

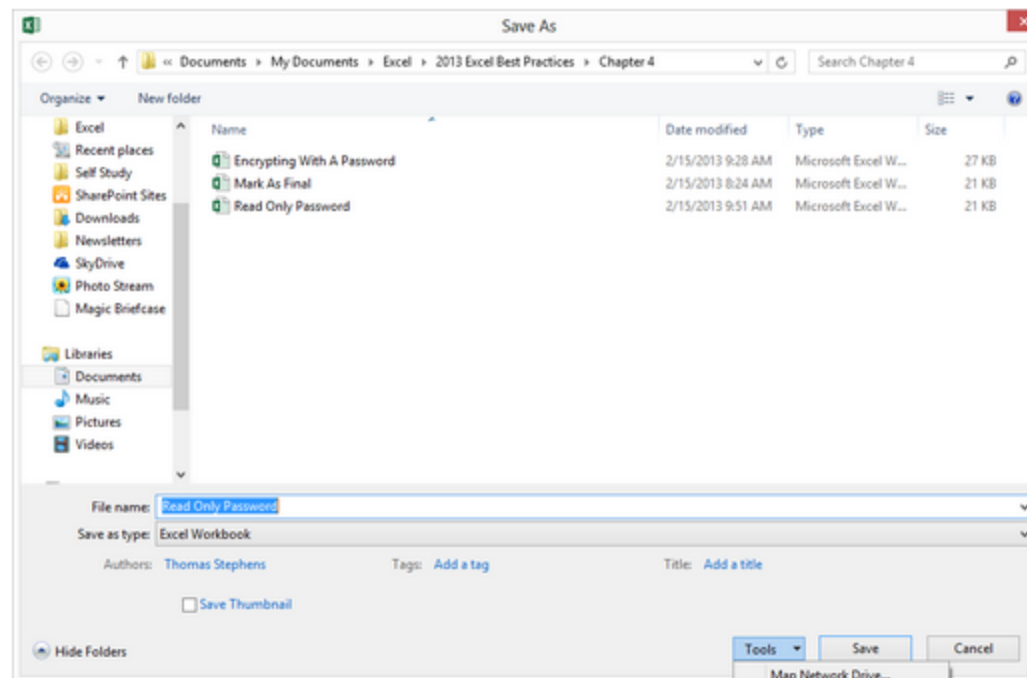
Adding a Password to Make an Excel Workbook Read-Only



One of the lesser-known aspects of adding passwords to workbooks is the ability to add a password that places the workbook in read-only mode. Note that this level of password does not encrypt the workbook, and you may use this feature independently of the encrypting password feature. You may also use this feature in conjunction with the encrypting password feature to create two levels of access to a workbook – those users who know the encrypting password would have full access to the workbook, while those users who know the read-only password would only be able to view the workbook.

To add a password to a workbook so that the workbook opens in read-only mode, perform the following three steps.

1. When saving the workbook, in the **Save As** dialog box, choose **Tools**, followed by **General Options** as shown in **Figure 1**.



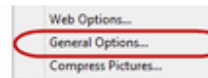


Figure 1 - Selecting General Options in the Save as Dialog Box

2. In the **General Options** dialog box shown in **Figure 2**, enter your desired password in the **Password to modify** box.

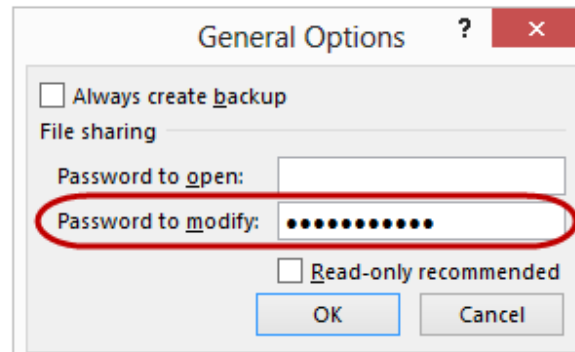


Figure 2 - Adding a Password Required to Modify the Workbook

3. When prompted, confirm the password and click **OK** to complete the process.

After you enter this password, Excel presents any user who opens the workbook with the **Password** dialog box pictured in **Figure 3**. Upon entering the correct **Password to modify** in the **Password** box, the workbook opens with full editing privileges. If the user clicks the **Read Only** button, the workbook opens but in read-only mode.

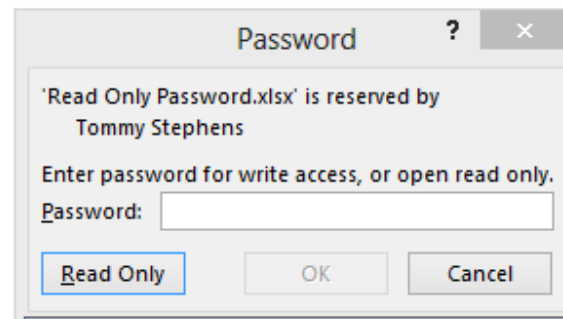


Figure 3 - Opening a Workbook with a Password to Modify

If you enable both password options – the encrypting password and the read-only password – when you attempt to open the workbook, Excel will prompt you to enter the encrypting password. If you successfully enter the encrypting password, then Excel will prompt you

for the read-only password. Keep in mind that these two passwords can, and likely should, be different. If they are different, then those users who know the encrypting password will have only the ability to open the workbook but not make edits. Those users who know both passwords will have both opening and editing privileges.

Returning the focus to Figure 2, notice the presence of two additional options in the General Options dialog box: **Always create backup** and **Read-only recommended**. If you check the box next to **Always create backup**, Excel will create a backup of your workbook every time you save the file. This backup copy will have the same file name as the original workbook, and Excel will store the backup copy in the same folder as the original workbook. However, Excel saves the backup copy with a **.xlk** file extension. This backup is in addition to any copies of the file that Excel might create as part of its **AutoRecover** feature. Additionally, if you check the box next to **Read-only recommended**, Excel will prompt all users to open the workbook in read-only mode, regardless of whether an encryption or a read-only password exists.

Excel offers a myriad of options for securing a workbook and its' contents. If you want to allow all users to open a workbook, but also desire to control who can edit the workbook, then consider this method of adding a password to make the workbook read-only to those users who do not know the password.

For a video demonstration of this tip, please visit www.tinyurl.com/k2tips169.