

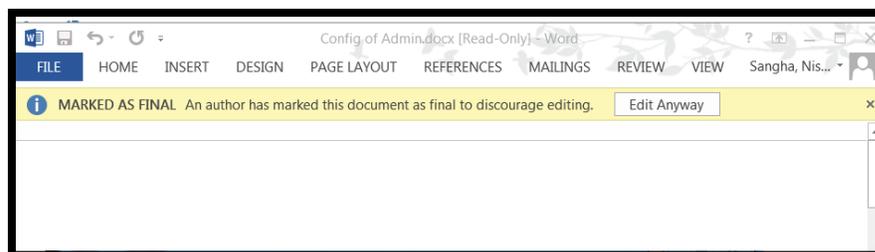
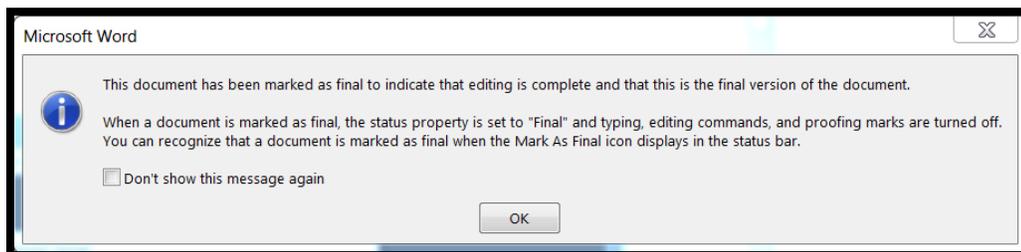
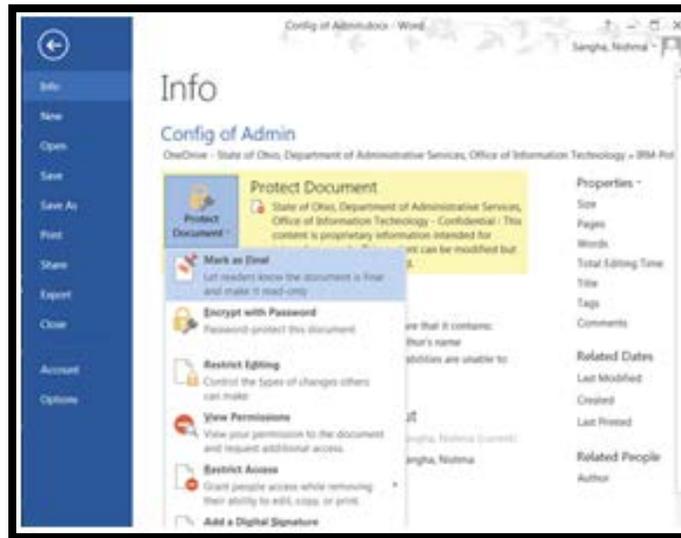
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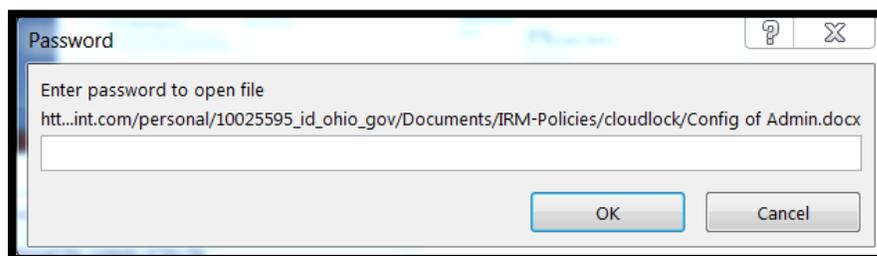
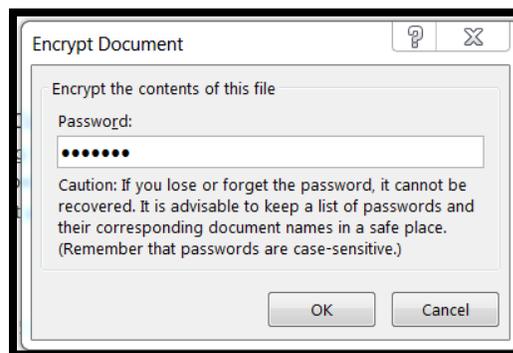
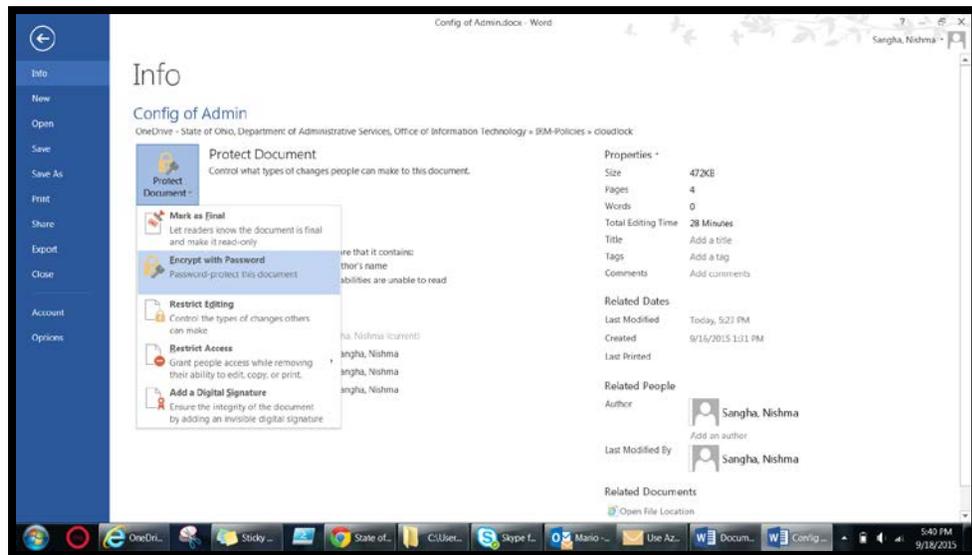
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Levels of Protecting your Document

