

## How to add Password in DB TextWorks

To create or edit passwords:  
 Choose Maintain menu  
 Select Edit Textbase Structure  
 Choose Passwords.



Use the Textbase Passwords dialog box to assign passwords that restrict certain activities and protect important information.

A password will be requested or applied when the database is opened.

After you assign passwords, you can print the database structure to see all passwords.

If you ever forget a password, you can refer to the printout.

**Master Password.** The Master password allows full access to all operations. Every database can be protected by a Master password. A Master password must be assigned before you can create any other passwords.

**Field Access Passwords.** You can create individual Field Access passwords that you can provide to different users, giving each user different rights to the database. For example, one password can prevent a user from editing validation and substitution lists. Another password can hide some fields and make other fields read-only.

**Silent Password.** Enable a Silent password to allow users to open a database without knowing a password, while still protecting information in the database, including the database structure.

If you want people to be able to read the database but not alter the data apply a Silent Password.

A Read Only database can also be created by using the Run Time software that comes with DB TextWorks.

See the Help files under Run-time – Distributing textbases with the Run-time version