NOTE: These instructions are provided in order for you to be able to execute requested/required changes to the answers provided in your IRB documents. **DO NOT ALTER IRB FORM CONTENTS.**

Open the document which you wish to revise.

1. On the **Review** tab, in the **Protect** group, click **Restrict Editing**.

2. In the **Restrict Formatting and Editing** task pane on the right, click **Stop Protection**.
3. After you’ve made the appropriate changes or tracked changes edits, click **Yes, Start Enforcing Protection**.
4. When you are prompted to provide a password, do not enter anything, just click **Ok**.