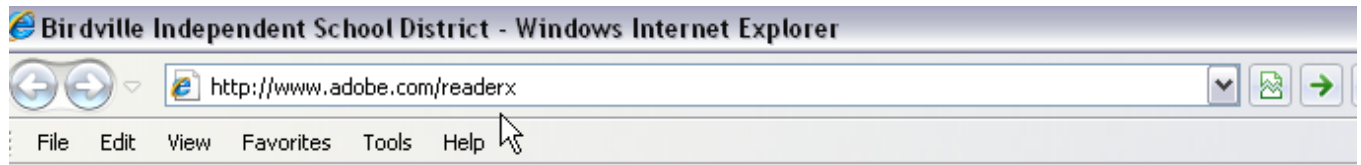
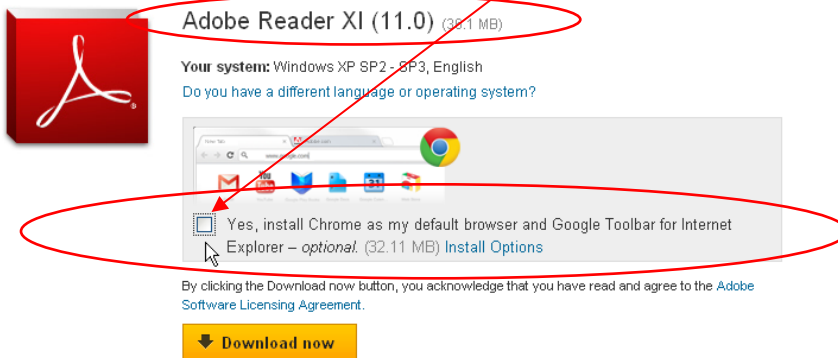
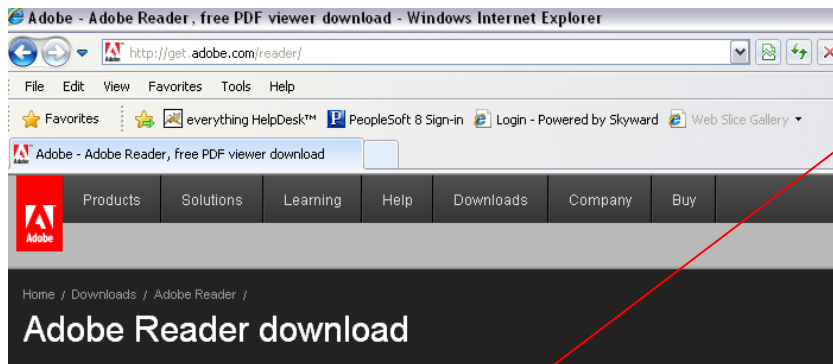


Installing Adobe Reader XI

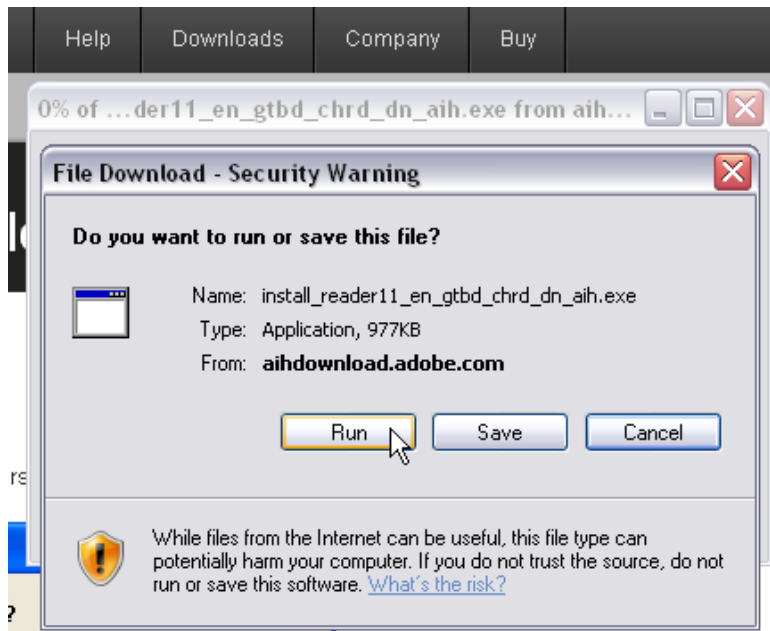
1. Open your internet browser (i.e.; internet explorer, google chrome or firefox) and type in www.adobe.com



