

How to lock the Text box in Word

Locking the Text box in Word to limit the content changes, edit the format of the Text box.

Text boxes in Word are often used to highlight certain content when creating a text box, plus the use of some other effects for the Text box. In case you work with many people and want to limit the change of the text box content as well as other customizations, you can lock the Text box again.

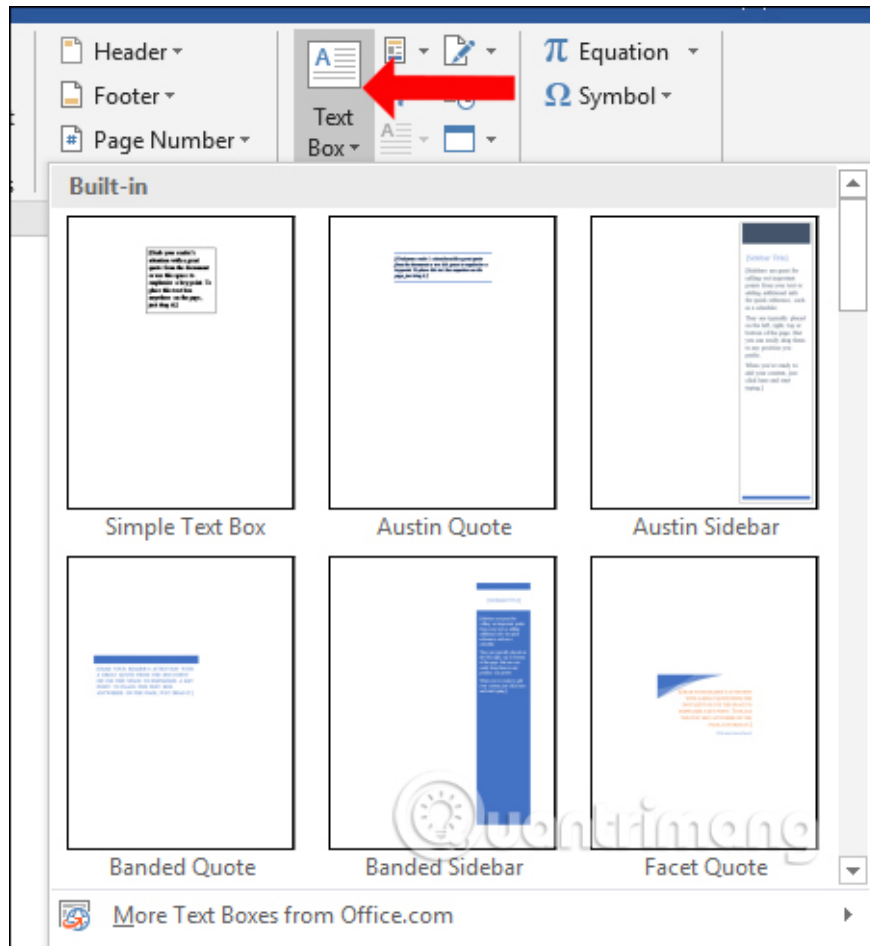
The password is then set to protect the Text Box from any changes. And if others want to edit the content or change the format for the Text box, you must enter the correct password. So, besides creating a password for the entire Word file, the user has the option to select a Word data key or block specific components such as Word's Header, Footer key. The following article will guide you how to lock the Text box on Word.

1. Instructions for attaching files in Word
2. How to insert, delete watermark in Word documents
3. How to create a cover page in Word
4. How to use PDF Page Lock to lock PDF files

