

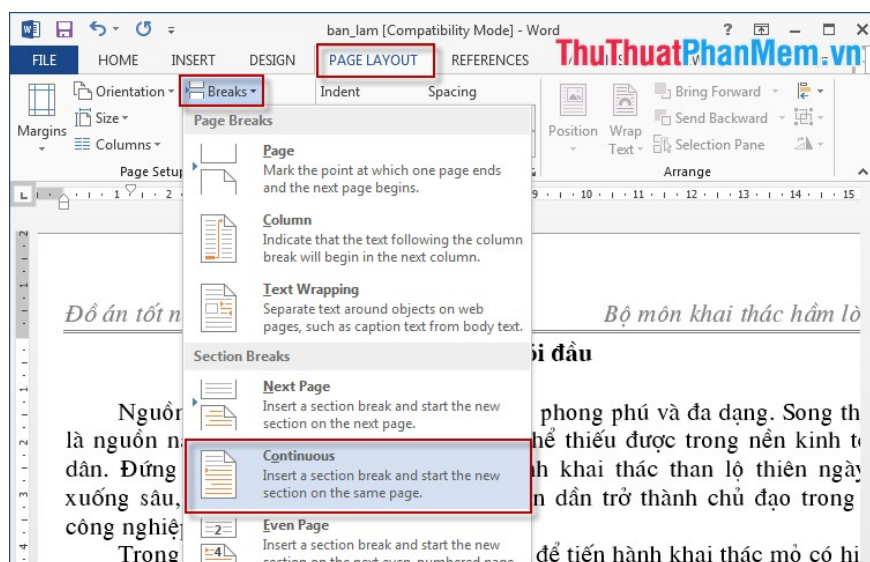
Protect Header and Footer in Word

If you want users to be able to edit the text of Word documents but cannot change important information such as author names ... recorded in the Header or Footer of the text, please follow this article.

If you want users to be able to edit the text of Word documents but cannot change important information such as author names . recorded in the Header or Footer of the text, please follow this article.

You open the data file that created your **Header** and **Footer** .

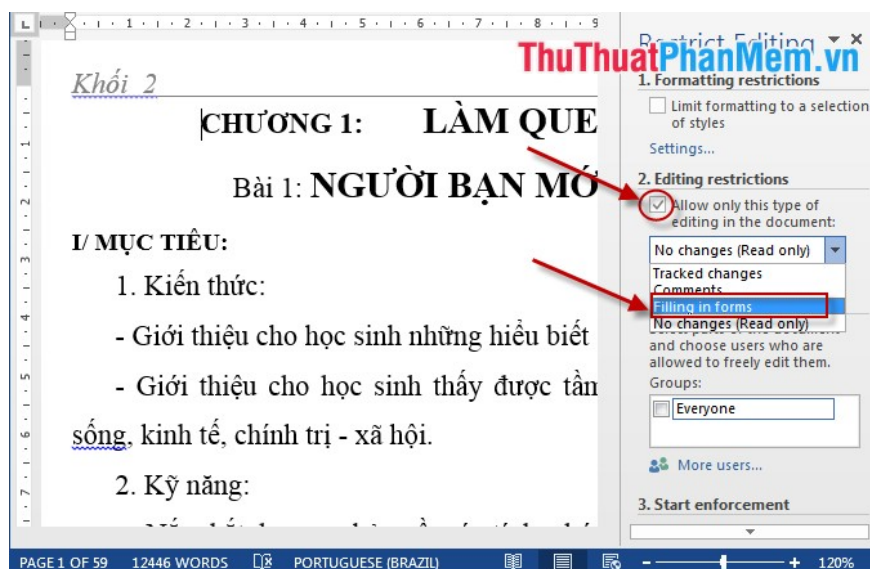
Step 1: Place the cursor in the first line of the text. Click the **Page Layout** tab -> **Break** -> **Continuous** .



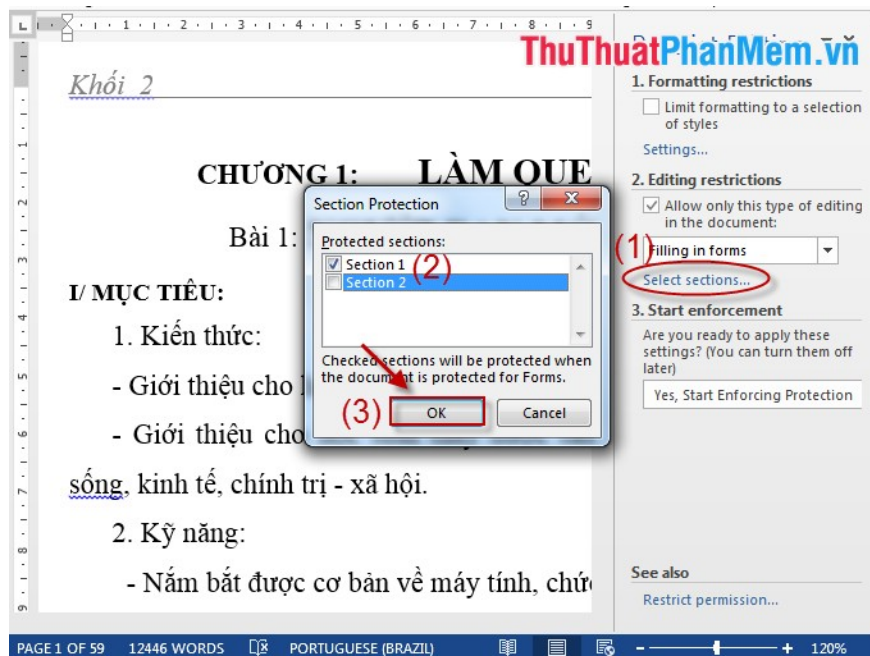
Step 2: Click the **Review** tab -> **Restrict Editing** .



