

Word 2010 Users

Instructions to unlock and lock the front matter templates:

1. Save the document on your computer.
2. Select the dropdown symbol next to the Quick Access Toolbar (this is the row of shortcut icons such as “Save,” “Undo,” and “Redo”). This will allow you to customize your Quick Access Toolbar.
3. Select “More Commands...” from the dropdown list.
4. Under “Choose Commands from,” change to dropdown to “All Commands.”
5. Search the alphabetical list, and select the highlighted “Lock” icon. Then select “Add” between the two command boxes, and click “Ok.” This will place the “Lock” command in your Quick Access Toolbar.
6. Make sure that the “Lock” icon in your Quick Access Toolbar is not highlighted in yellow. This will unlock the document so that you can
 - a. add or subtract lines for coursework,
 - b. remove bolded instructions within the template,
 - c. remove sections that do not apply to your personal curriculum vita.
7. When you are ready to fill in the highlighted sections of the front matter pages with your own information, select the “Lock” icon in your Quick Access Toolbar. This will lock the document so that you can tab through each highlighted section and fill in the correct information.

Word 2007 Users

Instructions to unlock and lock the curriculum vita template:

1. Save the document on your computer.
2. Select “Review” at the top of the screen and then select “Protect Document” on the far right.
3. Under “Restrict Reviewing Options” select “Restrict Formatting and Editing.”
4. Select “Stop Protection” at the bottom of the window. This will unlock the document so that you can
 - add or subtract lines for coursework,
 - remove bolded instructions within the template,
 - remove sections that do not apply to your personal curriculum vita.
5. When you are ready to fill in the highlighted sections of the curriculum vita with your own information, complete the following:

6. If you have not closed the “Restrict Formatting and Editing” window, go to step 8. If you have closed the “Restrict Formatting and Editing” window, under “Review” reselect “Protect Document” on the far right.
7. Under “Restrict Reviewing Options” reselect “Restrict Formatting and Editing.”
8. Ignore #1. Under #2 “Editing restrictions,” check the box and make sure that “Filling in forms” is selected.
9. Click “Yes, Start Enforcing Protection” under #3.
10. A request for the creation of a password will pop up. This is not necessary unless you personally desire to utilize it. Simply click “Ok” to lock the document without the use of a password. This will allow you to tab through each highlighted section and fill in the correct information.

Word 2003 Users

Instructions to unlock and lock the curriculum vita template:

1. Save the document on your computer.
2. Select “View” at the top of the screen and then scroll over “Toolbars.”
3. Select “Forms” from the toolbars on the list.
4. Select the highlighted lock icon at the end of the toolbar. This will unlock the document so that you can
 - add or subtract lines for coursework,
 - remove bolded instructions within the template,
 - remove sections that do not apply to your personal curriculum vita.
5. When you are ready to fill in the highlighted sections of the curriculum vita with your own information, select the lock icon at the end of the toolbar. This will lock the document so that you can tab through each highlighted section and fill in the correct information.