

people and for reading and editing by a different group. This behavior is compatible with Microsoft Word file protection.

To protect a document with passwords:

- 1) Use **File > Save As** when saving the document. (You can also use **File > Save** the first time you save a new document.)
- 2) On the Save As dialog, select the **Save with password** option in the lower left corner (Figure 13), and then click **Save**.

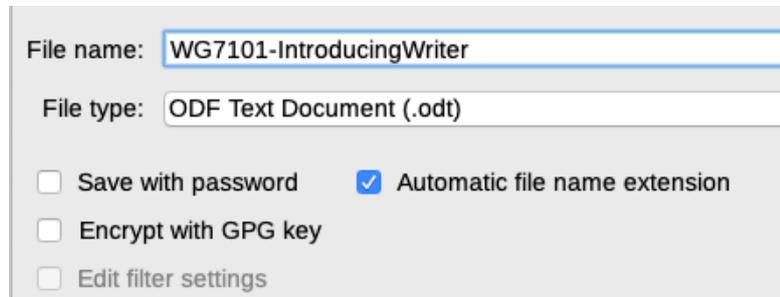


Figure 13: Save with password and Encrypt with GPG key options

- 3) The Set Password dialog opens (Figure 14). Here you have several choices:
 - To read-protect the document, type a password in the two fields at the top of the dialog.
 - To write-protect the document, click the **Options** button and select **Open file read-only** in the *File Sharing Password* section.
 - To write-protect the document but allow selected people to edit it, select **Open file read-only** and type a password in the two boxes at the bottom of the dialog.



Figure 14: Two levels of password protection

- 4) Click **OK** to save the file. If either pair of passwords does not match, you receive an error message. Close the message box to return to the Set Password dialog and enter the password again.