

Completing and Saving a PDF Form Electronically

1. Select the form link from the **QTSO** Web site.
2. Select *File* → *Save As*. A **Save As** dialog box opens.
3. From the drop-down list associated with the *Save In* field, select *Desktop*. Note the name of the file in the *File name* field, and then select the **Save** button.
4. Open the form from its location on your desktop.
5. As you begin to fill out the form a warning message may display that states “Cannot Save Form Information”. While it is true that you can not save the information entered in a PDF format, you are able to save it as a text file.
6. After you complete the form, select *File* → *Save As Text*. A **Save As** dialog box opens.
7. From the drop-down list associated with the *Save In* field, select *Desktop* and then click the **Save** button.
8. Open the text file and verify the information you entered before closing the PDF form.
Note: When you close the PDF form, the information you entered is not saved within the form.