

WD97: Preserving Text When Re-protecting a Form Without Macros

The information in this article applies to:

- Microsoft Word 97 for Windows
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SYMPTOMS

When a form with information entered in the fields is manually unprotected and re-protected, the information is lost and the form fields are reset to their default settings.

WORKAROUND

Locking text form fields prior to protecting the form prevents the entered text from being lost if the form is unprotected and re-protected. To lock a text field, follow these steps:

1. Select the field.
2. Press CTRL+F11.

NOTE: If Help for WordPerfect Users is selected, CTRL+F11 will not function.

STATUS

Microsoft has confirmed this to be a problem in the Microsoft products listed at the beginning of this article.

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Provided by [Microsoft Product Support Services](#).

Did the information in this article help answer your question?

Yes

No

Did not apply

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(255 character max)

MORE INFORMATION

The information in text fields will not be lost when the document is protected again, and the fields will function as usual while the form is being filled out in protected mode.

WARNING: This workaround preserves only text fields. Check boxes and drop-down list selections are still lost when you unprotect and re-protect the field. A calculation field will no longer be updated and will maintain the current value until unlocked, even if it is printed or if a macro is run to update it.

For additional information, please see the following article in the Microsoft Knowledge Base:

[Q181108](#) WD97: Form Fields Lose Text When Protected for Forms

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