

NOTE: Saving your document allows you to do several things. You can save a blank form for future use; you can open a saved blank form with your word processor and work on it off-line at your leisure, or you can print it, and deliver the document in person. You can also attach it to an email message.

For help with attaching and sending documents to the Congregational Clerk, exit this page by pressing your browser's "Back-arrow". Then select either link "Attaching Documents in Outlook" or "Attaching Documents in Yahoo!" for additional help.

Saving Your Documents

Step 1:

Fill out the form. Clicking on a line opens a text box where you can enter the details about your particular event (See: Help page NOTE).

UUCSC Master Calendar Entry Form

Event or Meeting: Peace on Earth.

Sponsoring Committee: Social Action Committee

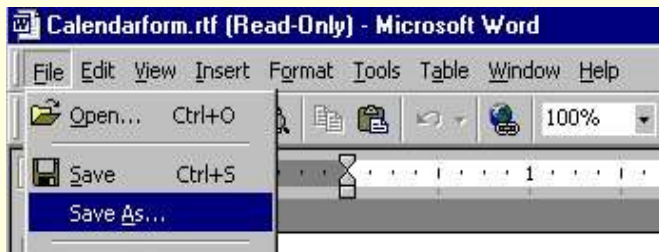
Contact Person: David Crockett phone: 401-789-1892 email: davidcrockett@mybluelight.com

Date & time: Right now.

Location: A L Hall: Community Ctr. Other: Everywhere.

One time (or) This event repeats every month on: From now on.

Congregational Resources needed (if any) Do unto others as you would have them do unto you



Step 2:

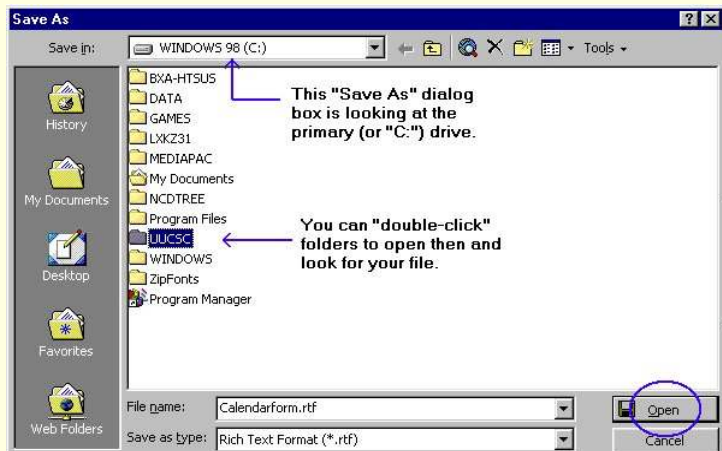
Select the menu commands: File > Save As to invoke the "Save As" dialog box.

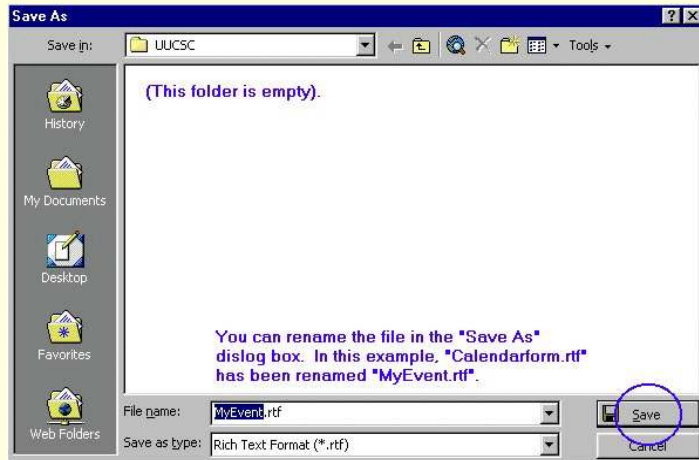
Step 3:

The "Save As" dialog box will usually first open showing your primary or "C\:" drive.

Open a folder in which to save your file.

In this example, a folder named "UUCSC" was previously created, and will be opened as the save destination.





Step 4:

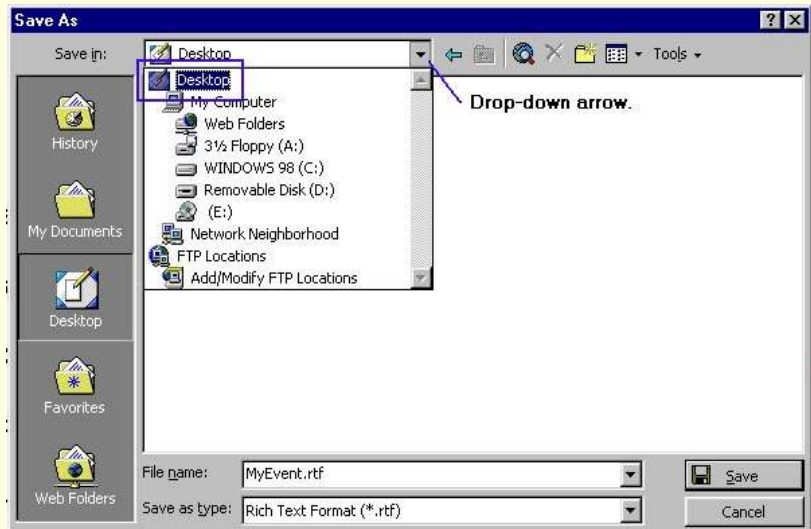
In this example, “Calendarform.rtf” has been changed to “MyEvent.rtf”.

It is often a good idea to change your file name to something you can easily remember, but you should keep the file in Rich Text Format (ending in “.rtf”).

You do not need to rename your file in order to save it.

Many people save files on their desktop where it is quickly visible and easily accessible.

To select your desktop, click the dialog box drop-down arrow, and then double-click the “Desktop” icon.



An additional note about Internet Explorer: all is not lost if you accidentally press your browser’s “Back” button after you have completed your document, but not yet saved it.

Internet Explorer will prompt you to save your changes, discard your changes, or keep the document open. Press the “Yes” button to keep your changes.

