

To unlock this document (which allows you to edit, including modifying box sizes, fonts, etc.), follow these instructions:

1. Open the file in Word.
2. Place your cursor to the right side of the taskbars at the top of the page
3. Right click and select Forms
4. The Forms taskbar will appear.
5. Click on the lock icon. (It is usually the last one to right on Forms taskbar.)

The form is now unlocked and editable. Treat it as you would any table in a Word document.

After making edits, you can re-click on the lock icon. This allows you to jump between fields with the tab key and the drop down boxes will again work as intended.