



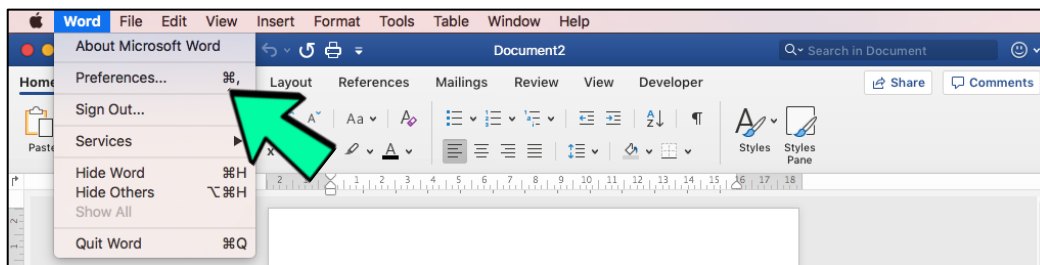
## Editing a Form Worksheet

The word documents are set to “protected” mode so that they can be shared with clients who can then use them as worksheets without changing the layouts, etc.

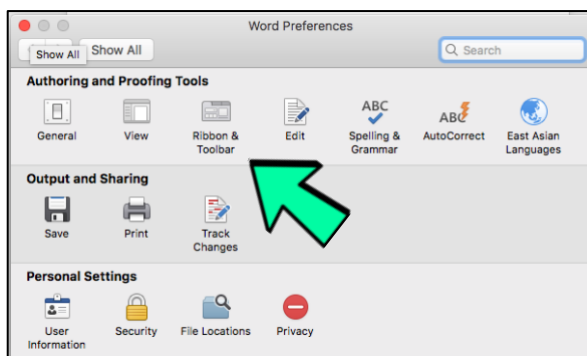
It’s simple to turn the Protect mode on and off so that you can edit the worksheets to suit your coaching style, you just need to ensure you can access the Developer tool on Microsoft Word.

### On a Mac computer

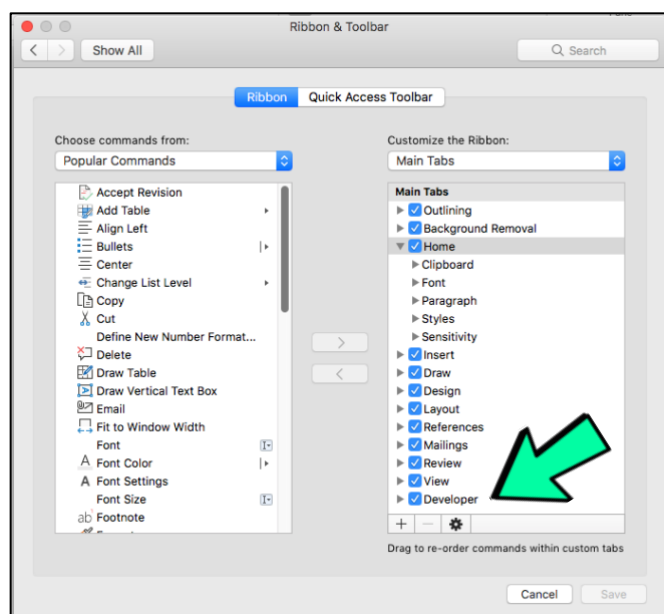
Open up Preferences for Word.



Choose the Ribbon & Toolbar option.

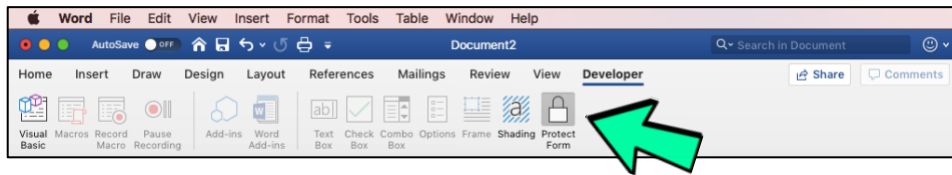


Ensure the Developer option is ticked so that appears on your toolbar.





Use the Protect Form option to toggle between editing mode and locking the document to share with clients.



## On a Windows computer

Similar to the steps for a Mac, locate the Developer toolbar and ensure that it is visible. Then use the Protect Document option to unlock and lock the document for editing.

**Windows**    macOS

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The **Developer** tab isn't displayed by default, but you can add it to the ribbon.

1. On the **File** tab, go to **Options > Customize Ribbon**.
2. Under **Customize the Ribbon** and under **Main Tabs**, select the **Developer** check box.

After you show the tab, the **Developer** tab stays visible, unless you clear the check box or have to reinstall a Microsoft Office program.

Word Options

General  
Display  
Proofing  
Save  
Language  
Advanced  
**Customize Ribbon**  
Quick Access Toolbar  
Add-Ins  
Trust Center

Customize the Ribbon and keyboard shortcuts.

Choose commands from: Popular Commands

Customize the Ribbon: Main Tabs

Accept Revision  
Add Table  
Align Left  
Bullets  
Center  
Change List Level  
Copy

Review  
View  
**Developer**  
Add-Ins

Add >>  
<< Remove

New Tab    New Group    Rename...

Customizations: Reset    Import/Export

Keyboard shortcuts: Customize...

OK    Cancel