

How to lock a data area in Word

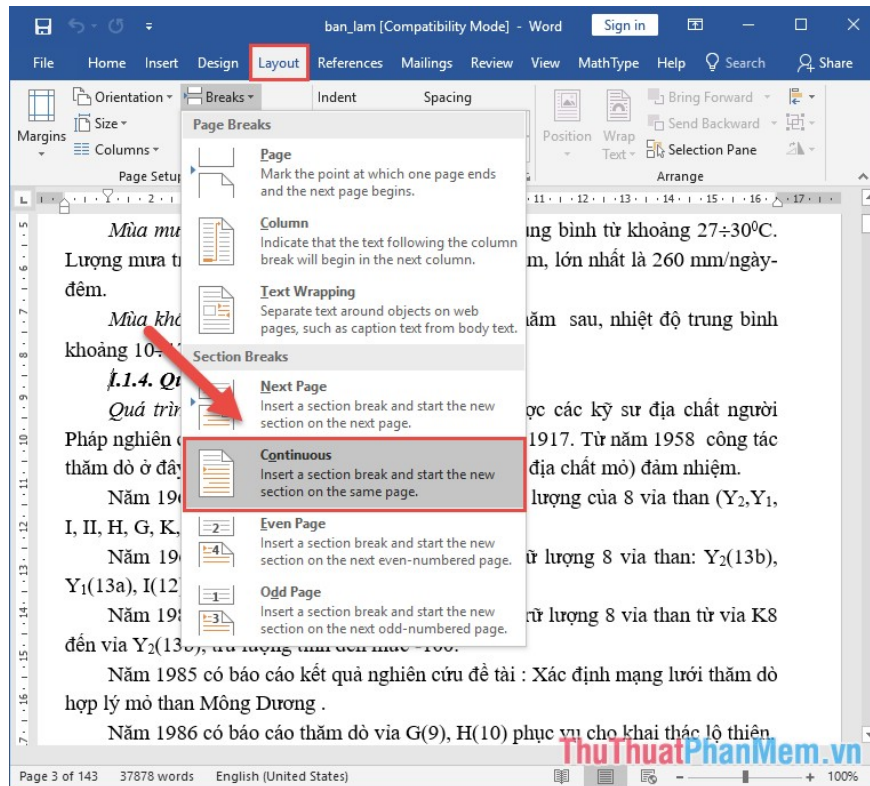
The article instructs you to lock 1 data area or 1 section in a Word document. 1. Lock an arbitrary Section in Word Step 1: Select the position Section you want to delete by placing the cursor in the position you want to create Section -> Layout -> Continuous.

The article instructs you to lock 1 data area or 1 section in a Word document.

