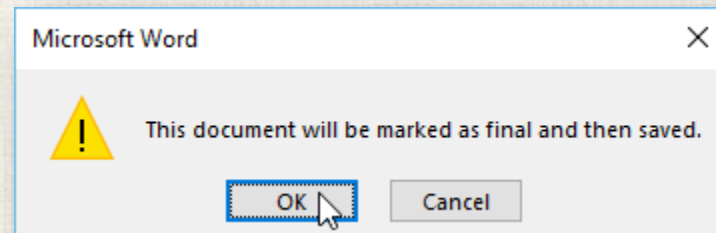
1. Click the **File** tab to go to **Backstage view**.
2. From the **Info** pane, click the **Protect Document** command.



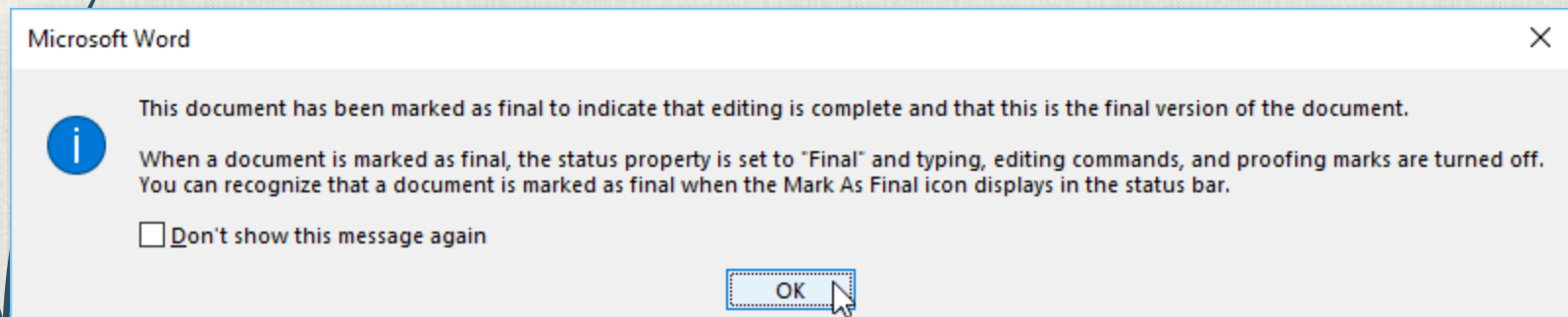
3. In the drop-down menu, choose the option that best suits your needs. In our example, we'll select **Mark as Final**. Marking your document as final is a good way to discourage others from editing the file, while other options give you more control if you need it.

