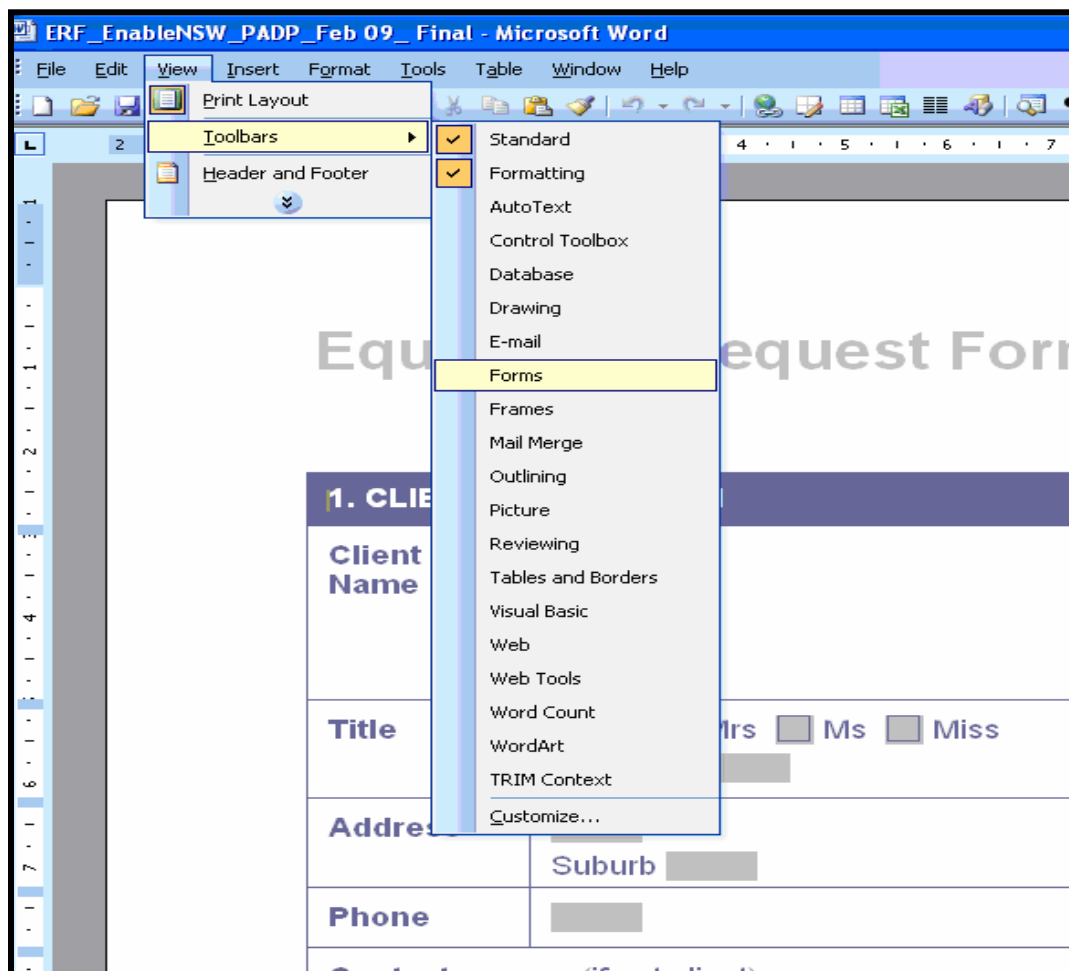
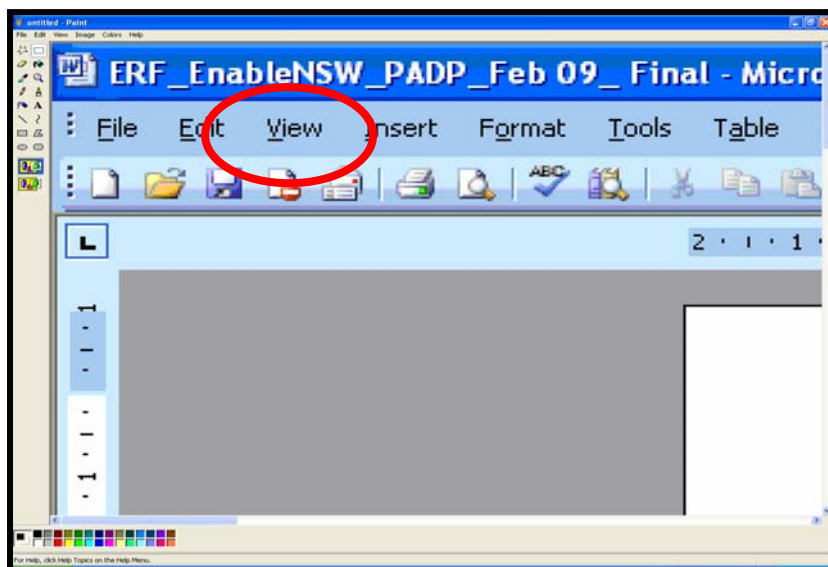


Appendix A: Instructions for using Word Form

In order to be able to check the boxes and tab between fields, the form needs to be “**locked**”. If you want to do spell-check etc, you then need to “**unlock**” the form. Locking and unlocking the form can be easily completed as follows:

Open document → Select **View**, then select **Toolbars**, and then select **Forms**



When the forms toolbar appears – click on the **lock** icon. This will lock the form and enable you to complete electronically.



When the form is locked – a **left click** over any of the boxes will mark it with an X and use **tab key** to move between the fields.

Clicking on the lock icon again will unlock the form again and will allow you to cut & paste or do spell-check if needed.