# Processing an Order Form for Family Engagement Resources

## *Using a PC*:

**Step 1:**  Click on the PDF Order Form.

**Step 2:**  Fill out all the **RED BOXED FIELDS**.



**\* NOTE: if you don't fill out all the red boxes you will get this error message.**
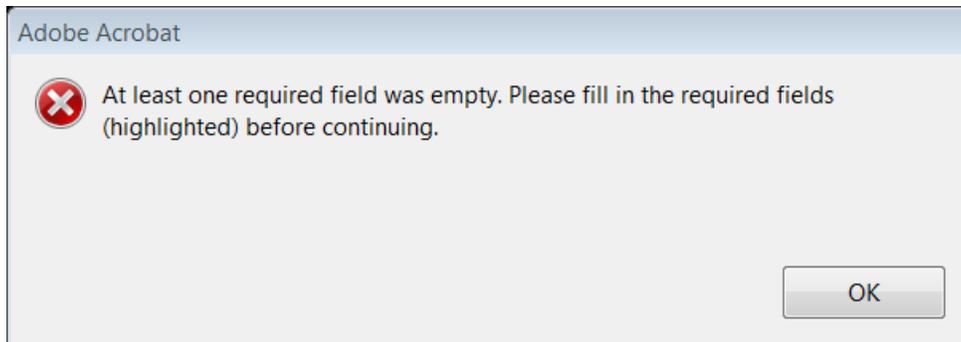
**Step 3:** Once the RED BOXES are filled in correctly click on the **"SUBMIT"** button.
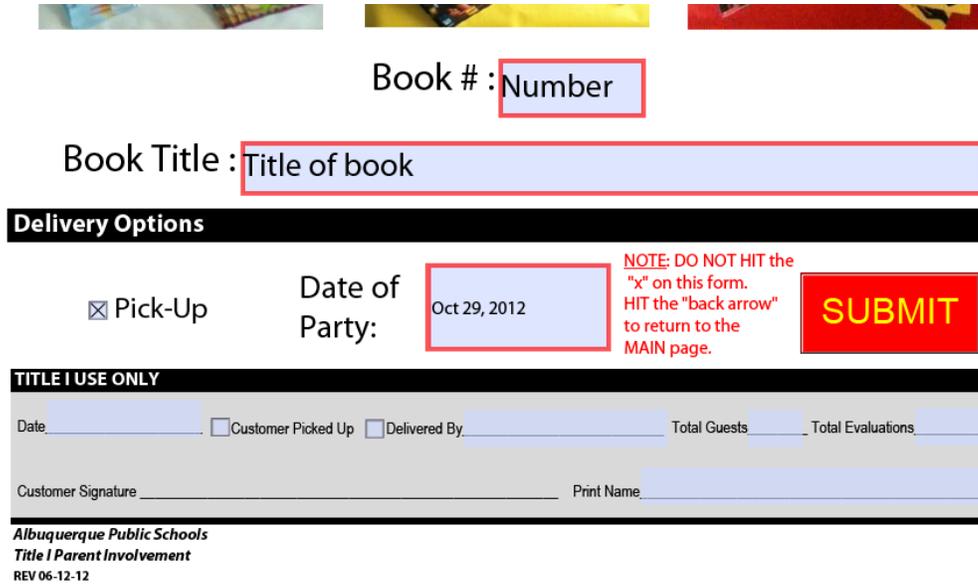
Book # : Number

Book Title : Title of book

**Delivery Options**

☒ Pick-Up

Date of Party: Oct 29, 2012

NOTE: DO NOT HIT the "x" on this form. HIT the "back arrow" to return to the MAIN page.

**SUBMIT**

**TITLE I USE ONLY**

Date_____ ☐ Customer Picked Up ☐ Delivered By_____ Total Guests_____ Total Evaluations_____

Customer Signature _____ Print Name_____

*Albuquerque Public Schools*
*Title I Parent Involvement*
REV 06-12-12

**Step 4:** You will be prompted to the action below. **\*Note: Recommended to use the default listed below.**

Choose the option and click "ok".

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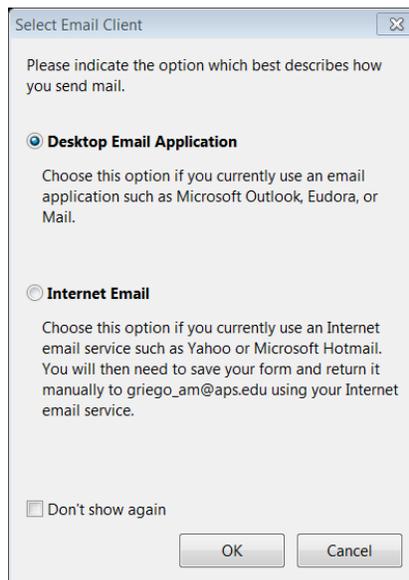
**Select Email Client**

Please indicate the option which best describes how you send mail.

