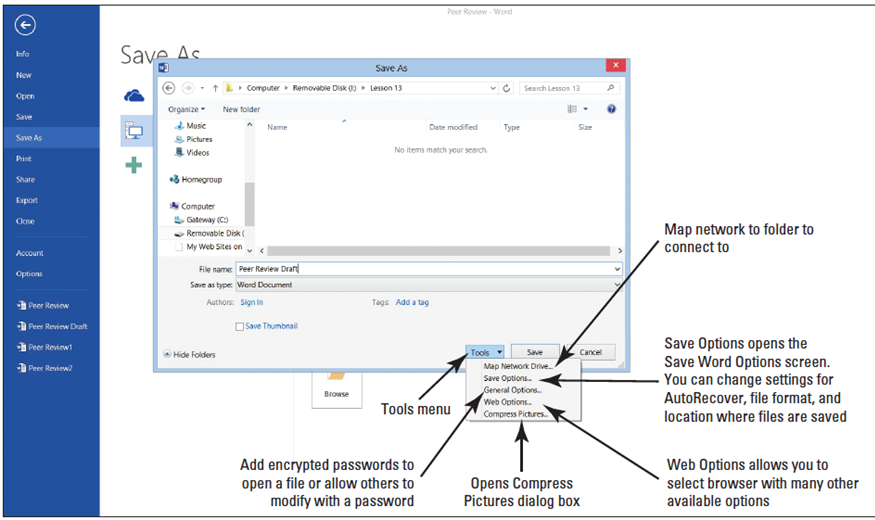
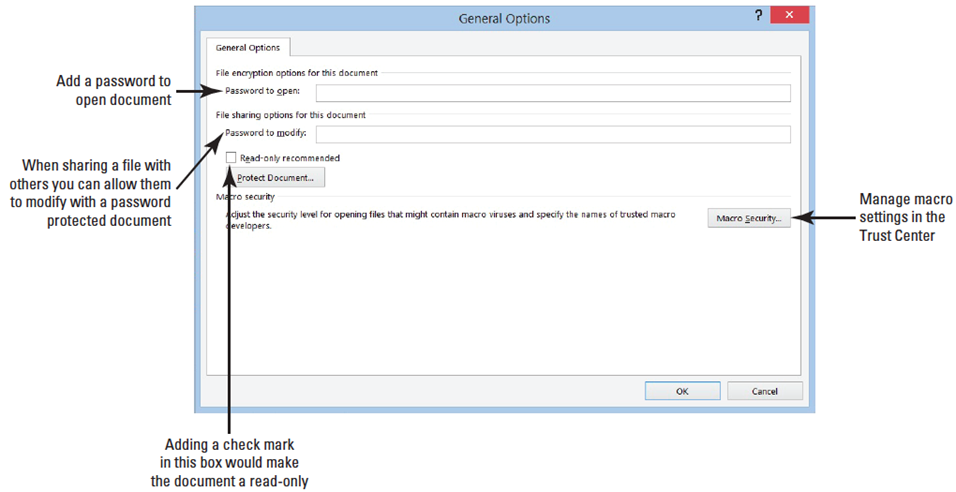
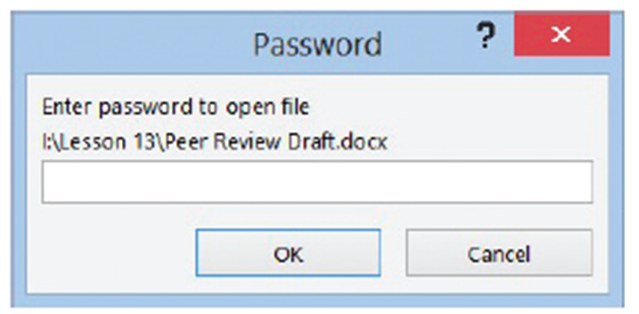
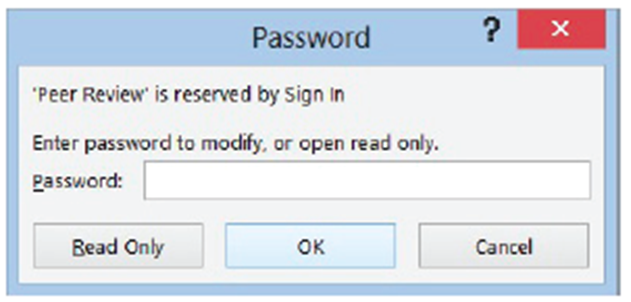
Step by Step 1: Set an Access Password for a Document

