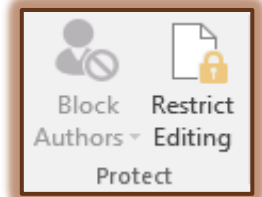


PROTECT THE DOCUMENT

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.

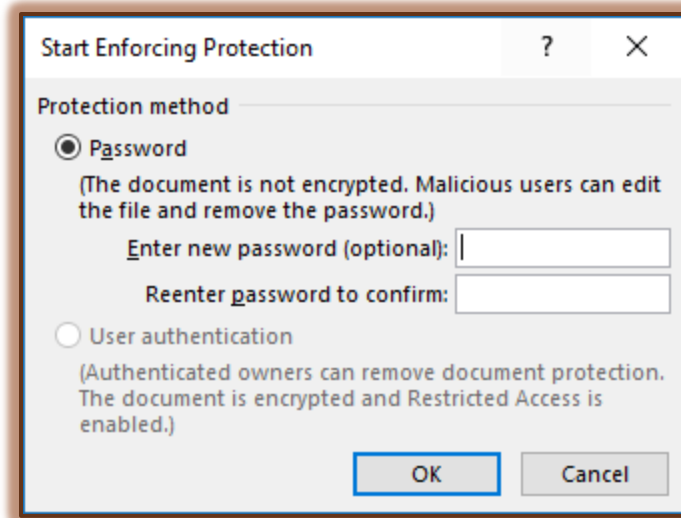
- ✦ Click the **Developer Tab**.
- ✦ In the **Controls Group**, click the **Design Mode** button to deactivate it.
- ✦ In the **Protect Group**, click the **Restrict Editing** button.
- ✦ The **Restrict Editing Task Pane** will open.

A screenshot of the 'Restrict Editing' task pane. It has a title bar with 'Restrict Editing' and a close button. The pane is divided into three sections:

- 1. Formatting restrictions**: A checkbox 'Limit formatting to a selection of styles' is unchecked. Below it is a 'Settings...' link.
- 2. Editing restrictions**: A checkbox 'Allow only this type of editing in the document:' is checked. Below it is a dropdown menu showing 'No changes (Read only)'. Below the dropdown is the text 'Exceptions (optional)' and instructions: 'Select parts of the document and choose users who are allowed to freely edit them.' Under 'Groups:', there is a checkbox 'Everyone' which is unchecked. Below it is a 'More users...' link.
- 3. Start enforcement**: A question 'Are you ready to apply these settings? (You can turn them off later)' is followed by a button 'Yes, Start Enforcing Protection'.

- ✦ 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.

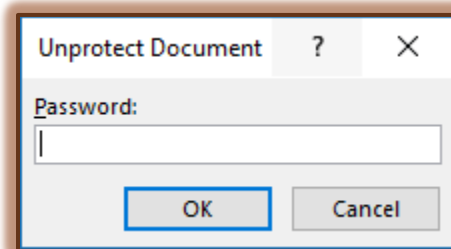
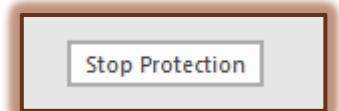


- ✦ To keep others from turning off protection for the form, input a password in the **Enter new password box**.
- ✦ To confirm the password, input the same password into the **Reenter password to confirm** box.
- ✦ Click the **OK** button to close the dialog box without making any changes.

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.