Protecting your document

4. A dialog box will appear prompting you to save. Click **OK**.

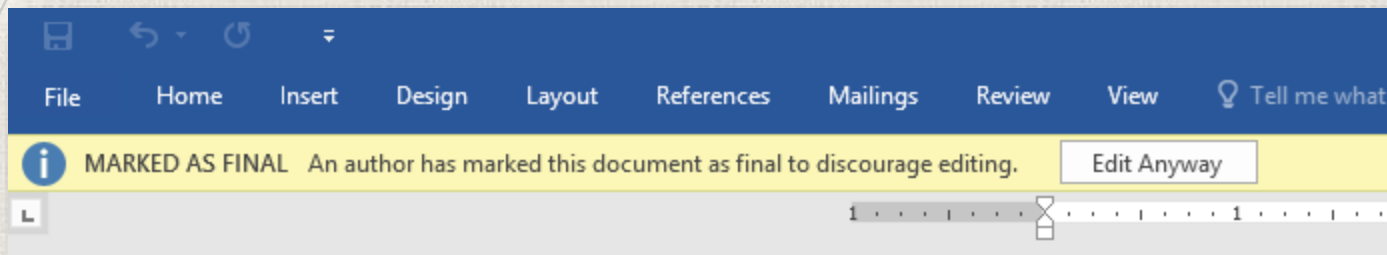


5. Another dialog box will appear. Click **OK**.



Protecting your document

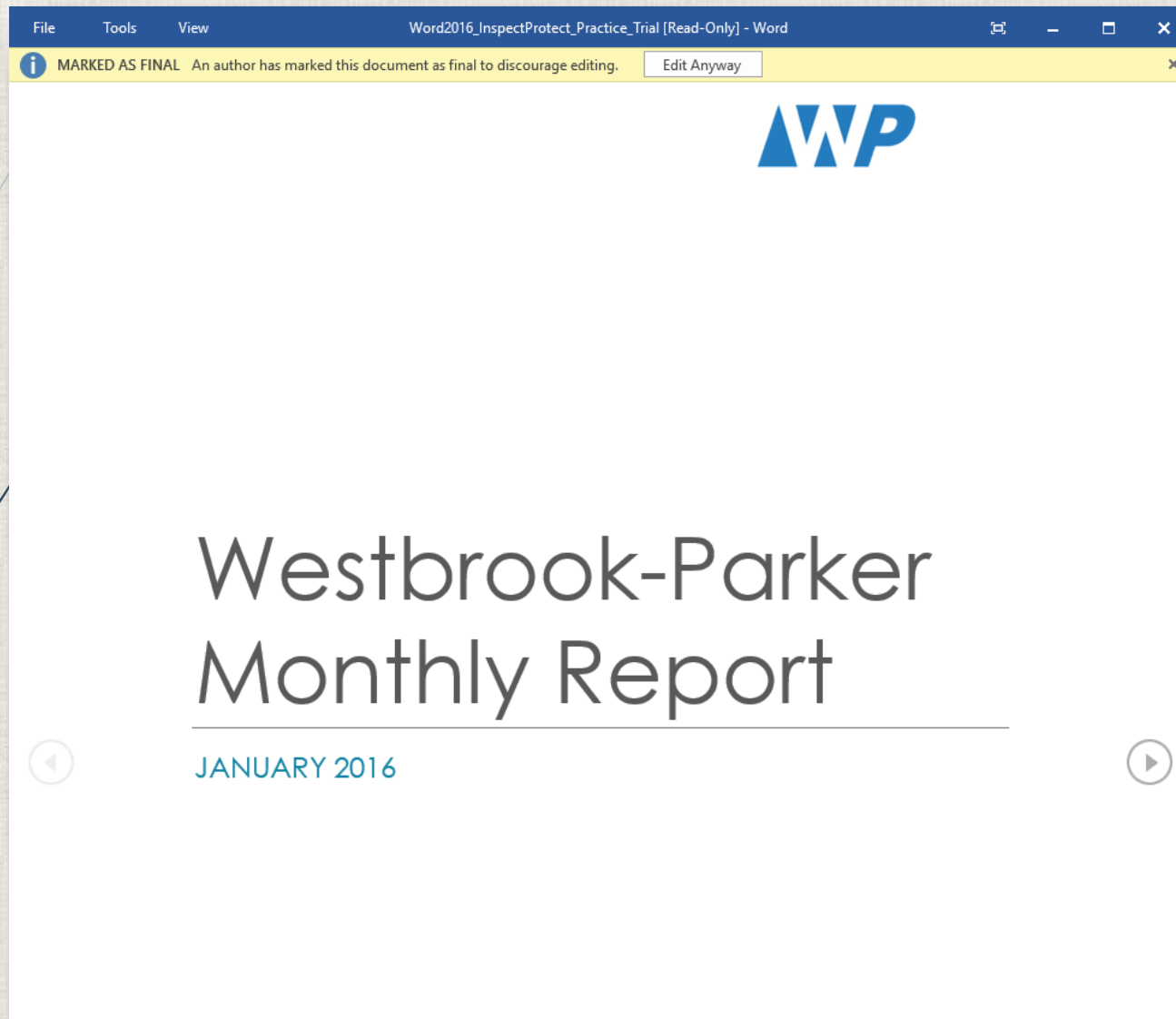
6. The document will be **marked as final**. Whenever others open the file, a bar will appear at the top to discourage them from editing the document.



Marking a document as final will not actually prevent others from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing the document, you can use the **Restrict Access** option instead.

Practice

- Open our **practice document**.
- Use **Document Inspector** to check and remove any hidden information.
- Protect the document by **marking it as final**.



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END