How to Customize the Medical Forms

As a graduate of the Klose Training Lymphedema Certification Course, you are permitted to use the fillable forms included in the Graduate section of the Klose Training website. You will need to update sections of the Word documents that are ==**_highlighted and italicized_**== with information specific to your clinic/practice. The Pdfs also have sections that will need to be customized. NOTE: The boxes (gray in Word docs, blue in pdfs) that you fill in will not print; only the information you input will print.

If after clicking on a document, you see a shield and a message that reads "**Protected View** This file originated …," click "Enable Editing." Then, in order to customize _fillable_ documents for your use, you will first need to "unlock" the document. Follow the directions below for your computer's operating system:

Windows 7

1. Open the Word document.
2. Click on "Review" on your toolbar at the top of the page.
3. At the far right bottom right, click on "Stop Protection."
4. Make your edits.
5. VERY IMPORTANT: In order to see the drop-down options, after making your edits, you must click on "Yes, Start Enforcing Protection." You will have the option of creating a password or leaving the password blank.

Windows XP

1. Open the form you would like to change.
2. Click "View" on your toolbar.
3. Place your cursor over "Toolbars." A list of options will appear.
4. Click on "Forms,"
5. On the Forms toolbar that appears on the screen, click on the lock symbol to unlock the form and make it editable.
6. Make changes as appropriate.
7. Click on the lock symbol to re-lock the form for easy use.