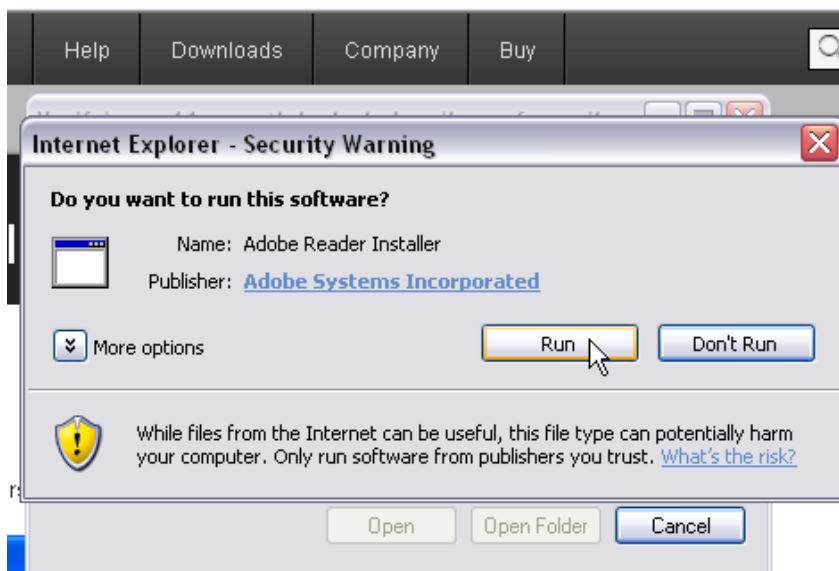
2. Next, BEFORE you click the *Download now button*. You need to UNCHECK the box for the google toolbar.



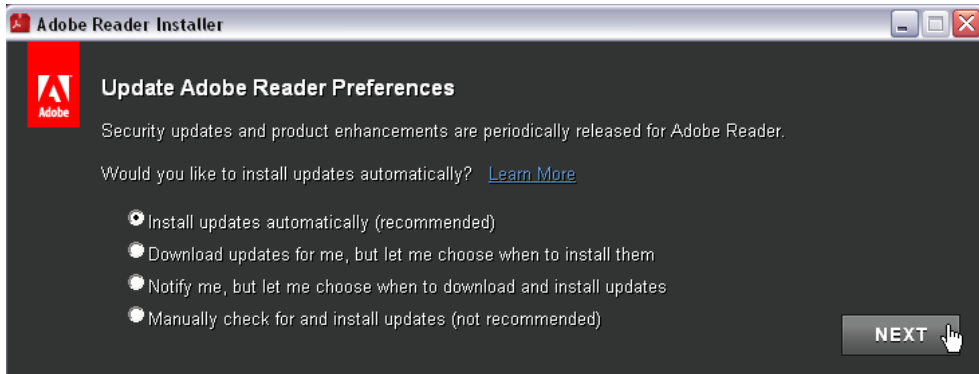
3. Select *Run* for the File download.



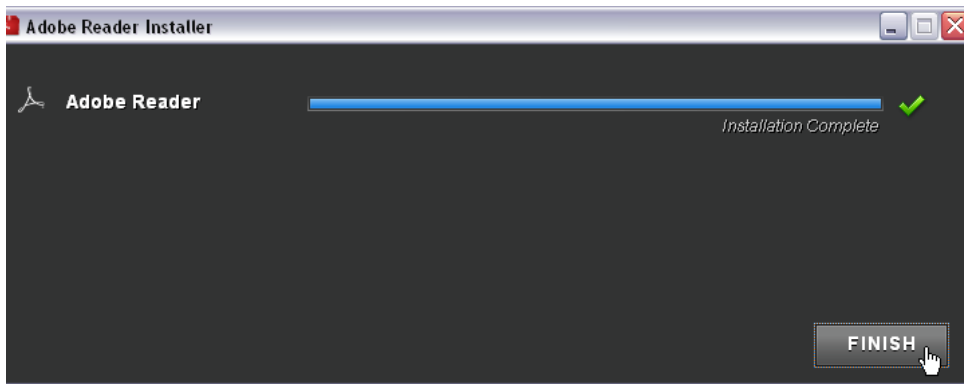
4. Select *Run* to run the Software download



