Microsoft

Microsoft Office 2019

Step by Step

Joan Lambert
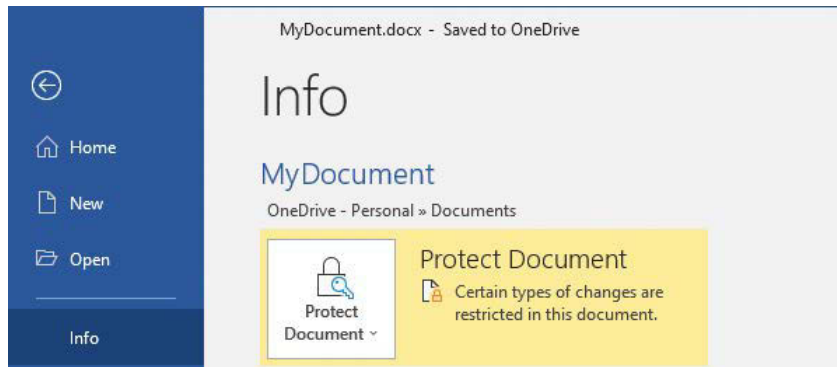Curtis Frye

PRACTICE FILES

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3. In the **Encrypt Document** dialog box, enter the password you want to assign in the **Password** box, and then select **OK**.

4. In the **Confirm Password** dialog box, enter the same password in the **Password** box, and then select **OK**.

MyDocument.docx - Saved to OneDrive

Info

MyDocument
OneDrive - Personal » Documents

Protect Document
Certain types of changes are restricted in this document.

Protect Document ˅

The protected status of the document is displayed on the Info page of the Backstage view

5. Close the document and save your changes.

Or

1. On the **Save As** page of the Backstage view, navigate to the folder you want to save the password-protected document in. If necessary, select **Browse** to display the **Save As** dialog box.

2. If you want to make a password-protected copy of the document, enter a name for the copy in the **File name** box.

3. Near the lower-right corner of the **Save As** dialog box, select **Tools**. Then in the **Tools** list, select **General Options**.

4. In the **General Options** dialog box, enter the password you want to assign to the document in the **Password to open** box. Then select **OK** to display the **Confirm Password** dialog box.

5. Enter the same password in the **Reenter password to modify** box, and then select **OK** to set the password.

6. In the **Save As** dialog box, select **Save**. If Word prompts you to overwrite the original document, select **Yes**.

**To remove password encryption from a document**

1. Open the document and enter the correct password.

2. On the **Info** page of the Backstage view, in the **Protect Document** list, select **Encrypt with Password**.

3. In the **Encrypt Document** dialog box, delete the password from the **Password** box, and then select **OK**.

4

Coauthor documents

Whether you work for a large company or a small organization, you might need to collaborate with other people on the development of a document. No matter what the circumstances are, it can be difficult to keep track of different versions of a document produced by different people. If you store a document in a shared location such as a SharePoint document library or Microsoft OneDrive folder, multiple people can edit the document simultaneously.

After you save a document to a shared location, you can open and edit the document stored on the site just as you would if it were stored on your computer. Other people can also open and edit the document either by browsing to it or from an invitation that you send. This facilitates efficient collaboration between people regardless of location, schedule, or time zone.

The process of inviting people to edit a shared file depends on the storage location. The file is automatically shared with other people who have access to the SharePoint document library or OneDrive folder. You can invite other people to edit or view the file from the Share pane.

