**Instructions for Saving Fillable PDF Forms**

1. Fill out the PDF form (you will have to have a PDF reader installed on your computer, such as Adobe Reader. It is available as a free download)

2. Open the print menu

3. Select one of the following printers:
   a. Adobe PDF
   b. Microsoft XPS Document Writer
   c. Microsoft Office Document Image Writer

4. Hit the print button (the document won't actually print). You'll be given the option to save the document in a different format depending on which printer you selected (for example, if you print to a PDF printer, it will ask you to save the form as a standard PDF file. If you print to the Microsoft XPS Document Writer, it will ask you to save the form as an XPS file)

5. Save the form in the new file format (PDF, XPS, TIFF, etc.)

6. Email completed transmittal to dspstest@riohondo.edu

**What to do if you the above steps don't work:**

1. Fill out the form

2. Change your view so the entire form is displayed on your screen

3. Take a screenshot of the form by pressing the Alt + PrtScn keys or use the snipping tool.

4. For the Snipping tool, click on start; type Snipping tool in the search box; click on snipping tool program to open. The background behind the snipping tool program  will wash out. Move the cursor to the area you want to capture and click and hold the mouse then move it to capture the area you wish. When let go of the mouse button and the snipping tool program

will have your section captured. Save it as a Jpeg [jpg] and you are done. You can attach the jpg to your email.

5. For the Screenshot, paste the screenshot in to a Word document, text editor, or paint program. Save the file and then attach it to your email.