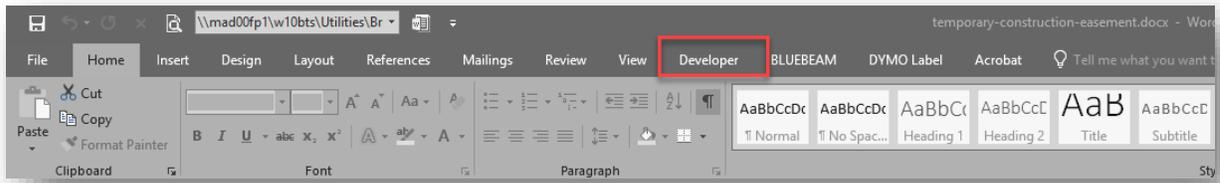




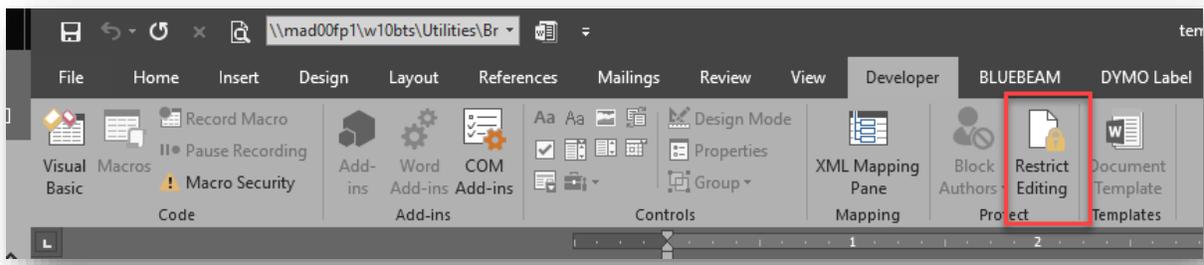
# Job Aid – How to Unlock Local Program Utility Coordination Forms

WisDOT has adapted forms that can be used by local unit of governments for utility coordination. These documents are Word documents and have text fields for the user to enter the information into. Because of this, they are locked down for editing. If for some reason, the document needs to be unprotected, the instructions follow.

1. Open the document in Word
2. On the ribbon, open the Developer Tab



3. Select Restrict Editing



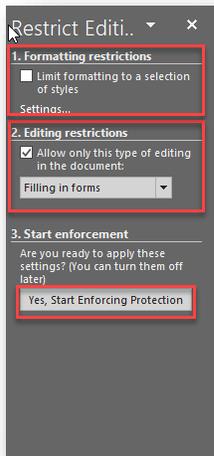
4. On the right side of the screen, a menu will open. At the bottom, select the Stop Protection button



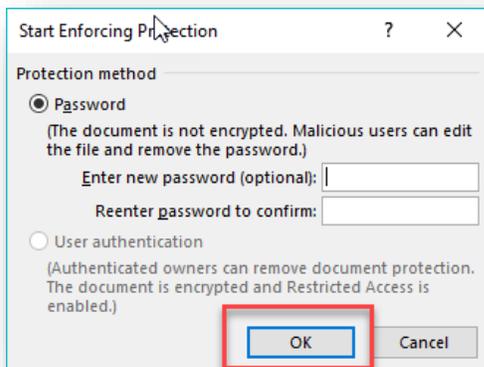


# Job Aid – How to Unlock Local Program Utility Coordination Forms

- 5. If you need to turn protection back on; be sure these settings are in place and select “Yes, Start Enforcing Protection”.



- 6. You will be prompted for a password; it is recommended to leave the fields blank. Select OK and continue working within the protected document.



Questions regarding this job aid, please email CO Utilities at [DOT DTSD CO Utility Coordination](#)