

Downloading an Electronic Form

The Board of Parole Commissioners
State of Nevada
May 14, 2015

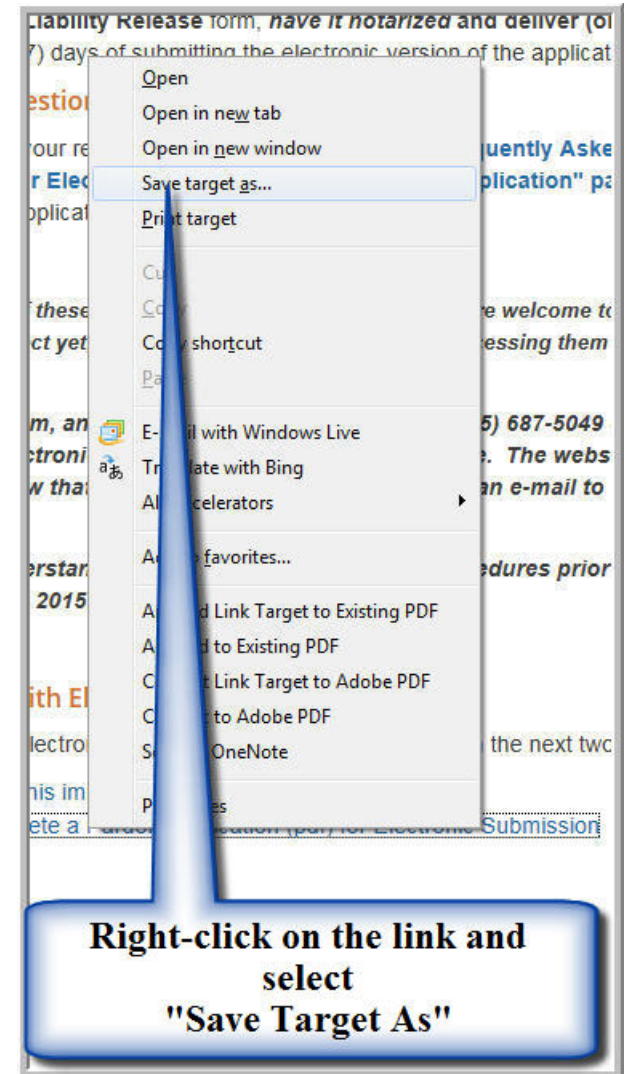
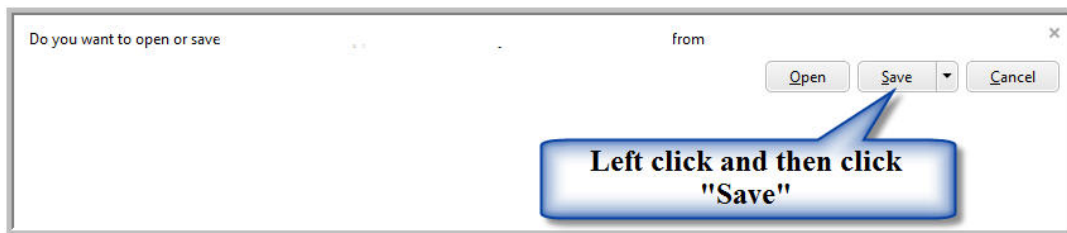
Once you have decided that you want to file an electronic form, the first thing to do is **download that form.**

The image displays three overlapping screenshots of forms from the Nevada Board of Parole Commissioners:

- Top Left:** "NEVADA BOARD OF PAROLE COMMISSIONERS ELECTRONIC PUBLIC RECORDS REQUEST". It includes a header with a logo and instructions, followed by a table for document requests and a signature section.
- Top Right:** "Electronic Pardon Application". It features a header with a logo and instructions, followed by a table for work and contact information, and a section for personal details like sex, ethnicity, and salary.
- Center:** "Electronic Request for Notification of Parole Hearings". It includes a header with a logo and instructions, followed by a table for convicted offenders, a section for the requester's address, and a section for the type of person requesting notification.

Visit the web page where you can download the file.