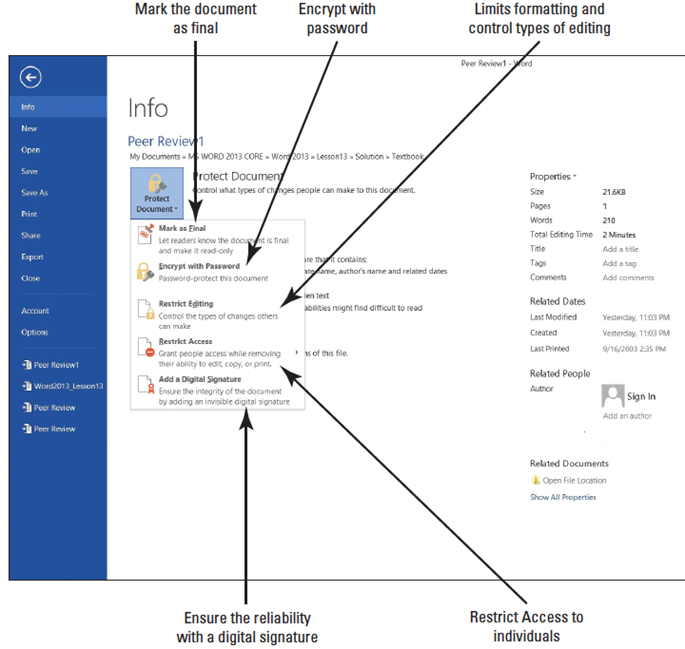
* **OPEN** the ***Peer Review*** document from the lesson folder.
  1.  **SAVE** the document as ***Peer Review Draft*** in the lesson folder on your flash drive.
  2. In the *Save A*s dialog box, click the **Tools** button as shown at right.
  3. Select **General Options** from the menu. The *General Options* dialog box appears. Once a password is entered to open and modify the document, the file will be encrypted. When a file is encrypted, the data is converted to a code.
  4. Type **HR%form$#** in the *Password to open* box (below). Word enables you to specify   
     two pass-words—one to open a document and one to modify a document—both are   
     optional. You can specify passwords for both actions—or specify a different password for each action. Passwords are case-sensitive. For this exercise, use the same password to open and modify. In the *Password to modify* box, type **HR%form$#**.
  5. Click **OK**. The Confirm Password prompt appears. A warning appears stating that if you lose or forget your password, you will not be able to recover your document. Keep all passwords in a safe place in case you need to refer back to them. Reenter the password to open the document.
  6. Type **HR%form$#** in the *Reenter password to* *open* box and click **OK**. The Confirm Password prompt opens.
  7. Reenter the same password to modify the document.
* When entering passwords, it is recommended that you enter a strong password that is mixed with characters and symbols.
  1. Click **Save** in the *Save As* dialog box and **CLOSE** the file.
  2. Open the document and a Password prompt appears to open the document, as shown below.
  3. Type **HR%form$#** in the box and click **OK**.
  4. The Password prompt opens again, but this time you reenter the same password to allow for modifications. Only those individuals who are provided this password will be allowed to edit the document (below).
* **PAUSE. LEAVE** the document open to use in the next exercise.

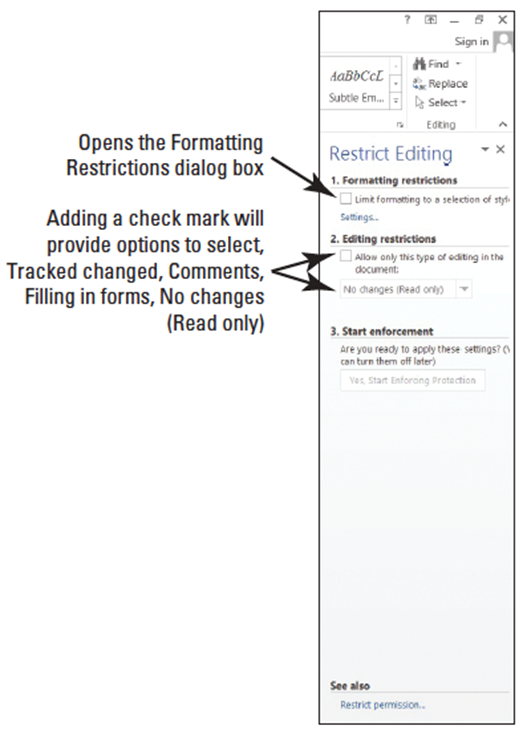
Step by Step 2: Remove a Password

* 1. Click the **File** tab and notice the Protect Document button is highlighted in a light yellow color. Under *Protect Document* it states, “A password is required to open this document.”
  2. Select **Save As** and select the **Browse** button to open the *Save As* dialog box.
  3. Click the **Tools** button, and then select **General Options** from the menu.
  4. Remove the password protection by selecting the hidden passwords and press **Delete**.

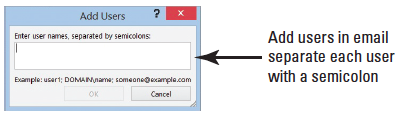
1. Click **OK**.
2. **SAVE** the document as ***Peer Review1*** in your flash drive in the lesson folder.
3. You now have two copies of the same document: one with a password and one without.

* **PAUSE. LEAVE** the document open to use in the next exercise.

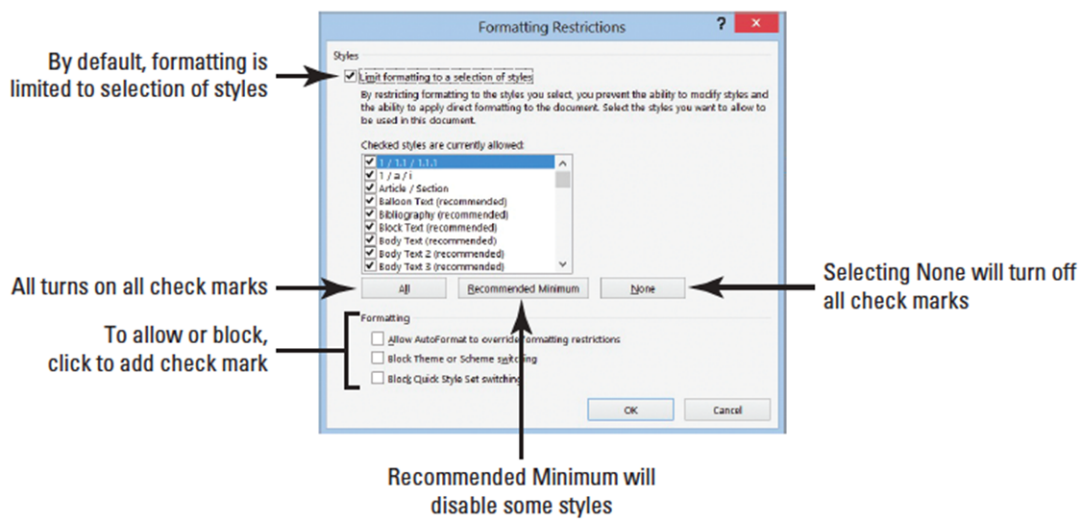
Step by Step 3: Protect a Document as Read Only