Instructions to create password Text box on Word

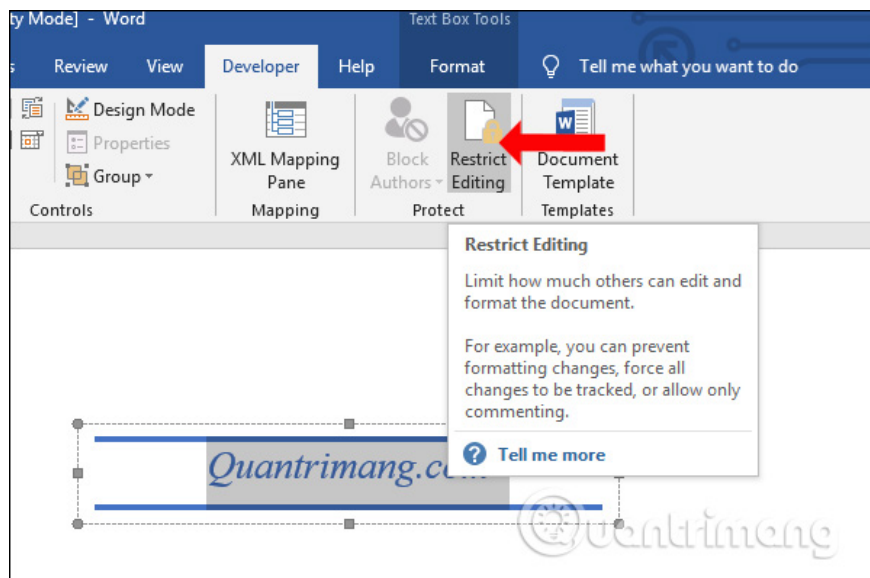
Step 1:

First, we **create the Word Text box** as usual. Then edit the format for frames or scripts depending on the user.



Step 2:

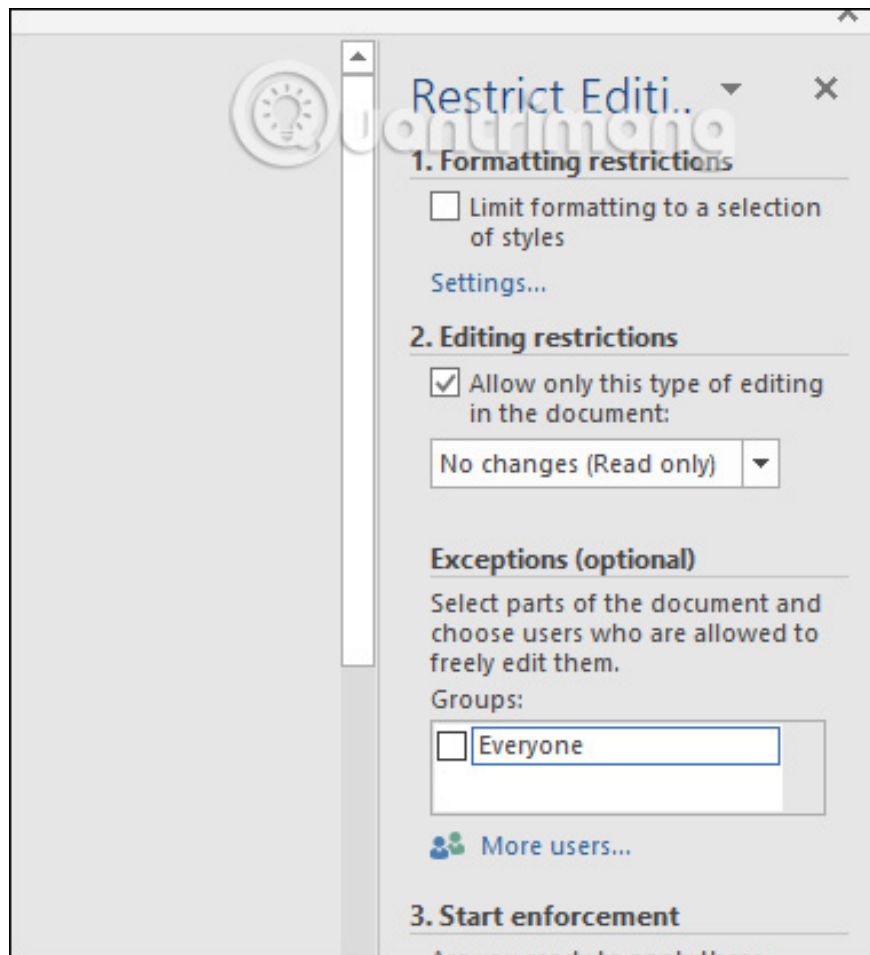
Next, click on the **Developer** tab on Word's toolbar. Click on **Restrict Editing**.