- ▶ Select the file that you wish to download.
- ▶ Depending upon how your computer's browser is set up
 - Right-click on the link and select "Save Target As"; or,
 - Left-click and then click "Save

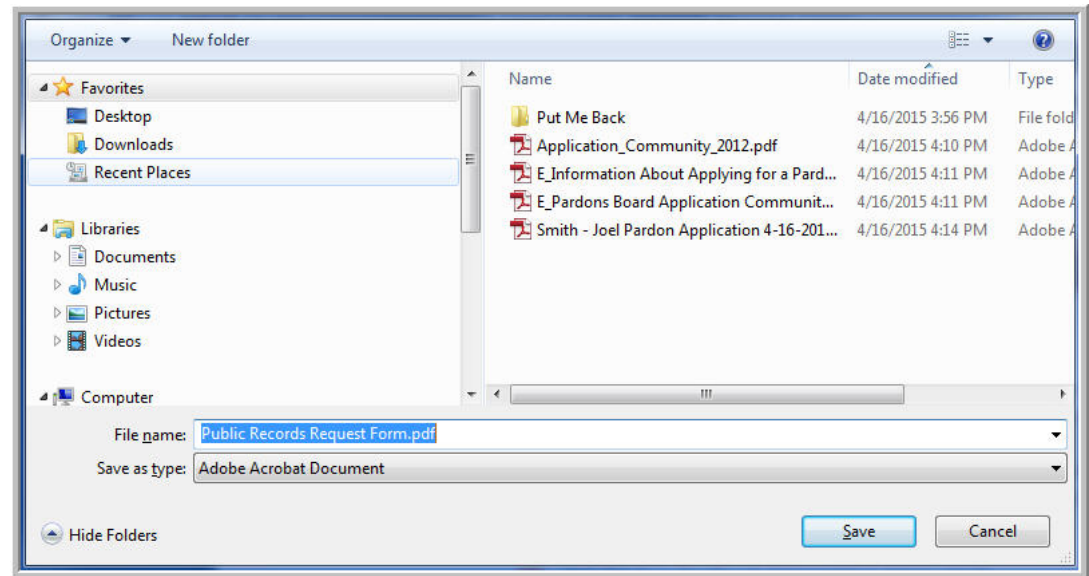


If you left-clicked and see a file in your browser

- ▶ In Windows <ALT>+F will bring up the “Save As” Dialog box

It's a good idea to name the file something that you'll remember, Your Name - the file's purpose and the date. Ex. Jones public record request 05-10-2015.

Save the file to a location that you'll remember

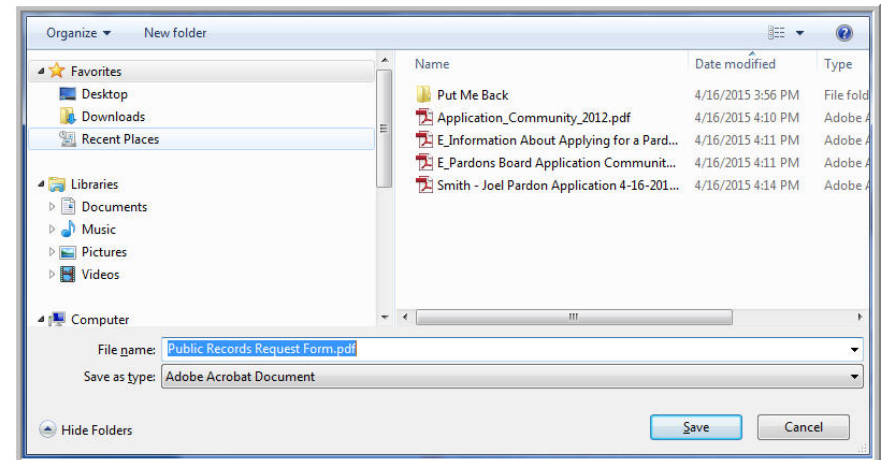


If you right-clicked

- ▶ Then Select “Save Link”,
and



- ▶ Save the file to a place
where you'll know
where it is located.

