

Password Notes: The password you enter and confirm is the only way you can unlock the document. If the password can not be easily remembered, it should be written down and kept in a secure place. A strong password, one having a combination of numbers, letters and symbols, including varying case assignments is recommended over a weak password. Example: A strong password might be "2n.9B4s<[d". A weak password might be "John Doe". The password can be up to 15 characters in length. To unlock the document, simply select the "Tools" button and select "Unprotect Document". After entering your password, view and edit as you wish.

Step 4: Viewer Lock Security:

This feature will change the appearance of the form so nobody can view your information without you providing your password. This feature simply changes the color of the text so it becomes invisible until unlocked and changed back.

- a. Select and open the form you wish to Viewer lock. If previously locked by you, unlock the form by selecting "Tools" and "Unprotect Document".
- b. With the form unlocked, position the cursor in front of the first word of the form left click and hold while moving the cursor all the way to the right hand bottom of the form. This will highlight all of the form. After releasing the cursor at the right bottom of the form, left click on the text color selection in the formatting toolbar at the top. If you can not find the text color selector, make sure the formatting toolbar is up by clicking on "View- Toolbars" and select the formatting toolbar. Once you have selected the text color selector, simply click on the White choice and all of the highlighted text will become white and disappear.
- c. After changing text color- relock the form. (Step 3).

Step 5: Saving the forms:

First create a new folder on your desktop for "Completed Forms". On your desktop, in a clear area, right click once. In the pop-up window, hold your cursor over the "New" selection. In the side pop-up window, select "Folder". A new folder will appear on your desktop. The name area will be highlighted type "Completed Forms". Return to the form you want to save. At the top left of the window, click on the "File" button, then select "Save As". In the "Save As" window, make sure to "Save In" your new "Completed Forms" folder and enter a new title for the form (e.g. John Doe Medical Information). By doing this, the original form in the MYINFO folder will stay empty and ready to reuse for an additional person.

Example:

We recommend that parents not only keep a "Medical Information" form for themselves but also have the same form for each member of the family on the same business card CD. Multiples of any form can be made.

Printing/Sharing the Forms: Any of the forms on the loaded business card CDs can be opened by any computer having "WORD". Once opened (viewer locks to be unlocked by you), print-fax or email the forms as you wish.

Burning (Putting) forms on Business Cards CDs:

This will require a CD writer. Follow the instructions of the CD writer program to put (burn) the "Completed Forms" onto the Business card CDs. The "Completed Forms" can be put onto the CDs as a single folder containing many forms or as the individual files within the folder. Once the forms are on the CDs, the form will always open with the security that you placed on the form. Opening a form, then unlocking the security, will not remove the security from the recorded form on the CD. If you do not have a CD writer, find a friend or associate that does. Your completed forms can be moved to the CD writer by using the 3.5" floppy drive. It might take several 3.5" floppy disc depending on how many forms you want to burn.

Clearing MYINFO from your computer:

Once you have finished completing the forms you want- and putting them on the business card CDs, you can right click on the MYINFO folder and select "Delete". Do the same for the "Completed Forms" folder. You can always reload the MYINFO master disc for updating.

The MYINFO kit includes:

A. 1 (round) Master CD

Fill-in the blank forms include:

**Medical-Contact-Vehicle-Pet
Household-Property-Financial**

B. 3 Blank Business Card Size Cds

C. Printed Instruction Manual

The MYINFO kit is designed to provide the user with the resources and materials to enter - store - lock and retrieve vital information about themselves with only a minimum working knowledge of "WORD".