Step 3:

Display Restrict Editing interface right next to the interface. Here we customize the option to allow editing. At the **Editing restrictions** check box select **Allow only this type of editing in the document** .

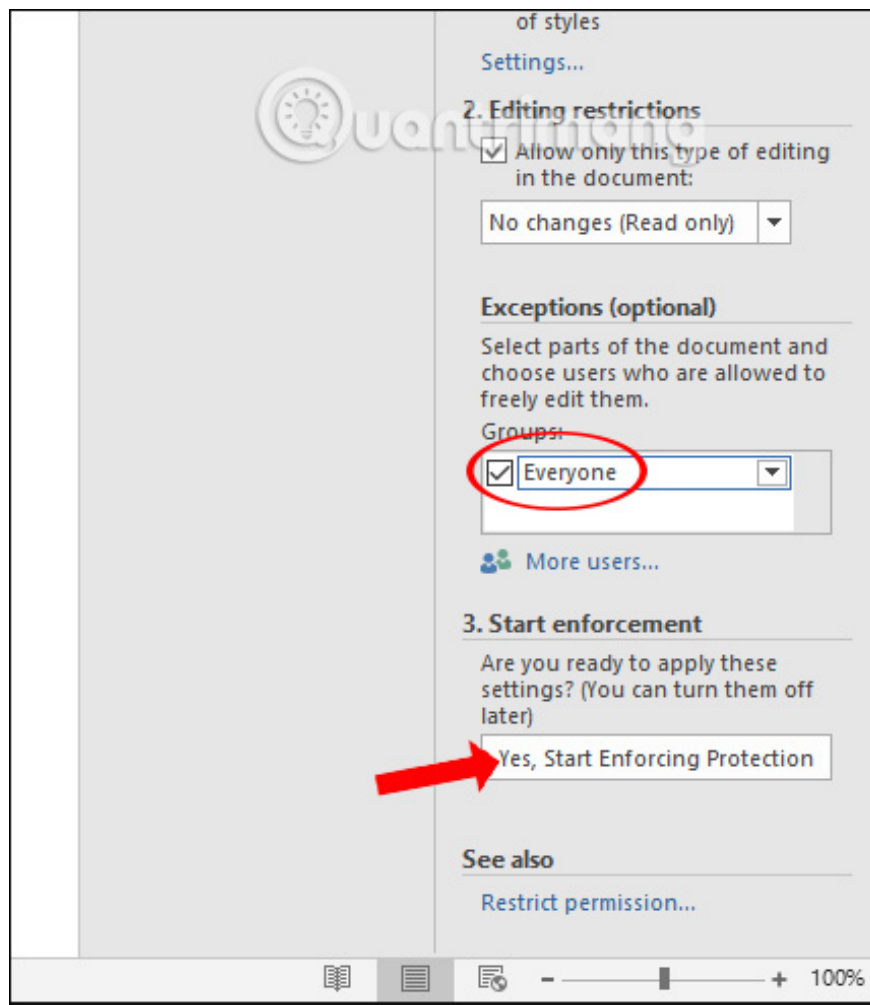
Below **switch to No changes (Read only)** only allows content to be read, no more options to change.



