



WSBA

Forms on CD User Instructions

The forms on this CD(s) have fillable fields: You can navigate through the form using your Tab key, filling in the appropriate text as you go. (In some cases, you will see a menu of suggested fill-in text.) **The document must be protected, or “locked,” for Tab-key navigation to work.**

To unlock a form and edit/format it as you would any other Word document or to show/hide form field shading (the shading that indicates fillable fields) follow the directions below for the specific version of Microsoft Office you are using. Please note that after you edit or customize a form, you must save it under a new name so that you do not overwrite the original.

Instructions for users with Microsoft Office 2003 and earlier:

Unlock Forms

On the Tools menu, click Unprotect Document.

Show/Hide Form Field Shading

On the View menu, click Toolbars, and then click Forms. The Forms toolbar will appear on your screen. (If you wish, you can “dock” the Forms toolbar to the standard toolbar by dragging it to an empty space.) Click the Form Field Shading button (represented by the letter “a” with shading around it).



Instructions for users with Microsoft Office 2007:

Unlock Forms

On the Review tab, in the Protect group, click Protect Document, and then click Restrict Formatting and Editing. In the Restrict Formatting and Editing task pane, click Stop Protection.

Show/Hide Form Field Shading

On the Developer tab¹, in the Controls group, click on the Legacy Tools button (represented by a toolbox with a hammer and wrench across the top). Under Legacy Forms, click on the Form Field Shading button (represented by the letter “a” with shading around it).

¹ If you do not see the Developer tab, click on the Microsoft Office Button, click Word Options, click Popular, select the Show Developer tab in the Ribbon check box, and then click OK.

Instructions for users with Microsoft Office 2010 and 2013:

Unlock Forms

On the Review tab, in the Protect group, click Restrict Editing. In the Restrict Formatting and Editing (Restrict Editing in Office 2013) task pane, click Stop Protection.

Show/Hide Form Field Shading

On the Developer tab², in the Controls group, click on the Legacy Tools button (represented by a toolbox with tools). Under Legacy Forms, click on the Form Field Shading button (represented by the letter “a” with shading around it).

Please feel free to contact our Order Fulfillment staff at orders@wsba.org or (206) 733-5918 with any questions or comments.

² If you do not see the Developer tab, go to the File tab, click Options, and then click Customize Ribbon. Under Customize the Ribbon and under Main Tabs, select the Developer check box, and then click OK.