

Filling out the Admission Applications

The applications for the Alzheimers, Respite and Specialized Developmental Disabilities Programs are created in Microsoft Word as forms.

You can fill these forms out by hand or on the computer.

To fill out the form by hand, print out the application and mail or fax it to the contact person.

To fill out the form on your computer, you will need Microsoft Word or a word processor that is compatible to Word to use the form. Click on the link for the application and save it to your computer by doing a File -> Save As.

The fields that need to be filled in show up as gray shading. You can use your Tab key to move through the areas. To mark a box, click on the box with your mouse or tab to it and press the space bar.

Once the application is completed, you can save it and print and mail or fax it to the contact person.

Instructions for Filling out Admission Applications on a Computer

1. Click on the link for the Application

Microsoft Word will open (probably in your Web Browser).

You can fill the application out while you are still on-line in the Web Browser

OR you can save the application to your computer and then open your Word Processor.

a. If you fill out the application while on line, you can print it and then mail or fax it.

If you plan on sending it as an attachment in an email, follow the directions on saving it to your computer. If you send the file that is in your browser, it will send a blank file.

2. **Saving the Application to Your Computer**

a. Go to **File -> Save As...**

i. Save the file to an area on your computer where you will be able to find it later. Use the **Save in** drop down list if needed.

ii. Navigate to the area where you want to save the file.

iii. Type in a meaningful file name in the field labeled **file name**.

iv. Click the **Save** button.

v. If you have already filled out the application on line, go to the section on attaching it to an email message.

If you still need to fill out the application, follow the directions below in step 3.

b. You are back in the original/on-line **Application** form.

Either click on the Back Button on the Web Page or close out Microsoft Internet Explorer.

When you do this, a dialog box will ask if you want to save the document. Since you have already saved it previously, just click No.

3. **Filling out the Application from your Word Processor**

a. Go to your Word Processor, open the Application file you just saved to your computer and fill it out.

b. The fields that need to be filled in show up as gray shading.

You can use your Tab key to move through the areas.

To mark a box, click on the box with your mouse or tab to it and press the space bar

c. Save the changes and close the file.