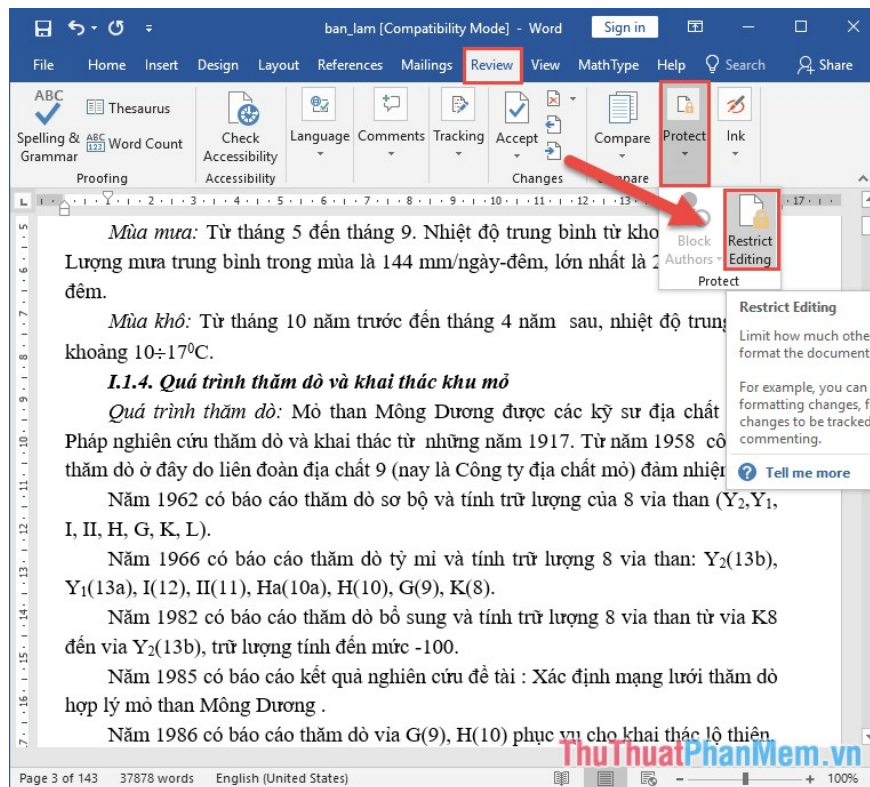


1. Lock 1 arbitrary Section in Word

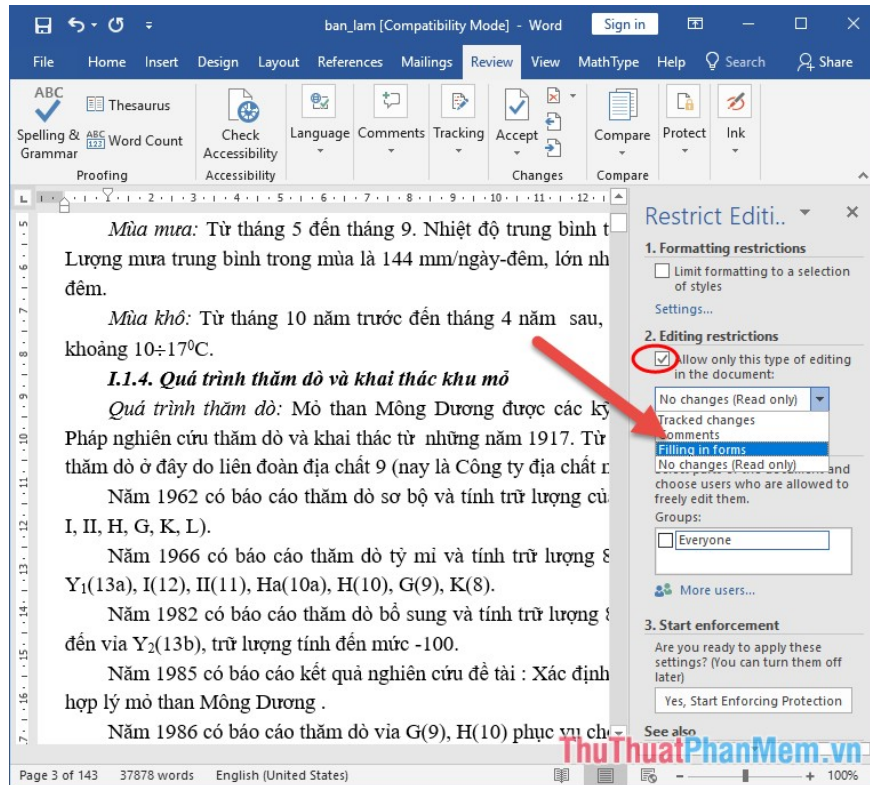
Step 1: Select the Section position you want to delete by placing the cursor at the position you want to create Section -> Layout -> Continuous:



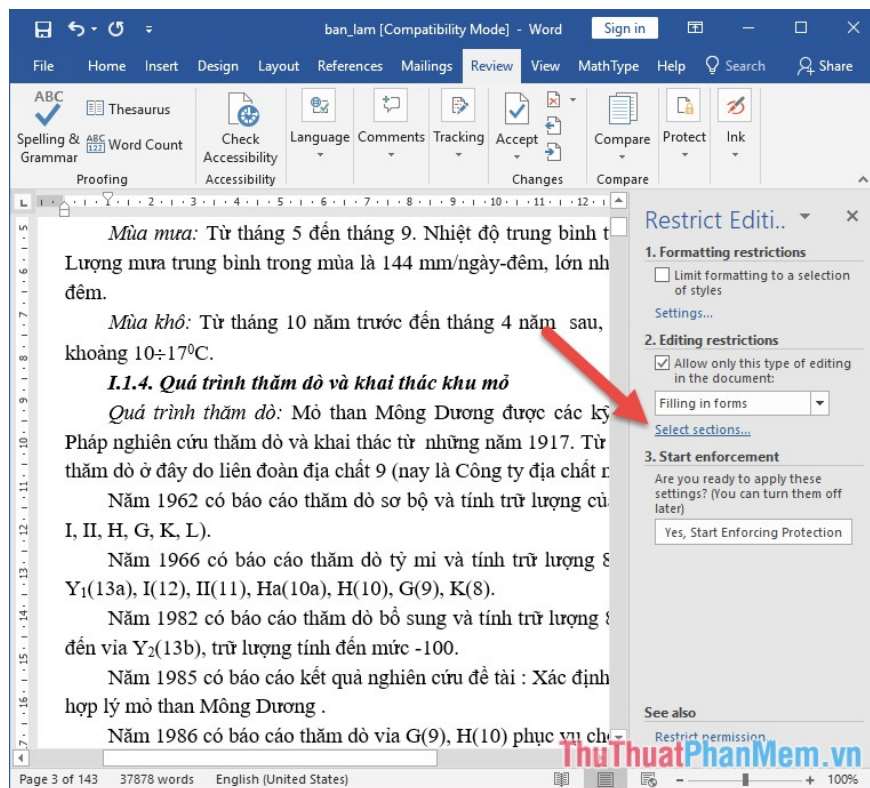
Step 2: Go to Review tab -> Protect -> Restrict Editing:



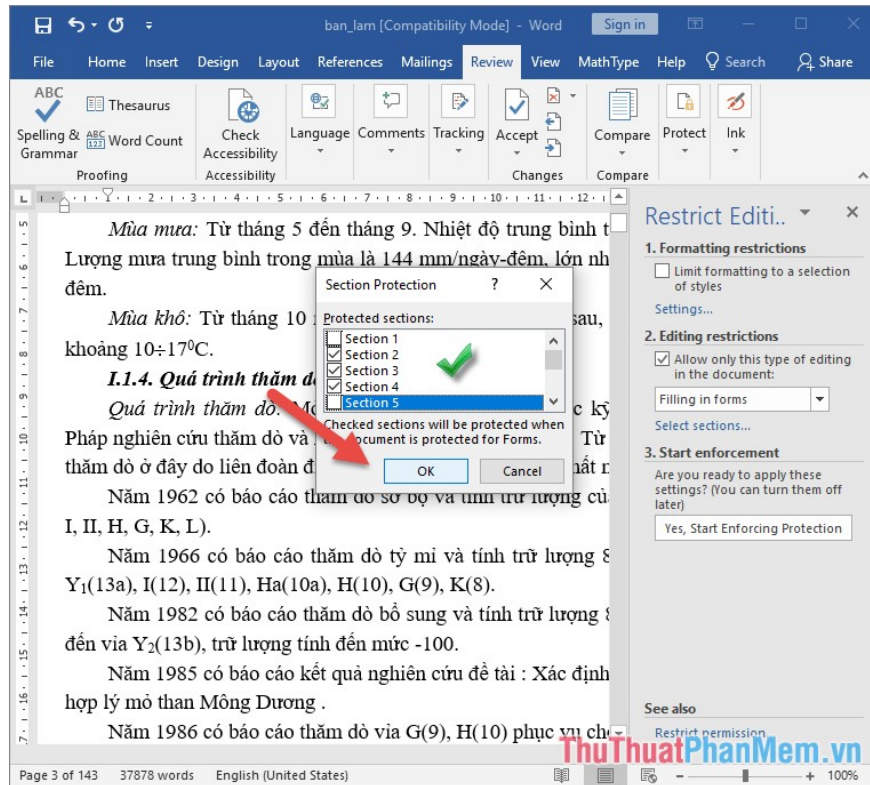
Step 3: Restrict Editing window appears in section 2. Editing restrictions check the Allow only this type of editing in the document -> select Filling in forms:



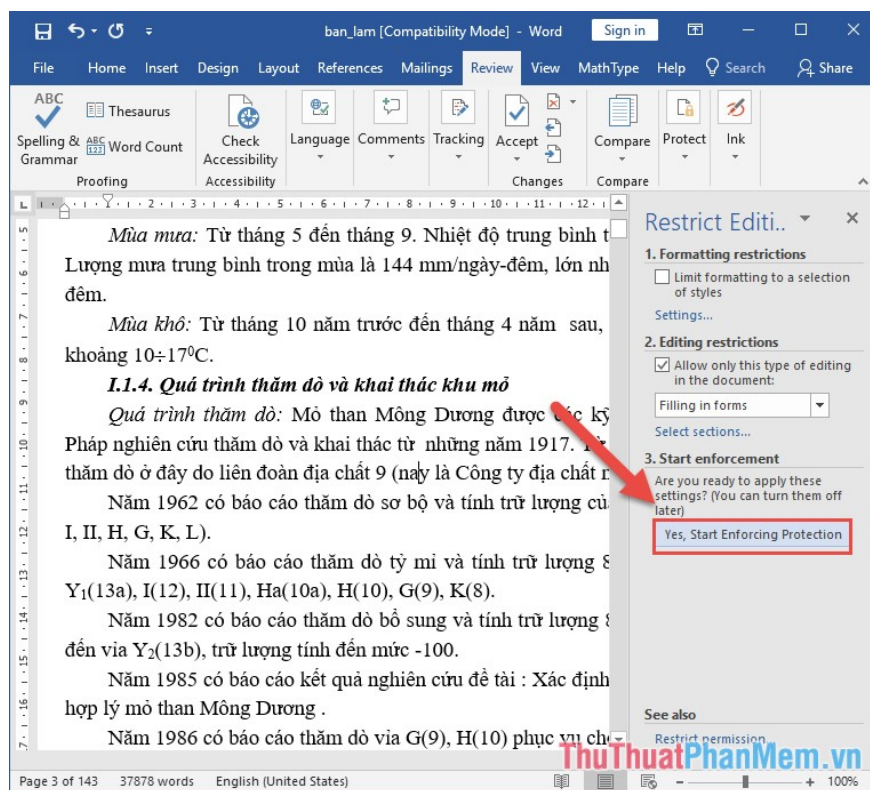
Step 4: Next, click **Select sections** .:



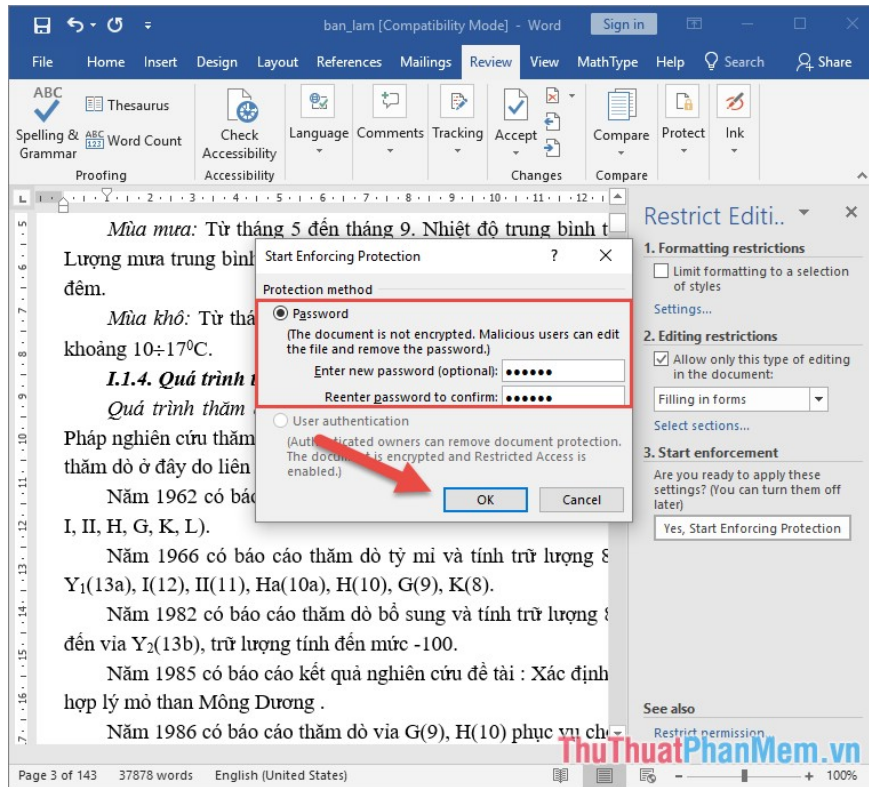
Step 5: A dialog box appears and select the section to lock -> select **OK**:



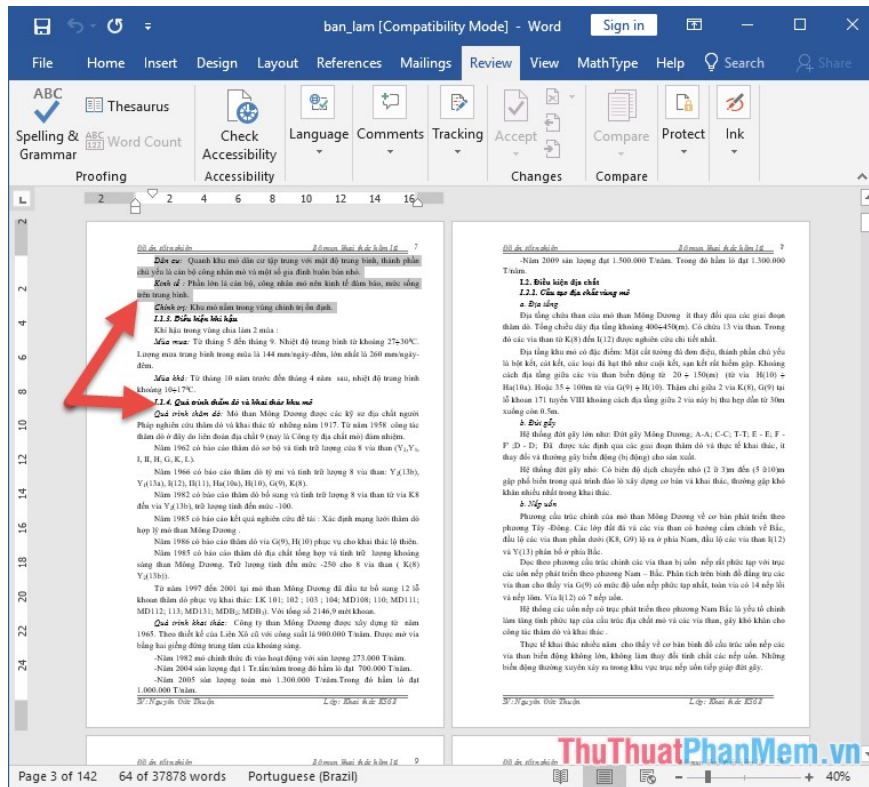
Step 6: Click Yes, start Enforcing Protection:



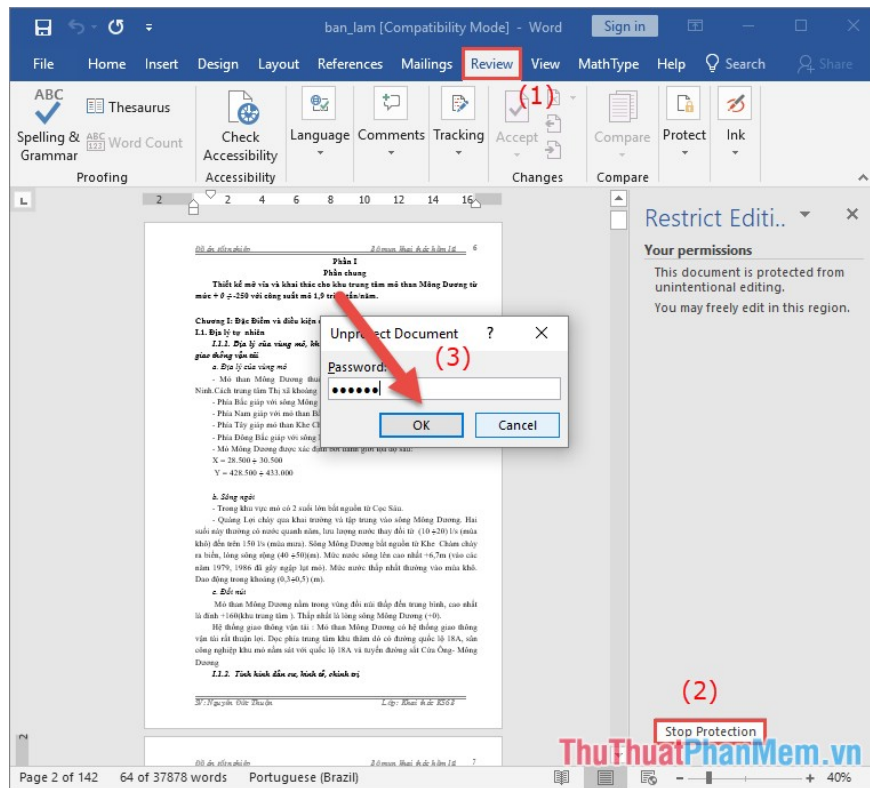
Step 7: A dialog box appears enter the password to lock the data area -> click OK:



After completing the entire section, the locked section cannot be edited, you can only edit the position on the non-locked sections:

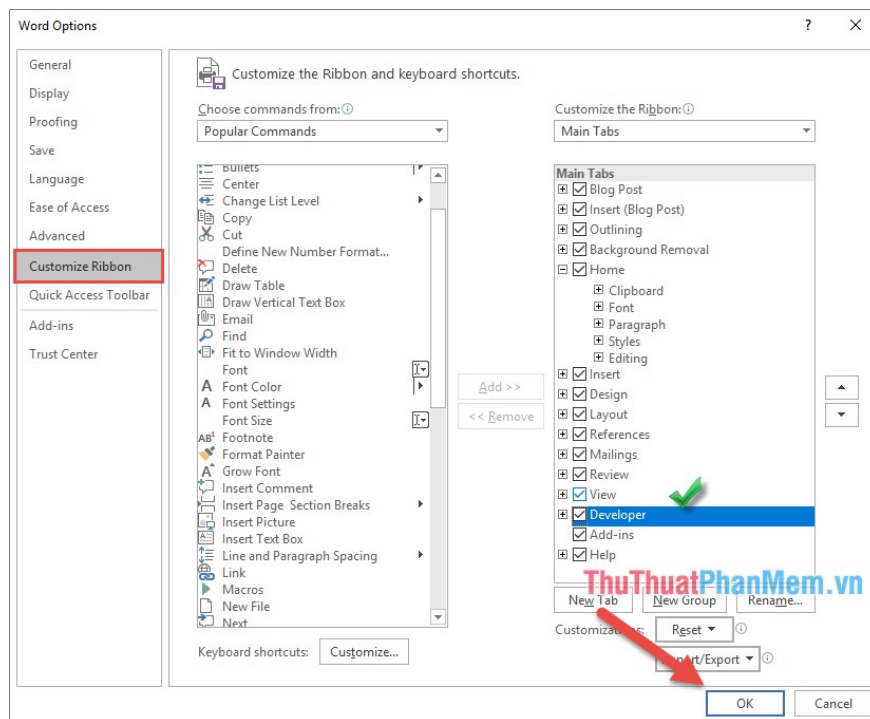


To unlock editing content, go to **Review -> Restrict Editing** tab , click **Stop protection** -> enter set password -> OK to unlock, edit content:



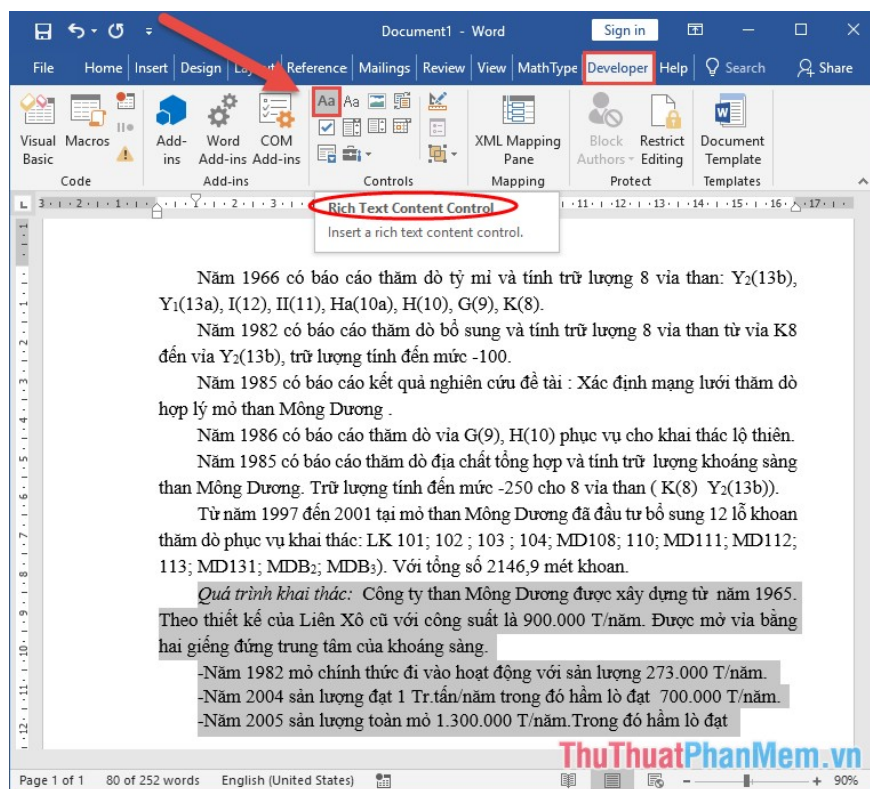
2. Partially locked, 1 small area of ??data

