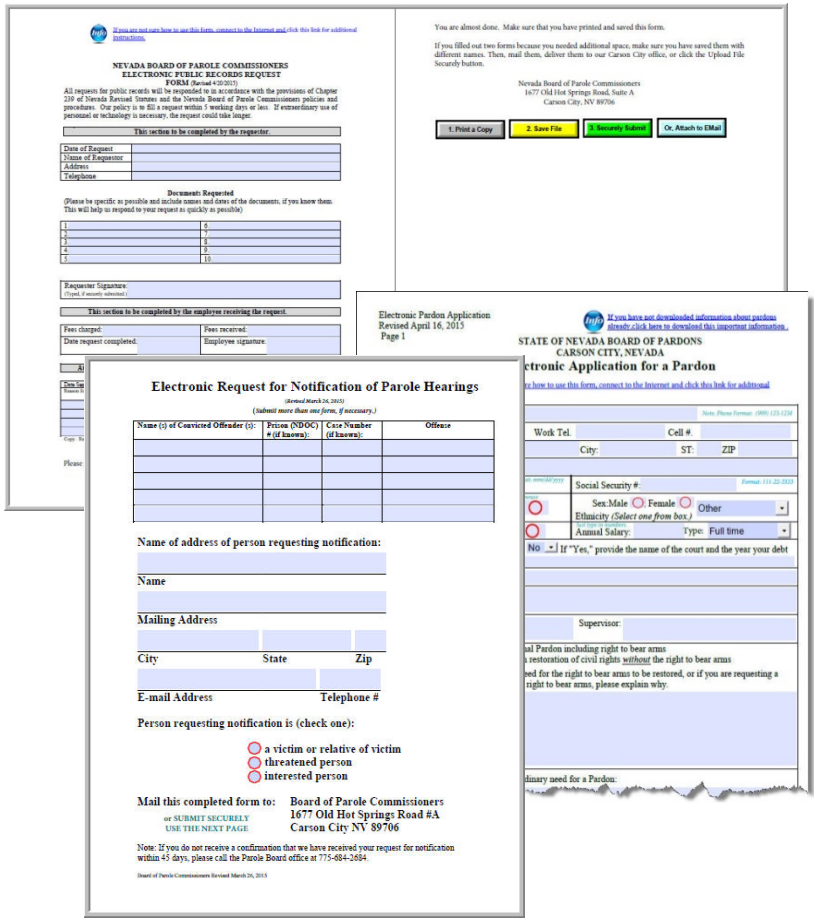
Downloading an Electronic Form

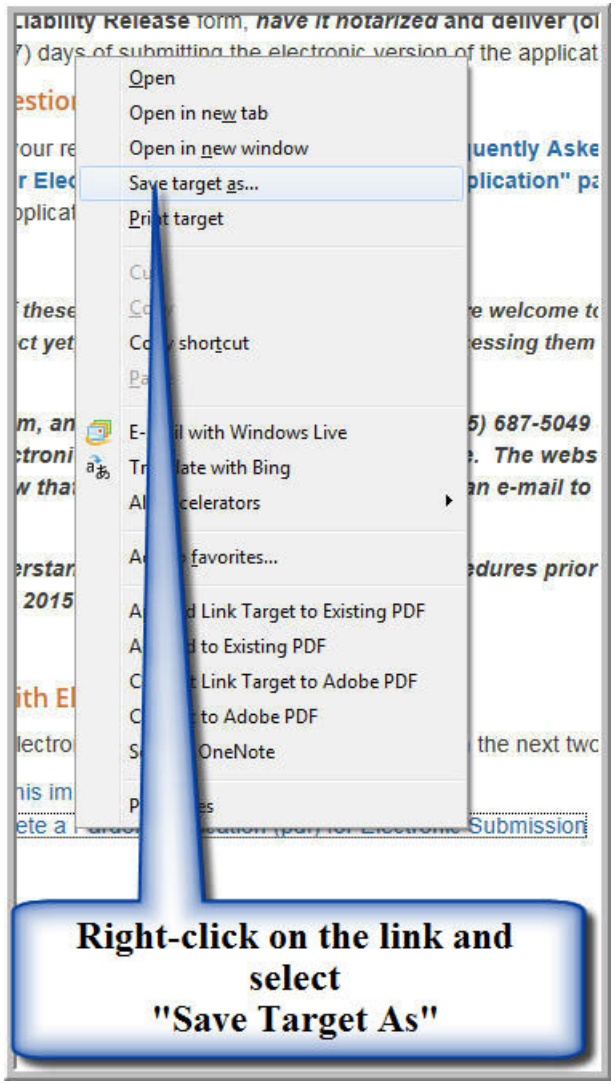
The Board of Parole Commissioners
State of Nevada
May 14, 2015

