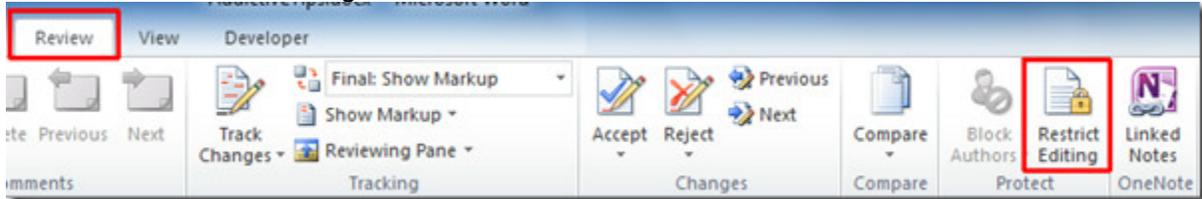


How to Turn Off and On Restrict Editing/Protect to alter or restrict editing:

1. Click on “review” tab
2. Click on “restrict editing”



3. “Restricting Formatting and Editing” pane will appear at the right sidebar providing numerous options to restrict editing.
4. Click on “stop protection” at the bottom of the “restricting formatting and editing” pane.
5. You can then make changes to your document.
6. To turn back on “enforcing protection” which allows you to click through the fillable form
7. Open up the “restricting formatting and editing” pane by completing Step 1, 2 and 3.
8. Click on “yes, start enforcing protection”
9. The following box will appear



10. Click on ok – you do not need to enter a password
11. Close out the “restricting formatting and editing” pane by clicking on the “x” on the top right of the pane.
12. Any questions, contact Employee Resources Department @ 715-261-1451.