



Instructions to operating forms created in MSWord

Forms created in MSWord can contain macros. In order for the form to work correctly the following must be implemented:

1. - Download the form from the web to your desk top before interacting.
2. - Your MSWord security level must be set at "Medium."
3. - You must not operate the form via a browser (Internet Explorer/Safari/Netscape) or an email system (GroupWise/Yahoo/Outlook). MSWord does not work properly when opened via other applications.
4. - In order for an interactive field to function properly in MSWord the area the field is in must be locked. This allows check boxes to work, drop down choices to appear and the text boxes to work properly.
5. - In order for links to work the area the link is in must be unlocked. This can cause confusion when tabbing from one interactive field to another before and after the link. You can tab into the link from an interactive field before the link, however to get to the first interactive field after the link, you must use the cursor and place it in the first interactive field after the link, then you can continue to tab from interactive field to interactive field.
6. - When you have an interactive field in a MSWord document that is repeated several times in the document, there are place holders throughout the document for the data to transfer, however the transfer will not take place until you do one of two things:
 1. Choose file "Print Preview" or
 2. Choose file "Print"

Once you have done one of those two things the data will have transferred and will appear throughout the document where the place holders instruct it to go. If you need to fill out the document with another individual's information, repeat one of the two steps and the data will be updated.

To download your form, please use the following directions:

While you are in the browser (Internet Explorer), double click on the link "Word" (this opens the form via the browser). To download the form to your desktop, choose "Save As", choose the path to your desk top and save to your desktop. Be sure to save the file extension as it currently appears, ".doc" This will insure that macros in the document will function properly. You can tell what kind of file it is by looking at the extension once it is opened up.

Opening up form from your desk top:

Once you have saved to your desk top, close your browser (Internet Explorer).

Open the document from your desk top, double click on the icon that is on your desk top. You should get a "Security Warning Box" and it will state the following:

"Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality."

The box will have three (3) choices; 1. Disable Macros 2. Enable Macros 3. More Info

Choose "Enable Macros"

At this point if you did not get this exact "Security Warning Box" you may get another Security Warning box telling you the macros in this document have been disabled. If you get no box what so ever, this means your security level is set too high for the macros to work.

To change your security level in MSWord to the following:

To change security level in MSWord 2000 or 2003:

- A) Open MS Word, the application only, not the document.
- B) From the "Tools" menu, select Macros/Security/ and check "Medium" on the "Security Level" tab.
- C) Close out MSWord
- D) Double click the icon on your desk top.

If you have MSWord 2007 the process to change the security level is different. Follow the steps to change the macro security level in the "Trust Center"