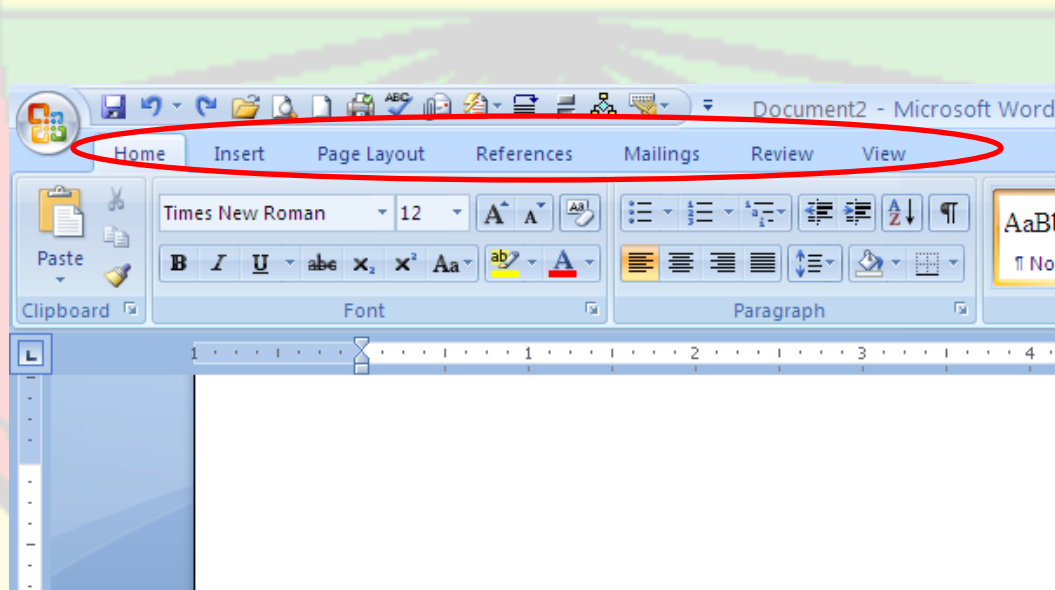


# NGS: Making The Data Work For You


# Developer Tab

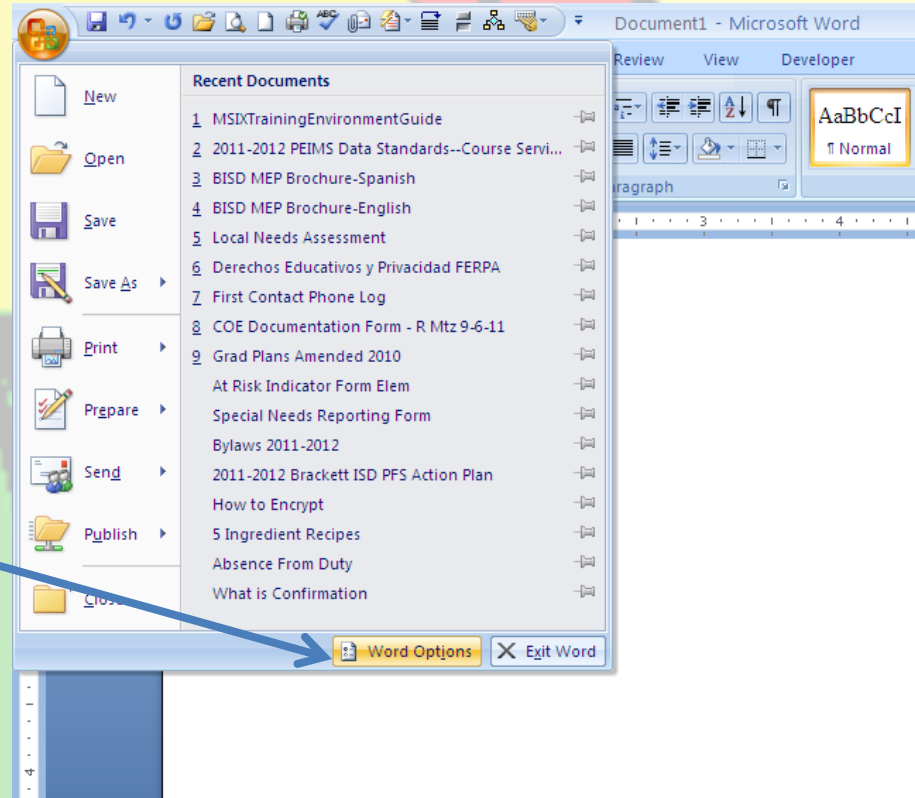
Once the design and layout of the form is complete, form elements such as text boxes, drop-down menus, check boxes and radio buttons may be added allowing for data collection and entry much more efficiently. These elements are added through the **Developer Tab** on the **Ribbon**. This tab allows users to work with ActiveX controls, XML and macros. By default, this tab is not displayed on the ribbon on Windows 2007 applications. It may be added in a few simple steps.



