

## Guideline: How to unlock and lock document template

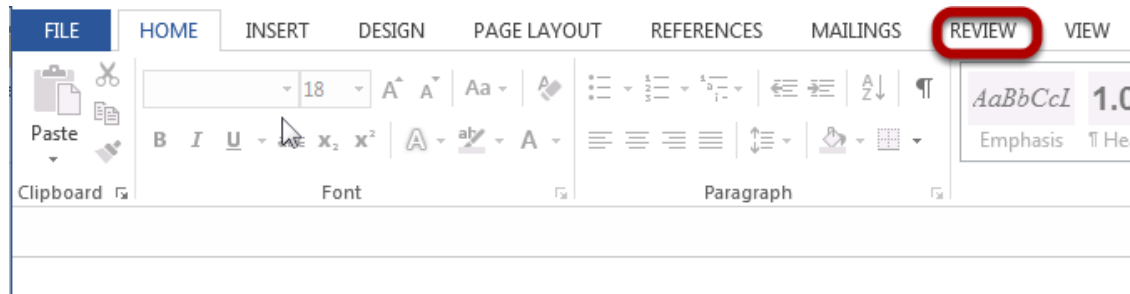
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Text editors described: Microsoft Office Word 2013

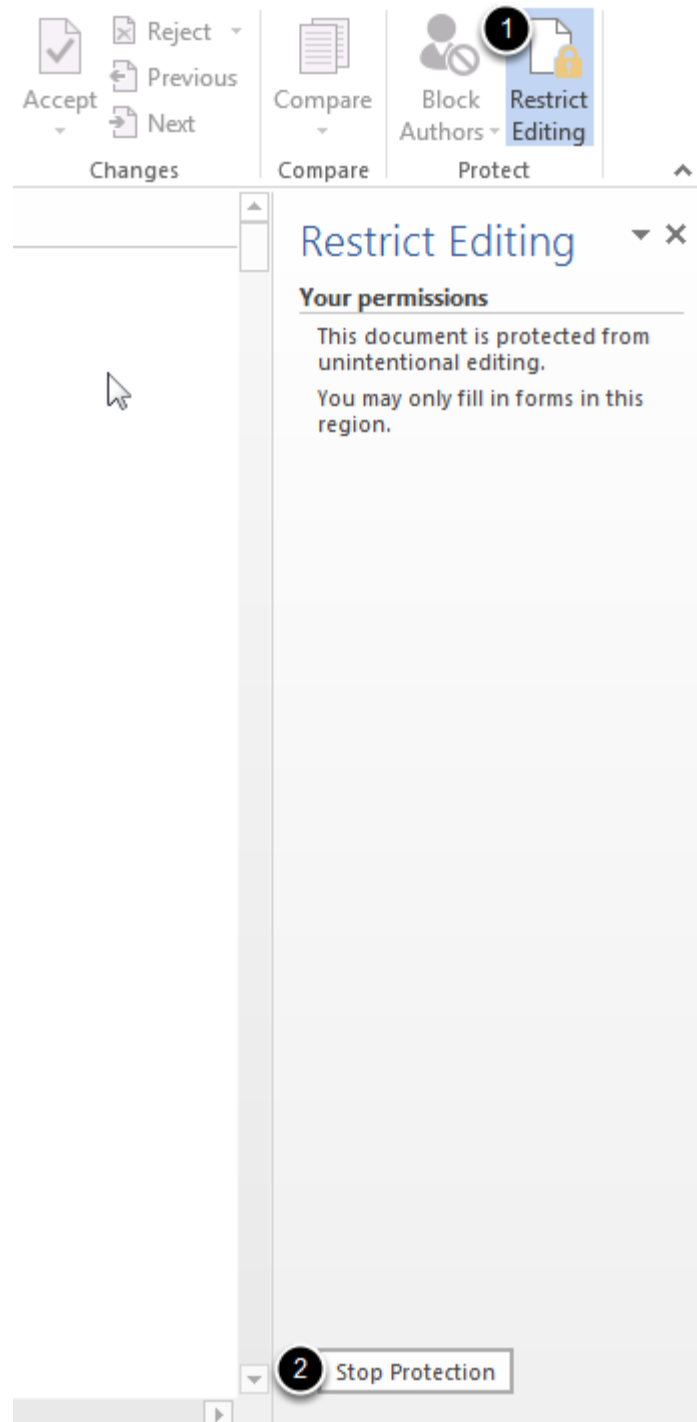
Certain functions may be deactivated in a template-based document. By unlocking the template the functions will be activated.

NB: To use the automatic forms in the Log 950 template front page and publication agreement to work, the template must be in locked mode.

### Unlock document

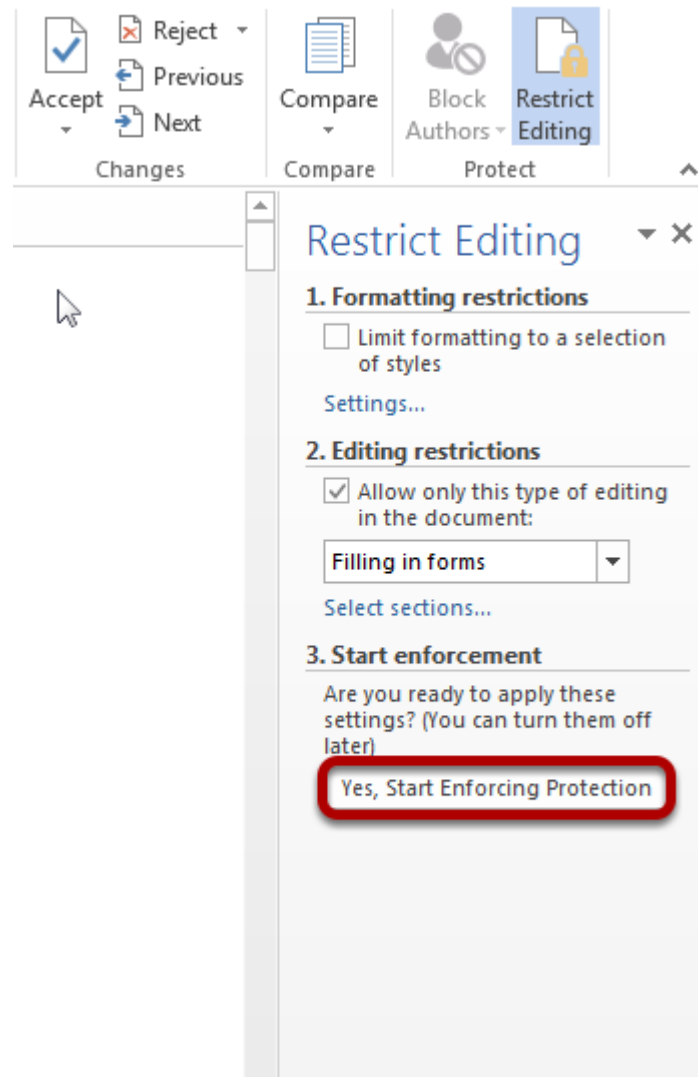


Click the **REVIEW** tab



Choose **Restrict Editing (1)** and **Stop Protection (2)**

## Lock document



Click **Yes, Start Enforcing Protection**



Click **OK** in the dialogue box. A password is not necessary!

Sist oppdatert: 14.01.14, IT-senteret (AML)