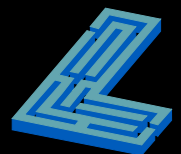


# Microsoft Word 2007: Comprehensive



## Lesson 14: Sharing and Securing Content

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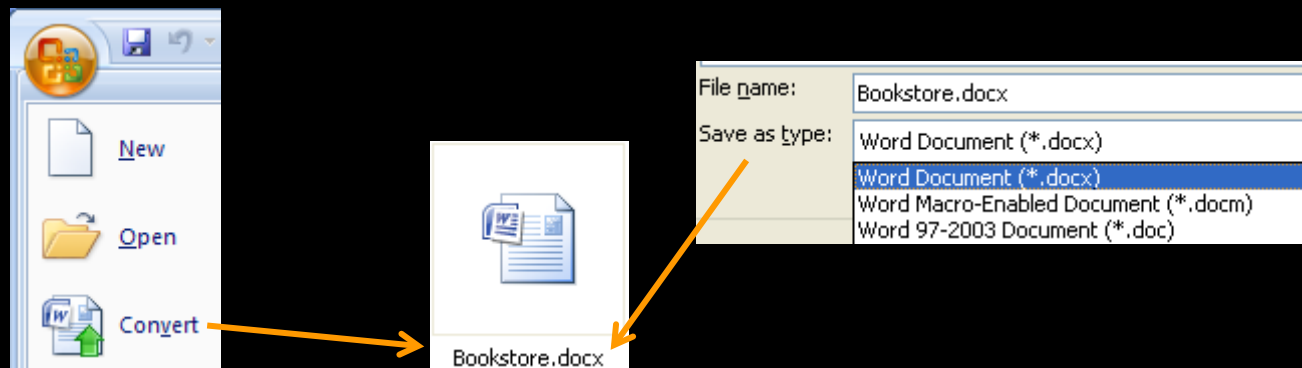
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# Preparing Documents for Sharing

- The new \*.docx file format
- Open documents in Compatibility Mode

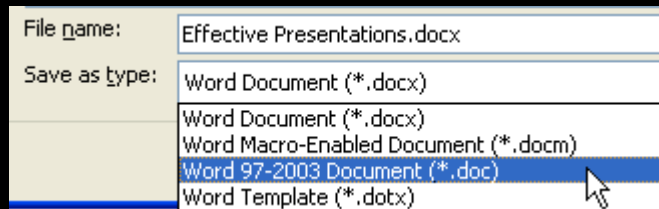
Bookstore.doc [Compatibility Mode] - Microsoft Word

- Limitations
- Convert previous versions to \*.docx
  - Convert versus Save As

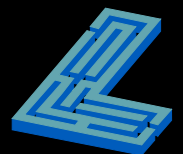
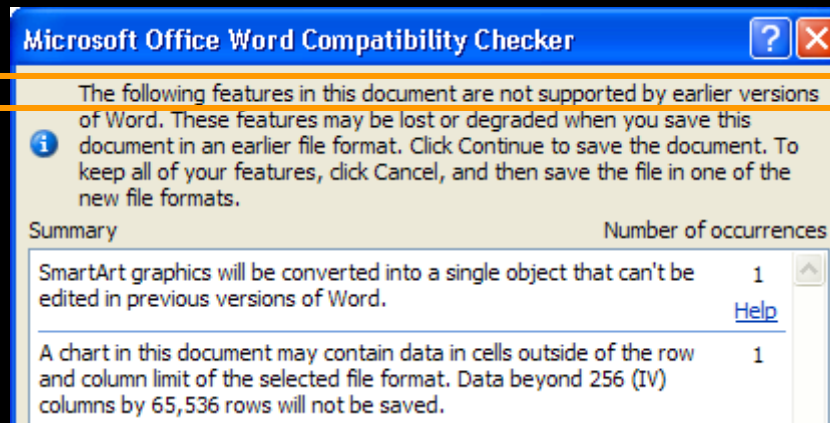


# Preparing Documents for Sharing

- Prepare backward-compatible documents

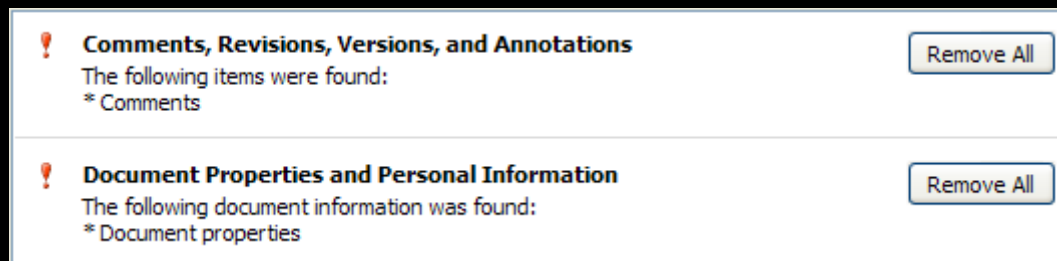


- Compatibility checker



# Preparing Documents for Sharing

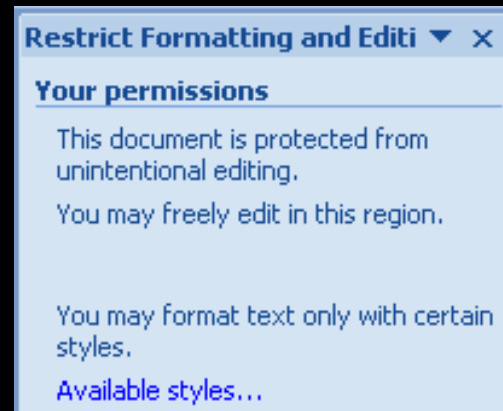
- **Compatibility pack for users of earlier versions**
  - Download from the Microsoft website
- **The Document Inspector**