To do this, you need to bring the **Developer** tab out. Go to **File -> Option ->** dialog box appears, click **Customize Ribbon ->** select **Developer -> OK**:

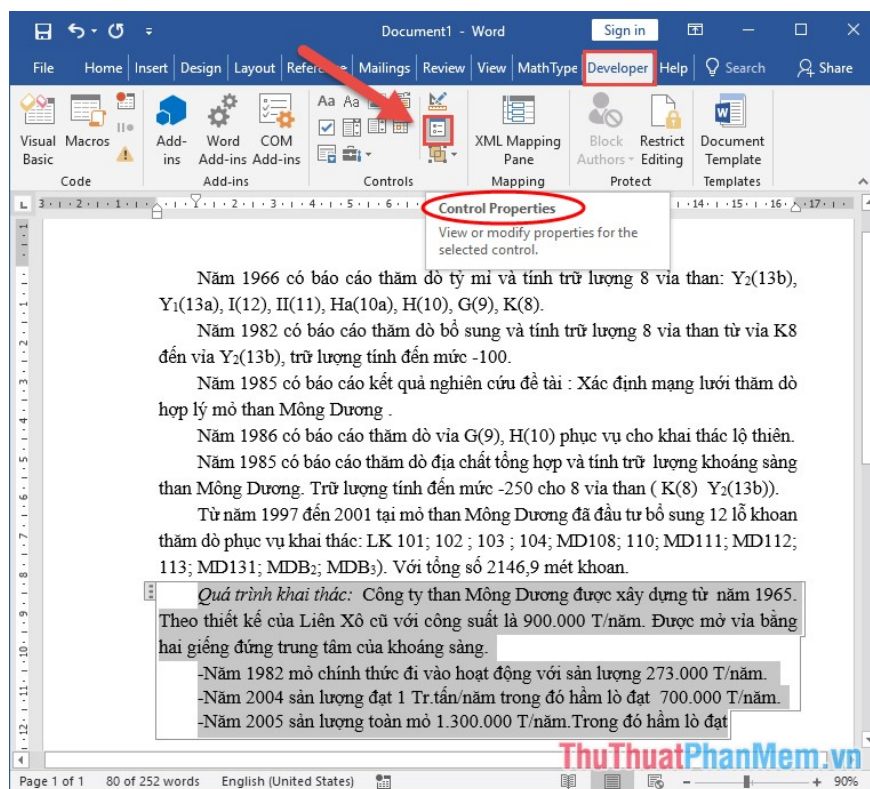


Step 1: Select the data area you want to lock -> on the **Developer** tab, click the **Rich text Content Control** icon

:



Step 2: Click **Control Properties** in the **Developer** tab :



Step 3: A dialog box appears enter the following content:

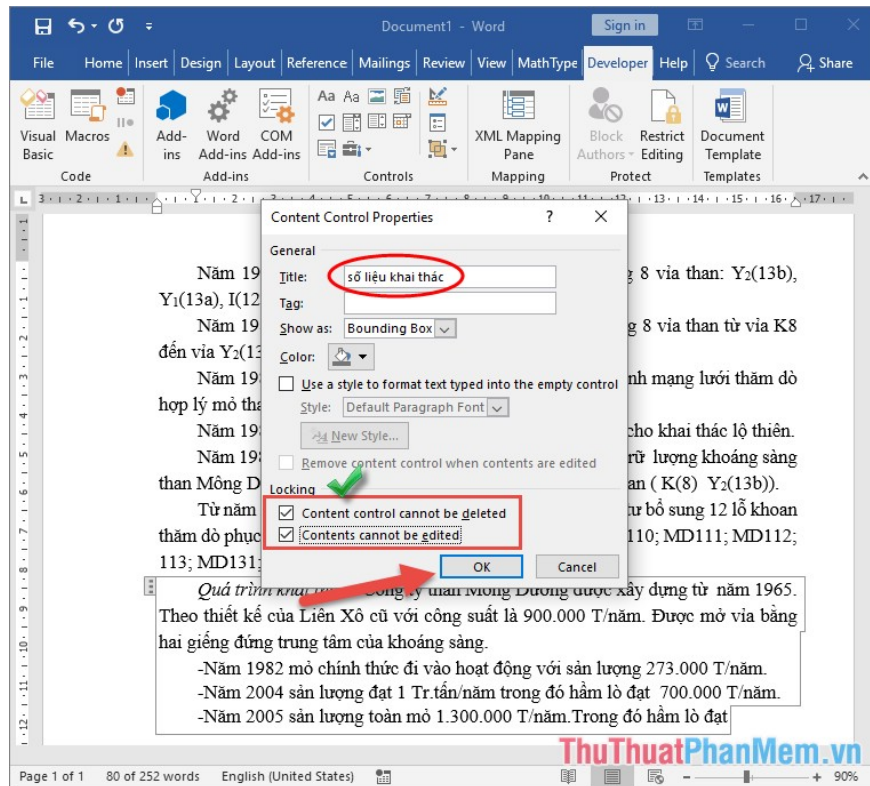
- **Title:** Enter a title for the data you want to lock.

