

Passwording AppleWorks Documents

by Phil Russell

Did you know that you can protect an AppleWorks document with a password. Here is how you do it. Anytime during creation of the letter, go to the File menu and select Properties.... Fill in the categories as desired (Fig. 1.)

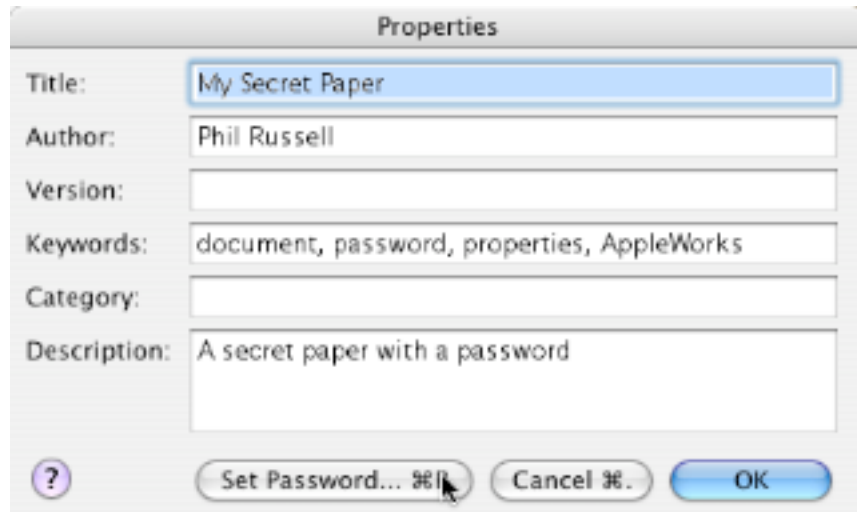


Fig. 1. Filling in Properties

Do not click OK. Click Set Password and fill it in (Fig. 2.).

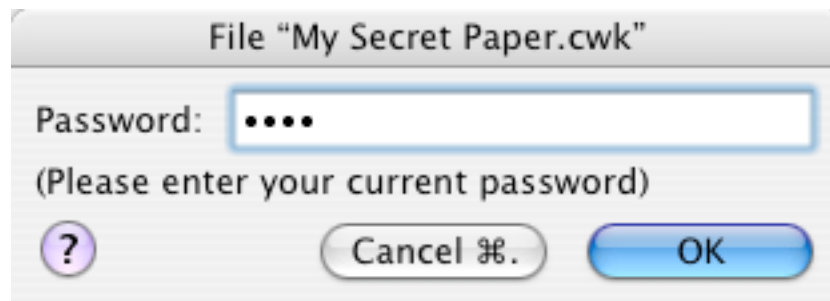


Fig. 2. Filling in Password

When you press OK you are asked to type your password in again (Fig. 3.).

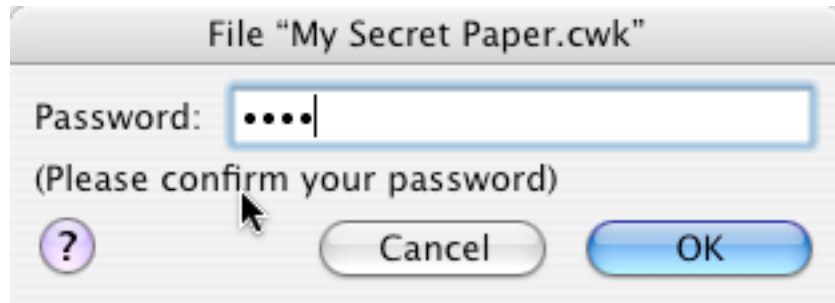


Fig. 3. Confirming Password.

Click OK. Now you are back in the Properties dialog. Click OK. Close your document. Now double click it to open it again. You are asked for the Password before you can open the document.

This Password is document specific. You can have a number of secret documents, each with a separate Password, if you wish.

What if you want to remove Password protection from a document. Open Properties, click Set Password. Type in your password. You are asked to confirm. Leave the Password space blank. Click OK and leave the Password space blank again and now the Password is removed.