# Developer Tab

To show the Developer tab for Word, Excel and PowerPoint 2007:

1. Click on the **Office Orb** or **Office Button**  located at the top left hand corner of the screen.
2. Click **Word Options** at the bottom right.



# Developer Tab Cont'd

1. In the categories pane on the left hand side, click on **Popular** (if not first item on list).

2. Click the checkbox beside **Show Developer tab in the Ribbon** to select the option.

3. Click **OK** to close the Options dialog box.

You have now added the Developer Tab to the Ribbon and can now work with form elements.

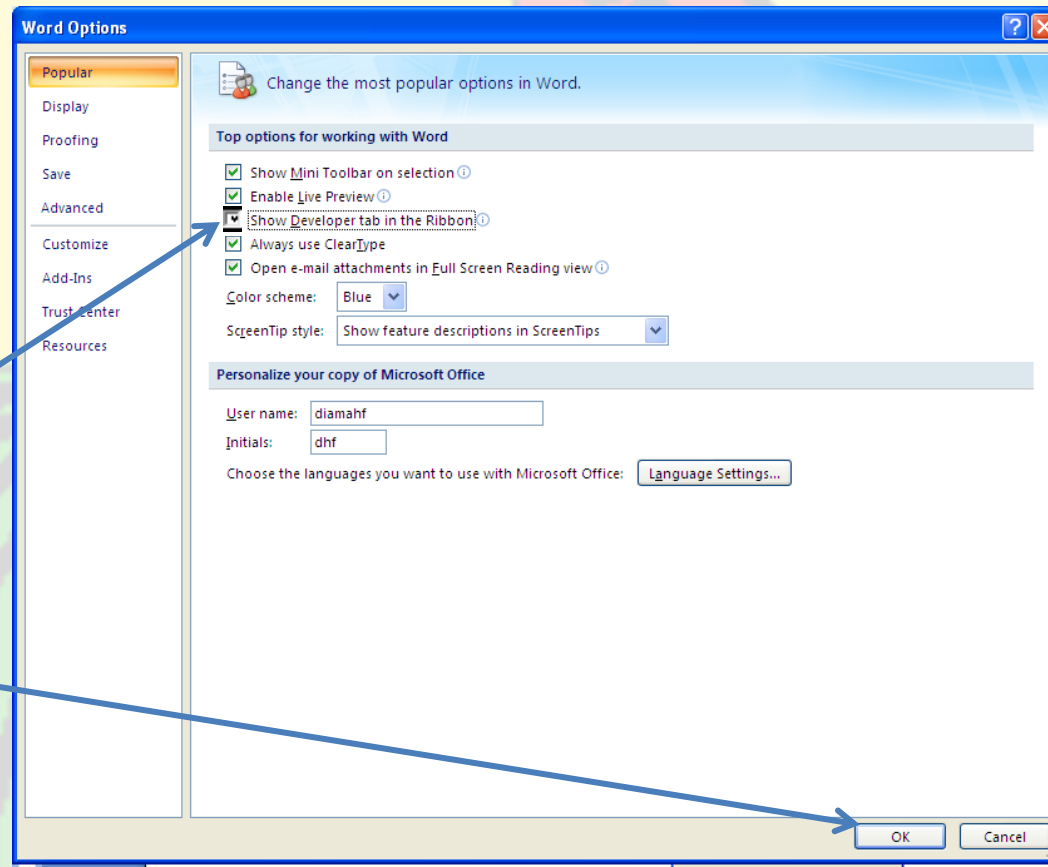
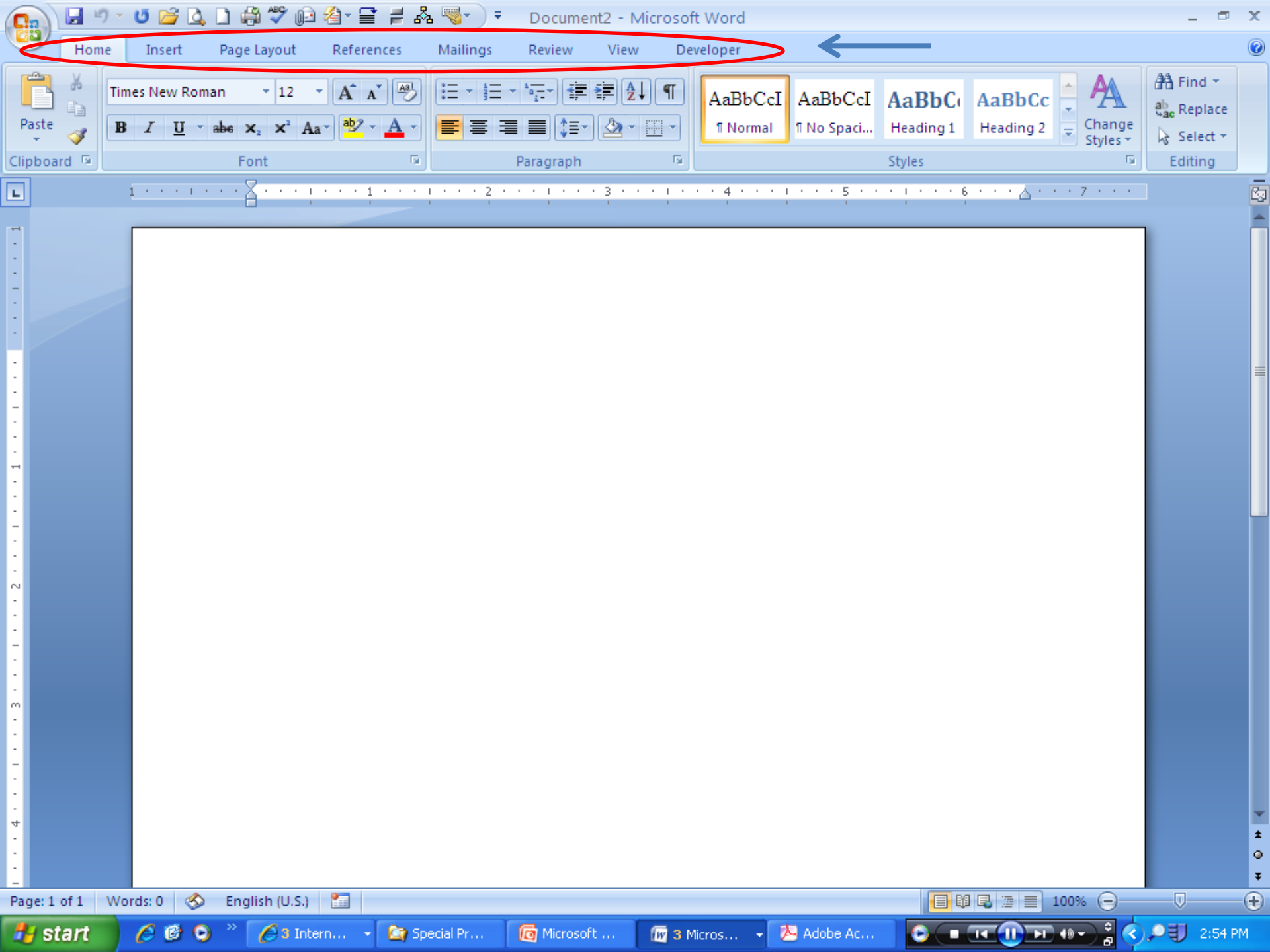
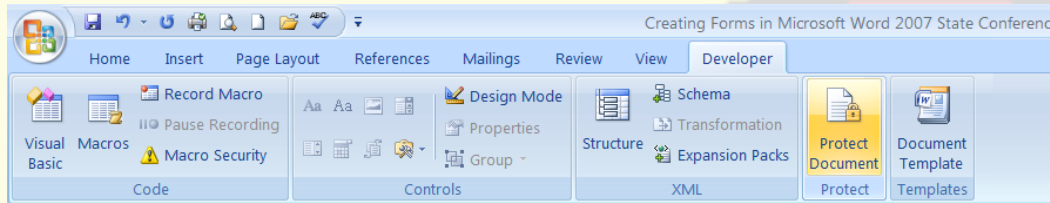