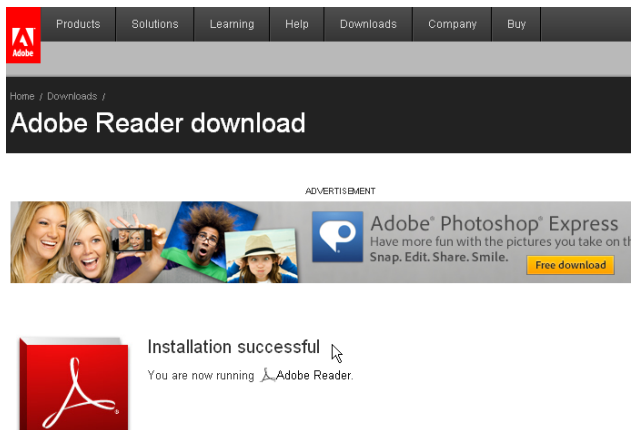
5. **IF**, you get the following window to update AR Preferences, click the *next* button.



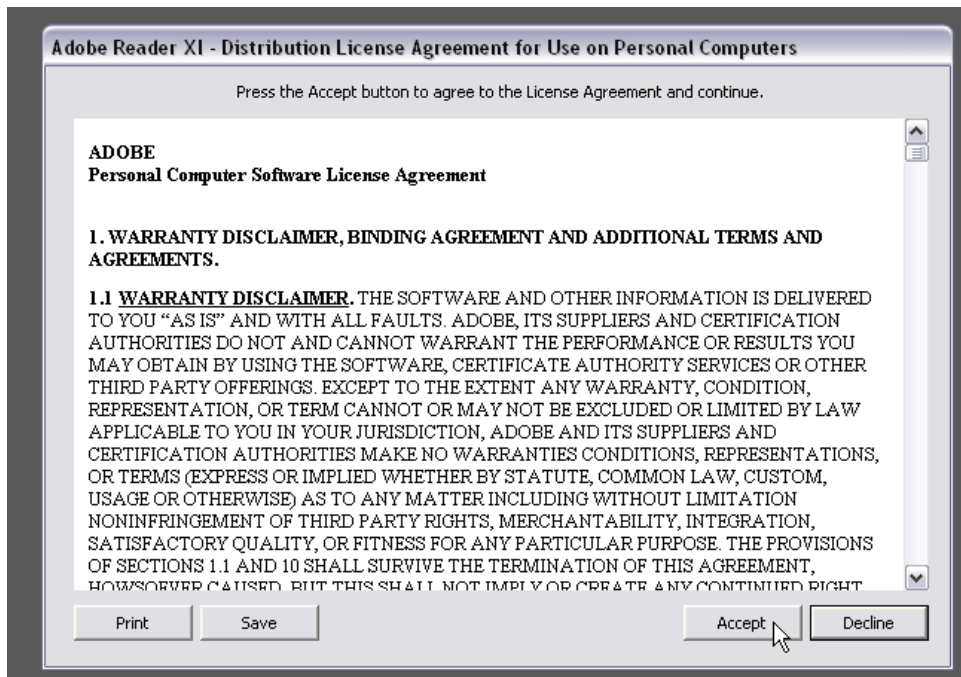
6. Click, *Finish*.



7. Then you should get this window for the *Installation Success*.



8. Click, *Accept* for the license agreement.

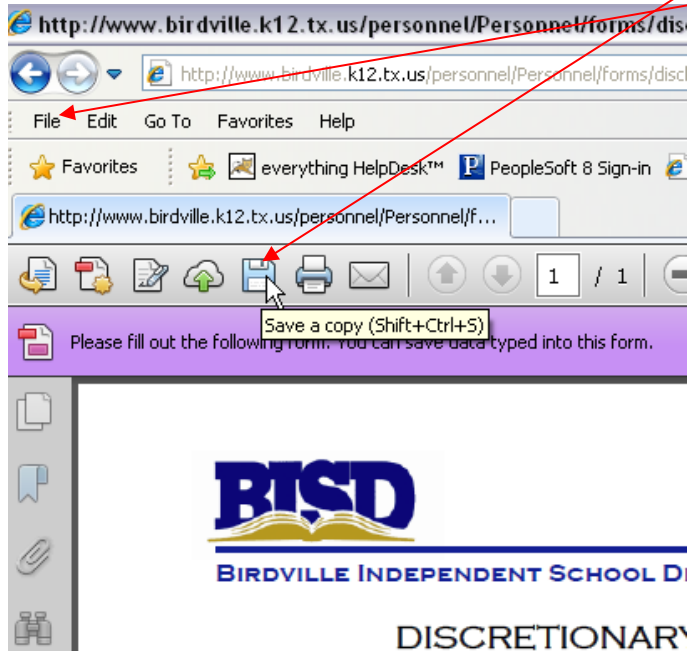


9. **IF**, you get this security window click *Import*. After this you may fill out your form.

