## How to "unlock" a Word Form

Some documents (such as PBCC's syllabus templates) are set up as "forms" with fields that allow data entry. If a faculty member wishes, the form can be "unlocked" and modified as long as all the required elements from the checklist are included.

#### Word forms can be unlocked as follows:

- 1. Open the Word form in Word Look for the Developer Tab in the Ribbon if you don't have the develop tab, follow step 2:
- 2. Activate the Developer Tab on the Ribbon:

You should display the **Developer** tab or run in developer mode when you want to write macros, run macros that you previously recorded, or create applications to use with Microsoft Office programs.

Do the following in these Microsoft Office programs:

#### Excel, PowerPoint, or Word

- A. Click the Microsoft Office Button, and then click Excel Options, PowerPoint Options, or Word Options.
- B. Click Popular, and then select Show Developer tab in the Ribbon check box.
- 3. Click on the Developer Tab



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4. Click on the Protect Document Tab select **Restrict Formatting and Editing** 

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5. Click the Stop Protection Button

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# How to "unlock" a Word Form

The form is now unlocked and can be edited in anyway.