Document stored on SharePoint   Document stored on OneDrive
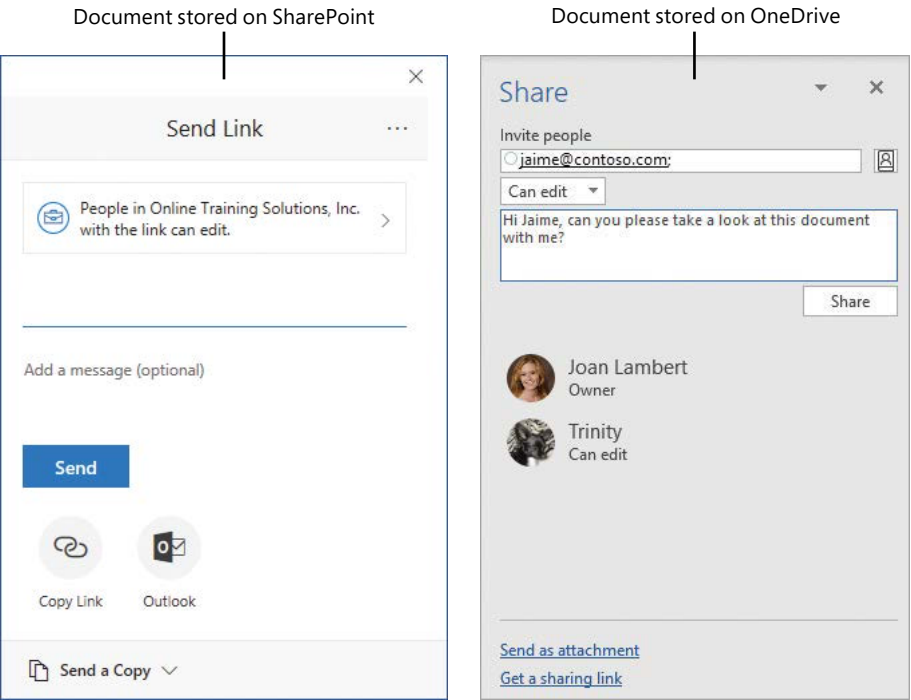
The Share pane functionality varies depending on the document storage location

When other people open a shared file for editing, Word alerts you to their presence by displaying their user badge (a round badge displaying a photo or initials) on the ribbon.
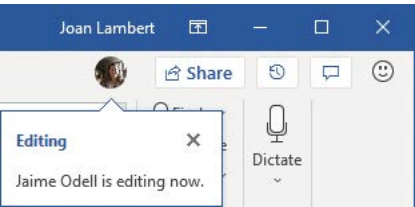

An alert appears as each editor opens the document

Clicking an editor's user badge displays options for tracking the work that person is doing in the document and communicating with the editor. If the file is stored on SharePoint, you have the option of chatting with other editors directly in the document.
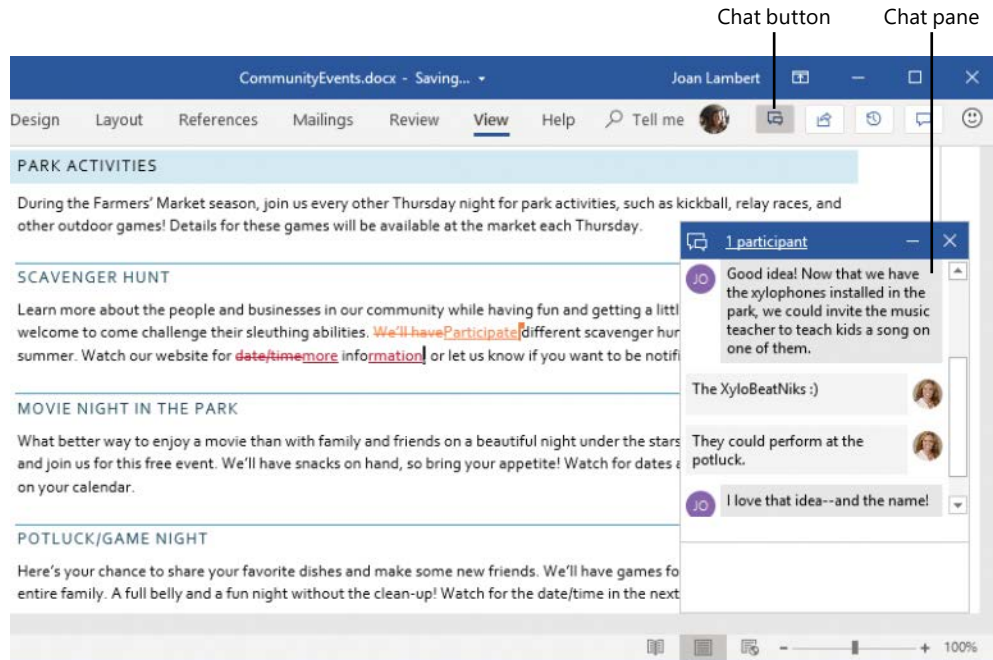
The Chat button is present only when other people are editing the document

