



## WORD: Protecting a Word document from copying or plagiarism

It's one thing to protect a document from being edited. But the instructions below will stop your text from even being *selected* (and therefore copied to another location).

1. Open the Word document that you want to protect.
2. On the REVIEW tab (PROTECT section) – click the RESTRICT EDITING button. That will open the RESTRICT EDITING panel down the RHS of the screen.
3. In area #2 (Editing Restrictions) of the panel – check (✓) the box that reads ALLOW ONLY THIS TYPE OF EDITING IN THE DOCUMENT.
4. Now, click the ▼ below that checkbox - and choose FILLING IN FORMS.
5. Now, click the YES, START ENFORCING PROTECTION button at the bottom of #3 (or the bottom of the panel, depending on which version of Word you are using).
6. Enter a password when prompted – then type it again in the RE-ENTER PASSWORD TO CONFIRM box – then click OK.
7. Now – open the SAVE AS window.
8. Click the TOOLS ▼ near the bottom-right corner of the window – and choose GENERAL OPTIONS (shown here).
9. At the GENERAL OPTIONS window – click inside the PASSWORD TO MODIFY box – and type a password, then click OK.
10. At the CONFIRM PASSWORD window – type the password again – and click OK.
11. SAVE the document. You are now protected. If use send someone the file and they open it – a window will appear asking for a password. Since they don't know the password, they will have to select the READ ONLY button. When the document opens, they will not be able to edit it – or even select any of the text within.

