Document with protected header and footer

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This is in response to this [question posted on Microsoft Answers](https://answers.microsoft.com/en-us/msoffice/forum/all/using-protected-letterhead-in-browser/6c154bd7-b8f2-4987-89d4-c4b219eee8c9). It is protected using the methods set in Option 3. The password is “password.”

**Option 1**

1. Go into your first-page header and select everything.
2. Then, under the [Developer Tab](http://addbalance.com/word/developertab.htm) apply a Group Content Control.



1. Right-click and get properties.
2. Check the any boxes to limit deletion and editing.
3. OK your way out.
4. Go back into the body of the template and save it.

**Option 2: More complex:**

1. Select everything in your header and Cut it.
2. Insert a **Rich-Text Content Control**. Paste your header content into the Content Control.
3. Select the **properties** for the Content Control and choose the options to not allow it to be edited or deleted.
4. Then close the properties dialog and select the Header.
5. Apply a **Group Control**.
6. Go back into the body of the document and save it.

**Option 3: More complex:**

1. Do the Option 2 steps, then
2. in the body of the document choose the Restrict Editing option of No Changes - with exceptions.
3. Mark the body of the document as an exception for everyone.
4. Start Protection and apply a password.
5. Note that the footer is not inside either Content Control but still not editable.
6. Save the document.

# Someone who knows what they are doing can still edit this.

# See also:

* [No Copies - No Editing](http://www.addbalance.com/word/nocopies.htm#StartPage).
* [Setting Up Letter Templates - Ribbon by Suzanne Barnhill, MVP](http://wordfaqs.ssbarnhill.com/LetterheadRibbon.htm)

### This document may be redistributed so long as such redistribution is done without alteration.

### This is Version 23.2. Updates, if any, may be found on [my downloads page](https://addbalance.com/word/download.htm#PasswordProtectHeaderFooter).