

Word 2016 Complete Guide (Part 25): How to check and protect Word documents

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1. Complete Word 2016 tutorial (Part 22): How to create a chart
2. Word 2016 full guide (Part 23): How to check spelling and grammar

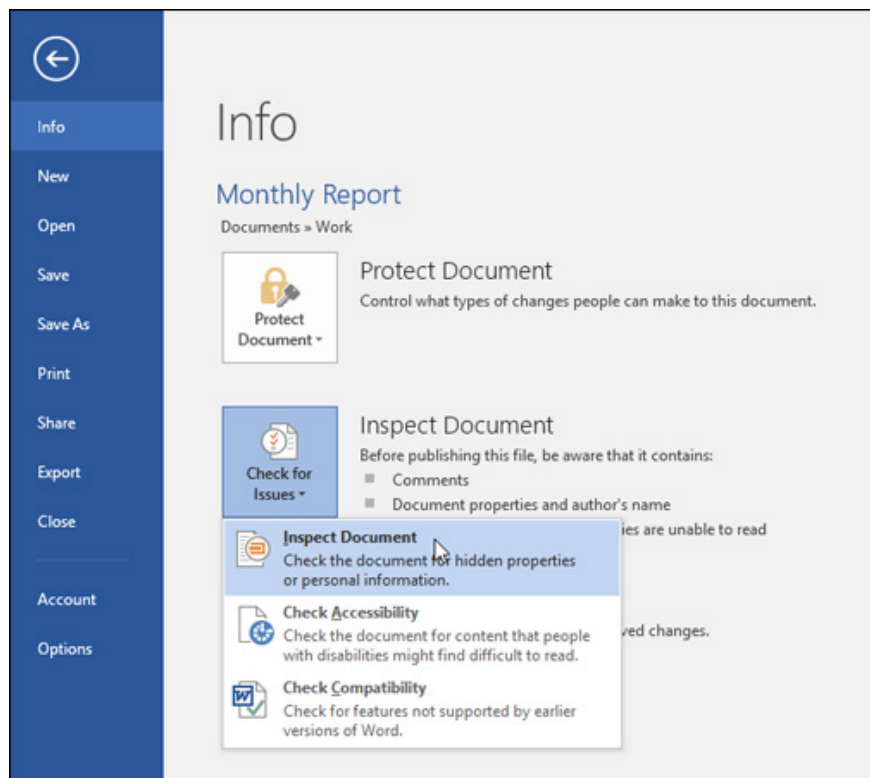
The tool checks the Document Inspector document

Whenever you create or edit a Word file, personal information may be automatically added to the document (for example, the author's information). You can use the **Document Inspector** tool to remove this information before sharing it with others.

