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.

1. Click the **Developer Tab**.
2. In the **Controls Group**, click the **Design Mode** button to deactivate it.
3. In the **Protect Group**, click the **Restrict Editing** button.
4. The **Restrict Editing Task Pane** will open.

   - **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.
   - **Click the Yes, Start Enforcing Protection** button.
The Start Enforcing Protection dialog box will open.

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.

Click OK.
Protection should be removed from the form.