

Editing Lesson Plan Templates

Follow these instructions to modify any of the lesson plan templates posted on the Georgia's Pre-K website. For other word processing programs, please consult your own technical support.

While you are free to rearrange the order of the components on the lesson plan, you are required to have all the components included. Be careful that these do not get deleted.

Word 2007/2010

1. Download the lesson plan template you need from: <http://decal.ga.gov/Prek/Planning.aspx>
2. Open the document in Word and go to the 'Review' tab.
3. Click 'Protect Document' and select 'Restrict Formatting and Editing.' (Or in Word 2010, click 'Restrict Editing.')
4. In the bar that appears on the right, select 'Stop Protection.'
5. Hit OK.

You may now make your edits.

When you are done making your changes, you will need to lock the document again. (Forms will not work unless the document is locked.)

6. In the bar on the right, make sure '1. Formatting restrictions' is NOT checked and '2. Editing restrictions' IS checked and that the dropdown menu says 'Filling in forms.' (If you closed the bar on the right, go again to 'Protect Document' and select 'Restrict Formatting and Editing,' or click 'Restrict Editing' in Word 2010.)
7. Click 'Yes, Start Enforcing Protection.'
8. Leave the password blank and hit OK.
9. Close the bar on the right and save your lesson plan template with a customized name.
10. Close your template, reopen it, and make sure it works as a form the way you want it to. If so, you're all set! If not, you'll have to unlock it and work on it some more. ☹

Word 2003 and older

1. Download the lesson plan template you need from: <http://decal.ga.gov/Prek/Planning.aspx>
2. Open the document in Word and go to the 'Forms' toolbar. You may need to access it from the 'View' menu – click 'View' then 'Toolbars' then 'Forms.'
3. Click on the button that looks like a padlock.

You may now make your edits.

When you are done making your changes, you will need to lock the document again. (Forms will not work unless the document is locked.)

4. Go to the 'Forms' toolbar and click on the padlock button again.
5. Save your lesson plan template with a customized name.
6. Close your template, reopen it, and make sure it works as a form the way you want it to. If so, you're all set! If not, you'll have to unlock it and work on it some more. ☹