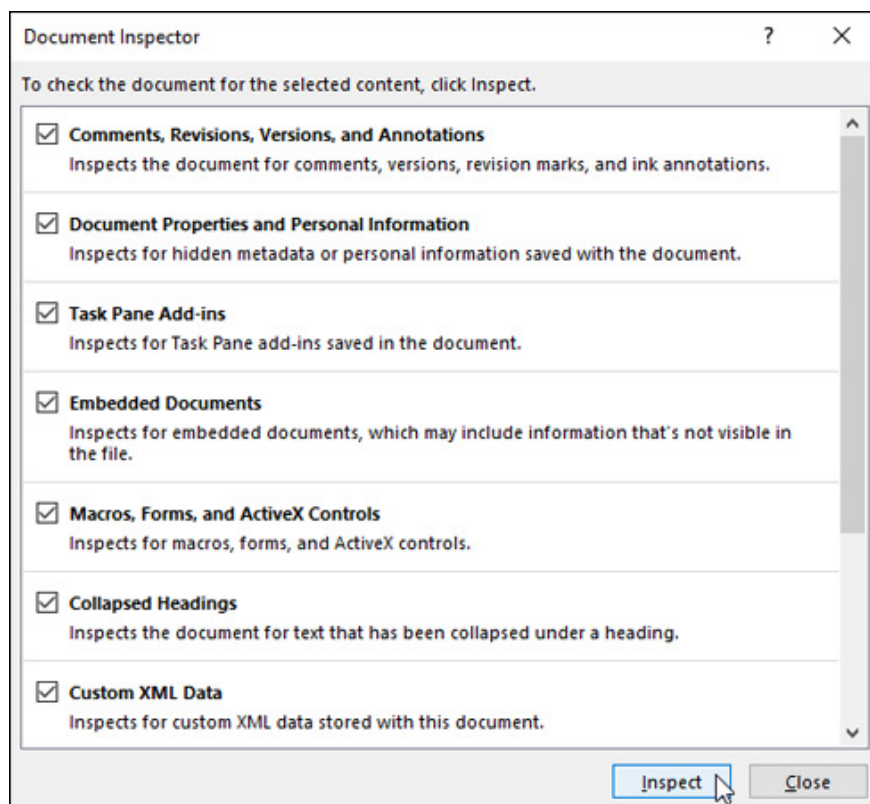
Use Document Inspector

Step 1: Click the **File** tab to access the **Backstage view** (the center for document management).

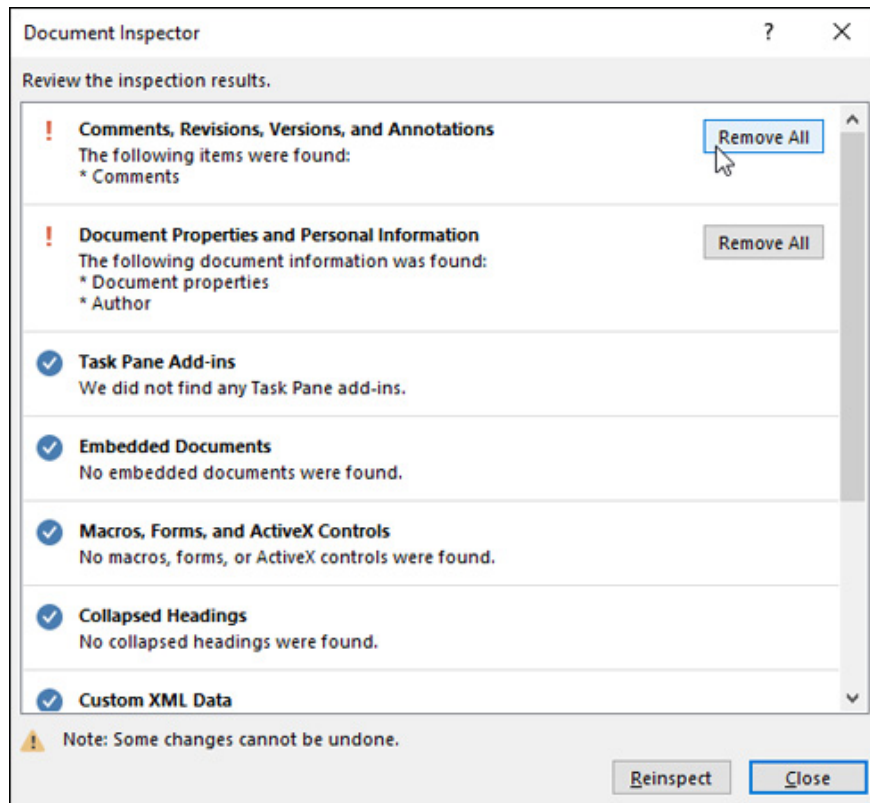
Step 2: From the **Info** panel , click **Check for Issues** , then click **Inspect Document** from the drop-down menu.



Step 3: At this time, the Document Inspector window will appear. You can check or uncheck the boxes, depending on the content you want to review, then click **Inspect**. In this example, we will select all.



Step 4: The test results will display an exclamation mark next to the parts where it finds data that is deemed sensitive and has a delete button (Remove All) for each type. You can click **Remove All** to delete that data.



Once done, click **Close**.

