How to Unlock and Relock a Microsoft Office Word Form

This document shows how to unlock and relock form fields on a Microsoft Word form. Please follow the instructions that are applicable to your version of Microsoft Word.

Instructions: Start with the version of the form that’s available from this website and enter the header information and select the applicable checkboxes, etc.

When you are ready to start adding content to the large paragraph text fields, you may unlock the form which will allow you to use spellcheck and to format your text with bullets, numbering, bold, italics, underlining, etc.

Please remember to relock the form after you have finished adding the large paragraph content to preserve the checkbox functionality for the remaining sections in the report template.

Microsoft Office Word 2003

To Unlock Fields
2. Click OK. The fields are now unlocked.
3. Optional: Close the Protect Document pane on the right.

To Lock Fields
2. Under Editing Restrictions, it should be set to allow filling in forms. You should not need to change this setting.
3. Click Yes, Start Enforcing Protection. DO NOT set a password or change any other settings.
4. Click OK. The fields are now locked.
5. Optional: Close the Protect Document pane on the right.

Microsoft Office Word 2007

To Unlock Fields
1. On the toolbar ribbon, from the Review tab, under Protect, click Protect Document, and then click Restrict Formatting and Editing.
   If the Review tab is not viewable:
   a. From the Microsoft Office button, click Word Options.
   b. In the categories pane, click Popular.
   c. Select Show Review tab in the Toolbar.
   d. Click OK. The Review tab is now added to your toolbar.
2. At the bottom of the pane, click Stop Protection. The fields are now unlocked.
3. Optional: Close the Restrict Formatting and Editing pane on the right.

To Lock Fields
1. On the toolbar ribbon, on the Review tab, under Protect, click Protect Document, and then click Restrict Formatting and Editing.
2. Under Editing Restrictions, it should be set to allow filling in forms. You should not need to change this setting.

3. Under Start enforcement, click Yes, Start Enforcing Protection. A Start Enforcing Protection dialog appears. DO NOT set a password or change any settings in this dialog.

4. Click OK. The fields are now locked.

5. Optional: Close the Restrict Formatting and Editing pane on the right.

Microsoft Office Word 2010

To Unlock Fields

1. On the toolbar ribbon, from the Developer tab, under Protect, click Restrict Editing. The Restrict Formatting and Editing pane appears on the right.

   If the Developer tab is not viewable:
   a. From the File menu, select Options. A menu of Word Options appears.
   b. Click Customize Ribbon. The Customize Ribbon appears.
   c. From the menu on the right under Main Tabs, select the checkbox for Developer.
   d. Click OK. The Developer tab is now added to your ribbon.

2. At the bottom of the panel, click Stop Protection. The fields are now unlocked.

3. Optional: Close the Restrict Formatting and Editing pane on the right.

To Lock Fields

1. On the toolbar ribbon, from the Developer tab, under Protect, click Restrict Editing. The Restrict Formatting and Editing pane appears on the right.

2. Under Editing Restrictions, it should be set to allow filling in forms. You should not need to change this setting.

3. Under Start Enforcement, click Yes, Start Enforcing Protection. A Start Enforcing Protection dialog appears. DO NOT set a password or change any settings in this dialog.

4. Click OK. The fields are now locked.

5. Optional: Close the Restrict Formatting and Editing pane on the right.