



Making a File Read-Only

You make a file read-only so that someone shouldn't be able to "change it" without removing the read-only check. Please keep in mind this is only a precautionary measure that will help minimize the possibility someone will change the master file. You should ALSO keep a MASTER copy of the file somewhere else.

1. Create your file
2. Save your file
3. Close your file
4. Double click on My Computer on the desktop
5. Navigate to the file that you want to make read-only
6. RIGHT click on the file
7. Left click on properties
8. Click on the General Tab
9. Bottom left of that dialogue box, click on the Read-Only box
so that it has a check in it.
10. Click Apply and then click OK

In order to change a master file that is read-only, you go through the same steps, click on the read-only box so that there is NOT a check in the read-only box and click OK. You can then change the file but don't forget to make it read-only after you have modified the file.