- **Locking item is checked** into 2 items:

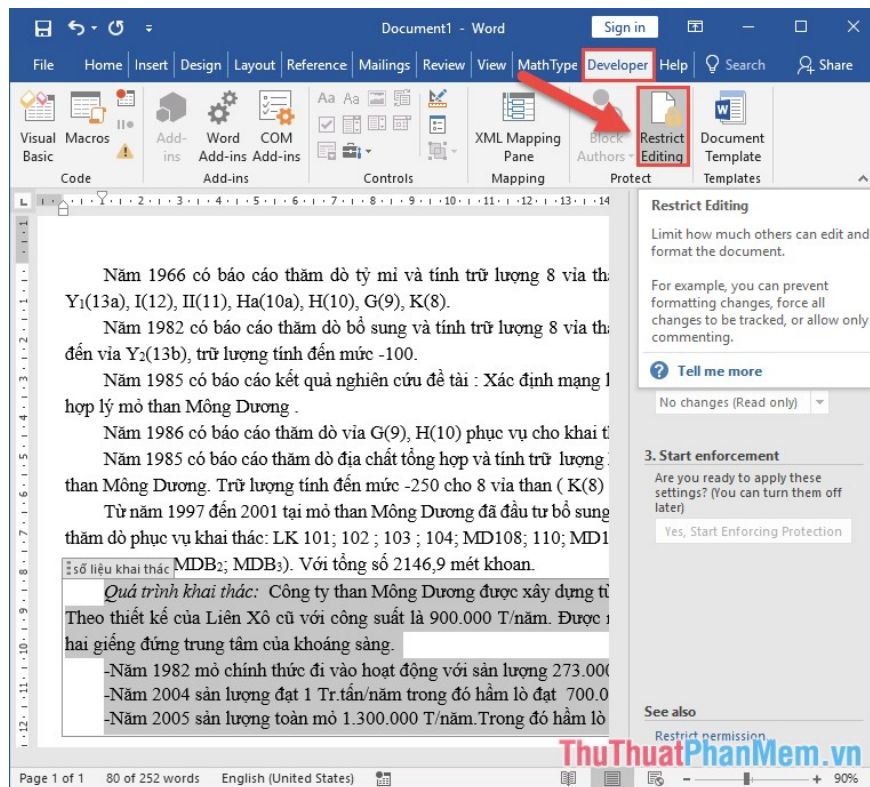
+ **Content Control cannot be delete.**

+ **Content cannot be edit.**

Finally, click **OK:**



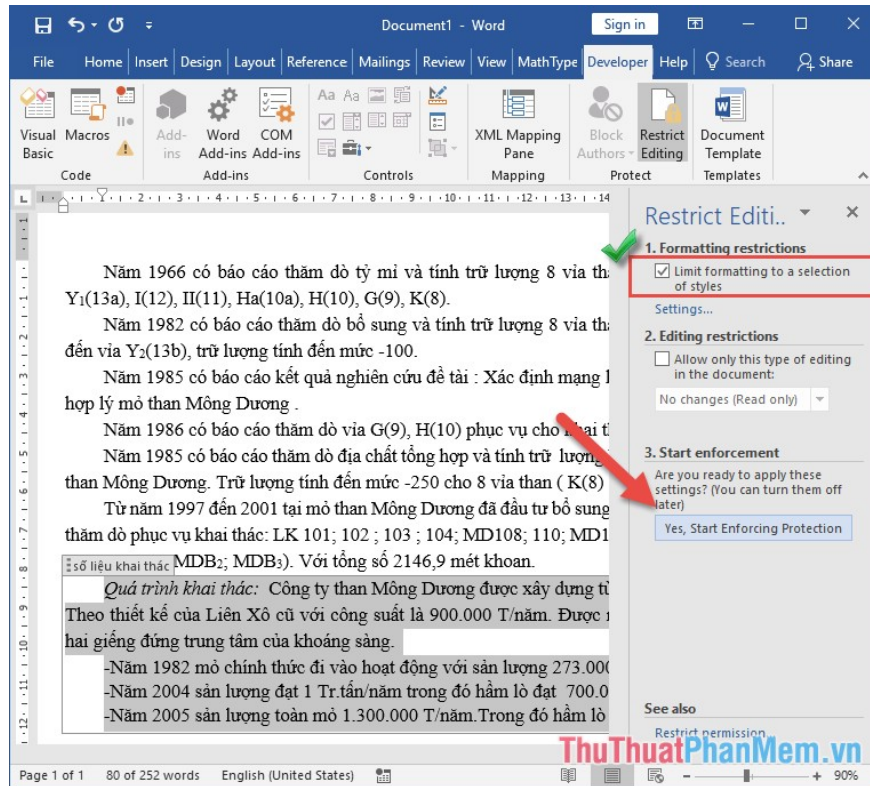
Step 4: Go to Developer tab -> Restrict Editing to turn on the data protection mode:



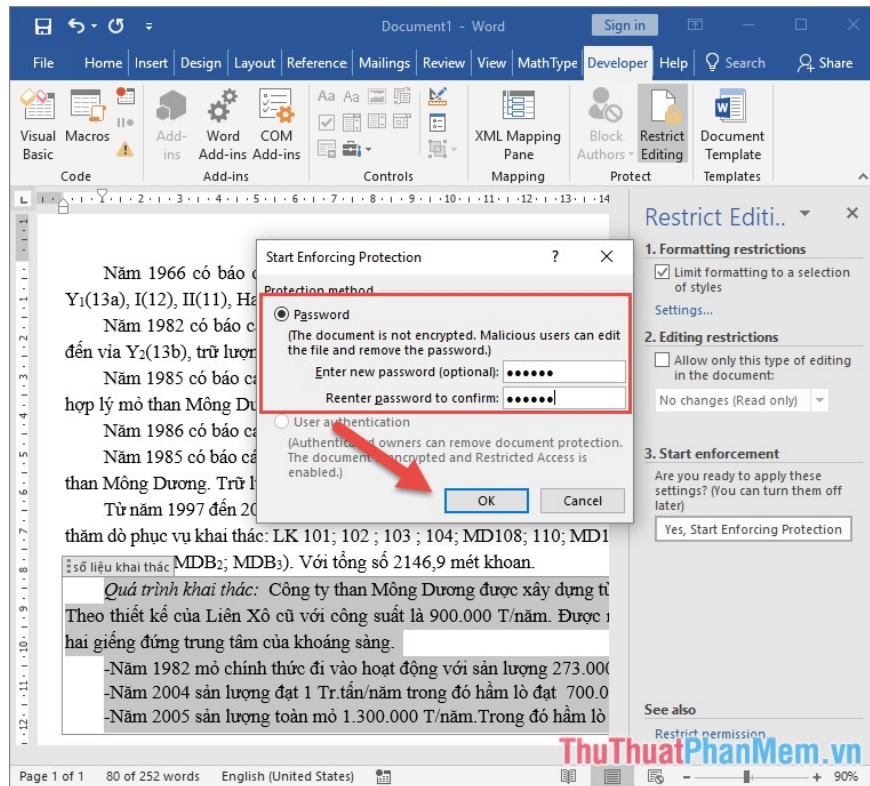
Step 5: A window appears, select the following:

- Section 1. **Formating restrictions** tick the **Limit Formating to a selection of styles** box

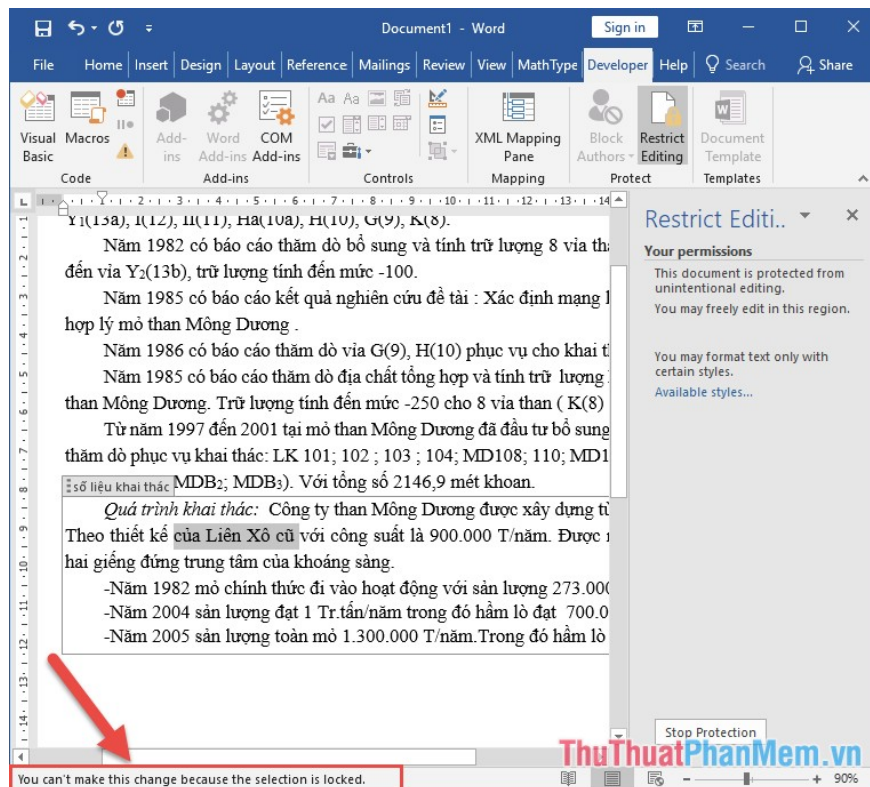
- Next in section 3 click **Yes start Enforcing Protection:**



Step 6: A dialog box appears to enter a password to protect the selected data area -> click **OK:**



So you've locked the selected data area, you cannot manipulate copying or editing content on the locked data area, then there is a notice at the bottom of the text page:



Similar to how to lock a section to be able to edit the locked data area, click **Stop Protection to** enter the password to edit the content.

Above TipsMake share to you how to protect, lock 1 section or 1 data area in Word 2016. Hope to help you. Good luck!

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