Word keeps track of the content that people are editing and locks paragraphs so only one editor can work in each paragraph at a time. If you try to edit a paragraph that someone else is working in, Word shows you who is editing it so you can contact them if you need to.
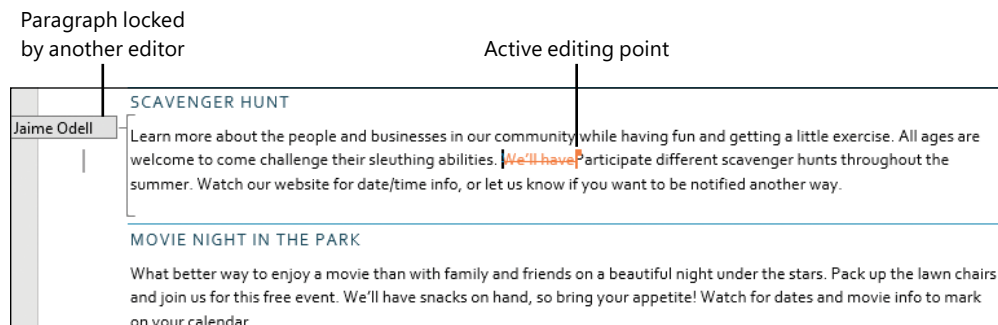
Word indicates the areas of the document that are being edited

If you turn on change tracking in the document, it is on for all editors. If each person working in the document tracks his or her changes, the tracked changes remain available so that the document owner can accept or reject changes when the team has finished working on the document.

To make a document available for coauthoring

- Save the document to a SharePoint document library or OneDrive folder.

To begin coauthoring a document

1. If the document is stored in a SharePoint document library, do NOT check it out.

2. Open the document directly from the SharePoint document library or OneDrive folder.

3. Edit the document as you would normally. Other editors can open and coauthor the document from the same location.

To display the Share pane

- On the ribbon, to the right of the **Tell me** box, select the **Share** button.

- On the **Share** page of the Backstage view, in the right pane of the **Share with People** page, select the **Share with People** button.

To invite other people to edit a file stored in OneDrive

1. Display the **Share** pane.

2. In the **Invite people** box, enter the names or email addresses of the people you want to invite to edit the document.

3. In the permissions list, select **Can edit** to allow the recipients to make changes to the document.

4. In the message box, enter any specific message you want to include in the sharing invitation.

5. Select **Share** to send an email message that contains a link to the document on OneDrive.

Or

1. Display the **Share** pane.

2. At the bottom of the pane, select **Get a sharing link**, and then select **Create an edit link** to display a link to the document.

3. To the right of the link, select **Copy**.

4. Paste the copied link into an email message, instant message, or other commu-
   nication form, and send it to the people you want to invite to edit the file.

To move to the location in a document where another editor is working

1. On the ribbon, select the user badge of the editor you want to locate.
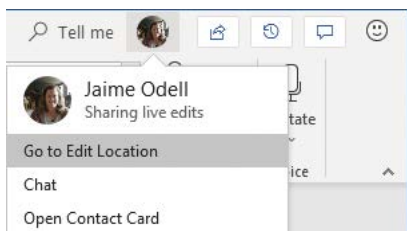
*You can easily locate edits other people
are making*

2. On the menu, select **Go to Edit Location**.

To begin a chat in a document stored on SharePoint

■ On the ribbon, select the user badge of the editor you want to chat with, and
  then select **Chat**.

Key points

■ You can insert comments in a document to ask questions or explain
  suggested edits.

■ You can track the revisions you make to a document without losing the original
  text. Word assigns different revision-tracking colors to multiple reviewers so
  you can easily identify change sources.

■ You can merge multiple versions of a document so that the changes in all
  versions are tracked in one document.

■ If only specific people should work on a document, you can protect it with a
  password. You can also restrict the types of changes people can make or force
  all changes to be tracked.

■ Multiple people can simultaneously edit a document stored on a SharePoint
  site or on OneDrive.