* **USE** the document open from previous exercise.
  1. **OPEN** **Backstage**, and then click **Protect Document** to display the menu.
  2. Click **Restrict** **Editing** as displayed at right.
* The Restrict Editing pane displays on the   
  right pane on your screen as shown at  
  right. Item one is the *Formatting   
  restrictions*, which is where you   
  determine what type of formatting   
  changes are allowed.
* The second item is *Editing restrictions*,   
  *No changes (Read only).* You control   
  the limitations on editing.
  1. Add a check mark by *Allow only this type of editing in the document*. By default, *No changes (Read only)* is selected as the first option.
  2. In the third item, *Start Enforcement,* click **Yes, Start Enforcing** **Protection**.
* The *Start Enforcing Protection* dialog box opens as shown at right.
* The *Start Enforcing Protection* turns on the set restriction to begin restricting the document as a Read only type of document.
* The first option shows that by adding a password, the document will not be encrypted.
* *User authentication* adds an encryption to the document with the restricted access enabled preventing sensitive documents from being printed, forwarded, or copied.
* Before you can use *User authentication*, your computer must be set up for the Information Rights Management (IRM).
  1. Type **BYA$%HRDept** in the *Enter new password* box and *Reenter password to confirm* box, and then click **OK**.
* The document is now protected from any editing, and only you may view this region.
* A *region* is the location in the document that you are allowed to edit.
* The Restrict Editing pane displays two available options: *Find Next Region I Can Edit* and *Show All Regions I Can Edit*.
* This displays the areas in your document that you have been granted permission to edit.
* Click the first button and notice that Word states that it has finished searching the document—there were no regions highlighted.
* Click the second button and no regions are highlighted. This is a read only document, so no editing is allowed.
  1. Click the **Stop Protection** button at the bottom of the pane.
  2. To unprotect the document, in the *Unprotect Document* dialog box, enter the password **BYA$%HRDept** and click **OK**.
  3. Click **Allow only this type of editing** in the document box to remove the check mark.
  4. Close the Restrict Editing pane.
  5. **SAVE** the document in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open to use in the next exercise.

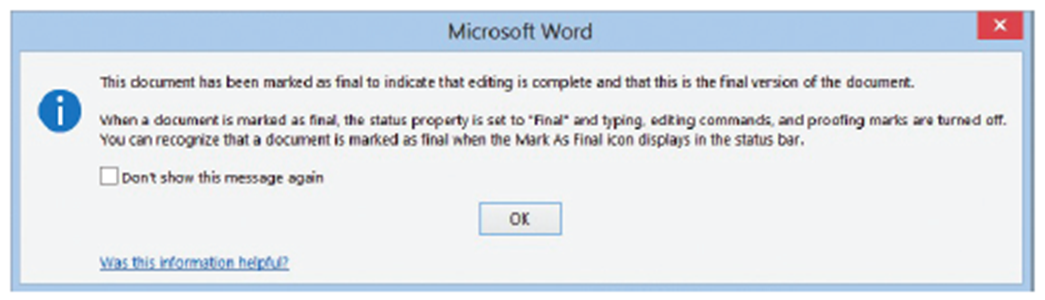
Step by Step 4: Restrict a Document with Comments Only

* **USE** the document open from the previous exercise.
  1. On the Developertab in the Protect group, click the **Restrict** **Editing** button. The Restrict Editing pane opens.
  2. Add a check mark by *Allow only this type of editing in this document*.
  3. Click the drop-down arrowand select **Comments**.
* You can practice this exercise on your own or you can pick someone in class to edit your document. If you pick someone in class, click the **More Users…** link and enter the person's e-mail address, (for example, *user name@live.com* in the *Add Users* dialog box). See below.
* More than one user can be added in the dialog box as long as you separate the e-mail address with a semicolon. Click **OK**.
* Add a check mark by the e-mail address. Once the recipient receives the e-mail, he or she will be able to edit the document and add comments. No other editing features will be enabled.
  1. In the *Start Enforcement* section, click the **Yes, Start Enforcing** **Protection** button. The *Start Enforcing Protection* dialog box opens, which turns on the set restriction for comments only.
  2. Type **BYA$%HRDept** in the *Enter new password (optional)* box and in the *Reenter password to confirm* box, and click **OK**.
  3. Only comments can be added to the region. As mentioned previously, a region is the area in the document where you are allowed to make changes.
  4. Click **Show All Regions I Can Edit**; the insertion point moves to the heading. Then select **Jill A. Williams**, insert a comment, and type **Jill’s middle initial** **is E**. The comment appears alongside of the document.
  5. Click the **Stop Protection** button at the bottom of the Restrict Editing pane.
  6. The *Unprotect Document* dialog box is displayed.
  7. Type **BYA$%HRDept** and click **OK**.
  8. Click the **Allow only this type of editing in the document** box to remove the check mark.
  9. **SAVE** the document as ***Peer Review2*** in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open to use in the next exercise.

