The Regalettes, Inc.
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To assist you in completing the scholarship application form, we have created the documents in an editable PDF format. You can type in your entries and save the document to your system, attach it to an email along with the other required documents.

Technical Information:

> After you click on the PDF file, it will open in your default browser. Please note: this application is only editable on your desktop, not from a mobile device.

Completing the Forms:

Prior to closing the browser, please review all pages of the document carefully for any empty or incorrect fields. Then save the document, preferably with your name and the date in the file name (i.e. JaneDoeRegalettesScholarshipAppl-Aug2018.pdf). You will lose all your entries if you close the document without saving it to your hard drive.

To make it easy to complete the form, **please read these tips**:

After clicking on the document and the browser opens, you should see the highlighted fields. Simply enter the information requested. For radio buttons, choose one of the selections.

1. **Editing (READ THIS SECTION)**

    o   Once the document has loaded, to start entering the information, simply click on the top-most highlighted field.

    o   **This is just a form, not a software application**. Just like a form, you can accidently enter general text information incorrectly. Check all your entries from correctness. Radio buttons will prevent you from selecting both selections (e.g. yes/no)

    o   To continue to the next field, press the TAB key and the cursor will jump to the next available field.

    o   If the next field is a checkbox, you may not notice where the cursor went. If you lose where you are at, just click on the field you wish to edit and start typing. Then continue using the Tab key to navigate to the next item.

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- o **Almost all of the fields are required.** However, if the item is not applicable, just enter N/A in the field.

- o **If you don't know what to enter in a field, hover over the field.** A tooltip will appear with additional instructions. Some self-evident fields (First Name, etc) do not have tooltips.

- o **If you do not know what to enter, fill out as much as you can and save tthe form.** We will assist you in answering those questions after our review.

2. **Saving**
   While editing the form, you can use the built-in save or download icon in the browser to save the PDF. Once you have completed the form, save a final copy to your system

3. **Printing**
   You can also print a physical copy of your application by selecting the print icon in the document window in your browser.