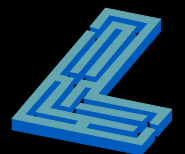# Microsoft Word 2007: Level 3 of 3

Lesson 4: Sharing and Securing Content

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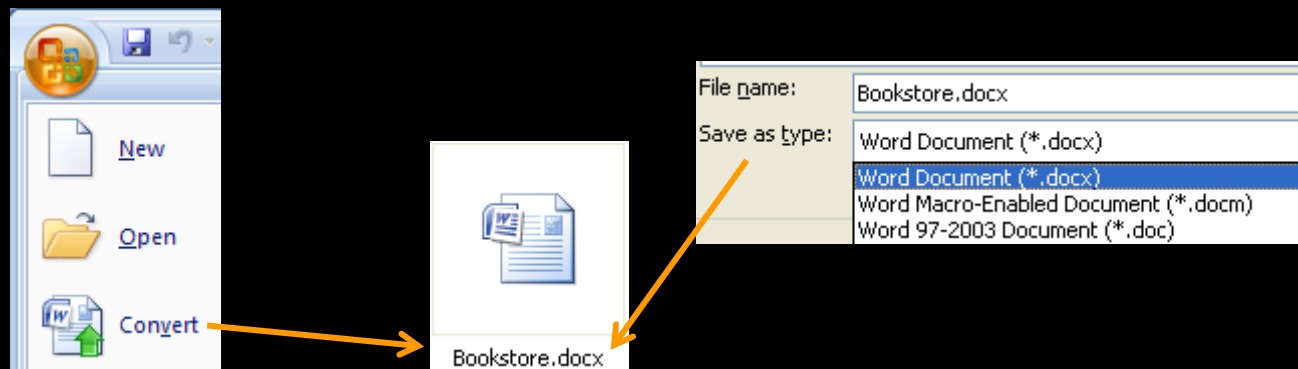LABYRINTH
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Preparing Documents for Sharing

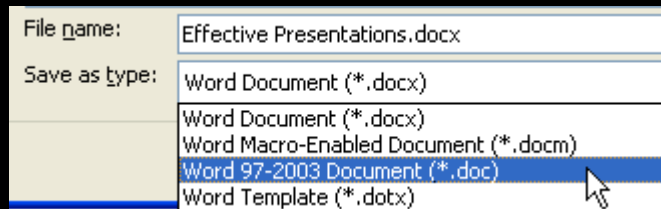- **The new *.docx file format**
- **Open documents in Compatibility Mode**

Bookstore.doc [Compatibility Mode] - Microsoft Word

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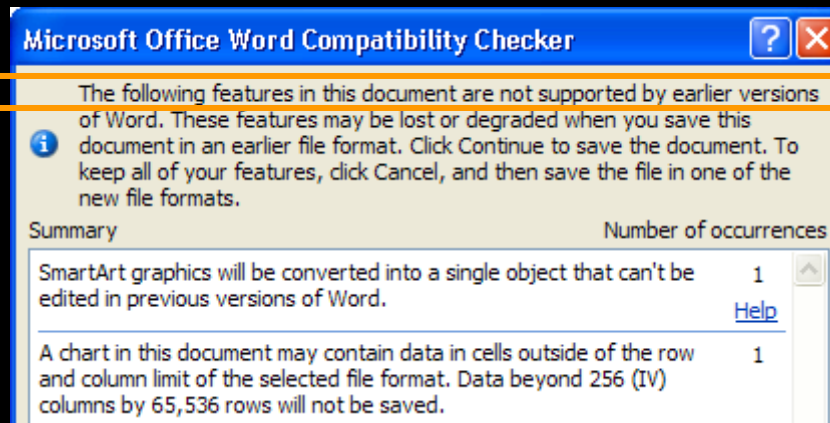- **Convert previous versions to *.docx**
  - Convert versus Save As

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Preparing Documents for Sharing

- **Prepare backward-compatible documents**

- **Compatibility checker**

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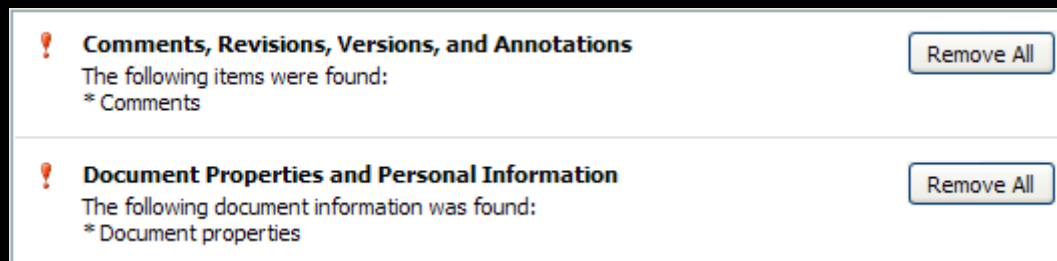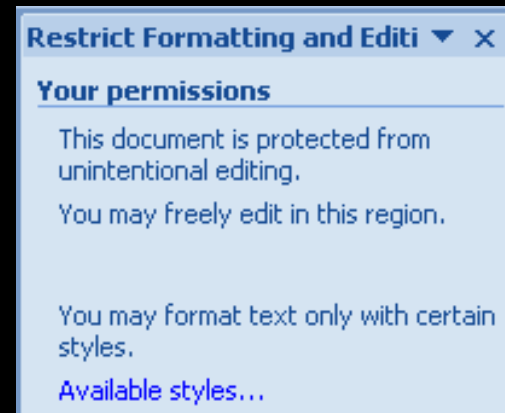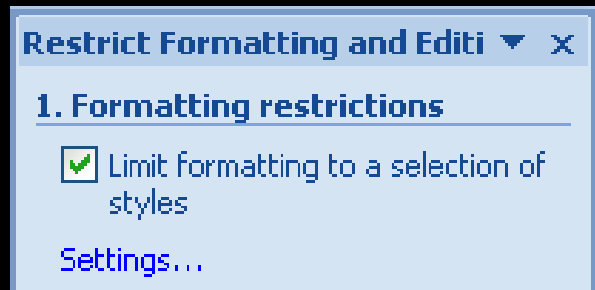
Preparing Documents for Sharing

