

Lesson 3 Unlocking a Form and saving as a Template

Unlocking a Form'

If you need to edit a form that has been restricted for editing, the form will need to be unlocked before any changes can be made. The following explains how to unlock your form.

1. Click on the **File** tab (1).



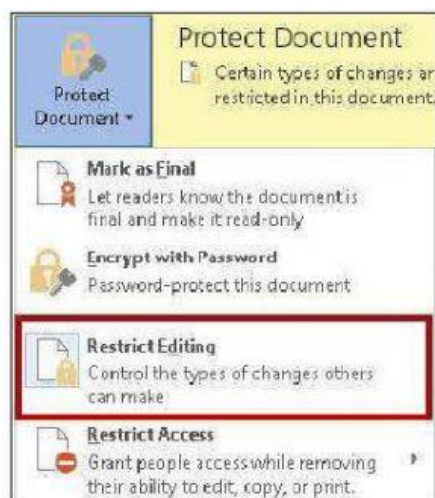
1

2. The **Backstage - Info** view will appear. Click on **Protect Document** (2).



2

3. A drop-down list will appear. Click on **Restrict Editing** (3).



3

4. The *Restrict Editing* window will open to the right of your document. Click on **Stop Protection** at the bottom of the window (4).



5. If the document is password protected, you will be prompted to enter the password to stop protection. If the document has no password protection will stop.

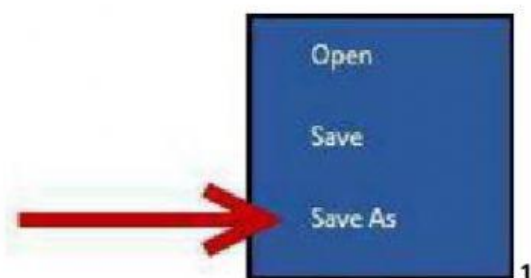
Saving your Fillable Form as a Template.

Once you have created and locked your form, you can save the form as a template. Then when a user is ready to save their completed form, they will be prompted to save the form as a new document. This way, you can share the form and won't have to worry about users saving over the master copy. To save your form as a template:

1. Click the **File** tab, in the **Ribbon**.



2. The *Backstage view* will open. Click on **Save As** (1)

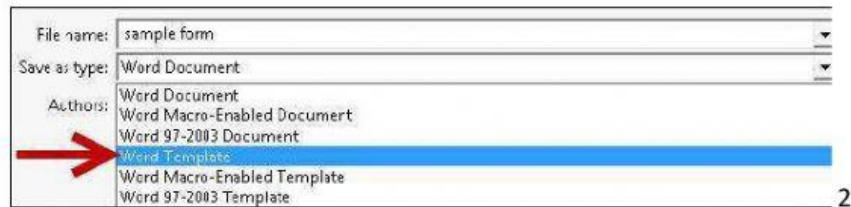


3. Select a location on your computer to save your document. The save as window will open.

4. For *File Name* : type a name for your file.

5. For *Save as type* : click the **dropdown** arrow.

6. Select **Word Template** from the *dropdown* list (2)



7. Click the Save button. Your form will be saved as a word template.

Questions

1. Give the steps to Unlocking a Form.

2. How do you save a form as a template?