Step 4:

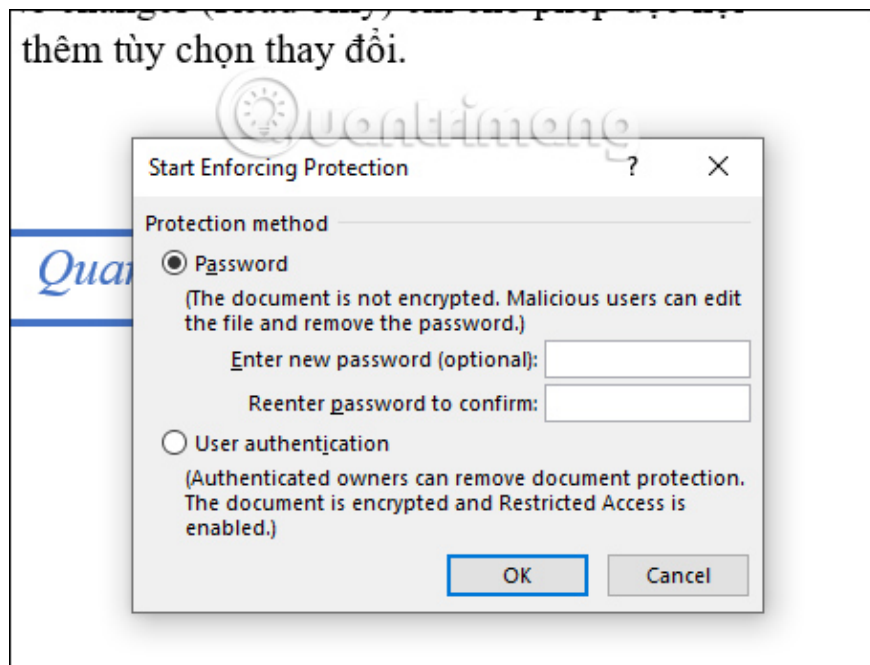
Press **Ctrl + A** to select the entire content on the Word document, then **click on each Text box** to remove the content box from the selection. Continue to look next to **the Exceptions (optional)** area and select **Everyone** to allow everyone to edit the selected content, which is the text content except for the text box.

Finally, click on **Yes, Start Enforcing Protection** at Restrict Editing to intercept the content of the text box.

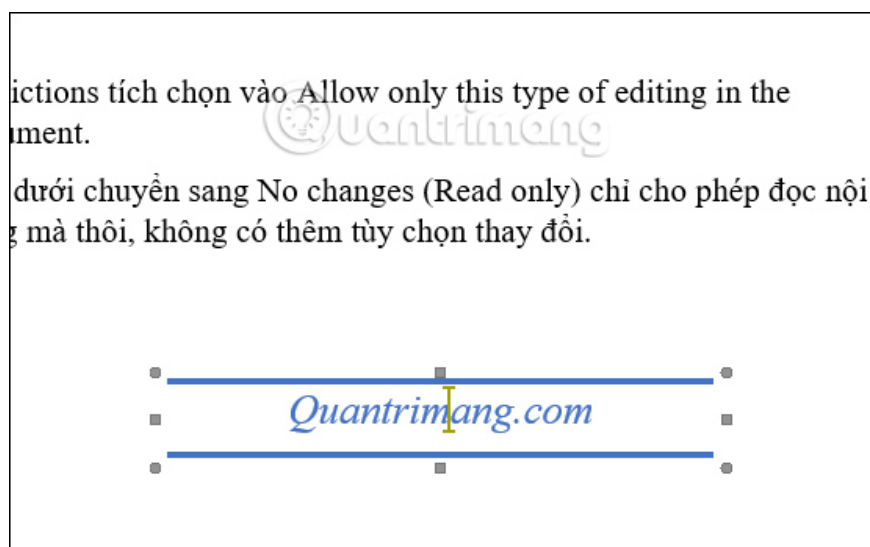


Step 5:

Finally **enter the password** to lock the text box content and press Ok to save.

