

Protecting the Form Document

In order to test the form that was created, the form must be protected. Click the link for Forms Toolbar to see an explanation of the buttons that are mentioned in this document.

- ❖ To protect the form, click the **Protect Form** button on the **Forms** toolbar.
 - This is a toggle key that when pressed the first time protects the form.
 - When it is clicked the second time, the form is unprotected.
- ❖ Take a few minutes to add information into the form.
- ❖ Click the **Protect Form** button to unprotect the document.
- ❖ Click the **Reset Form Fields** button to reset the form and remove the information that was input into the form.