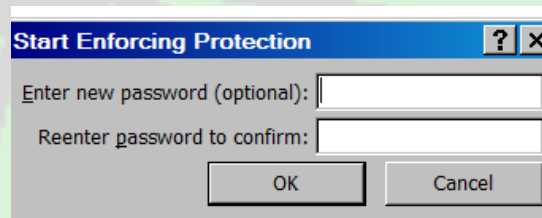
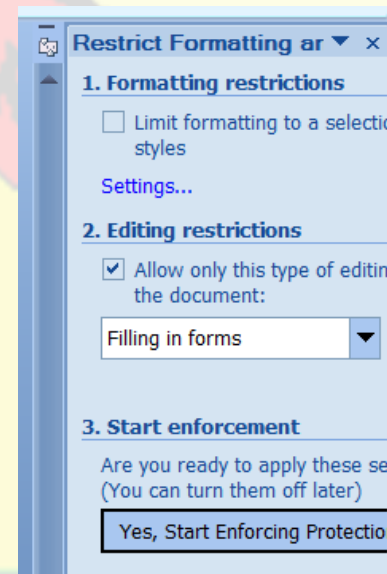
Figure 2





## Protecting the Form

1. Click on the **Protect Document** button.
2. This will open the **Restrict Formatting and Editing** task pane.
3. Under option 2, **Editing restrictions**, check the **Allow only this type of editing in the document box**.
4. Click on the drop-down arrow and select **Filling in forms**.
5. Click on the **Yes, Start Enforcing Protection** button.
6. The **Start Enforcing Protection** dialog box will open, type a password.
7. Reenter the same password in the next field.
8. Click the **OK** button.



The document is now protected. Be advised that if the password fields are left blank and the **OK** button is activated, protection will nevertheless be enforced. This is not advisable as anyone can stop the protection as a password will not be required.

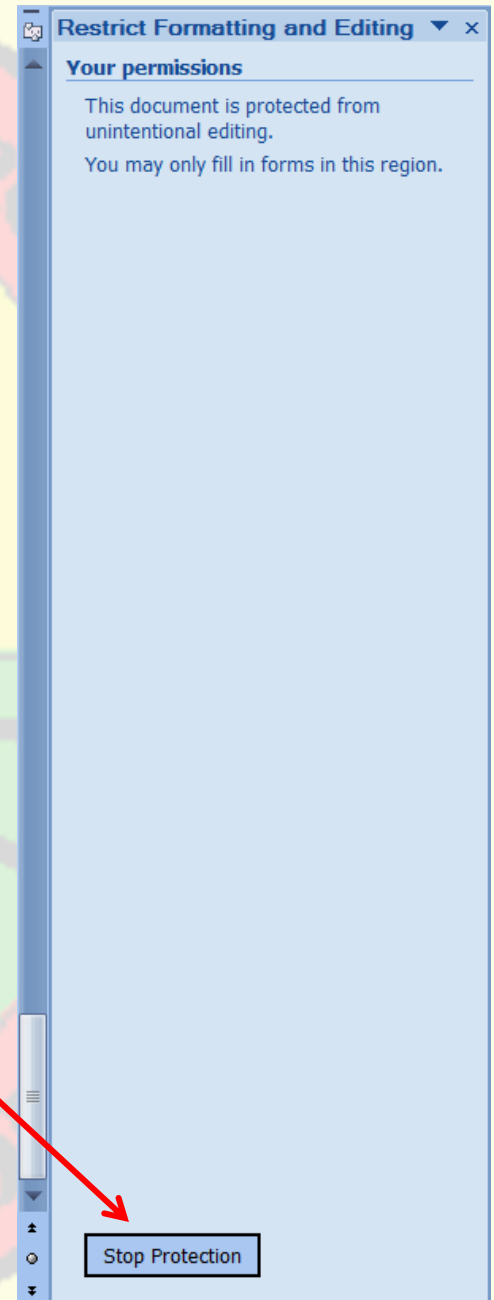
When password protecting a document, you are in essence locking it to keep a user from making changes to it. On the **Developer Tab** click **Protect Document**. On the Restrict Formatting and Edit Task Pane under Option 2, Check *Allow only this type of editing in the document*. Click on the drop down arrow and select Filling in forms.

