How to paste an approved concept plan into a new course proposal form

1. Open the Phase 1 Concept Plan document and unprotect it by going to Tools > Unprotect Document.

2. Select everything in the document by using Edit > Select All.

3. Copy everything selected.

4. Open the blank Phase 2 form and unprotect the document.
5. Click after the heading to place the caret between the heading and Phase Two.

6. Paste the copied Phase 1 document.

7. Open the ‘Protect document’ panel by going to Tools > Protect Document.

8. Tick ‘Allow only this type of editing in the document’ and select ‘Filling in Forms’.

9. Then click ‘Yes, Start Enforcing Protection’ and click ‘ok’ on the password dialog (leaving the password blank).