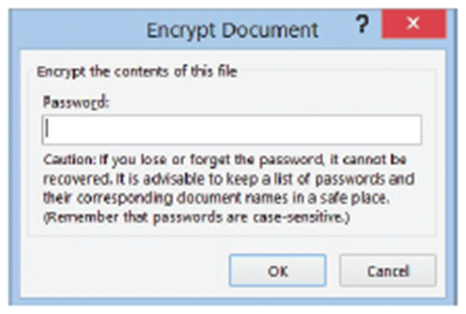
Step by Step 5: Limit Formatting Styles in a Document

* **USE** the document open from the previous exercise.
  1. In the *Formatting restrictions* section, click the **Limit formatting to a selection of styles** check box.
  2. Selecting this option enables you to set formatting restrictions for this document.
  3. Click the **Settings** link. The *Formatting restrictions* dialog box opens, as shown below. The check mark indicates that styles are allowed.
  4. Under the Formatting section, click the **Block Theme or Scheme switching** check boxand then click **OK**. Selecting this option blocks the user from making any changes to the structure, pattern, or theme of the document.
  5. A prompt appears on your screen stating that *This document may contain formatting or styles that aren’t allowed. Do you want to remove them?*
  6. Click **Yes**. On the Design tab, in the Document Formatting group, notice that *Themes* is shaded gray making it unavailable.
  7. In the Restrict Editing pane, click **Settings** again to open the *Formatting Restrictions* dialog box.
  8. Remove the check mark by **Block Theme or Scheme switching**.
  9. Click **OK**.
  10. Click **Yes** to the prompt to remove.Notice the Themes group is now available. You can now use the Themes commands in the group.
  11. In the *Formatting restrictions* section of the Restrict Editing pane, click the **Limit formatting to a selection of styles** check boxto remove the check mark.
  12. Close the Restrict Editing pane.
  13. **SAVE** the document with the filename ***Peer Review3*** in the lesson folder on your flash drive.
  14. In the Document Formatting group, of the Design tab, change the Style Set to **Lines (Simple)**.
  15. The headings, *Employee Information, Review Guidelines* and *Evaluation* are not displaying correctly in the table.
  16. Change the cell height to **0.3"** to accommodate the content in those cells.
  17. Change the font color to the heading and select **White, Backgroung 1** and **bold**.
  18. Keep the document open for ten minutes. Later in this lesson, you learn about managing versions.
  19. Minimize the document to place it on the taskbar. You will use this document later in this lesson.
* **PAUSE. LEAVE** the program open for the next exercise.

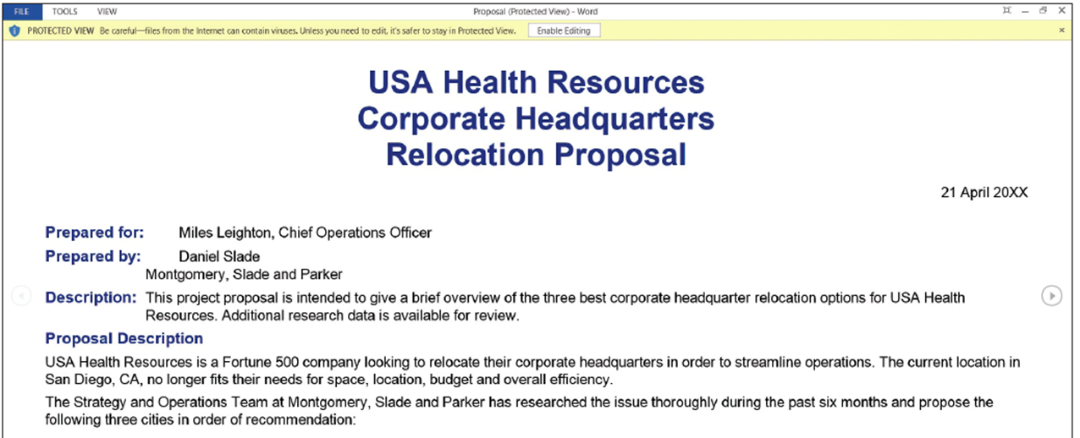
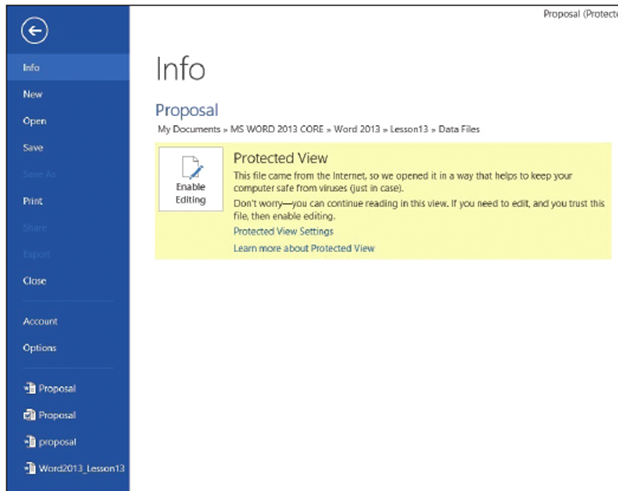
Step by Step 6: Mark a Document as Final

* **OPEN** the ***Review Form*** document from the lesson folder.
  1. **SAVE** the document as ***Review Form1*** in the lesson folder on your flash drive.
  2. Click the **File** tab, click **Protect Document**, andthen click **Mark as Final**. A dialog box appears indicating that this document will be marked as final and then saved.
  3. Click **OK**. A Microsoft Word prompt displays as shown below. The mark as final prevents recipients from making changes to the document—the document becomes read only and is displayed on the title bar. When a document is marked as final, the status property is set to *Marked as Final* and typing, editing commands, and proofing marks are turned off. Notice that the Marked as Final icon on the status bar.
  4. Click **OK**.
  5. The document is *Marked as Final* and displays in the *Protect Document* section highlighted in a light yellow color to discourage editing.
  6. Return to the document and notice the yellow bar below the Ribbon indicating that *An author has marked this document as final to discourage editing*.
  7. If you need to edit the document, click the **Edit Anyway** button.
  8. Click any of the tabs on the Ribbon and notice these are shaded in gray indicating the commands are not available.
  9. Continue to click the other tabs to view how the commands are not activated.
  10. Select the title of the document and try to delete it. When a document is marked as final, typing, editing commands, and proofing marks are disabled, because the document becomes a read-only document. Notice the title bar also shows the document as a (Read-Only) document.
  11. On the File tab, click the **Protect Document** button, select **Mark** **as Final** to return the document to its original status, and then return to the document.
  12. Select the **B** in *Blue Yonder Airlines* and press the **Delete** key. You can now make changes to the document.
  13. Click the **Undo** button on the Quick Access Toolbar.
  14. **SAVE** the document with the same filename in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open to use in the next exercise.