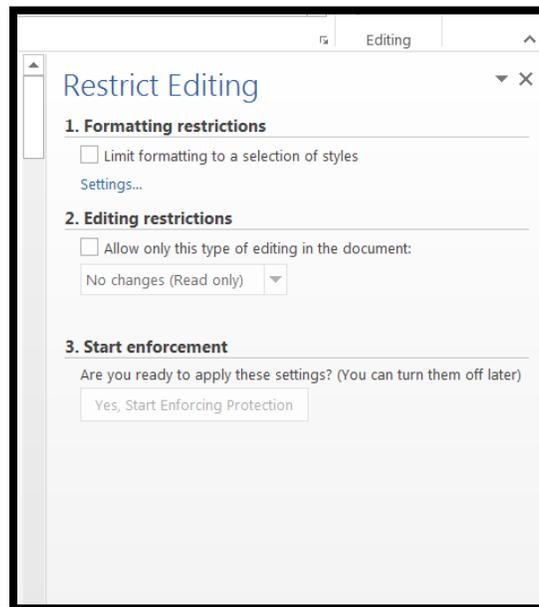
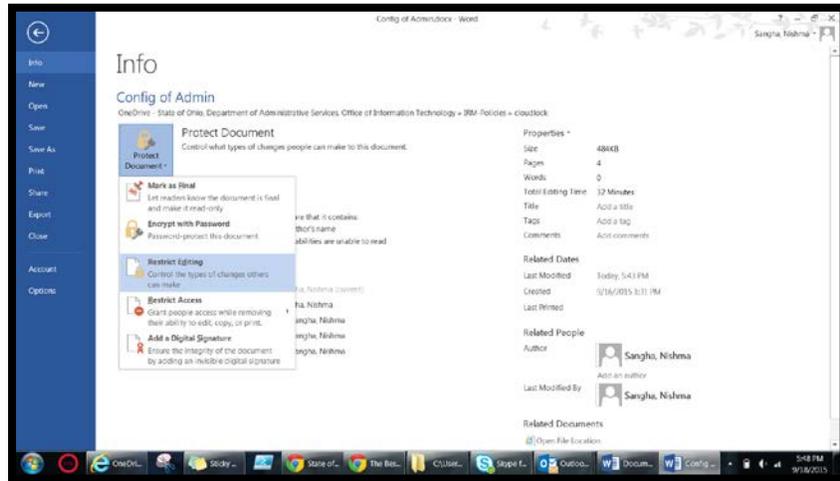
1. **Mark as Final** protects the document from being editing by anyone.



