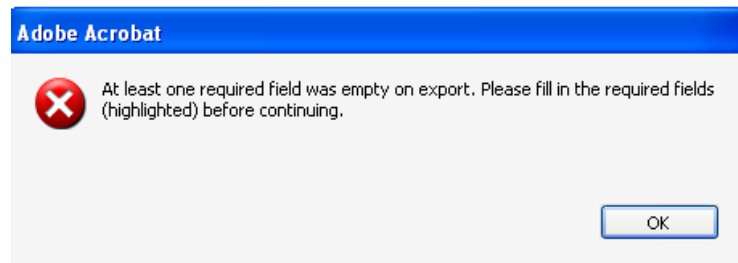
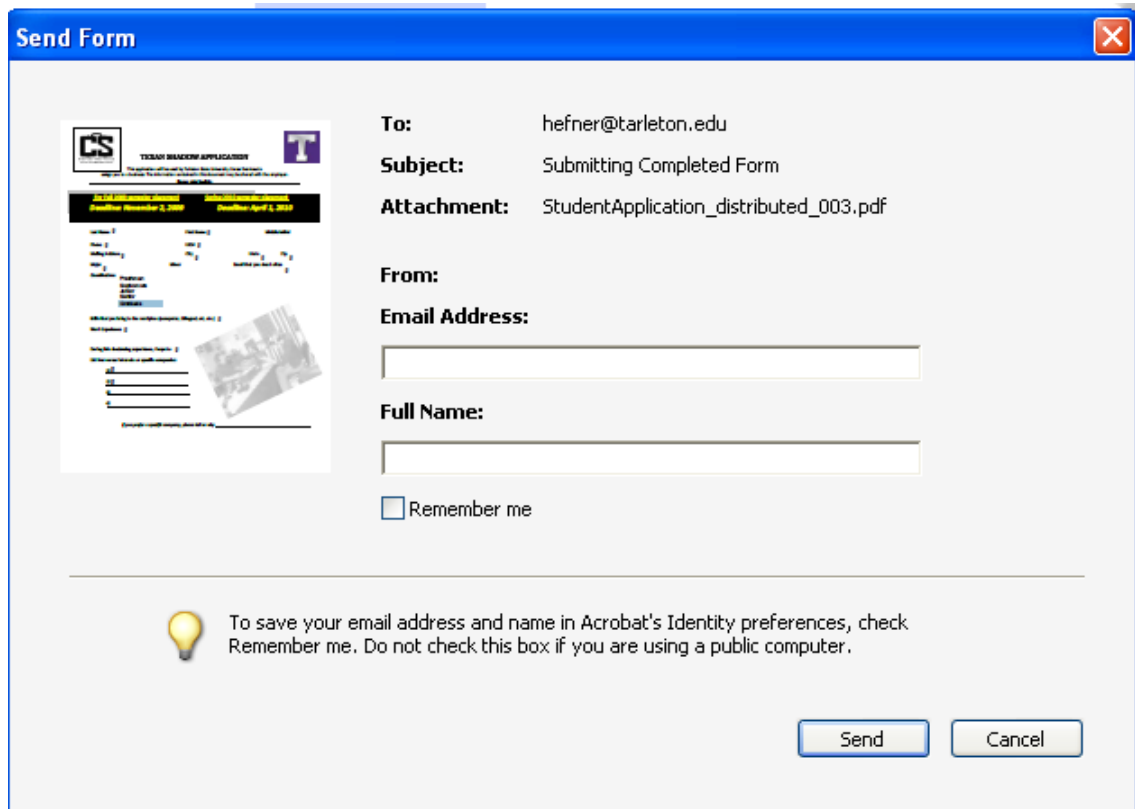


Directions for completing the Texan Shadow online forms

- 1) Upon opening the form, make sure that you can see boxes outlined in red. If you do not see red boxes, click on "Highlight Fields" on the top portion of the form.
- 2) Complete the form and give as much detailed information as possible. The red fields MUST be filled out and are the bare necessities, all blocks of information will be utilized.
- 3) When you are finished, click on the "Submit Form" button on the top right of your screen. If you have not completed all red fields, you will receive the error message below.



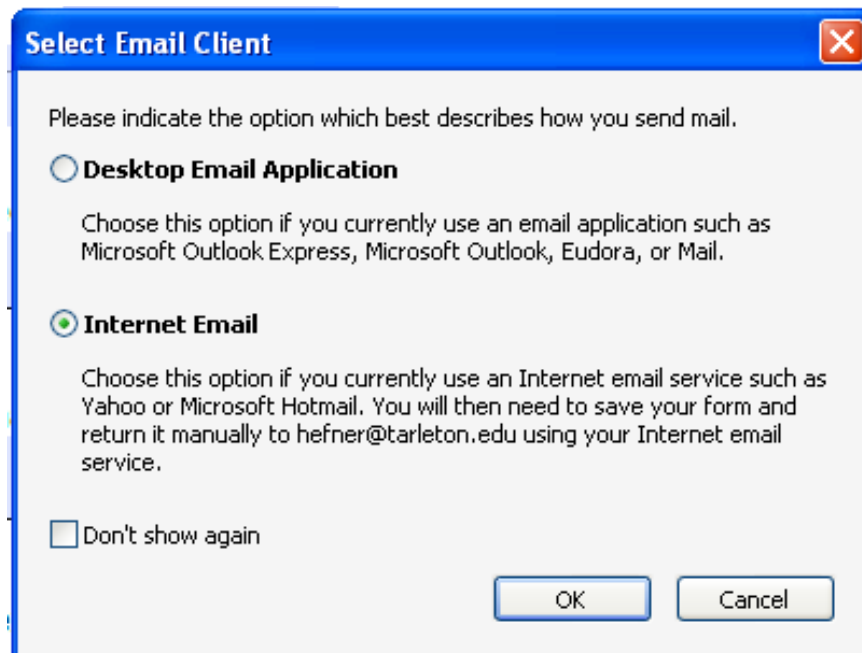
- 4) Once you have clicked "Submit Form", you will see the "send Form" screen. Type in your email and your name. Then click "Send".

A "Send Form" dialog box with a blue title bar. On the left is a thumbnail of a "TEXAS! READING APPLICATION" form. On the right, the following fields are filled: "To: hefner@tarleton.edu", "Subject: Submitting Completed Form", and "Attachment: StudentApplication_distributed_003.pdf". Below these are empty fields for "From:", "Email Address:", and "Full Name:". A "Remember me" checkbox is present and unchecked. At the bottom, there is a lightbulb icon and a note: "To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer." "Send" and "Cancel" buttons are at the bottom right.

5) One of two things will happen:

- a. Your email /form will be sent (particularly for those using a work or home computer where Outlook is your email means. You will then see your form on the screen, simply close the screen. Email confirmation will be sent to you.
- b. You see the "Select Email Client" screen.
 - Choose "Desktop" if you currently are using Outlook on the computer to receive and send emails.
 - Choose "Internet Email" if you use internet based domains such as "yahoo or hotmail, etc."

You will then be prompted to save the document on the computer and send it as an attachment after accessing your email manually. Once you have manually created an email to "hefner@tarleton.edu" and attached the PDF document and sent it, you will receive an email notification that it has been received.



Please contact Alana Hefner if you have difficulties with the form submittal process, 254-968-9078 or hefner@tarleton.edu