


## GIVE West Guide to Electronic Forms

### Personal Computer (not a Chromebook)

1. Right click on the link "Give Orientation"
2. Choose: "Save Link as"
3. Save the file (please note where the file is saved on your computer)
4. If the file opens in your browser, please close it, **this step is important.**
5. Find the file on your computer, and open it (Double Click)
6. Once open, fill in all the necessary information
7. When finished, press and hold [CTRL] and [S], or File, Save
8. Create a new email to cheryl.price@gcpsk12.org, and attach the form you saved earlier.

### Chromebook (not a personal computer or Laptop)

1. Left click on the link "Give Orientation"
2. Fill in the Form
3. When finished, press and hold [CTRL] and [S]
4. Save the file in your GSuite (please note where the file is saved on your GSuite account)
5. Open Google Drive, and check to make sure the file is fully filled out.
6. Click on the Waffle icon , and open GMail
7. Create a new email to cheryl.price@gcpsk12.org, and attach the form you saved earlier.