

PROTECT THE DOCUMENT

You will use the **Registration Form** document for this exercise.

Once a form has been completed, the document must be protected before information can be entered into it. The Group command can only be used with Content Controls, but not with Legacy Controls. To protect the form, it cannot be in Design Mode. Therefore, Design Mode must be turned off before Protection can be applied.

- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Design Mode** button to deactivate it.
- ✦ In the **Protect Group**, click the **Restrict Editing** button (see illustration below).



- ✦ The **Restrict Editing Task Pane** will open (see illustration above).
- ✦ In **Section 2** of the **Task Pane**, click **Allow only this type of editing in the document**.
 - ★ The list box below the check box will become active.
 - ★ Additional text will appear below that.
- ✦ Click the **Section 2** arrows.
- ✦ Click **Filling in Forms**.
 - ★ When protecting the entire document, it must be specified that it is protected for **Filling in Forms**.
 - ★ This means the user will be able to enter content in the **Content Controls** and **Form Fields**.
- ✦ The **Start Enforcement** button in **Section 3** becomes active (see illustration above right).
- ✦ Click the **Yes, Start Enforcing Protection** button.

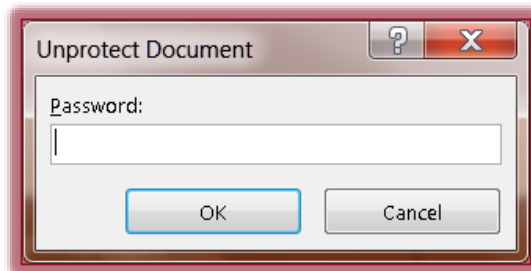


- ✦ The **Start Enforcing Protection** dialog box will open (see illustration on previous page).
- ✦ To keep others from turning off protection for the form, input a password in the **Enter new password box**.
- ✦ To confirm the password, input the same password into the **Reenter password to confirm** box.
- ✦ Click the **OK** button to close the dialog box without making any changes.

UNPROTECT THE FORM

If changes need to be made to a form, it has to be unprotected. To do this:

- ✦ Click the **Developer Tab**.
- ✦ In the **Protect Group**, click the **Protect Document** button.
- ✦ The **Restrict Editing Task Pane** will display.
- ✦ At the bottom of the **Task Pane**, click the **Stop Protecting** link.
- ✦ If a password was specified for the form, input the password into the **Unprotect Document** dialog box (see illustration below).



- ✦ Click **OK**.
- ✦ Protection should be removed from the form.