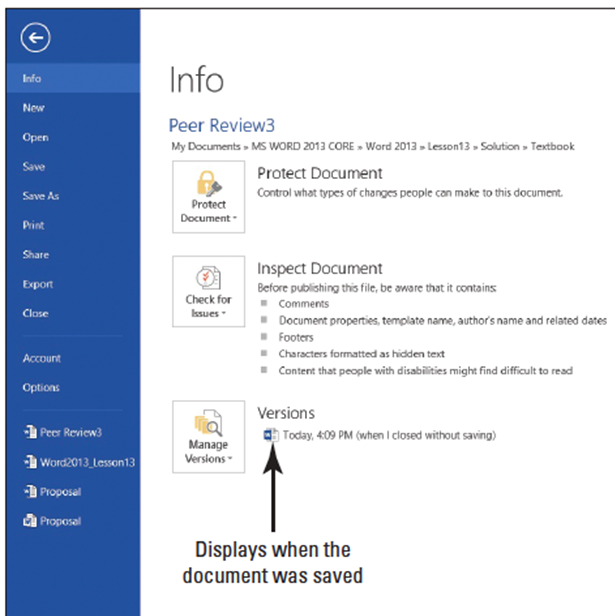
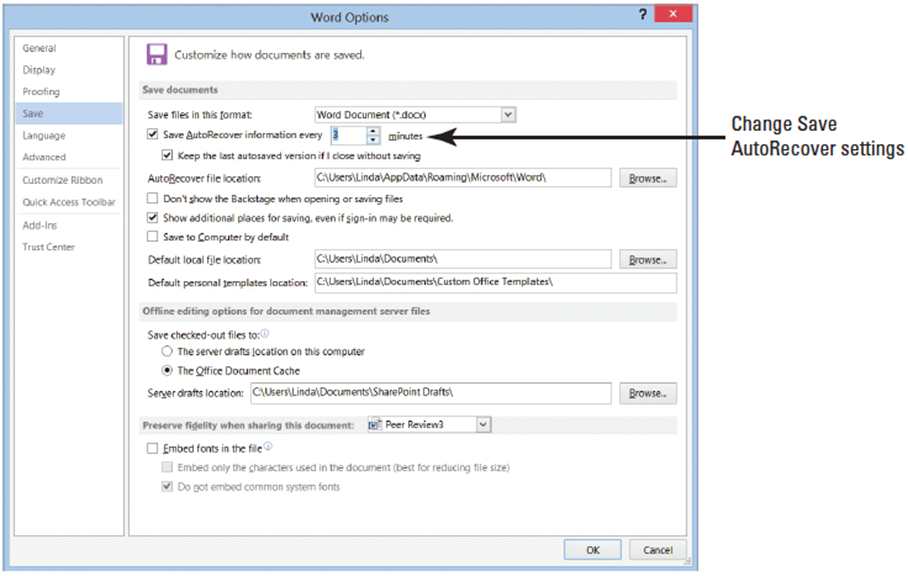
Step by Step 7: Encrypt a Document

* **USE** the document open from the previous exercise.
  1. Go to **Backstage**, click the **Protect Document** button, and then select **Encrypt with Password**. The *Encrypt Document* dialog box opens as shown at right. Encrypting protects the document by making it unreadable because it encrypts the information into a code.
  2. In the *Encrypt the contents of this file* box, type **HRDept&%3**.
  3. Retype the password and click **OK**. Notice that *Protect Document* is highlighted and indicates that a password is required to open this document.
  4. **CLOSE** the document.
  5. Click **Save** when prompted with *Do you want to save the changes you made to Review Form1?*
  6. Reopen the document and type **HRDept&%3** to open the document.
  7. Do not delete the password at this time.
  8. **SAVE** the document as ***Review Form2*** in the lesson folder on your flash drive, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open to use in the next exercise.

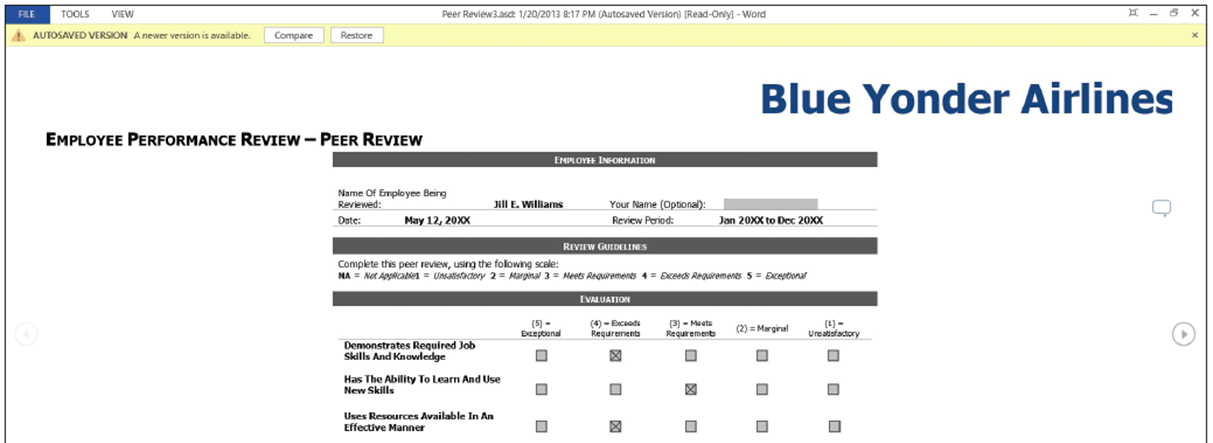
Step by Step 8: Open a Document in Protected View

