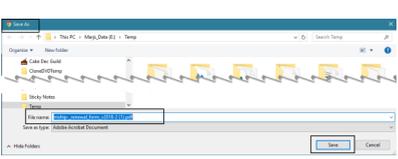
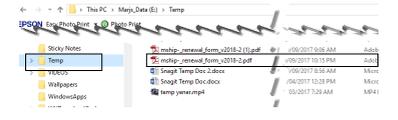


# Website- How to.....

Some members have asked how to download a form from our website, hopefully this will help

<p>1.</p>		<ul style="list-style-type: none"> <li>Go to website <a href="http://www.cakedecoratorsguildnsw.org.au">www.cakedecoratorsguildnsw.org.au</a></li> </ul> <p>(Tip on next page to save typing this in every time)</p>
<p>2.</p>		<ul style="list-style-type: none"> <li>To access forms-</li> <li>Click on tab <b>Forms or Members Only</b> (For this exercise, we'll use Members Only)</li> </ul>
<p>3.</p>		<ul style="list-style-type: none"> <li>Logon popup window displays</li> <li>Type in password</li> <li>Click on Login</li> </ul>
<p>4.</p>		<ul style="list-style-type: none"> <li>Members Only Page displays</li> <li>Click on form you require eg: Renewal Membership</li> </ul>
<p>5.</p>		<ul style="list-style-type: none"> <li>Selected Form displays in a new window</li> </ul>
<p>6.</p>		<ul style="list-style-type: none"> <li>Info displayed in window:-</li> <li>Form name &amp; number of pages</li> <li>Rotate Clockwise / Download / Print</li> <li>Fit to Page / Zoom In / Zoom Out</li> </ul>
<p>7.</p>		<ul style="list-style-type: none"> <li>Click on Download icon</li> <li>Save Window displays</li> <li>Filename shows in file Name file (Take note of where you save it &amp; name of file so you can find when needed)</li> <li>Click on Save</li> </ul>
<p>8.</p>		<ul style="list-style-type: none"> <li>File is now saved to your specified folder</li> </ul>