

# Notes on how to use the application forms

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Application forms containing form fields were introduced with the second edition of MORAG on 1 October 2005. The form fields assist the entry of information into the forms. The following advice may assist applicants when using the forms:

## 1. Removing form protection to allow editing

The application forms are protected to allow users to move easily from one form field to the next by using, for example, the Tab key. Form protection can be removed to allow applicants to edit the forms, for example, to delete excess table rows, or to access hyperlinks on the form.

Form protection can be removed as follows:

- Assuming that your word processor is Microsoft Word 2000 or later – go to the 'View' menu, select 'Toolbars' and then select 'Forms' and uncheck the padlock icon. This removes protection and will allow you to edit the form.
- **Always save the application form before unlocking or relocking form protection – otherwise information that has been entered into the form fields may be lost.**

## 2. Save the application form to prevent loss of information

To prevent loss of your information when filling out the form, you should save the application form frequently. We recommend that you **SAVE the form:**

- **during editing.**
- **before printing.**
- **before unlocking** (removing form protection).
- **before relocking** (protecting the form).

Failure to save the form at these points may result in loss of information that has already been entered.

## 3. Word processor

The current application forms were created using Microsoft Office 2000. Therefore we recommend that applicants use Microsoft Office 2000, or a later version of Word, to fill in the forms.

## Revision history

Revision date	Description of revision
1 July 2005	First edition
1 October 2005	Second edition <ul style="list-style-type: none"><li>Legislative Instruments added to Table 1, Volume 1 contents.</li></ul>
1 April 2006	Third edition <ul style="list-style-type: none"><li>no changes.</li></ul>
1 July 2007	Fourth edition <ul style="list-style-type: none"><li>minor text edits.</li></ul>