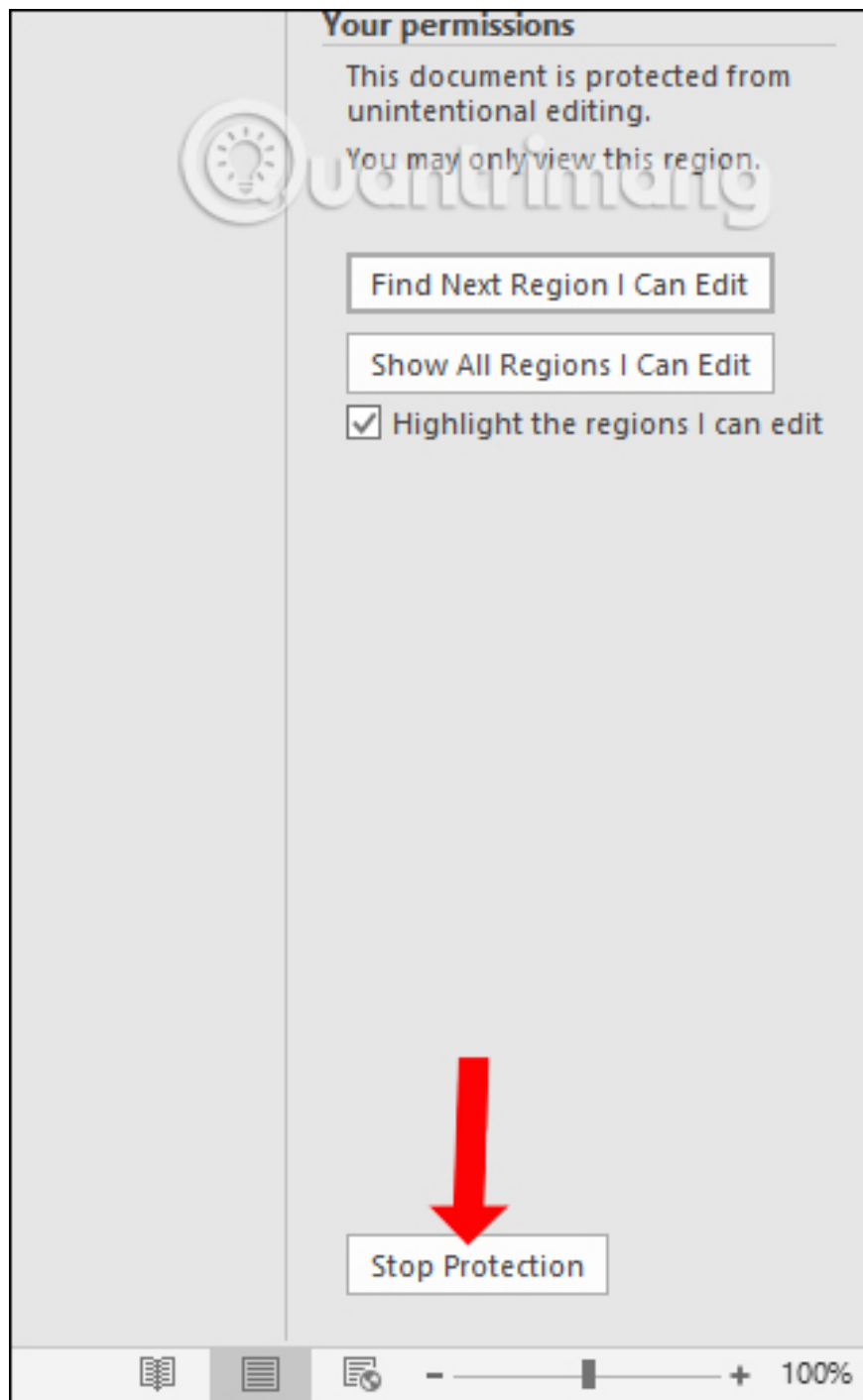


The Text box frame results are locked and cannot be edited.



Step 6:

If you want to stop locking the Text box, click **Stop Protection** .



Just like locking a data area on Word, the password creation process for the Text box does the same. The other person cannot change any content, edit the format for the content in the Text box unless the correct password is entered.

I wish you all success!

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