* 1. **OPEN** the ***Proposal*** document from the lesson folder. The document opens in Protected View. The yellow prompt states *This file originated from an Internet location and might be unsafe* as shown below. 
  2. Click the **File** tab.
  3. Notice that the Enable Editing button is high-lighted in a light yellow color informing you that *This file originated from   
     an Internet location and might be unsafe* (right).
  4. When you are ready to   
     edit the document, click the **Enable Editing** button on the yellow prompt.
  5. **CLOSE** the document without saving.
* **PAUSE. LEAVE** Word open for the next exercise.

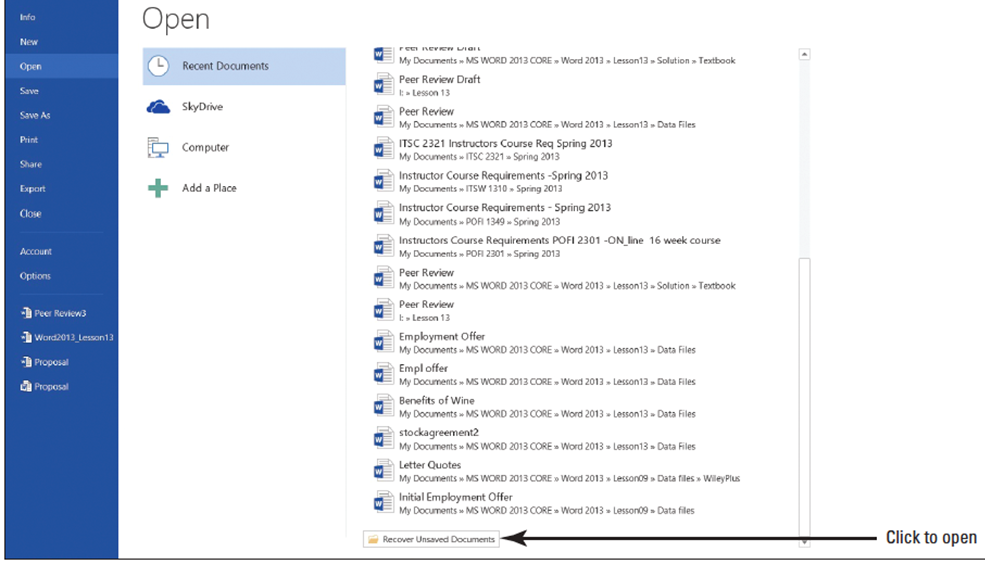
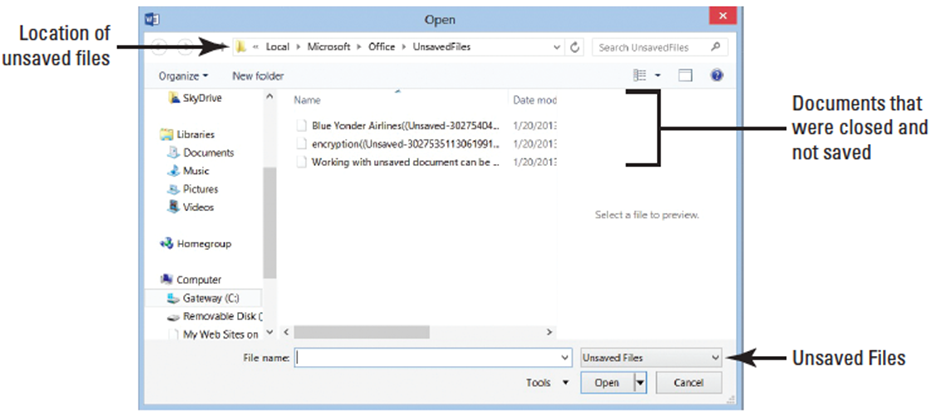
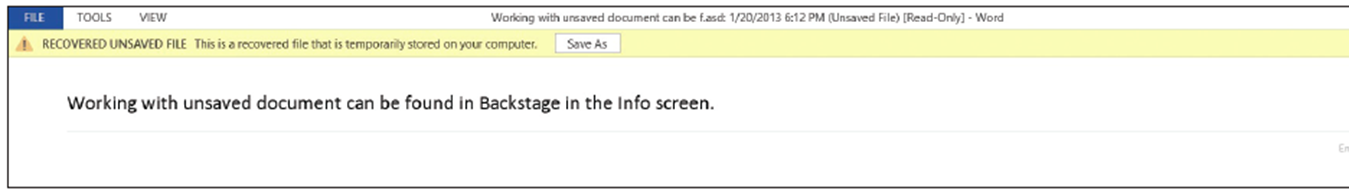
Step by Step 9: Manage Document Versions

