**Intake Questionnaire Form Protection instructions**

Hi all!

Here are instructions to unprotect/edit and protect your Word fillable documents provided by us.

You can fill either way, but to edit the document to change questions or add your logo and contact information, assuming you have a PC and depending on what version of word you have try one of the following:

1) Go to "tools" and unprotect or protect as you need. Make sure "forms" is selected before entering your password and clicking "okay".
2) Go to "review" and to the far right of the tool bar, you should see restrict editing or protect options

Make sure to protect the document before sending it to your clients, otherwise they can edit everything. Right now I have the document protected and the **password is "ifmnt".**

I'm not a MAC user, nor do I know the instructions for other programs compatible with word docs so in these cases, I'm sure a simple google search would provide you with specific instructions.

One other thing – in some cases if your clients put more into a fillable field then there is visible space, it will continue to fill, but until you unlock the document you may not be able to see all they wrote – remember this when reviewing completed forms.

I hope this helps!
Susan