

Set password to protect text file content but still be readable (Office 2003)

MS Word: You want to share the text file content for others to read, but you don't want the data in your file to be edited; QuanTriMang.com will show you how to do the following:

MS Word: You want to share the text file content for others to read, but you don't want the data in your file to be edited; QuanTriMang.com will show you how to do the following:

Set password to protect text file content but still be visible to others (Office 2003)

1. Go to Tools> Protect Document .
2. Appear the Panel Protect Document on the right. There are 2 options for you:
 - a. Formatting restrictions: Limit the right to edit the format
 - b. Editing restrictions: Limiting the right to edit content
 1. Tracked changes:
 2. Comments: Allows you to enter comments.
 3. Filling in forms: Allows filling in the Form
 4. No changes (Read only): No changes (read only)
 5. Everyone: Applies to everyone.

You can choose 1 of 2 or both options.

3. Click the ' **Yes, Start Enforcing Protection** ' button, the **Start Enforcing Protection** dialog box will appear: Start entering the password.

Picture 1 of Set password to protect text file content but still be readable (Office 2003)

1. Password: Use a password to protect the file:
 1. Enter new password (optional): Set password (Do not type in Vietnamese and capitalization)
 2. Reenter password to confirm: Repeat the password.
2. User authentication: User authentication.
4. Select the OK button to complete.

Un-password protect text file content

1. Go to Tools> UnProtect Document

2. The UnProtect Document dialog box appears

Picture 2 of Set password to protect text file content but still be readable (Office 2003)

Enter the correct password in the Password box

3. Select the OK button to complete.

You finished reading the article "**Set password to protect text file content but still be readable (Office 2003)**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.