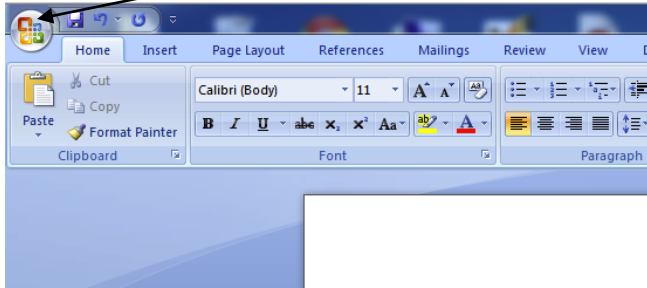
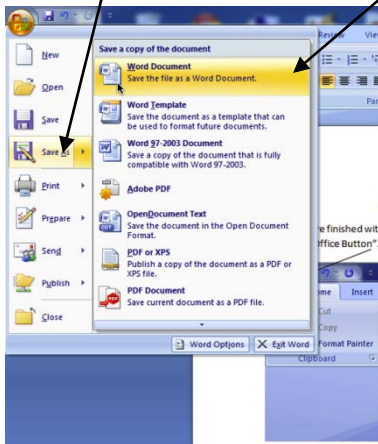


## How to protect your doc by enabling “Read Only”

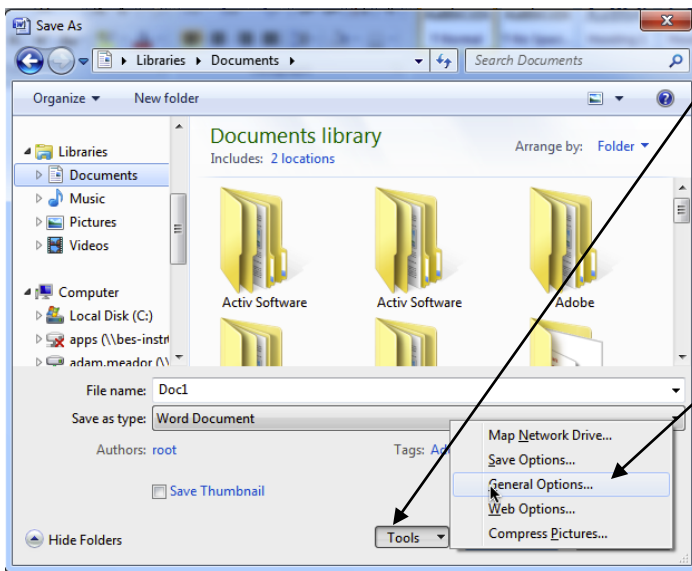
When you are finished with your document and are ready to save it and enable “Read Only”, click the “Microsoft Office Button”.



Click “Save As”. Save as a word doc.



When you get to the point that you are naming the doc, Click “Tools”. Then click “General Options”.



**Before completing the next step, consider saving an unlocked copy and then save your locked copy with a slightly different name.**

Select the “Read-only recommended” checkbox. Click “OK”. Then Click “Save”.

