



## Zonta International Young Women in Public Affairs (YWPA) Awards

### Instructions for saving an Application and Forms

To **SAVE** a copy of the YWPA Award application and forms to your computer, please follow the steps listed below:

1. Double click on the link to view/open the form file
2. Select **Save file** to save the form on your computer
3. Choose the location where you want to save the form file
4. Select **Save**
5. Locate the **form file** that you saved and double-click to open it
6. To complete the form, the cursor should be on the first line to fill in the required fields- Press **<tab>** after typing each entry and it will move the cursor to the next field to be filled in
7. When finished filling in the form, click **Save** again
8. Once you've saved the completed form or application, print and sign, and scan in PDF format and send via email.