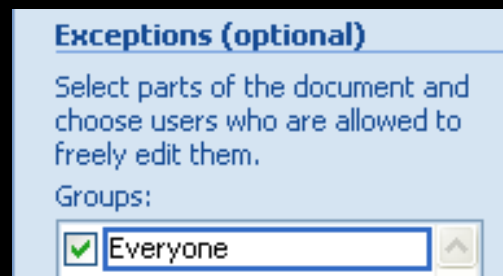
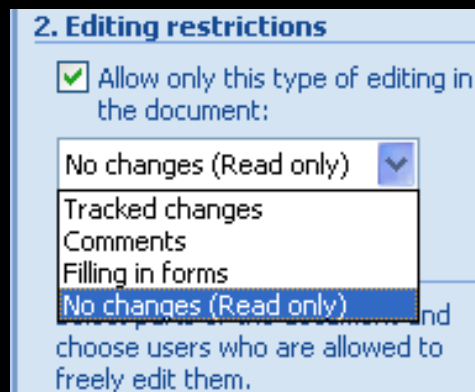
Avoid accidentally sharing personal information

# Controlling Document Access

## ■ Set formatting restrictions

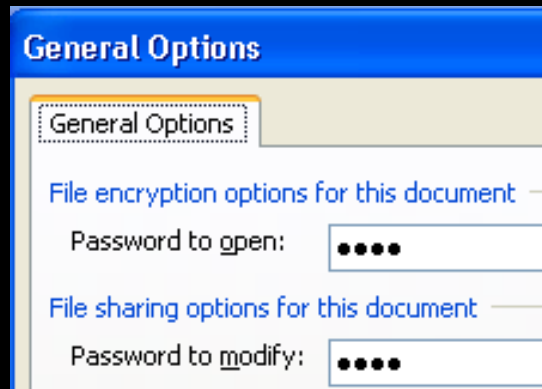


## ■ Apply editing restrictions and exceptions

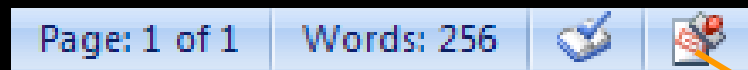
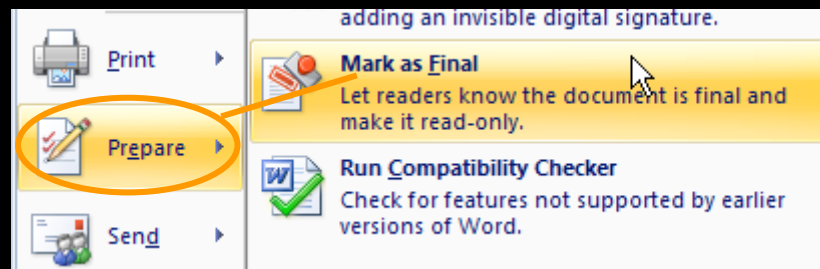


# Controlling Document Access

- Set document passwords



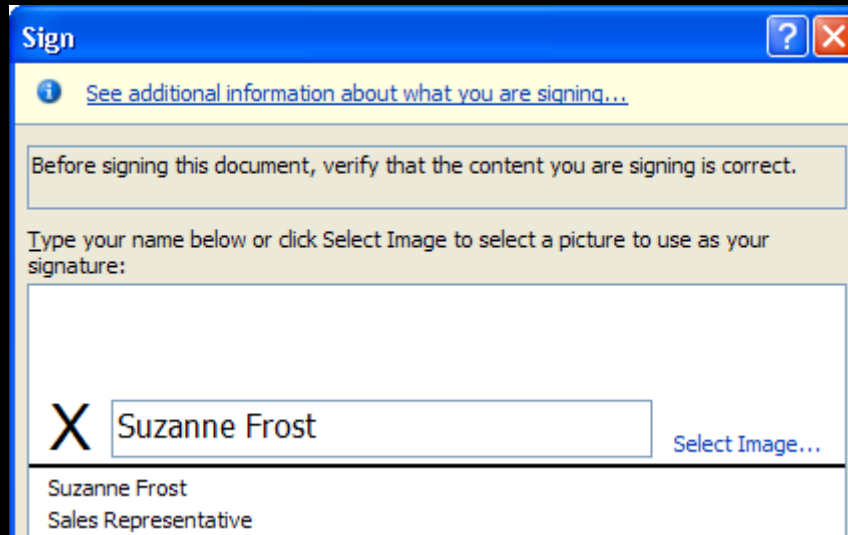
- Mark a document as “final”



On the status bar

# Attaching a Digital Signature

- Create a self-signature



- Purchase a digital signature
  - Providers available on the Microsoft website



On the status bar

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