2. Encrypt with Password creates a password prompt when opening the document.

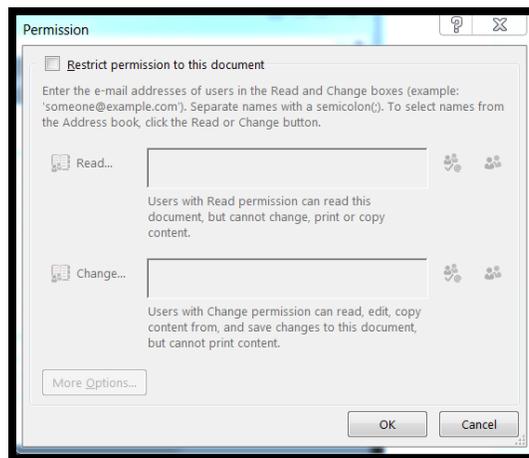


3. Restrict Editing limits formatting to a selection of styles where users can specify what can be changed.

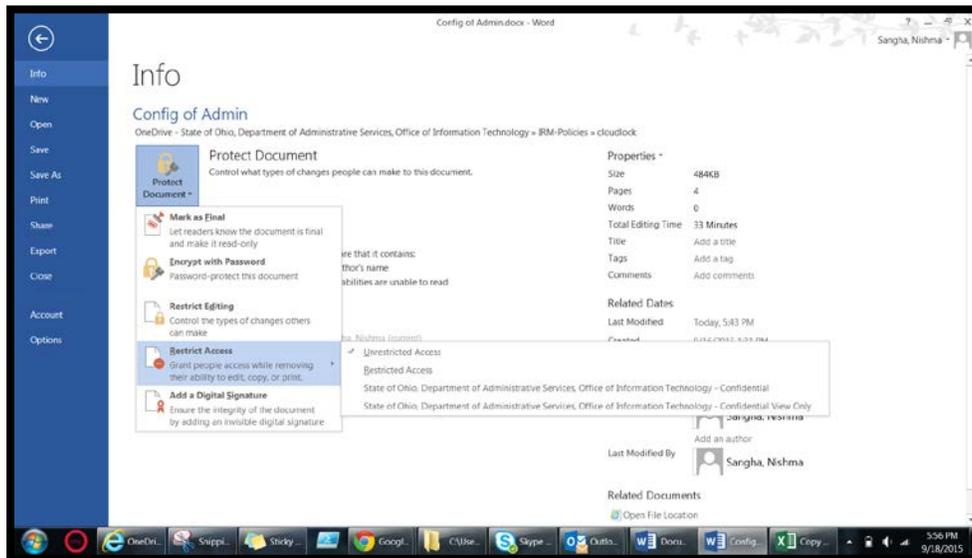




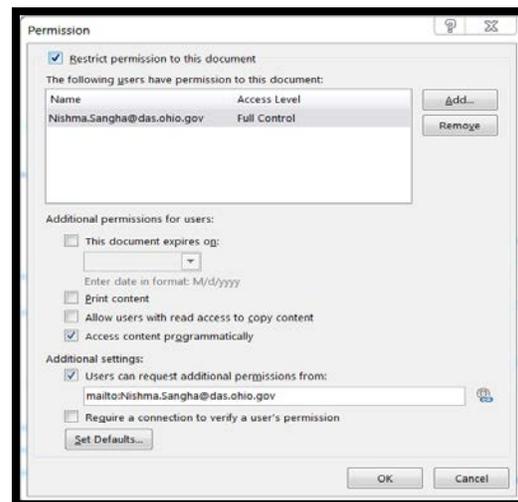
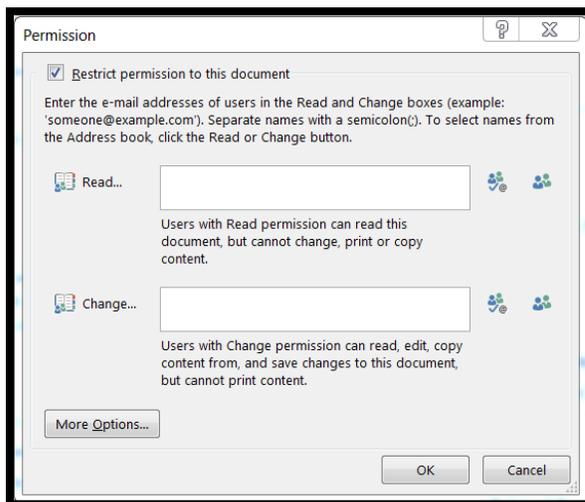
Selecting “Restrict Permissions” allows users to define the settings further.



4. **Restrict Access** offers four options.

