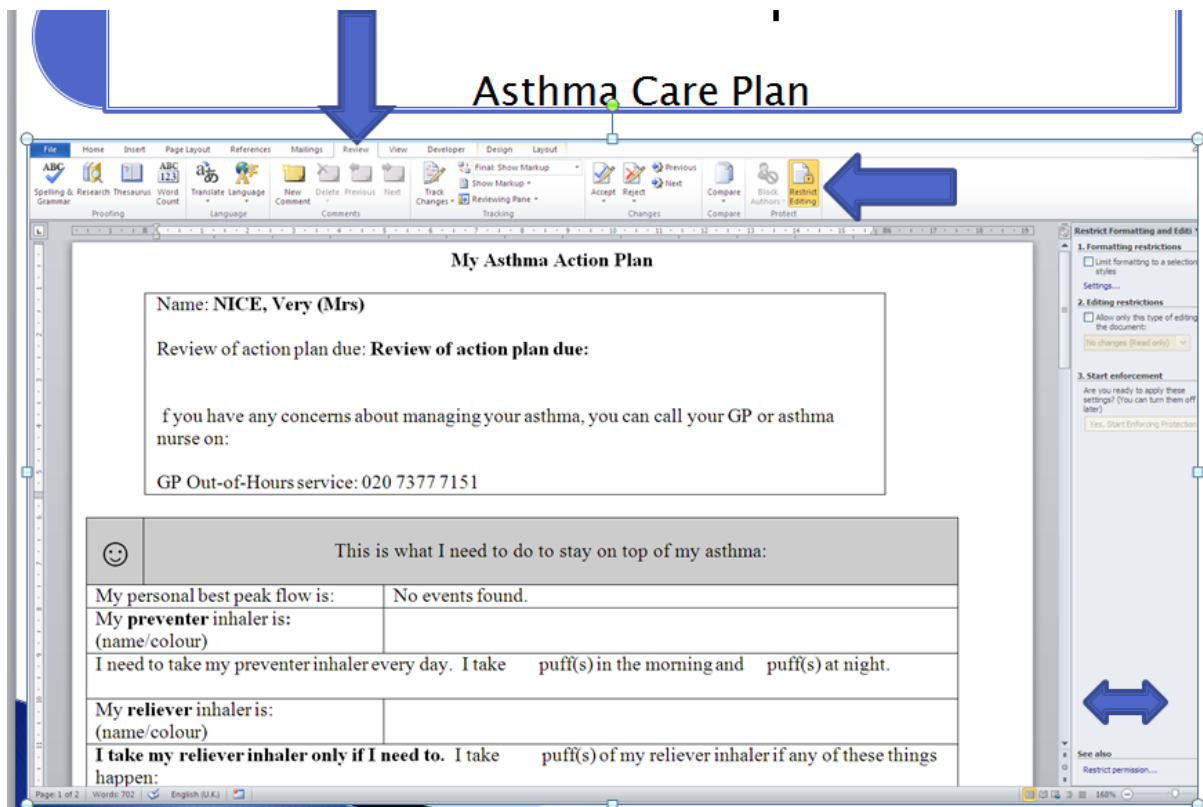


Unprotecting document templates:



If the document template has tick boxes, EMISWeb 'protects' it automatically. To be able to write on the document you need to 'unprotect' it.

Go to the **Review** tab, click on the '**Restrict Editing**' button on the right, and click on '**Stop Protection**' at the bottom right.

On this screenshot, the Stop Protection button does not show because this document has no tick boxes and therefore it is not protected, but we have signalled the place where you would find it with a double-edged arrow.