

Submitting An Electronic Reference Evaluation Form

I've filled out the Reference Evaluation Form and find that I cannot save what I've typed. How do I accomplish this?

Answer:

◆The problem may be your software. For instance, if you only have Adobe Reader, you will not be able to submit the form electronically in **pdf** format. However, you are able to fill out the form and print in order to send it by fax or mail.

◆In order to save a copy for electronic submission in any of the formats (**doc**, **pdf** or **rtf**) the process is the same:

- a. At the top of the page, select File, then "save as."
- b. Next, you will see a screen with two windows at the bottom: one labeled "file name" the other labeled "save as file type." There is also a window at the top: "save in."
- c. Give your file a name, such as: John Smith Reference Form. Make sure you leave pdf, doc, or rtf at the end of the line so it will look like this:
John Smith Reference Form.doc
John Smith Reference Form.pdf
John Smith Reference Form.rtf
- d. If you do not see **.doc**, **.pdf** or **.rtf** at the end, be sure to add it.
- e. In the top window, select where you want to save the document to, such as on your own computer desktop.
- f. Select the "save" button on the lower right.
- h. Return to your email and fill it out.
- l. Using the button along the top, select "attachments."
- j. You will now see a blank box with buttons at the bottom. Select "add attachments."
- k. The next screen will show a box with "look in" as a window along the top. Search for your desktop in the window and then the file you made for the Reference Form.
- l. Click on the file and it will attach to your email.
- m. Send