

INSTRUCTIONS
for the
"Fillable"
N.S.F.D. Medical Information Form
(Version 8.1)

***Before you click on the link at the bottom
of this page please read all of the notes.***

LOADING THE FORM

*Note 1. You may need Adobe Acrobat Reader DC, a free program
which can be downloaded from <https://get.adobe.com/reader/>*

*Note 2. This fillable form may not work with iPads or other Apple devices.
Your best option for using the fillable form is to use the Internet Explorer
browser
or download the Acrobat Reader DC.*

*Note 3. If you are using Windows 10 Microsoft Edge or FireFox
their built-in PDF readers will not allow the "fillable" function.
Please follow the directions below.*

*Windows 10 Microsoft Edge -- Click on the 3 dots (more) in the upper right
corner of the Microsoft Edge window and select "Open with Internet
Explorer".*

*FireFox -- Choose "Open With Different Viewer" above the upper
right hand corner of the form. In the pop-up window,
choose Open with "Adobe Acrobat Reader DC". If you do not
see Adobe Acrobat Reader DC as an option, it can be downloaded [here](#).*

USING THE FORM

*Note 1. You will not be able to do a direct "save"
after you make changes on the form. YOU MUST USE
THE "SAVE AS" FUNCTION found in the "File" drop-down
menu located in the top left corner of the Adobe Acrobat DC screen.*

SAVING YOUR FORM

Where should you save the file?

A. When you click the "Save As" function on the drop-down menu, Acrobat Reader DC will pop up a screen for choosing a location to save the file.

B. Select **My Computer** in the left panel.
(You should never store anything confidential in "the Cloud".)

C. Select **Choose a Different Folder**

D. In the left window of the next pop-up, click **Desktop**

E. Change the file name in long, narrow white window below the two large windows by adding the date (e.g., 5-23-17)
(No slant bars are allowed in file names.)

F. Click Save. Your form should now appear as an icon on your desktop. **REMEMBER...**Every time you make changes to your form, you must use "Save As" and rename the file.
(I just change the date at the end of the file name.)

UPDATING YOUR FORM

Double click the icon for the last version of the form that you saved, make your changes, follow the steps under "SAVING YOUR FORM", above.