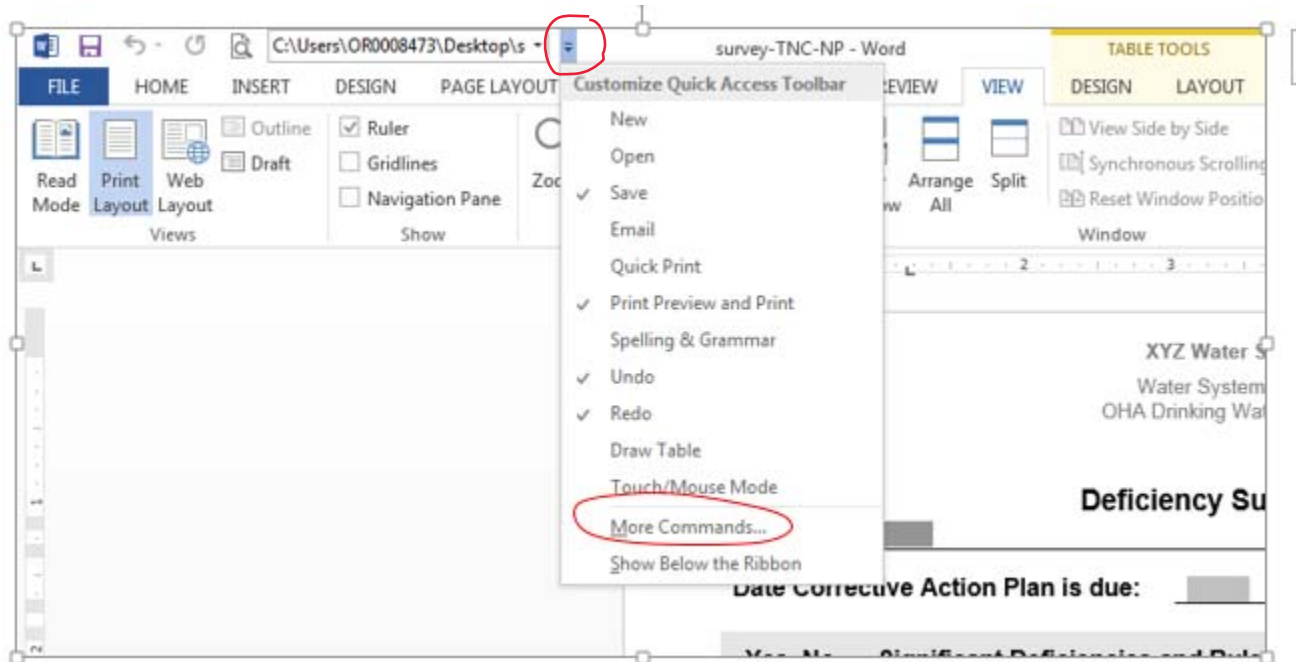


Adding a toggle (on/off) switch for forms into Word toolbar

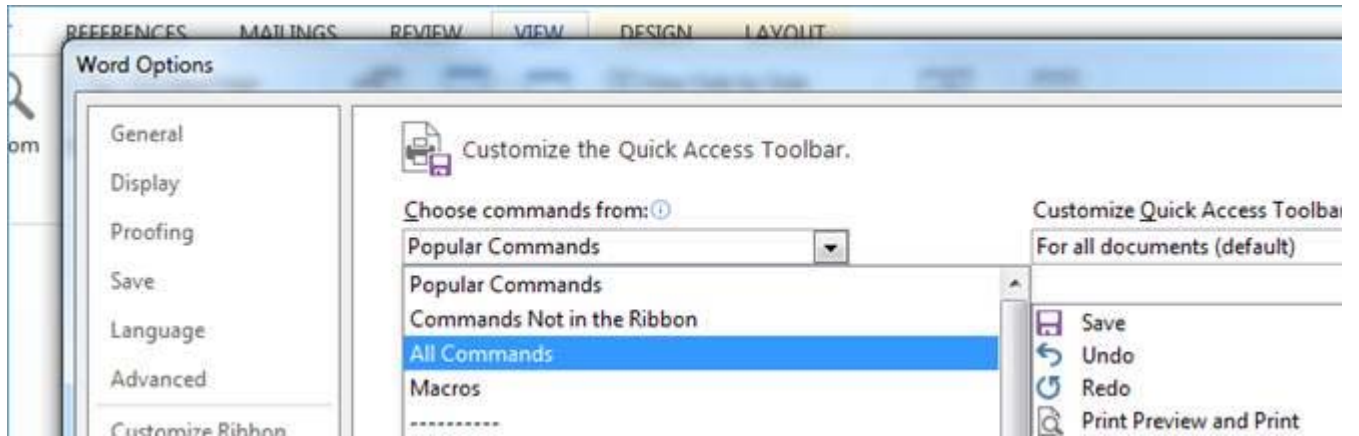
Adding a Lock on/off switch to your quick access toolbar will allow you to go back and forth between the forms mode (where you can click on checkboxes, for example) and the freedom-to-edit mode, in any Word form you open after that. You only click on this “lock” icon to switch back and forth. It is a huge time-saver, whether on survey forms, chemical schedule changes, or any other Word form.