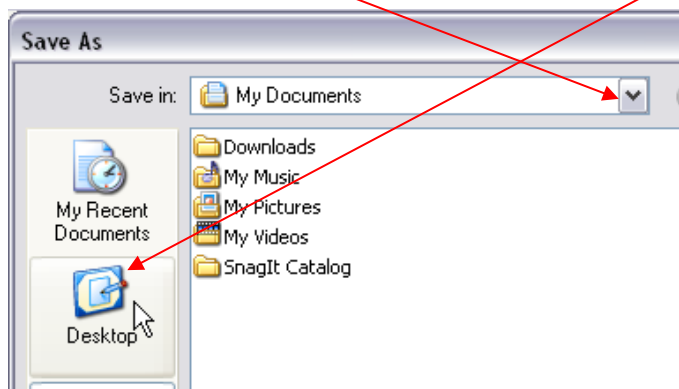


SAVING THE FORM BEFORE EMAILING

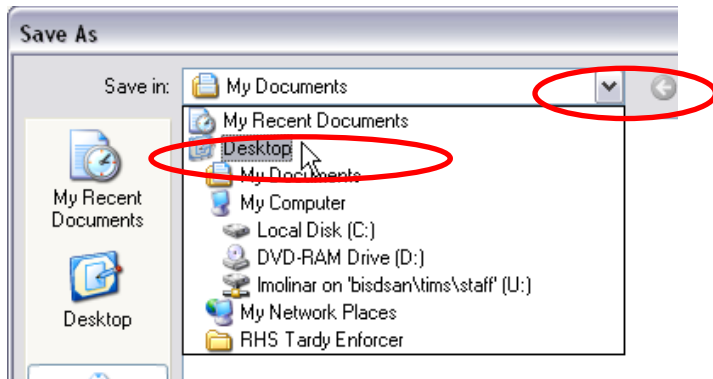
1. Once you fill out the form online you will need to **SAVE** the form first **BEFORE** emailing it. You can click on the **Save Icon** OR from the toolbar menu click **File/Save As**.



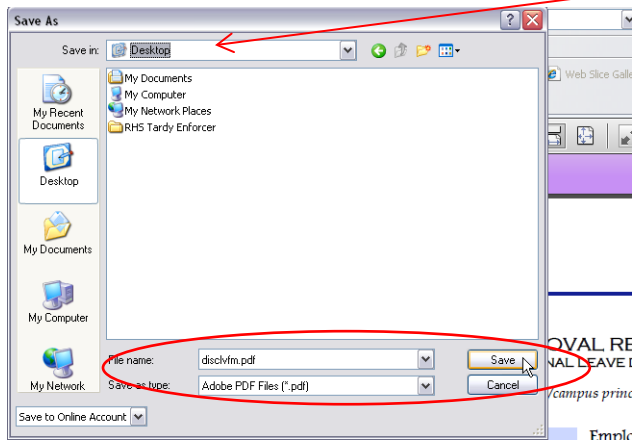
2. Next, to save the form you may click on the **Desktop Icon** OR click on the **drop down arrow** to navigate to where ever you wish to save it to.



