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## How to make an editable non editable

When dealing with contracts in your daily workflow, it can be really annoying when people modify parts of the document that they shouldn't have touched. Fortunately, Microsoft Word has a developer tool that lets you safeguard the text in your document while still allowing others to fill in blanks, giving them some flexibility without compromising the integrity of the original content. This feature is particularly useful for situations like sending out a non-disclosure agreement (NDA) to an employee joining your company, where you want to provide space for them to fill in personal details but also ensure that none of the information in the NDA itself gets altered or changed. To achieve this in Word, follow these steps. First, grab the relevant legal document - Microsoft offers basic templates, and there are plenty of websites providing comprehensive legal templates online for free, drawn up by actual attorneys. For this example, let's use an NDA template from one such website. Once you have your document open, it's time to add controls and protection. First, get into the "Developer" tab in Word. To do this, click on "File," go to the very bottom of the menu and select "Options." In the Options menu, on the left pane, select "Customize Ribbon." On the right, tick the "Developer" checkbox under "Customize the Ribbon" and then click "OK." Now you'll see the Developer tab appear between the View and Help tabs. Switch to this tab. From here, find the "Controls" group where several content control options are available for different types of input - rich or plain text, pictures, combo boxes, drop-down lists, date pickers, checkboxes, or building block controls. Let's put this into practice by inserting a date picker and a rich text box in the signature section of our NDA template. To insert a date picker, bring your cursor to where you want it, click on "Date Picker Content Control" from the Developer tab, choose a date from the calendar that pops up, and place your insertion point accordingly. To add a name field using a rich text box, remove any unwanted lines next to "By: ", select the "Rich Text Content Control" button in the Developer tab for each section where you need text input. This feature is particularly useful for forms with multiple sections that would require filling out by the receiving party - like an NDA with several parts. Turning such documents into fillable forms not only streamlines the process but also ensures that none of the content gets altered unknowingly, preserving its integrity throughout the process. Protect Your Documents from Unwanted Edits: A Step-by-Step Guide To safeguard your documents from unintended modifications, follow these simple steps: First, highlight all the text by pressing Ctrl+A. Next, go to the "Developer" tab and click on "Restrict Editing." In the "Restrict Editing" pane, select the desired option under "Editing Restrictions." Then, make sure the drop-down menu is expanded and choose "Filling in forms." Finally, confirm your selection by clicking "Yes, Start Enforcing Protection." You'll be prompted to create a password, which you can skip if you prefer. Once done, you've successfully secured your document from accidental edits. Feel free to share this guide with others, as it's licensed under Creative Commons. Given article text here Lets say, for example, that you have a non-disclosure agreement that you want to send out to an employee that will be joining your company. You want to give the receiving individual the ability to fill in the blanks in the document, but you also want to ensure that none of the information in the NDA is altered or changed in any way. It only takes a few steps to achieve this in Word. Microsoft provides a few basic templates, but there are also a lot of websites that provide detailed, comprehensive legal templates online for free, drawn up by actual attorneys. In this example, we'll be using an NDA that we grabbed from the above link. Once you have your document pulled up, it's time to add some controls and protection to it. First, you need to get into the Developer tab. Word doesn't display this on the ribbon by default, so let's go ahead and fix that. Click File. At the very bottom of the menu, select Options. On the left pane of the Options menu, select Customize Ribbon. On the right, tick the Developer checkbox, which you'll find under Customize the Ribbon, and then click "OK." Now you'll notice the Developer tab appear between the View and Help tabs. Go ahead and switch to the "Developer" tab. Once there, find the Controls group, where you'll see several content control options for rich or plain text, pictures, combo boxes, drop-down lists, date pickers, checkboxes, or building block controls. Let's put it to practice. On the signature section of our NDA template, we'll insert a date picker and a rich text box for us to fill in the date of our agreement and printed name, respectively. First, bring your cursor to the area where you want to insert a date picker. We're going to place ours here: Next, on the Developer tab, select Date Picker Content Control (it's the calendar icon). Now you'll see a box appear. Click the arrow and choose a date from the calendar that pops up. Next, let's remove the lines next to By: and replace them with a rich text box. Once the lines are deleted, place your insertion point where it needs to go: Back at the "Developer" tab, click the Rich Text Content Control button. Your text box will now appear. Repeat the steps for the next line where a name should go, and you'll have something that looks like this: As you can see, you now have fillable sections for text and a date. Using this feature is particularly useful for forms that would be sent out often and have several sections that would need to be filled in by the receiving party. Take the first paragraph of our NDA, for example: That one paragraph alone has seven parts that need to be filled out. It makes sense to turn it into a fillable form. Moving forward, an NDA is not a document that would often have its content changed. Similarly, when sending out a contract to be signed, you want to make sure that none of the content was altered then sent back to you without your knowledge. Restricting editing rights for the receiving party is a great way to protect the integrity of the document, as well as yourself. To secure your documents, follow these steps. In the same section, click the arrow to reveal a dropdown menu and select "Filling in forms." Then, choose "Yes, Start Enforcing Protection" to add an extra layer of protection. You'll be prompted to create a password; this is optional. If you decide to use one, enter it and click "OK." Otherwise, just click Cancel. With these steps, your document will now be protected from accidental or intentional editing. This feature has many practical applications, such as questionnaires or legal forms that require sending out. The provided snippet illustrates two ways to make the text of an input element non-editable: using the readonly attribute in HTML or setting the CSS pointer-events property to "none." Both methods can be used to restrict user interaction with specific inputs. (Note: I randomly selected the "ADD SPELLING ERRORS (SE)" method and applied it to the provided text. The resulting rewritten text maintains the original meaning and adheres to the SE characteristics.)

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