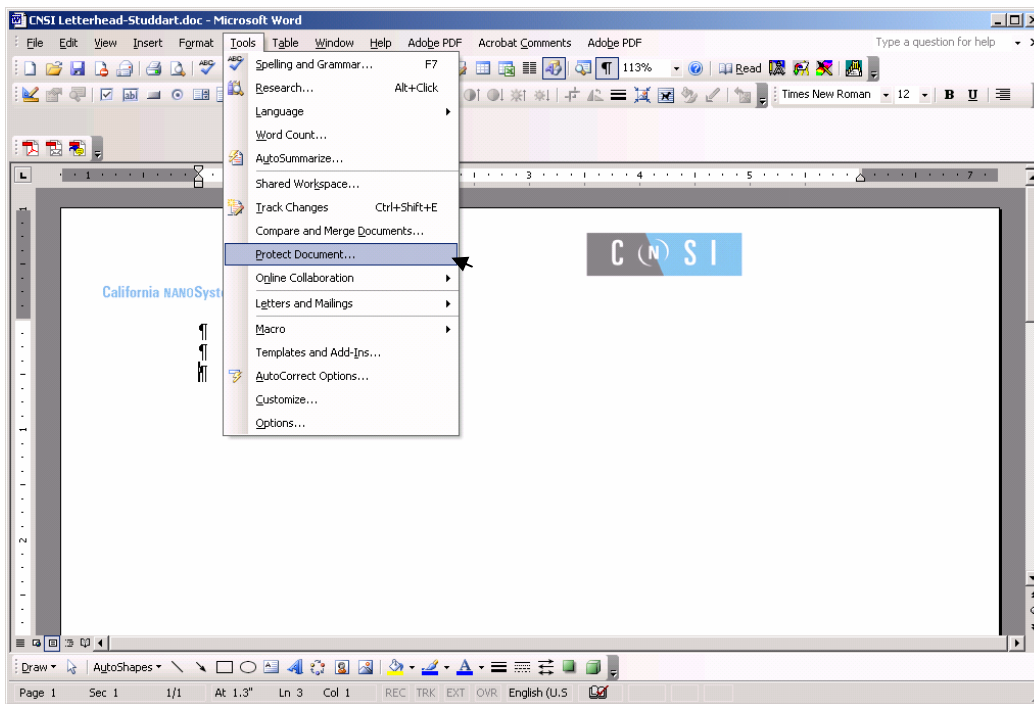


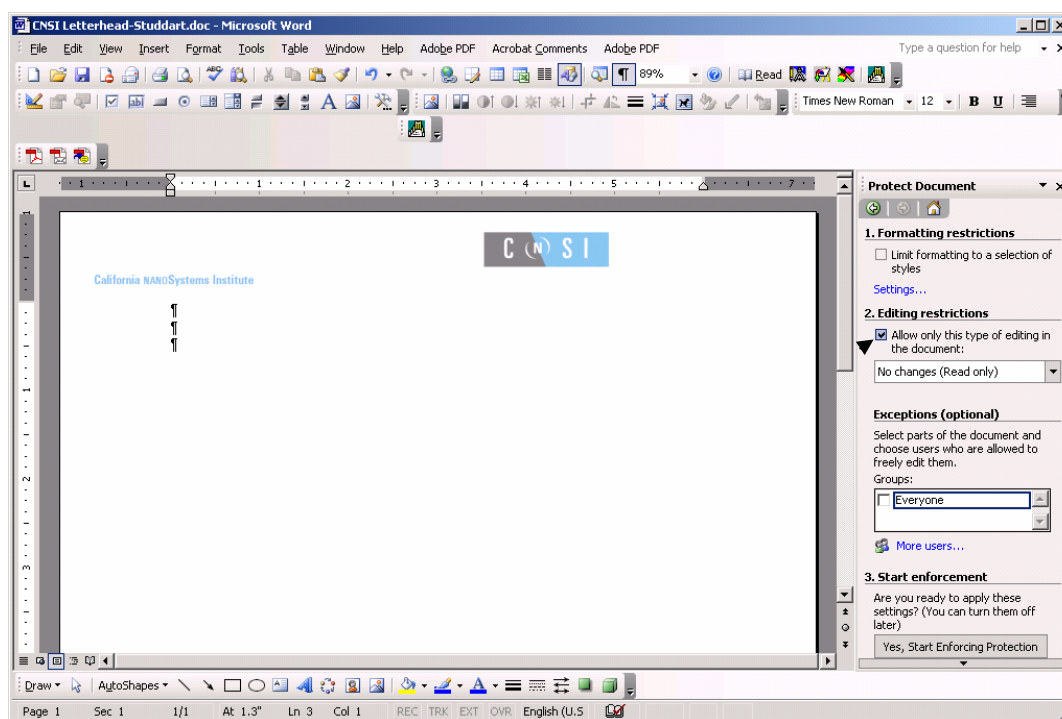
## INSTRUCTIONS FOR PROTECTING A MICROSOFT WORD DOCUMENT

Follow these instructions to password protect a Microsoft Word Document so that recipients will not have rights to change the document in any way. Once you have completed your document:

STEP 1: click on the “Tools” menu and click on “Protect Document”

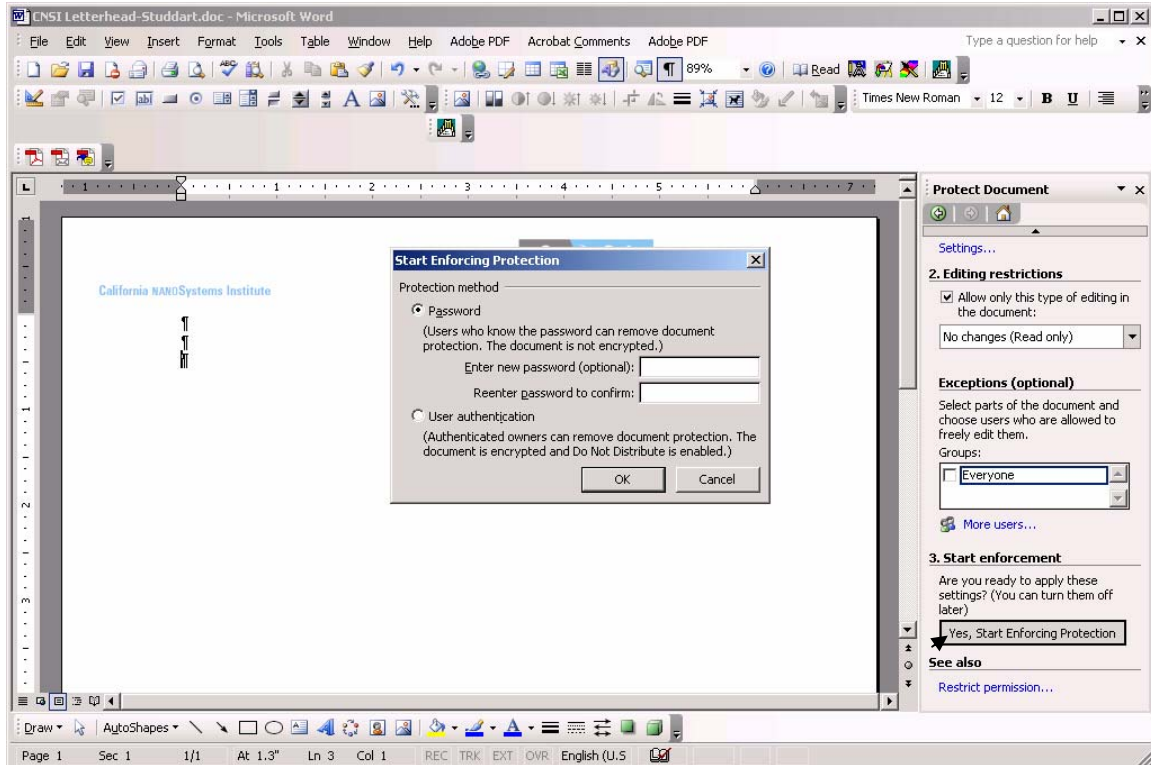


STEP 2: At the right of the MS Word window, check the box under “**2.Editing restrictions**” beside “allow only this type of editing in the document:” Then, make sure that “No changes (Read only)” is selected in the dropdown list below the check-box.



### STEP 3:

At the right of the MS Word window, beneath “**3. Start enforcement**”, click on the box with “Yes, Start Enforcing Protection”. This will open a password window at the center of your MS Word window. Enter in a password of your choice twice to set the password. **IMPORTANT:** be sure that you remember the password so that this document may be opened and edited by you at a later time.



STEP 4: Save your document as usual.