

Processing an Order Form for Family Engagement Resources

Using a Mac:

Step 1: Click on the PDF Order Form.

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

ALBUQUERQUE PUBLIC SCHOOLS
Parent Involvement Family Reading Parties & Double Reaction 2012-2013

TITLE/USE ONLY
ORDER FORM
FRP & DR

This form must be filled out completely. Please print clearly.

Date of Order [] Date Needed [] School/Department [] Title/APS# []
(Allow 2-4 Business Days)

Contact Name [] Phone [] Email []

Family Reading Parties & Double Reaction

Primary (K-2nd) FRP
 Intermediate (3rd-5th) FRP
 Middle School (6th-8th) Double Reaction

*** NOTE: if you don't fill out all the red boxes you will get this error message.**

...lowing form. You can save data typed into this form. Highlight Existing Fields

At least one required field was empty. Please fill in the required fields (highlighted) before continuing. OK

Book Title: []

Pick-Up Date of Party: []

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

TITLE/USE ONLY

Customer Picked Up Delivered By Total Guests Total Evaluations

Signature Print Name

Albuquerque Public Schools Parent Involvement
1-12

Step 3: Once the RED BOXES are filled in correctly click on the **"SUBMIT"** button.

The screenshot shows a form with several fields highlighted in red boxes. At the top, there are three small images of books. Below them, the text "Book # : Number" is followed by a text input field containing "Number". Below that, "Book Title : Title of book" is followed by a text input field containing "Title of book". A black bar with the text "Delivery Options" is below. Underneath, there is a checked checkbox for "Pick-Up", a "Date of Party:" label, and a text input field containing "Oct 29, 2012". To the right of this field is a red box with the word "SUBMIT" in yellow. A note in red text says: "NOTE: DO NOT HIT the 'x' on this form. HIT the 'back arrow' to return to the MAIN page." Below the "Delivery Options" section is a black bar with the text "TITLE I USE ONLY". Underneath, there are several input fields: "Date", "Customer Picked Up" (checkbox), "Delivered By", "Total Guests", and "Total Evaluations". At the bottom of this section are "Customer Signature" and "Print Name" fields. At the very bottom, the text reads: "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".

This screenshot shows the same form as in Step 3, but with a dialog box open in the foreground. The dialog box is titled "Select Email Client" and contains the following text: "Please indicate the option which best describes how you send mail." There are two radio button options: "Desktop Email Application" (which is selected) and "Internet Email". Below these is a checkbox for "Don't show again". At the bottom of the dialog box are "Cancel" and "OK" buttons. The background form is partially obscured by the dialog box, but the "SUBMIT" button and the note about not hitting the 'x' are still visible. The footer text "Albuquerque Public Schools Title I Parent Involvement REV 06-12-12" is also present.

**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.

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

Book # : Number

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

Cancel OK

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

SUBMIT

Delivery

TITLE I USE C

Date

Customer Signature

Print Name

Total Guests

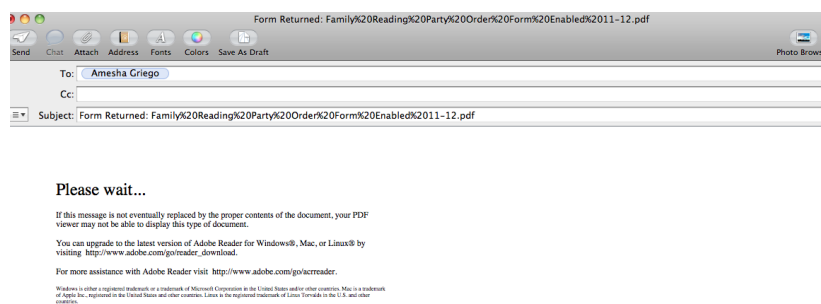
Total Evaluations

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

Step Five: Once step four is completed, the order form will be compiled 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.

*** Note: The order form is attached even though you don't see the attachment.**



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