

## Creating Secure Content in Office 2003

AgIT Operations

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### How do I create secure content in Microsoft Word, Excel, and PowerPoint?

With Information Rights Management (IRM), you can reduce the risk of having confidential email messages and files fall in the wrong hands by specifying who can receive the files and setting restrictions on copying, forwarding, or printing abilities. This option is only available with Microsoft Office Professional Edition 2003, Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office Power Point 2003.

#### Creating Secure Content in Microsoft Word, Excel, and PowerPoint

1. Start the program you would like to create a secure document in, and create a new document, workbook, or presentation.
2. In the **File** menu, select **Permission** then **Do Not Distribute**. If this portion of the Microsoft Suite is not installed, you will be notified at this point. If this is the case, please contact AgIT.
3. In the **Permission** dialog box, select **Restrict permission to this (document/workbook/presentation)** check box.
4. In the **Read** and **Change** boxes, type the names or email addresses of the people you are giving permission to read or change the file.

Note: If you want to give all users permission to read and change the document, click **Give all users read access** to the right of the **Read** box, and/or click **Give all users change access** to the right of the **Change** box.

5. Click **OK**, save your document, workbook, or presentation and distribute it to the people with permission to read or change it.

Note: You can also restrict permission for a document, workbook, or presentation by clicking **Permission** on the Standard toolbar. To display the toolbar, click the **Tools** menu, select **Customize**, then click the **Toolbars** tab.

### Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.