

Unprotecting FSFN Documents

*If you are part of that crowd that is unable to type into FSFN word document, do I have a fix for you...
Microsoft Word 2010*

Step 1

Launch the document you are trying to save in FSFN and then hit F12 -This will launch a new window with the option to save (**DON'T SAVE**)

At the bottom of the save window you will see three boxes: *Tools save cancel*

Step 2

Click on tools and select GENERAL OPTIONS from the drop down menu -A new window will appear and half way down you will be able to click on **UNPROTECT**

Step 3

Once you click on unprotect, you will be directed back to the original save window -**DONT SAVE YET**

Step 4

Now that you have unprotected the document click cancel on the save window and it will bring you back to the document you just unprotected.

Step 5

Hit CTRL plus A to select the entire document then right click and select copy - open a new word document and right click and select paste **then SAVE** that version of the document

After the document has been updated save copy of the document in the file cabinet

Note: This tip applies to usage of the old case plan and judicial review. This tip is intended to provide a way to make corrections to the documents for appropriate presentation in court.