

# HOW TO LOCK A FORM TO CHECK BOXES

These gray squares are fillable checkboxes. You will see these in the U of L ethics application. There is only one way to “check” them. You cannot “check” them in typing mode.

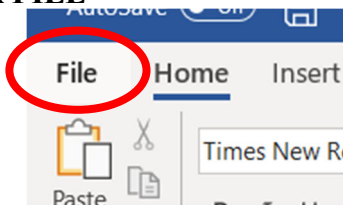
- a) Are any of the investigators or (including investigator paymer remuneration or graduate student accounted for in the study bud;

Yes  No

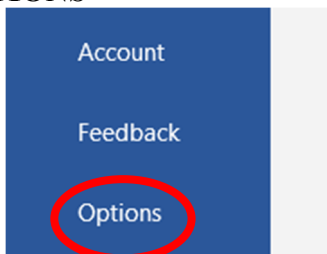
**Here’s how to check these boxes.**

**FIRST** you will need to set up your Word quick access toolbar. Open a document/Word. Then:

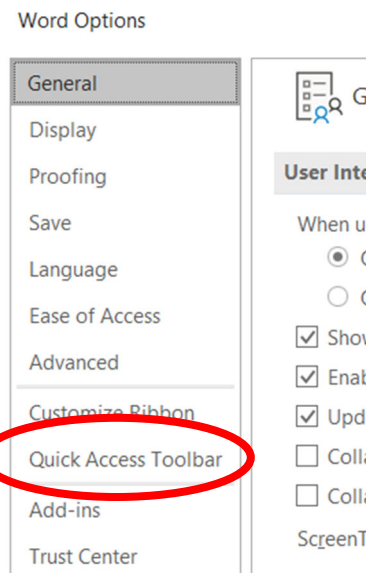
Click **FILE**



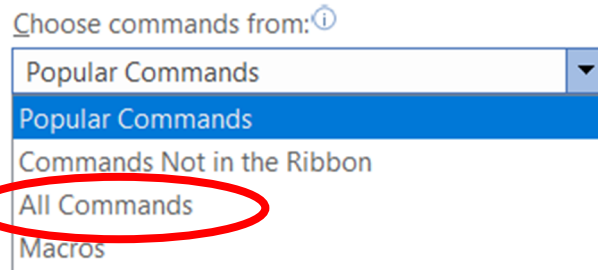
Click **OPTIONS**



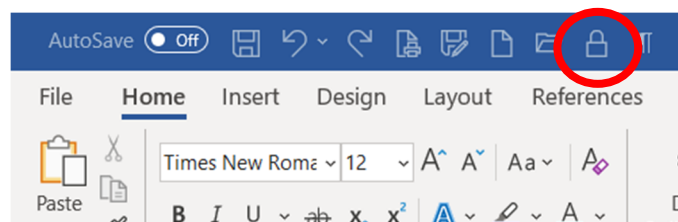
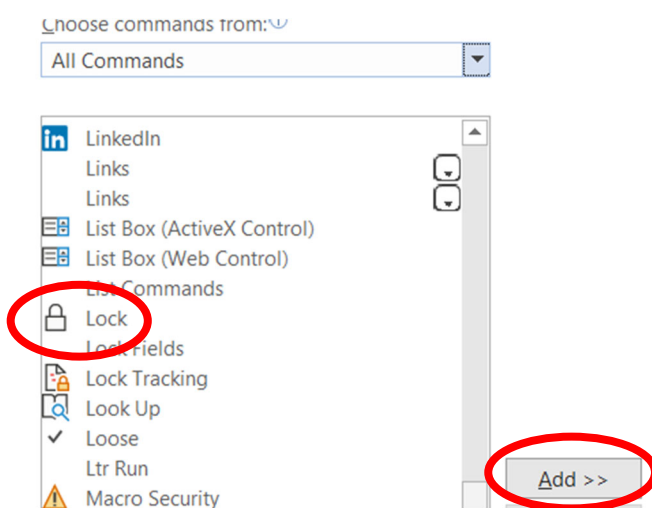
Click **QUICK ACCESS TOOLBAR**



**Change from “Popular” to “All Commands”:**



**Scroll down to find “Lock” with a padlock icon next to it. Click on it and then select “Add”.**



**NOW** you are ready to use it!

When you see a checkbox like that in any Word document, simply click the LOCK icon in your quick access toolbar, which will temporarily disable typing and enable clicking these checkboxes. When you’re done clicking the checkbox, simply click the LOCK button again and you’re back to typing mode.