* 1. On the taskbar, click the ***Peer Review3***document to make it the active document. Remember, you minimized this document previously in this lesson. The document should have been opened for approximately 10 or more minutes.
  2. Select **File** to go to Backstage view. On the *Info* screen, under *Manage Versions*, you should see the times the document was saved.
  3. Click **Close** without saving and keep Word open.
  4. Closing the Word program loses your versions of the ***Peer Review3*** document.
  5. **OPEN** the ***Peer Review3*** document from your flash drive in the lesson folder.
  6. Go to the Backstage *Info*   
     screen; notice by Manage   
     Versions, it shows *Today,   
     time, (when I closed   
     without saving)*.
  7. See the figure at right.   
     Your screen will not match   
     the figure.
  8. In the Backstage view,   
     select **Options** to open   
     the *Word Options* dialog box.
  9. From the list in the left pane, select **Save**. By default, the *Save AutoRecover* information is set every *10* minutes. Also *Keep the last autosaved version if I close without saving* is enabled*.* In step 3, you closed the document without saving and when you reopened and reviewed the *Managed Versions,* it showed when the document was last saved in Autosave.
  10. The default time for *Save AutoRecover* can be changed in the *Word Options* Dialog box.
  11. Under the *Save documents* section, select the default **10** and type **3** minutes or click the down arrow by *Save AutoRecover information* as shown at right.
  12. Click **OK**.
  13. Create a new blank document and type **Working with unsaved documents can be found in Backstage in the Info screen**. Keep this document open, until you are instructed to work on the next step.
  14. On the View tab, click **Switch Windows** and select the ***Peer Review3*** document.
  15. Return to Backstage and under *Versions,* you should see at least one or two versions of the document saved.
  16. **SAVE** the document in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open for the next exercise.

Step by Step 10: Restore an Earlier Version of Your Document

* **USE** the document open from the previous exercise.
  1. Select the **Blue Yonder Airlines** heading.
  2. Change the font color to **Dark Blue, Text 2**.
  3. Increase the font size to **28** pt.
  4. Where *Jill A. Williams’* name appears, replace *A*. with **E.**
  5. Change the review period from *Dec 20XX* to **April 20XX**.
  6. You need to modify the document in order for Autosave to save the updated changes.
  7. Go to Backstage and under *Versions*, click the version where it indicates *(autosave)*.
* A new window opens showing a yellow bar below the Ribbon displaying, *Autosave Version*—a new version is available with two options available. One is *Compare* and the other is *Restore*. If your document contains only one autosave version, make sure you change the save settings and then modify the document (below).
* When you click on *Compare,* a summary that compares the original document and the revised document displays on one screen. The *Restore* button prompts you to overwrite your previous document.
  1. Click **Restore** to overwrite your previous document. *Compare* versions is one of Word’s advanced features; for more information, use Help.
  2. You will be prompted to overwrite the last saved version with the selected version. Click **OK**.
  3. **CLOSE** the document.
* **PAUSE. LEAVE** Word open for the next exercise.

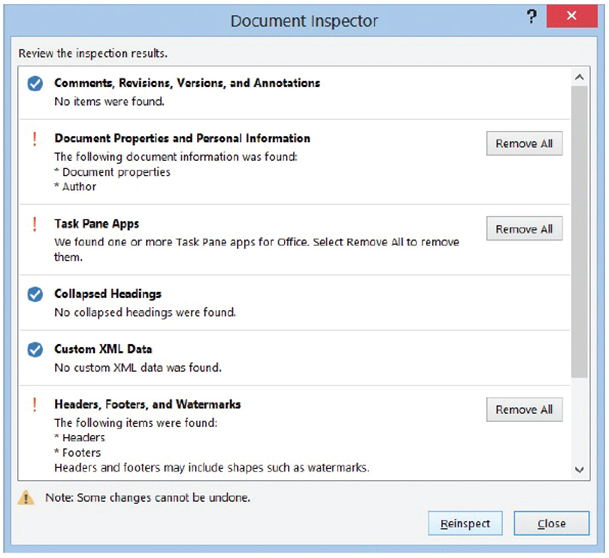
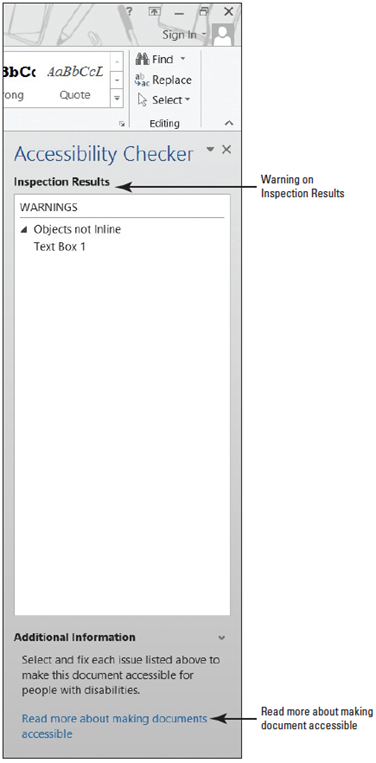
Step by Step 11: Recover Unsaved Documents

* + Previously you typed, *Working with unsaved documents can be found in Backstage in the Info screen*. And in a previous step, you changed the *Save AutoRecover information* from the default to three minutes.
  1. **CLOSE** the document that you typed.
  + A prompt appears on your screen to save changes. The prompt states, *If you click “Don’t Save,” a recent copy of this file will be temporarily available.* It also indicates that a temporary file will be saved. If you do not see this, review the information in the Troubleshooting sidebar next.
  1. Click **Don’t Save**.
  2. Click the **File** tab, and then click **Open**.
  3. On the bottom right side of the screen, click **Recover Unsaved Documents** (above).
  4. Your screen will not match this figure.
  5. On the *Open* dialog box, locate your file based on the date and time you closed the document or program or locate *Working with unsaved documents can be…* (below).
  6. The document was closed without saving it with a filename; therefore, the name will show the first part of the text that you typed. Unsaved documents are in a temporary location on your hard drive and identified by the .ASD file extension.
  7. Select the unsaved document and click **Open**.The document opens with the *Recovered Unsaved File* yellow prompt appearing above the document stating, *This is a recovered file that is temporarily stored on your computer*.
  8. Click **Save As** (below).
  9. **SAVE** the document as ***Unsaved Document*** in the lesson folder on your flash drive.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 12: Delete All Draft Versions

* **USE** the document open from the previous exercise.
  1. Click the **File** tab, click the **Manage Versions** button, and then click **Recover Unsaved Documents**. The *Open* dialog box for Unsaved Files opens. You should see the first few words of the document in the *Open* dialog box.
  2. Click **Working with unsaved documents can be . . .**and right-click, and then select **Delete**.
  3. Click **Yes** to the prompt, *Are you sure you want to move this file to the Recycle Bin?*
  4. Select **Cancel** to close the Open dialog box.
  5. **CLOSE** the Unsaved Document.
* **PAUSE. LEAVE** Word open to use in the next exercise.