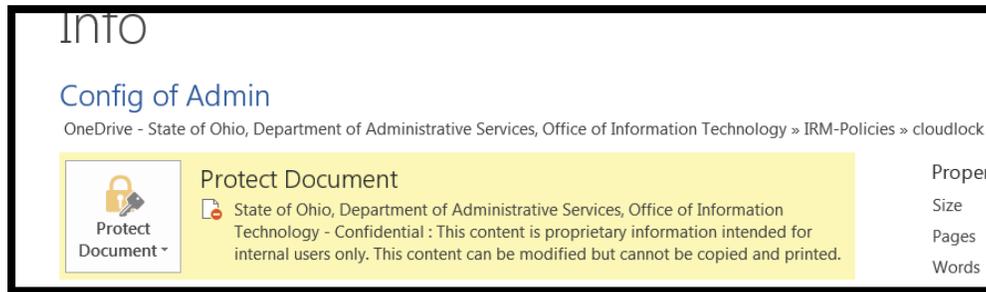
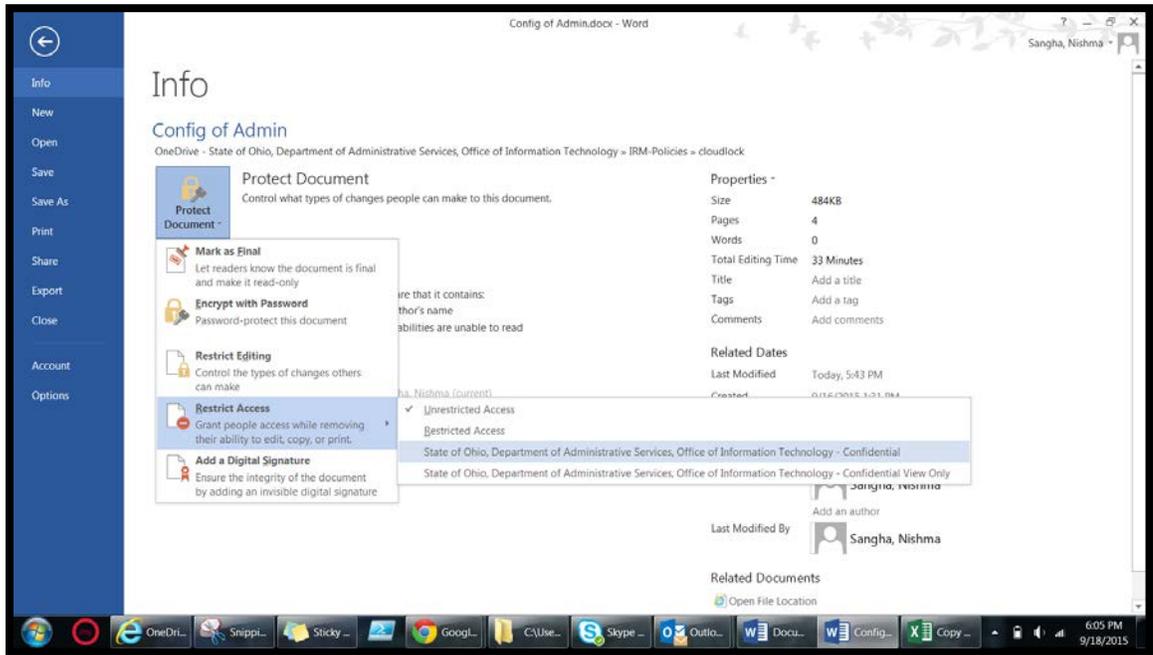


➤ Select who has **Read** access and who has **Change** access.

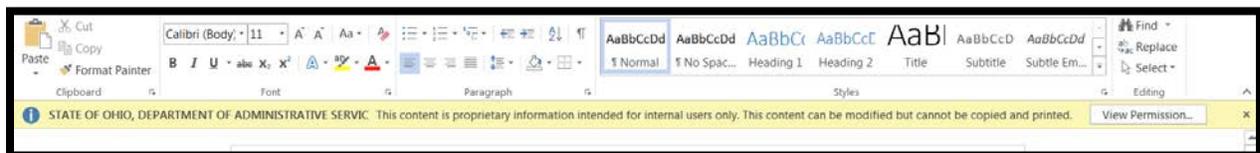


➤ Click on **More Options** for the ability to choose.

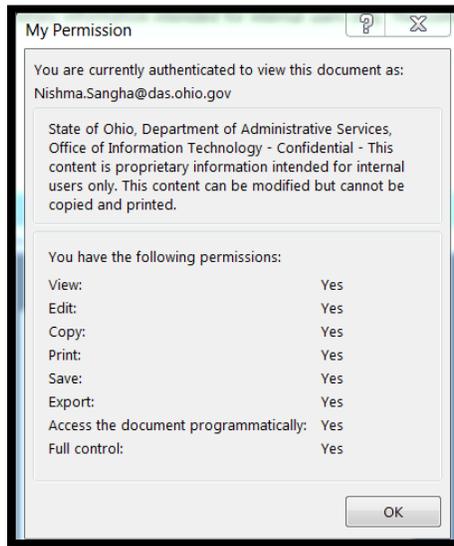
5. State of Ohio- Confidential allows others to view the document, but not copy or print.



