



Coffee Break

Question on Software or Operating system.

PROTECT YOUR SENSITIVE FILES, WITH READ ONLY.

A read-only file can be opened and read but no changes can be saved over the original file. This comes in really handy for documents, spreadsheets, and other sensitive files that you don't want messed with.

Files on a CD are read only since you can't modify them while they are on the CD. If you want to change them you must transfer the file to your computer. It was Read Only on the CD but Windows XP is smart enough to undo this when you make the transfer to your computer.

To make a file or folder (Read Only).....

Right Click the file or Folder.

Left Click Properties.

Make sure the [General] tab is selected,
Left Click [Read only] in the 'Attributes' section of the Dialog.
May need to click twice to place the green tick in the small box.
Click [Apply] then [OK].

To remove the [Read only] attribute.
Follow the same procedure but remove the tick in the [Read only] box.