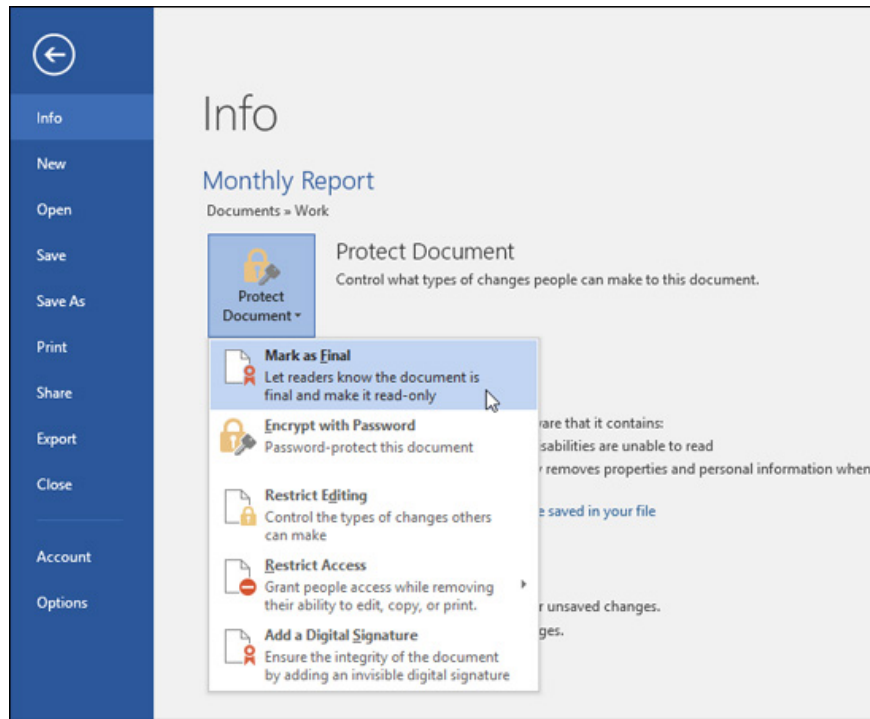
Document protection

By default, anyone with access to your documents can open, copy and edit the content, unless you set the protection for that Word file.

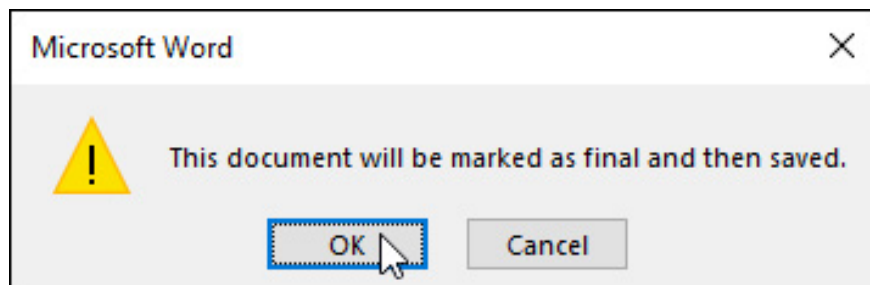
Step 1: Click the **File** tab to access the Backstage view.

Step 2: From the Info panel, click the **Protect Document** item.

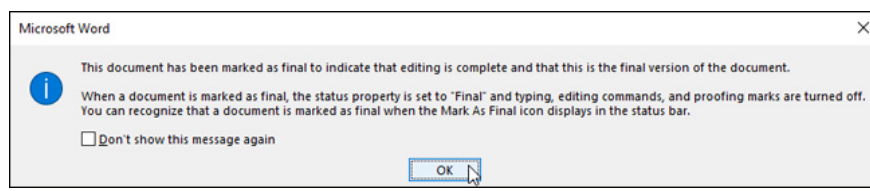
Step 3: In the drop down menu, click on the option that best suits your needs. In this example, we will select **Mark as Final**.



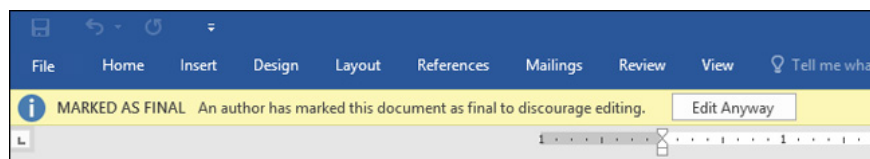
Step 4: A dialog box will appear prompting you to save your selection, click **OK**.



Step 4: Another dialog box will appear, click **OK**.



The document will be marked as the final version. Whenever others open this file, Word will appear a prompt bar at the top of the document to suggest they should not edit.



Note: The Mark as Final option does not really prevent others from editing the document, because they can choose **Edit Anyway** . If you want to really prevent others from editing your document, you can use the **Restrict Access** option.

Good luck.

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