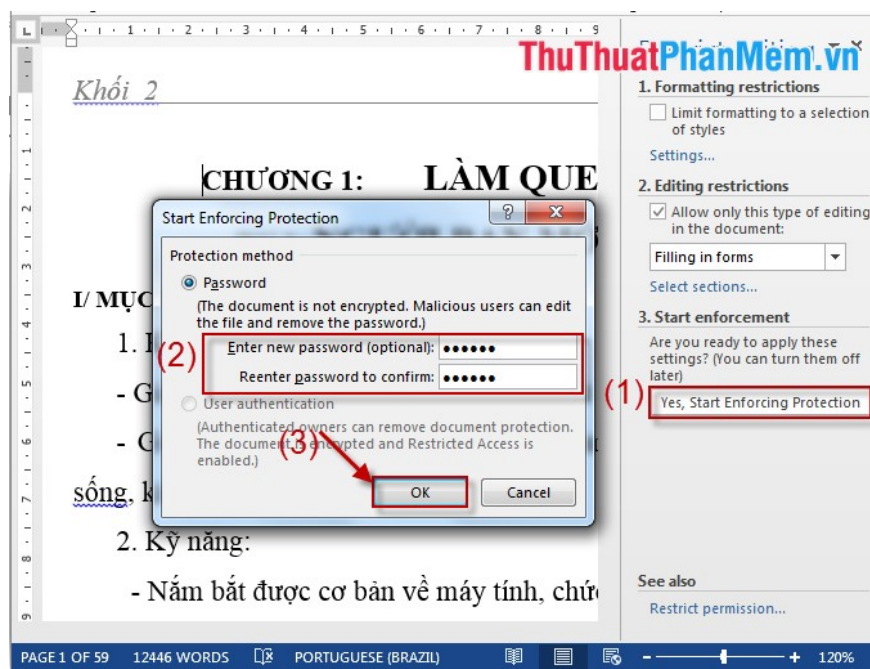
Step 3: A dialog box appears -> check *Allow only this type of editing in the document* -> select **Filling in forms** .



Step 4: Integrate select *the Select Sections* -> uncheck the dialog box choose in **Sections 2** -> **OK** .

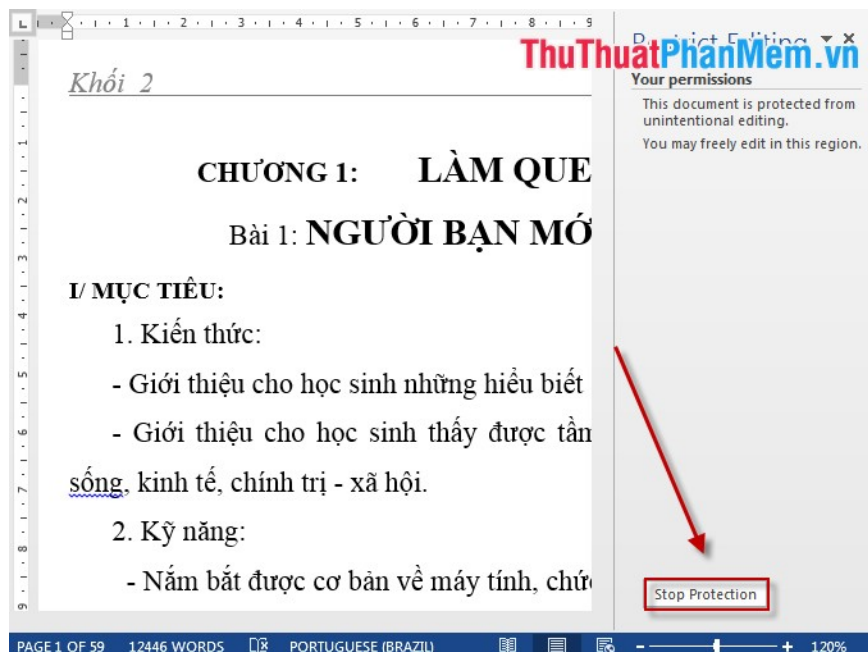


Step 5: Click **Yes, Start Enforcing Protection** -> dialog box appears enter password -> **OK** .



You reopen this file and make sure you can only edit the content, not the Header and Footer.

Note: If after selecting the Header and Footer protection you want to edit them, click **Stop Protection** .



Good luck!

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