



Dear Diane,

How do I make a document a read-only? I would like to send it out via email and I don't want the recipient to be able to edit it once they get it. What do you suggest I do?

No Changes for Me

Dear Unchanged,

There is more than one way to do this but for me, here is the easiest way. If you have Office 2007 or later, when you select the office button (Office 2007), or file in office 2010, you have the option to Send: as an attachment. You can select the attachment to be in .pdf format. I think of the .pdf as a photo of the document. This will let the recipient read the document, but not alter it. It takes a specific program to make a .pdf editable.

Hope this helps and works for you.