

Tips & Tricks



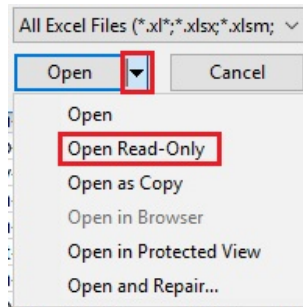
Open a File as 'Read-Only'

Let's say you have a budget in Excel that is the final version but you want to open it and do a few casual 'what if' projections with it. As it's the final version, you want to make sure you do not, through force of habit, click on the Save button and save your changes.

So what do you do? Open the document Read-Only.

In the Open dialog box, navigate to the file and click on it once to select it. You would then typically click on the Open button at the bottom right of the dialog box to open it.

This time, though, click on the drop-down arrow to the right of the Open button. Select Open Read-Only.



Notice the title bar at the top of the window will have [Read-Only] after the file name. Now if you click on the Save button, you'll be prompted to save the file as a new document.

Word and PowerPoint also have this feature.

Please feel free to forward this tip onto your colleagues and friends.