



WSBA

CONTINUING LEGAL EDUCATION

Forms on CD User Instructions

Instructions for users with Microsoft Office 2003 and earlier:

The forms on these CDs 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.**

Unlock Forms

To unlock the form and edit it as you would any other Word document, go to the Tools menu and select "Unprotect" to unlock the document. After you edit or customize the form, be sure to save it under a new name so you don't overwrite the original.

Turn Form Shading Off

If you cannot see the shading that indicates fillable fields, click View on your menu bar, select Toolbars, then select Forms. The Forms toolbar will appear on your screen. (If you wish, you can "dock" it to the standard toolbar by dragging it to an empty space.) To toggle shading on or off, simply click the Form Field Shading button which is represented by a shaded letter "A".



Instructions for users with Microsoft Office 2007:

Unlock Forms

To unlock the form and edit it as you would any other Word document, go to the Review Tab menu at the top of the page. Click on the "Protect Document" button on the right-hand side of the page. From the menu options choose "Restrict Formatting and Editing." A task pane will open and at the bottom of the page click the "Stop Protection" button. After you edit or customize the form, be sure to save it under a new name so you don't overwrite the original.

Turn Form Shading Off

To turn shading off, click on the Office button on the top left. At the bottom on the right-hand side, click the "Word Options" button. Click the "Popular" button on the left-hand side. Click the checkbox to activate "Show Developer Tab in Ribbon," then click OK. You should now see a button titled "Developer" along the top of the page, click that button. In the "Controls" grouping you will see the Legacy Tools icon (it looks like a folder with a hammer and wrench across the top). Click the arrow next to this icon and under Legacy Forms, click the Form Field Shading button (it looks like a lower-case "a" with blue shading behind it). You have now turned off the shading.

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