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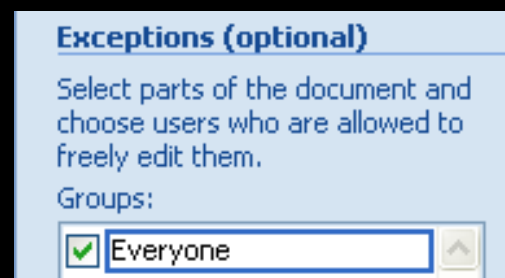
- ## The Document Inspector

Avoid accidentally sharing personal information

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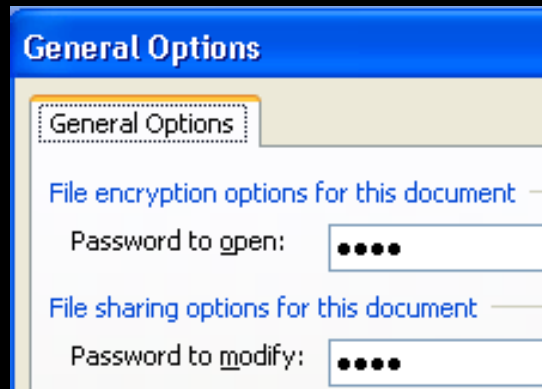# Controlling Document Access

- **Set formatting restrictions**

- **Apply editing restrictions and exceptions**
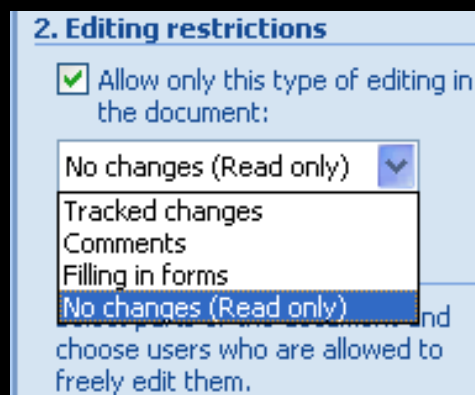
Controlling Document Access

- **Set document passwords**

- **Mark a document as "final"**

On the status bar

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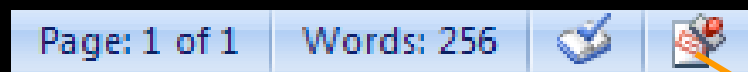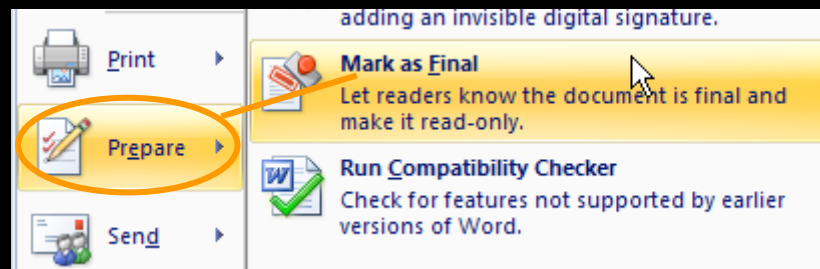
Attaching a Digital Signature

- **Create a self-signature**
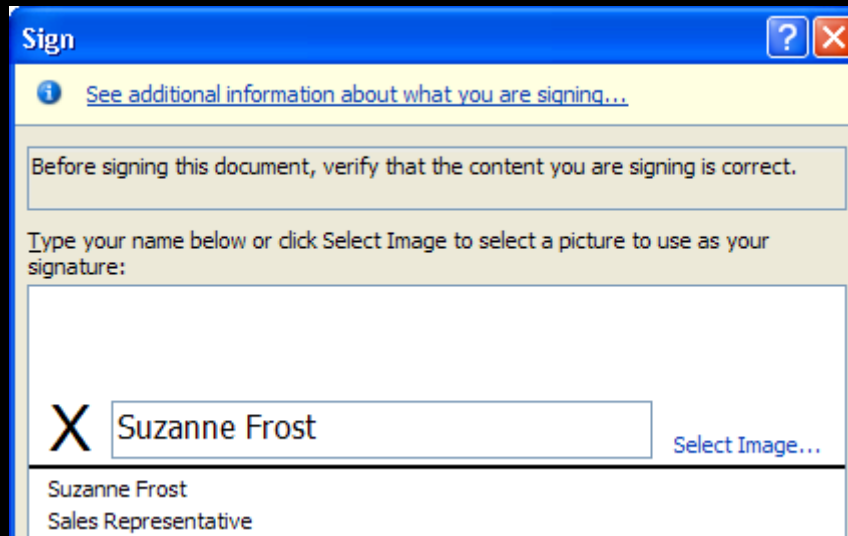
- **Purchase a digital signature**
  - Providers available on the Microsoft website

On the status bar

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Lesson 4: Sharing and Securing Content

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