3. Here I have chosen to click on the drop down arrow to navigate to my U drive OR Desktop.



4. Next, click *Save*. Notice it is saving to my Desktop.

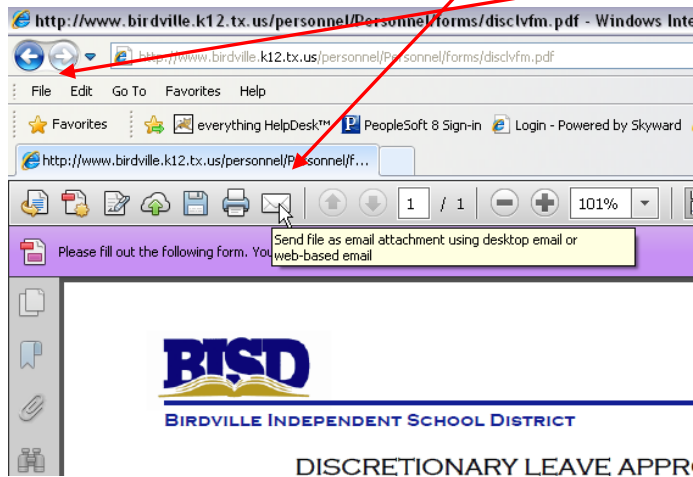


5. You can see the discretionary form pdf document on the desktop where I had chosen to save it to.



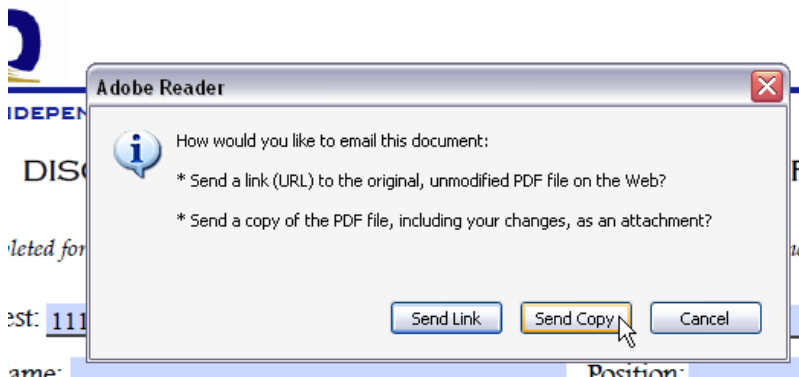
EMAILING THE FORM

Now, you are ready to click on the Envelope Icon OR from the toolbar menu File/Send File to email it.

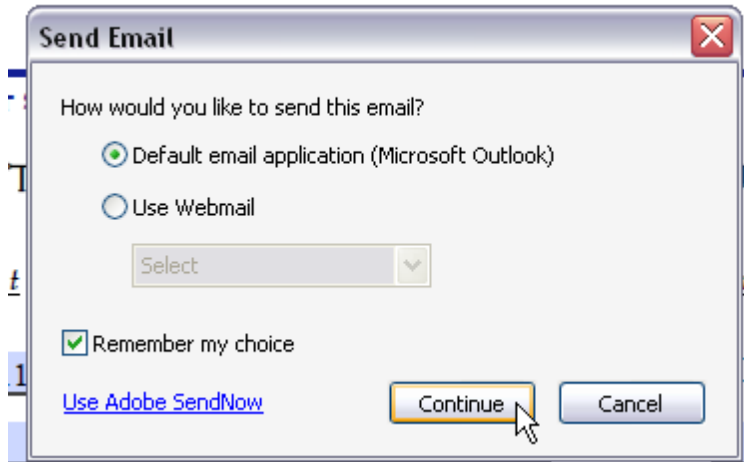


YOU MAY GET THE FOLLOWING WINDOWS AFTER CLICKING TO EMAIL

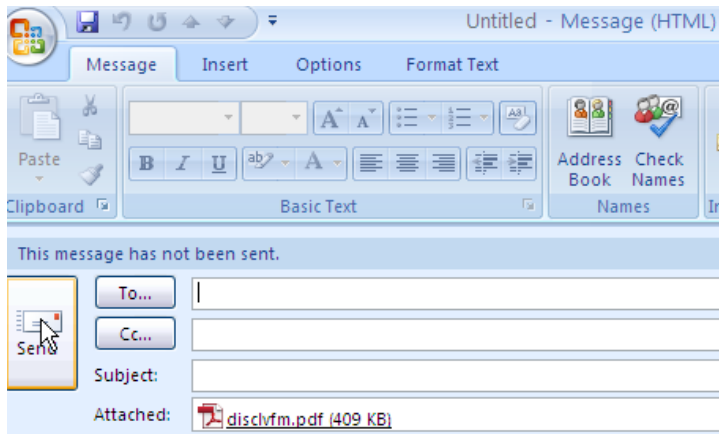
1. Click to **SEND COPY**.



2. Select to use *Default email application (Microsoft Outlook)* & check the box *Remember my choice*.



3. Your Microsoft Outlook will launch, you may now enter the name of the person you are emailing your form to.



EXTRA INFORMATION – HOW TO FIND THE DISCRETIONARY FORM

Go to the BISD Homepage/ STAFF / scroll down/select FORMS



Scroll down and select Discretionary Leave Form

