

## INSTRUCTIONS

### Forms:

The forms are currently locked and set to Fill in the Blank status. As they are now, you can only jump around the blanks and fill them in. The blanks are not limited to size. They will expand to hold whatever you put in them. Using the direction arrows on your keyboard makes jumping around the blanks easy.


### How to Unlock the Forms:

Open the form you would like to unlock. Select “TOOLS”. Then select “Unprotect Document”. A box will appear asking for the password to unlock. The password is “MYINFO”. The password is case sensitive; it must be entered as shown. Once you have unlocked the document and made any changes or additions, you can lock the document using your own personal password. The password can be up to 15 characters.

### How to lock a form as Read Only:

Read only means the document can be opened, seen and read, but no changes can be made to it until you the owner unlocks the security setting. To secure the document, click on tools and select “Protect Document”. This option may not appear in the Tools dropdown box until you expand all the way down. Once the Protect Document box opens, check the box for Formatting Restrictions (Step 1.). Then check the box for Editing Restrictions as No changes (Read Only). Then go to Step 3, Start Enforcement and click the Yes button. A box titled “Start Enforcing Protection” will appear. Put in your password, and repeat the password in the confirm password box. Your document is now locked as Read Only. Keep your password in a safe place; you will need it if you ever want to make changes to the document.

### How to lock a form as No See, No Read:

Select Edit on the top toolbar. Then click on “Select All”. This will highlight all of the text of the document. Now select the font color button at the top toolbar.  Select white as the font color, right click on the document and all of the text will be hidden. The text simply turned white, it did not erase. Now simply follow the above instructions to lock the document with your password. When you want to view the document again, simply unlock it – click on “Select All” in Edit, and select the black color in the Font Color drop down box.

### Manufacturers Locked Production Code:

Ignore this file. You can't do anything with it. It simply is a production identification code for authenticity verification and helps us in quality control.

### Medical Emergency Note:

Fill out your medical information. Unlock the document using the “MYINFO” password. Relock the document with your own personal password – but lock it as Read Only. Remember, in the case of an emergency, we want the doctors to see your medical information so they can treat you with the advantage of full knowledge.

MYINFO

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[www.myinfodisc.com](http://www.myinfodisc.com)