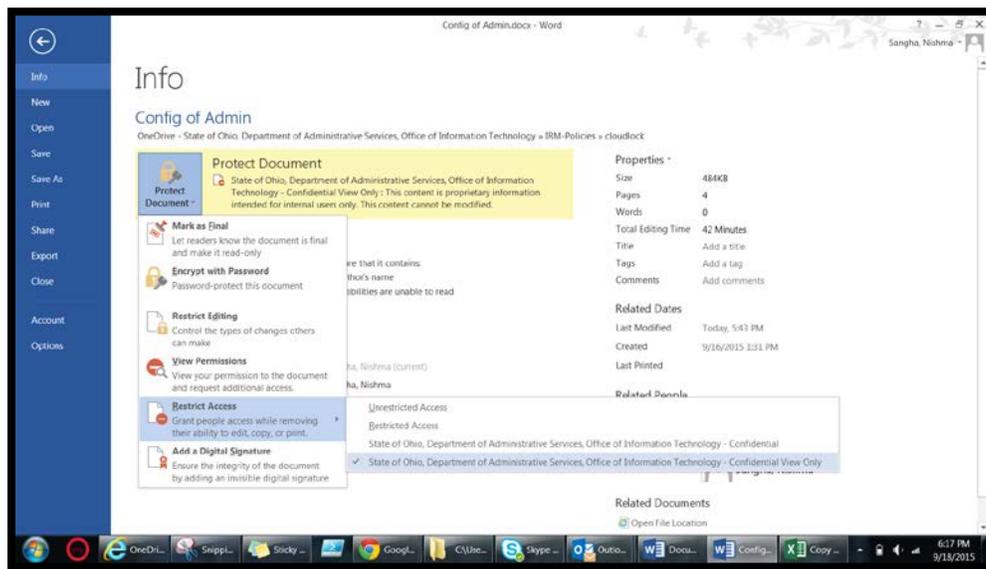
When the document is open the following notice appears at the top.



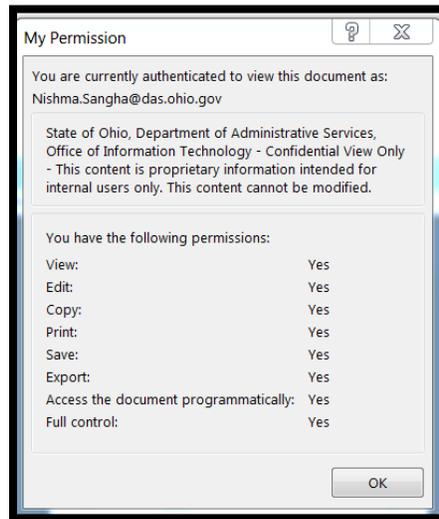
- Click on **View Permissions** to see the rights.



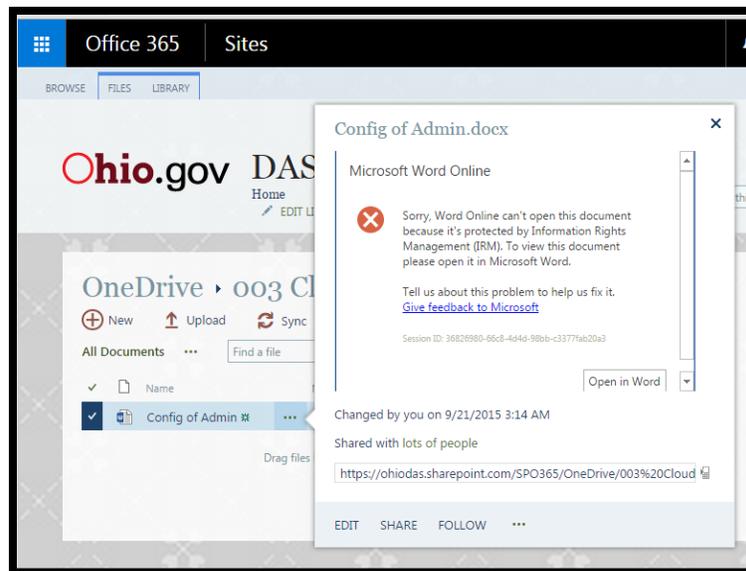
6. State of Ohio – Confidential View Only protects the document from being edited.



If shared, the recipient would only be able to view the document.



When the document is uploaded in SharePoint the policies prevent it from being viewed in the Quick View.



When the owner opens that document in the client sessions and not OneDrive, they are still asked.