The screenshot shows the Microsoft Word interface with the Developer tab selected. The document is titled 'Special Needs Reporting Form Shared [Compatibility Mode] - Microsoft Word'. The main content area displays a form titled 'Migrant Education Program 2014 / 2015 School Year Special Needs Reporting Form'. The form has a table with the following columns: Name, DOB, G L, Need Type, Need Name, Start Date, End Date, and IEP On File. The table is currently empty. On the right side, the 'Restrict Formatting and Editing' task pane is open, showing the 'Editing restrictions' section with the checkbox 'Allow only this type of editing in the document:' checked. The dropdown menu below it is set to 'Filling in forms'. The 'Start enforcement' section at the bottom of the task pane has the button 'Yes, Start Enforcing Protection' highlighted.

## To Remove Protection:

1. Open the **Developer** or **Review** tab.
2. Click on the **Protect Document** button.
3. The **Restrict Formatting and Editing** task pane opens.
4. Click on the **Stop Protection** button at the bottom of the task pane. If a password was not entered to enforce protection, nothing further is required, the document is now unprotected. If a password was entered at time of starting protection, that same password must be correctly entered to remove protection.

The document may be saved after protection is enforced.

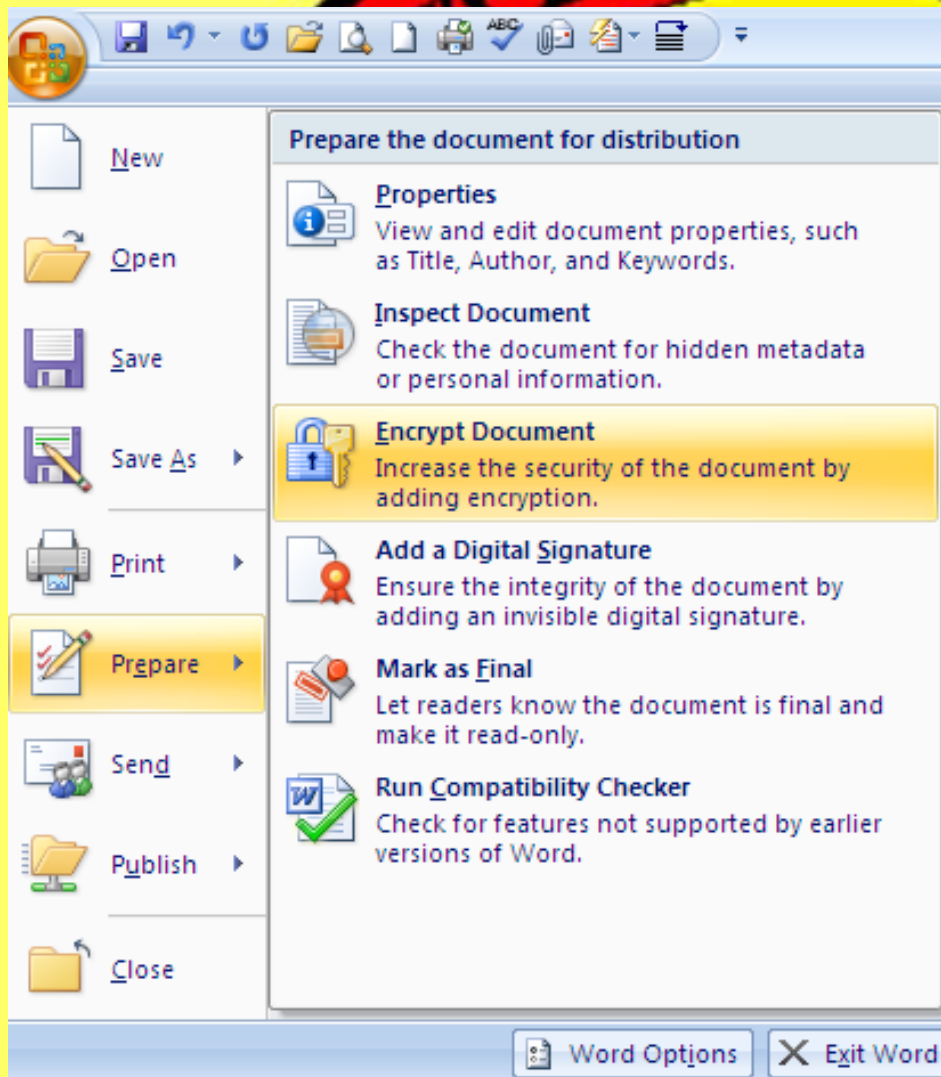


# Document Encryption


File encryption is used by computer users to secure sensitive information. It provides protection against unauthorized access to files. It is important to remember that a password strength is equally as important as the password encryption algorithm used by Windows 7.

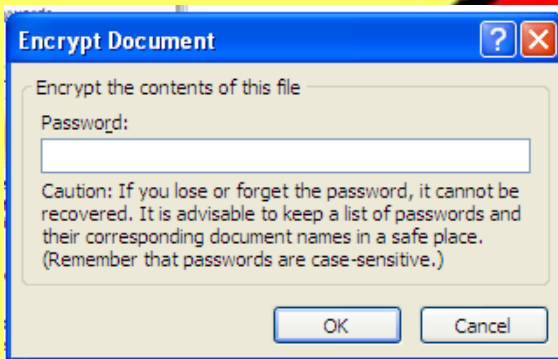


<http://www.bigstockphoto.com/image-3326774/stock-photo-frustrated-computer-operator>

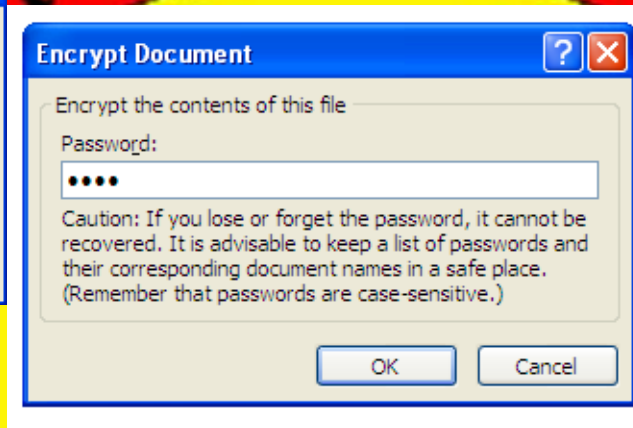


To Encrypt your document in Word, Excel or PowerPoint 2007:

1. Click on the **Office Orb** 
2. Go to the **Prepare** section
3. Click on **Encrypt Document** in the submenu



**Figure 2**



**Figure 3**

The Encrypt Document Dialogue Box is displayed


1. Type in your password and click OK (fig.2)

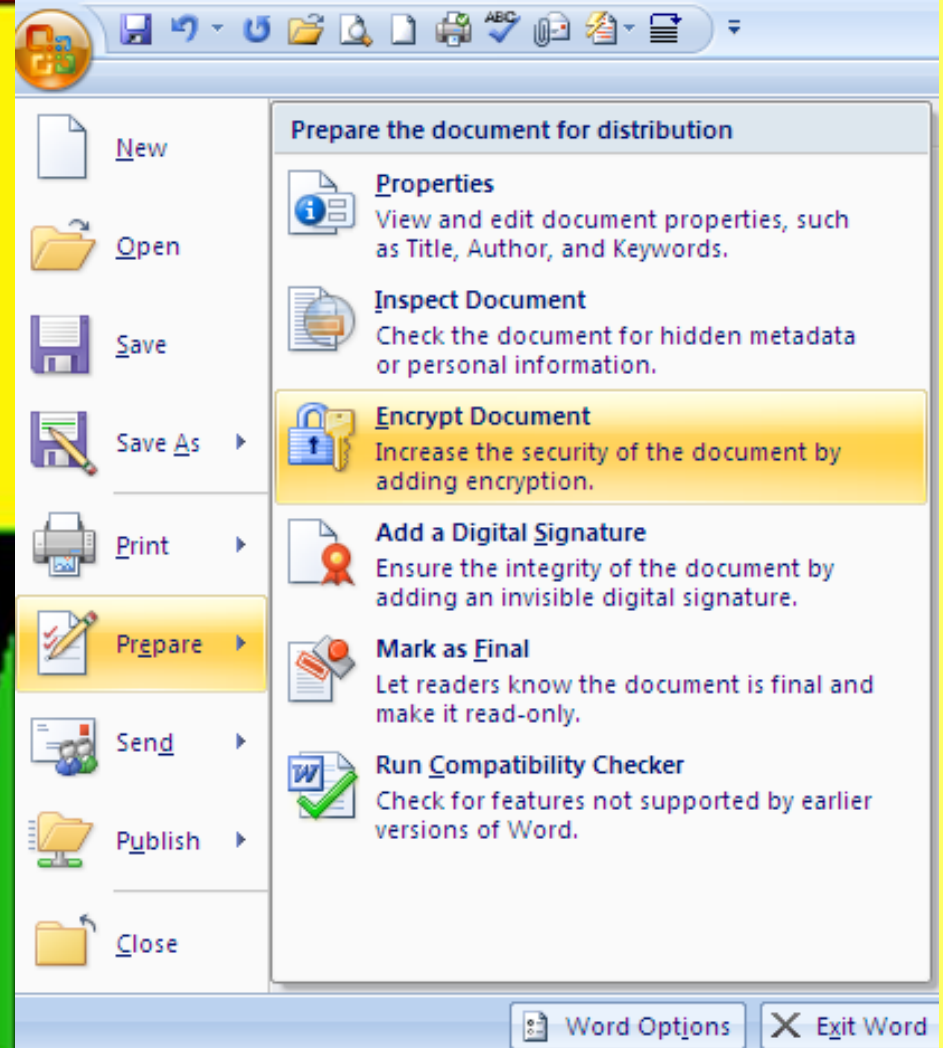
The Confirm Password Dialogue Box is displayed

1. Retype your password and click OK (fig.3)

# Decrypt a Document

To decrypt, or remove password protection, to your document in Word, Excel or PowerPoint 2007:

1. Click on the **Office Orb** 
2. Go to the **Prepare** section
3. Click on **Encrypt Document** in the submenu



## Decrypting a document cont'd

The Encrypt Document dialogue box is displayed showing round bullet marks

1. Delete your password by pressing the delete button until the password is completely erased (*fig. 1*)
2. Click OK (*fig.2*)

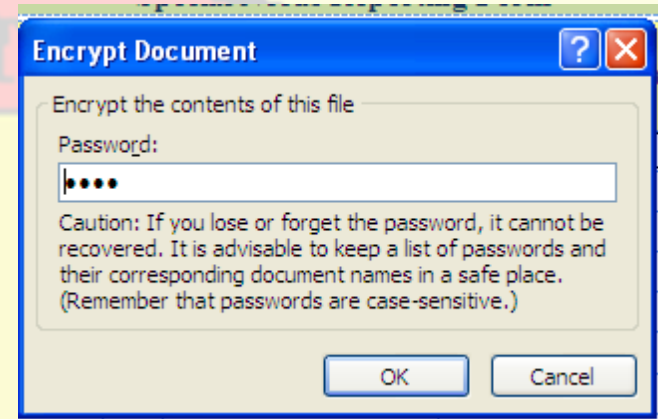


Figure 1

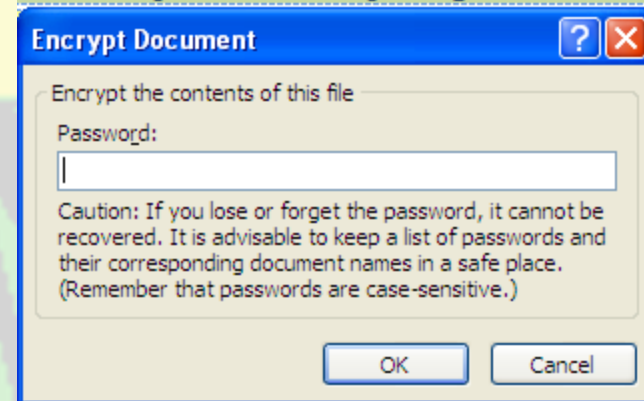


Figure 2



Q&A

# Thank you

Feel free to contact any of the following should you have any questions or for assistance with the forms.

[esmer.solano@esc20.net](mailto:esmer.solano@esc20.net)

[diama.flores@brackettisd.net](mailto:diama.flores@brackettisd.net)