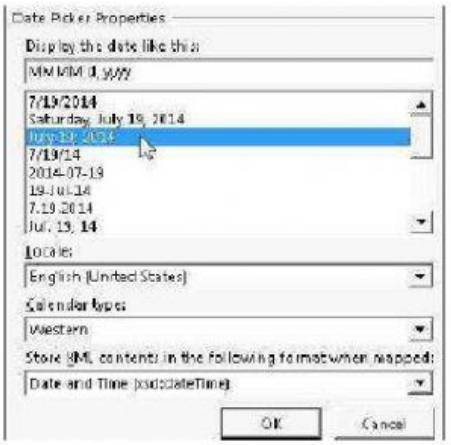
Lesson 2 Editing Properties and Restrict and Lock a Form.

Data Picker Properties

The *Data Picker Properties* provide options hoe you would like the date to displayin the field once selected by the user.(the other option can be left s they are).

To change how your date will be displayed in the field.

1. Under *Display* the date like this; select one of the **options** from the list.**(1)**



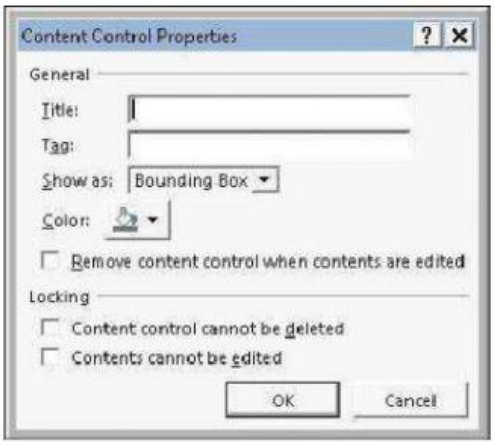
1

2. Click the OK button to confirm.

Picture Properties

The picture properties window will display some of the same general options. There are no special control option for the *Picture Content Control* **(2).**

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2

Check Box Properties

The check box properties provide for changing the symbols that appear when the box is checked and unchecked.

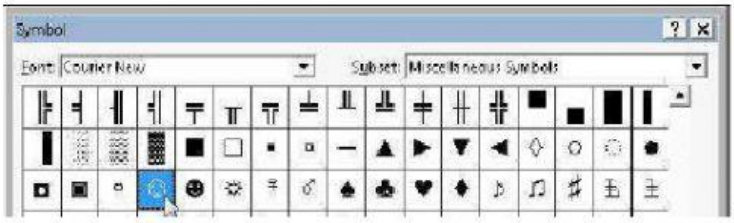
To change the symbols that appear when the box is checked or unchecked.

1. Click the Change button .... to set the symbol for checked/unchecked.(3)



3

2. The symbols window will appear. Select a symbol from the list **(4).**



4

3. *Click* the **OK** button**.**

4. Repeat steps 1- 3 to change the symbol for the checked/unchecked box.

5. When finished, click the **OK** button on *the Check Box Properties* window**.**

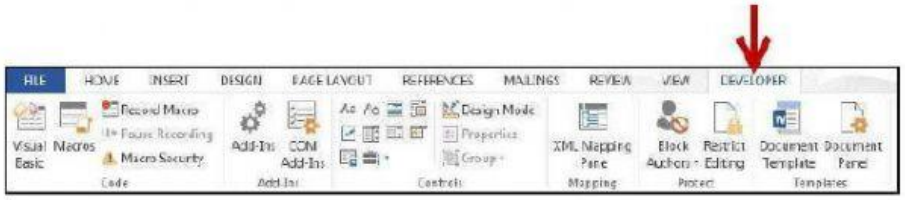
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Lock and Restrict your Form

Once you have prepared your form for data entry, it is good idea to lock the field from deletion so users won't accidently remove key fields. In addition, you can restrict users to using the content controls available to fill in the form.

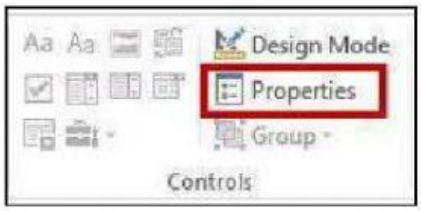
Before locking you form to restrict editing, you will need to lock all the content controls in your from deletion :

1. Click the Content Control you wish to alter properties for.
2. Click the **Developer** tab.**(1)**



1

3. Click on **Properties** in the *Controls* group **(2).**



2

4. The *properties* window will appear. Under Locking, check the **Content control cannot be deleted** box**. (3)**



3

5. Click the **OK** button**.**

6. *Repeat* steps **1 - 5** for the rest of the content controls in your form.

Once all your content controls have been locked against deletion.

7. *Click* on the **Developer** tab. (4)

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4

8. In the *Protect* grouping ,click on **Restrict Editing**. (5)



5

9. The *Restrict Editing* side menu will appear to the right of your document. Under *editing restrictions*, click the box that says, **Allow only this type of editing in the document** (6).



6

10. Under *Editing restrictions*, select **Filling in forms** from the drop-down list. (7)



7

11. Under Start enforcement, click on **Yes, Start Enforcing Protection (8).**

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8

12. The Start *Enforcing Protection* window will appear. From here, you can choose to create a password to unlock editing of the form for an extra layer of control. If no password is needed leave the fields blank **(9)**



9

Make note of your password if forgotten, there is no way to retroeve it and thus remove protection form the document.

13. When finished, click the **OK** button.

Questions.

1. **Detail the steps to Restrict and Lock your form.**

2. **What steps do you iake to edit date and symbol properties?**

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