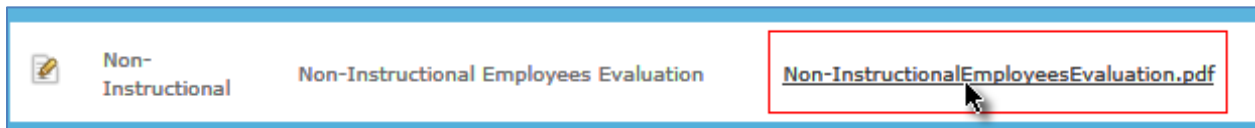




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eForms – How to Save Your eForm to Your Computer

1. Navigate to the document you wish to fill out.
2. Click on the link to open the document in your web browser (Internet Explorer)



3. The document will open in your browser in PDF form. Fill in the fields as necessary.

4. Use the toolbar to save a copy to your computer with the information you typed in saved! You can send the form as an email, print it and/or fax it. To use the form again, either open the one you saved, change the information and save with a different name or open the form again from eForms on my.RPS.edu.



Move through pages
 Print file (Ctrl+P)
 Save a copy (Shift+Ctrl+S)

Zoom in, zoom out or
 change size.