

New Security Features in Word 2003  
AgIT Operations

FAQ Number: 1.1.18

Question:

What improvements has Microsoft Office 2003 brought to Word?

New Features:

Features that have been added to Microsoft Word 2003 include new security options, digital signatures, and read-only documents.

**New Security Options**

With Word 2003 you can protect your document using a variety of security features. You can lock down the document or give co-workers permission to edit content in a document but not any of the styles that make up the document formatting. When you restrict the formatting of a document, you also prevent users from applying formatting directly to text, such as bulleted or numbered lists, or font characteristics. When formatting is restricted, the commands and keyboard shortcuts for applying formatting directly are unavailable.

To protect your document:

- On the “Tools” menu, click “Protect Document.”
- In the “Protect Document” task pane, select “Limit formatting to a selection of styles.”
- Click “Settings.”
- In the list of formatting styles in the “Formatting Restrictions” dialog box, select the check boxes for the styles you want to allow, and clear the check boxes for the styles you don’t want to allow in the document.

To limit formatting to the minimum number of recommended choices, click “Recommended Minimum.” You can restrict formatting to fewer choices, but doing so removes styles that Microsoft Word uses in certain features, such as tables of contents and bulleted or numbered lists.

If you want to retain certain AutoFormat features, such as automatically adding a superscript to a phrase like “1st,” changing it to “ 1<sup>st</sup>,” “ select “Allow AutoFormat to override formatting restrictions.”

- When you have finished selecting the options for your document, select “Yes, Start Enforcing Protection.”
- Type a password in the “Enter new password (optional)” box, then confirm the password.