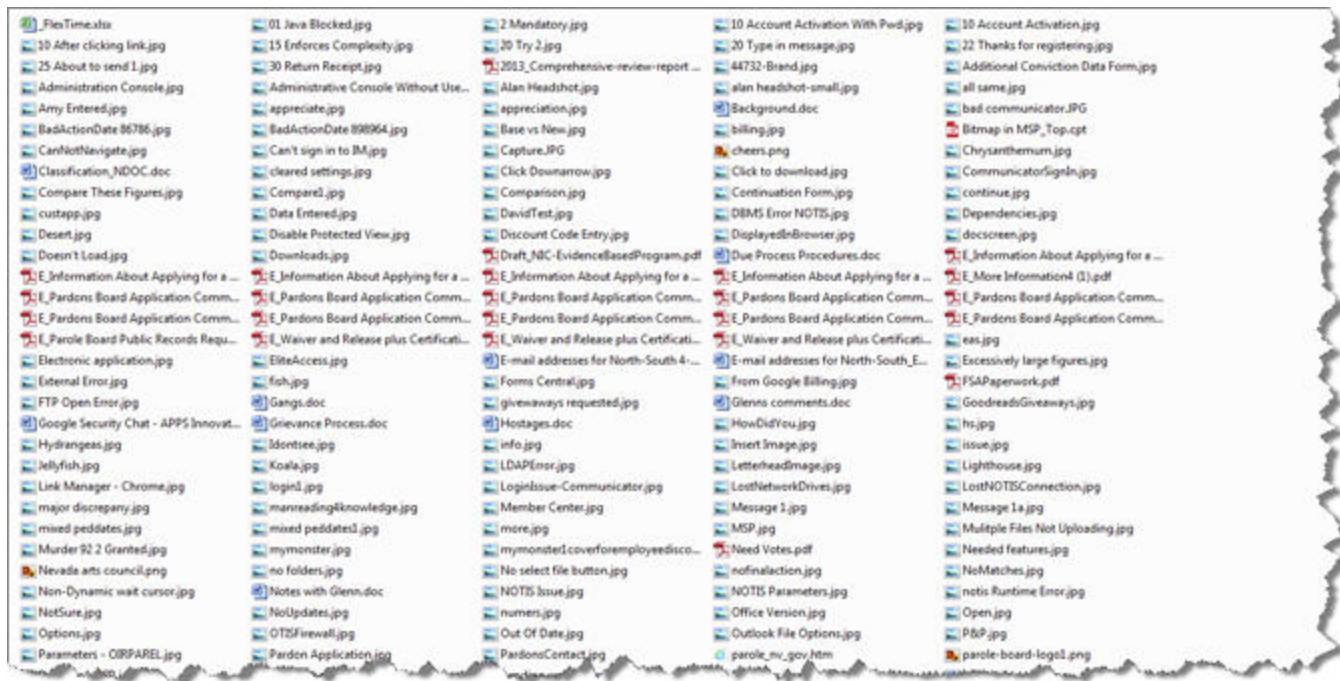


Downloading files is easy, *but*

- ▶ ... for many people the hard part is finding where they downloaded the file.



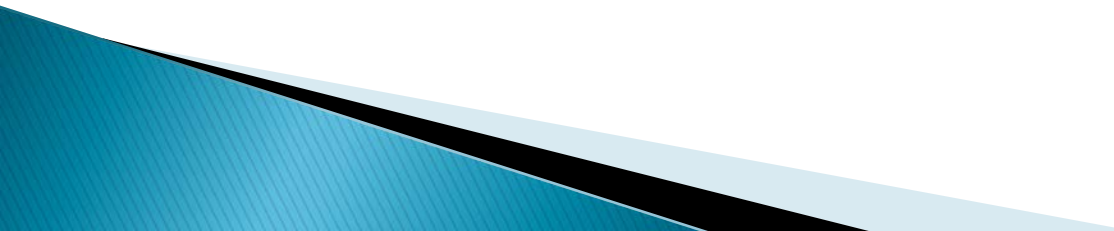
The Downloads directory can get cluttered with lots of different files, and you may not be able to find the one you want



Consider saving the file to your desktop or to a folder with another name such as

- ▶ Parole Board Files
- ▶ Electronic Forms
- ▶ Important Stuff

Suggestion: After you download the file

- ▶ Change its name to something that shows your name and the purpose of the file like **Harrison – Request for Public Records – 4_20_2015.**
 - ▶ Fill it out
 - ▶ Save it
 - ▶ Submit it
- 

<http://www.gcflearnfree.org>

- ▶ This site is a great resource to obtain written and video tutorials on how to use a computer.
- ▶ One such tutorial is Downloading files:

<http://www.gcflearnfree.org/internet101/4.6>

**Thank you for
using this tutorial.**