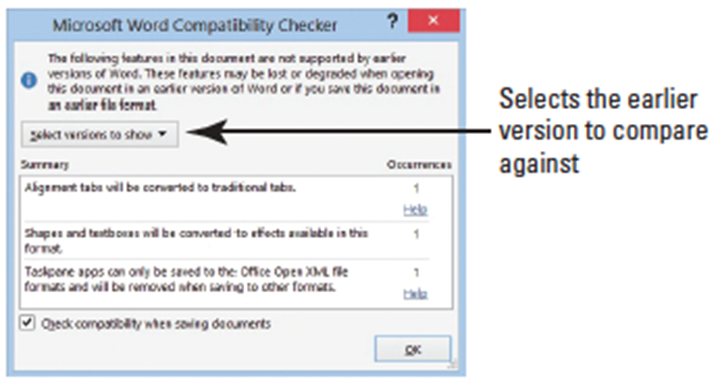
Step by Step 13: Use the Document Inspector

* 1. **OPEN** the ***Employment Offer Letter*** document from your lesson folder. Notice that the document opened in Compatibility Mode? Keep this in mind for later.
  2. Open **Backstage**, click the **Check for** **Issues** button, then click **Inspect Document**. The *Document Inspector* dialog box appears.
  3. This command checks for hidden properties and personal information.
  4. Click the **Inspect** button (right).
  5. Word inspects the document and displays the results in the Document Inspector window.   
     Three warnings appear in the Document Inspector.
  6. In the Document Properties and Personal Information section, click **Remove All**.
  7. Personal information from the properties is removed and the document is ready to be shared. The dialog box is updated.
  8. Make no changes to *Task Pane Apps* and *Headers, Footers, and Watermarks.*
  9. Click **Close**.
  10. In the *Inspect Document* section, click the **Allow this information to be saved in your file** link.
  11. **SAVE** the document as ***Employment Offer Letter1*** in the lesson folder on your flash drive. You are prompted by Microsoft Word stating “*Your document will be upgraded to the newest file format.* Click **OK**.
* **PAUSE. LEAVE** the document open to use in the next.

Step by Step 14: Use the Accessibility Checker

* **USE** the document that is open from the   
  previous exercise.
  1. Open **Backstage**, click the **Check** **for** **Issues** button, and then click **Check** **Accessibility**. The Accessibility Checker pane appears on the right pane, as shown at right. If there are   
     errors in your document, the *Accessibility Check* shows issues, warnings, or tips. In this case, a warning appears displaying *Objects Not Inline*.
  2. Return to Backstage and below *Inspect Document* indicates that *Content that people with disabilities find difficult to read*. Word flags the document letting you know that there are potential problems in the document that not everyone will be able to read.
  3. Return to the document.
  4. In the Accessibility Checker pane, click **Text Box 1** to select.
  5. Notice that a text box appears in your document screen with *Blue Yonder Airlines* appearing very light in the background. Individuals with a disability would find this difficult to read.
  6. With the text box selected, change the font color to **Green, Accent 1,** **Darker 50%**. Now that the color is changed on the heading, repeat step 2. The same warning appears because the object is *not inline with text* and a person with a disability might still experience problems reading this. To fix this problem, delete the **Blue Yonder Airlines** heading.
  7. Select **Text Box 1**, and press **Delete**. Notice that the Accessibility Checker pane now displays as *no accessibility issues found*.
  8. **CLOSE** the Accessibility Checker.
  9. **SAVE** the document in the lesson folder on your flash drive.
* **PAUSE. LEAVE** Word open to use in the next exercise.

Step by Step 15: Use the Compatibility Checker

* **USE** the document that is open from the previous exercise.
* When documents are created in an earlier version of Word and opened in newer versions of Word, they open in Compatibility Mode and display in the title bar. Previously, you opened the ***Employment Offer Letter*** and it opened in Compatibility Mode.
* Even though you do not see Compatibility Mode on the title bar, this document still contains features from an older version that are no longer supported by the latest version of Word.
* **It is recommended that you run the Compatibility Checker to identify features that are supported in older versions.

1. Go to **Backstage**, click **Check for Issues**, and then click **Check** **Compatibility**.

* The *Microsoft Word   
  Compatibility Checker*   
  dialog box is displayed as   
  at right. When sharing   
  Word 2013 documents   
  with individuals using   
  earlier versions of Word,   
  your document will need to be saved in the Word 97-2003 format.
* It is good practice to use the Compatibility Checker to ensure the features you have included in your document will not be removed or changed when you save it in the Word 97-2003 format.
* The Compatibility Checker displays the message, *The following features in this document are not supported by earlier versions of Word. These features may be lost or degraded when opening this document in an earlier version of Word or if you save this document in an earlier file format.*

1. Click **OK**.
2. **SAVE** the document as ***Employment Offer 20XX*** (replace *XX* with the current year) and make sure the file type displays as *Word Document*.

* **PAUSE. LEAVE** the document open to use in the next exercise.