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.