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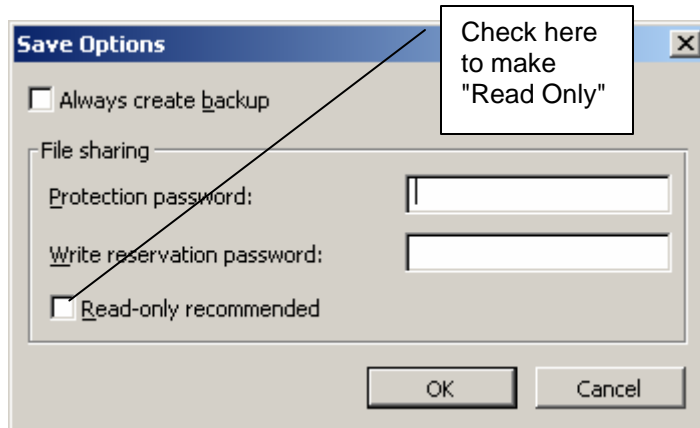
RE: Project Schedule Security

Question: I want to allow others to open and see my project schedule but not allow them to see the costing information. Is this possible?

Answer: This is actually a question that is asked in almost every class that I teach. The answer is "No". If someone has the ability to open the project schedule, they can see everything in it. There is not a field or table level security that you would find in databases. If you are using MS Project Server you can control through security in Web Access which users may view which tables. However, if a user has the ability to open a project schedule through MS Project Professional, all data is viewable.

So what other security is possible? During the **SAVE AS** function, you have the ability to set a password for the project schedule. There is also an option to control that the schedule is restricted to being opened read only. Please see below:

- **File → Save as**
- To make read only, click on the **Tool button** on this form (right side)
- Select the "General Options"
- Enter password and select options
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- OK
- Click Save

Another option that you are seeing in this form allows the schedule to always be opened creating a backup copy of the file. This can be useful particularly with the 1 undo concern that many people have. However, these backup copies will accumulate on your system and will need to be removed.

NOTE: To remove a password or other options, you must return to the **SAVE AS** command.

NOTE-2: Similar options are also available to all the other MS Office Products through the **SAVE AS** command.