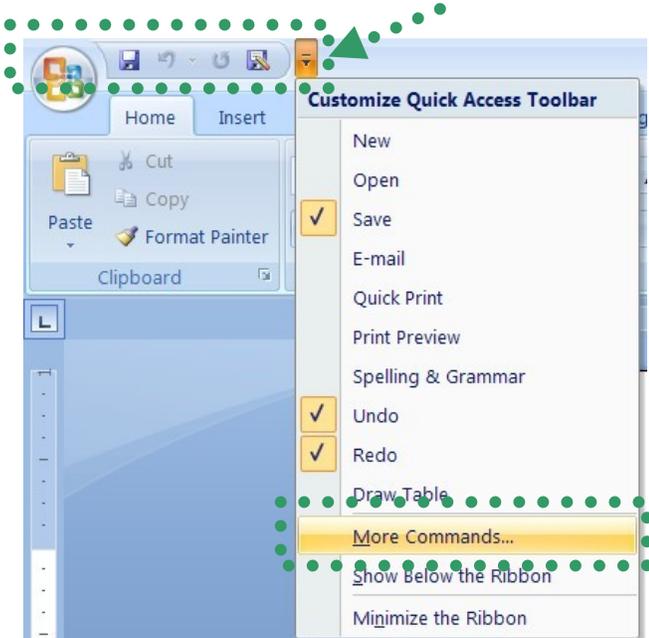


Unlock Forms for Editing in Word 2007

Follow these steps to add the Unlock/Lock command to the Quick Access Toolbar in MS Word 2007.

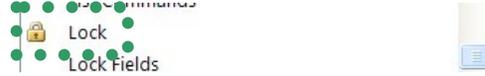
1. Click the drop-down menu next to the Quick Access Toolbar.
2. Select “More Commands” from the list.



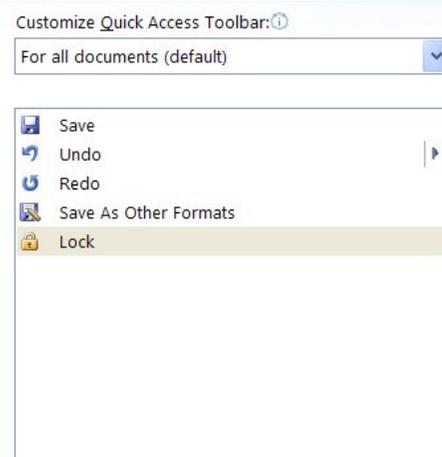
3. Choose the “*Commands not in the Ribbon*” option



4. Scroll down to and select “**Lock**”



5. Click the **Add >>** button. This will make the Lock command available on the toolbar.



6. Click the **OK** button.

The **Padlock** is now available to use on a Fill-in Form just like in Word 2003 - just click to unlock and click again to re-lock your form



See Microsoft’s [Interactive Word 2003 to Word 2007 command reference guide](#). The guide covers the most popular commands from Word 2003. For the complete list of command equivalents, download the [Word ribbon mapping workbook](#).