How to do it:

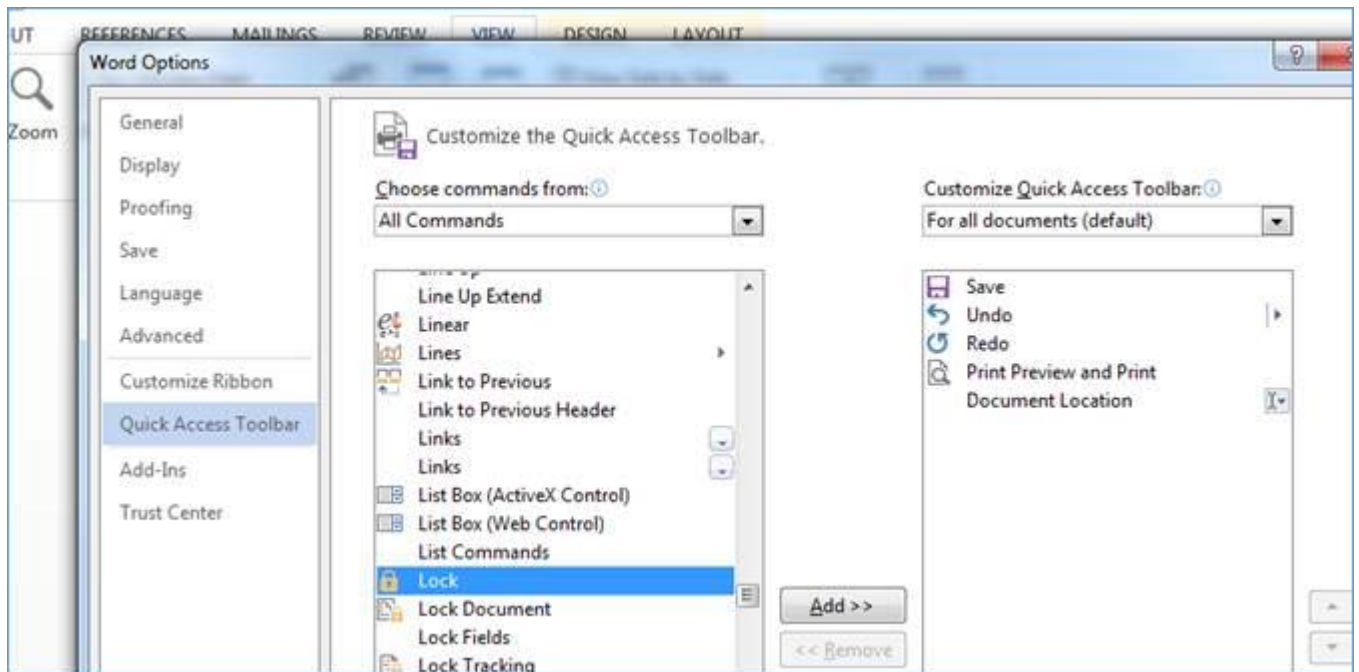
1. Open any Word document.
2. Click on the down arrow (with an extra line on top) at the very top of the screen in your “Quick Access Toolbar.” (see below)
3. Click on “More Commands” (near the bottom of that list).



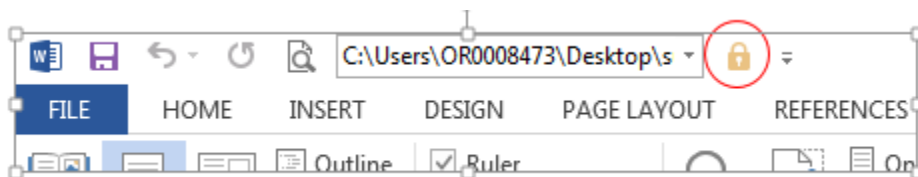
4. Switch the center column from “Popular Commands” to “All Commands” using the drop down menu.



Scroll down the alphabetical list to “Lock” (padlock symbol).



5. With “Lock” highlighted, click the word “Add” in the middle between the columns above and it will add the Lock command to the left column. The toggle switch will be on your toolbar after that. Hit “OK.” Here’s what it will look like.



6. Now that’s it’s on the toolbar, it will always be there for you!