MINNESOTA JUDICIAL BRANCH

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

1. On the Tools menu, click **Unprotect Document**. The Protect Document pane appears.
2. Click **OK**. The fields are now unlocked.
3. Optional: Close the Protect Document pane on the right.

To Lock Fields

1. On the Tools menu, click **Protect Document**. The Protect Document pane appears.
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.