🔘 **Desktop Email Application**

Choose this option if you currently use an email application such as Microsoft Outlook, Eudora, or Mail.

⚪ **Internet Email**

Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail. You will then need to save your form and return it manually to griego_am@aps.edu using your Internet email service.

☐ Don't show again

OK      Cancel

**If you choose to use the second option, below you will need to manually save it to your desktop and send it to Title I as an attachment using your Internet Email account.
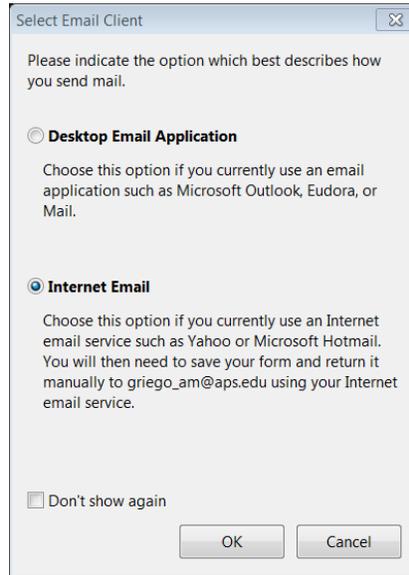


**Step Five:**  Once step four is completed, the order form will be complied into an email automatically shown below. **(if using the Desktop Email Application option ONLY)**

**Refer back to step four to see how to send the attachment using the Internet email.
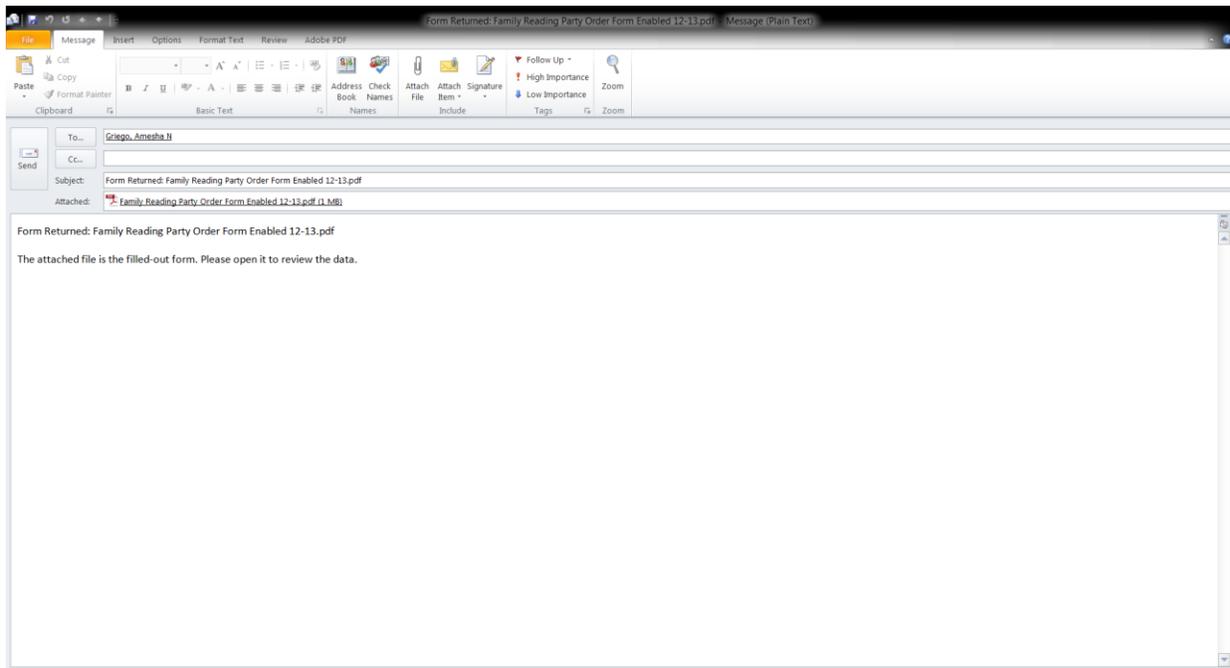


**Step Six:** Click on the "Send" button and the email will be sent to Title I (Amesha Griego).