Make a file read only
by Dave Larson   763-689-5912

I have a file I use all the time to make business cards. It's a blank template of cards that I can save under another name once I fill in the information. However sometimes I forget to use the "Save As" command in the word processor and overwrite the original file. If you have a file you don't want to change by mistake you can make the file "Read only" in the Windows File Explorer program. That way when you use the Save command, the word processor should kick over to "Save As" automatically. Here are the steps.

1. Open the Windows File Explorer program. Usually this means clicking the yellow folder icon in the lower left corner of your screen on the taskbar.

2. Browse to the file you want to make read only.

3. Right click the file, then choose "Properties"

4. Find the "Read Only" option and click to check mark.

5. Click OK to save your change.