Microsoft Word 2019
Locking your Documents

LOCK YOUR DOCUMENT

Did you know that you can lock your word documents? In addition to locking your document, you also have options for the following;

- **Always open read only**
  Prevent accidental changes by asking readers to opt-in to editing.
- **Encrypt with Password**
  Password protect this document.
- **Restrict Editing**
  Control the types of changes others can make.
- **Restrict Access**
  Grant people access while removing their ability to edit, copy, or print.
- **Add a Digital Signature**
  Ensure the integrity of the document by adding an invisible digital signature.
- **Mark as final**
  Let readers know the document is final.

It's simple to add these features to any of your word documents. All you need to do is;

1. Click **File**
2. Then **info**.
3. Click the **Protect Document** button.
4. Select the feature you would like and answer the questions on the box that appears.
5. Click **OK** to save.

Note that when you password protect a document, this option cannot be undone. Forgetting your password will mean that you will lose access to your document.