Karlen Communications

Microsoft Office Protected View

What happens if you open a document and find the Information bar at the top that the document is protected and you can't edit it? How can I make the document editable?

When you receive a file from someone through e-mail or download it from the Internet, Office automatically "protects" you from any bugs or macros that might be harmful or mischievous on your computer. This is not a substitute for a virus checker!

When you open a document that is in protected view, there is a yellow information bar just above the document with a button to turn on edit mode. Although you can F6 to this information bar and activate the button, it is faster to use the keyboard.
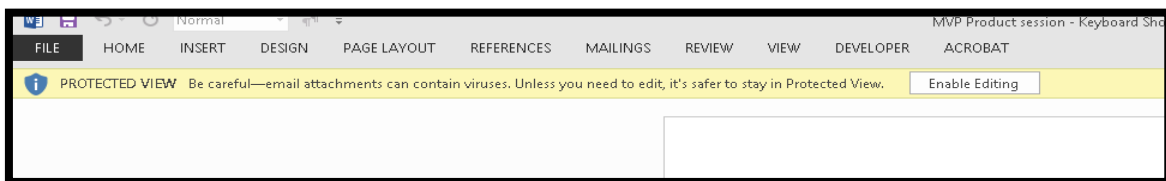

Figure 1 Information Bar alerting you to the fact that the document is in Protected View.

Press Alt + F, letter I, E for File/Backstage area, Info tab, Make document editable.

You can now make any edits to the document you need. Protected view will not appear again in this document if you've saved it to your computer or if you save it after turning off Protected View. It is a setting that you only have to turn off once for each document.

There is a setting in the Word Options Trust Centre that will turn off Protected View permanently if you want but this tutorial does not cover that setting.

Find more how to documents on the [Karlen Communications Handouts](#) web page.