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



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

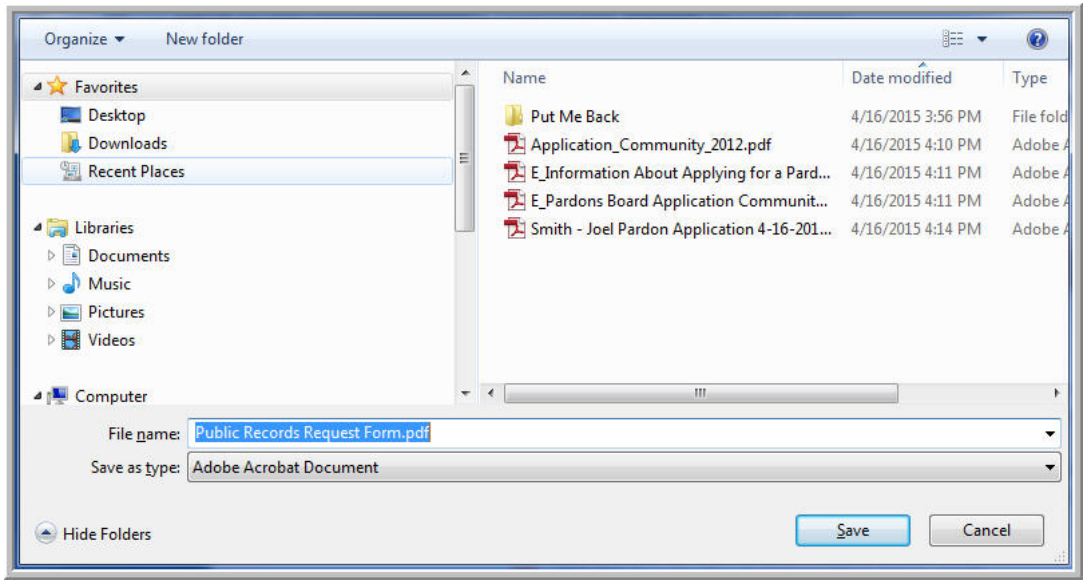


If you left-clicked and see a file in your browser

- 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.

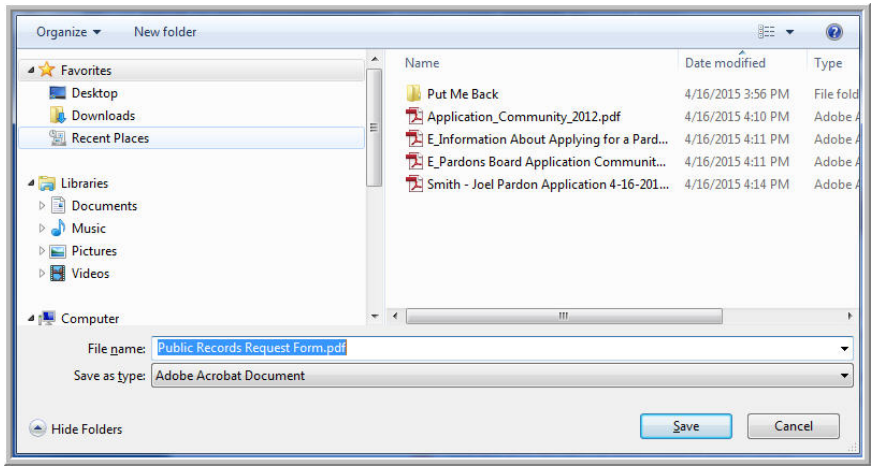
Save the file to a location that you’ll remember



If you right-clicked

- Then Select “Save Link”, and

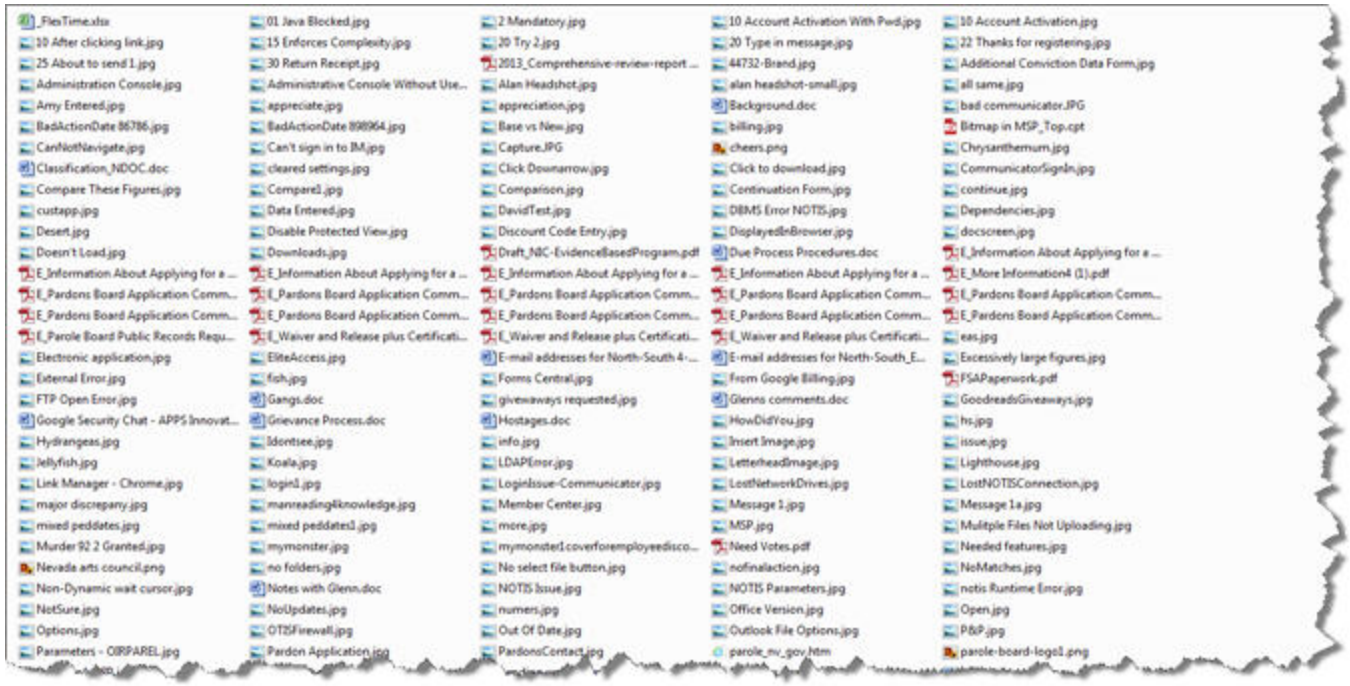
- Save the file to a place where you’ll know where it is located.



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.