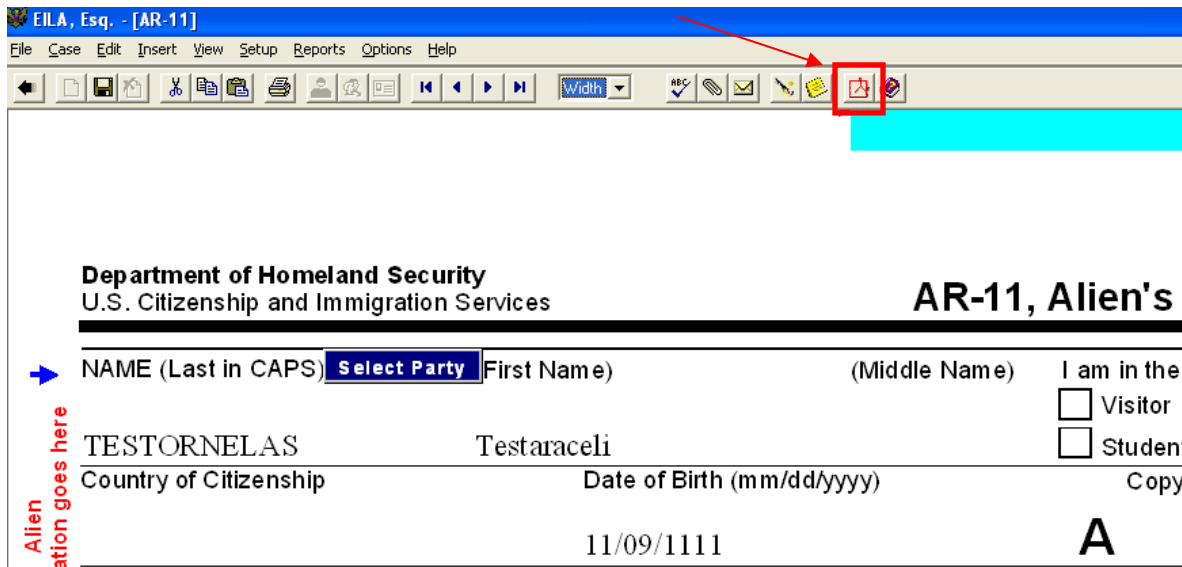


How to email forms in PDF with EILA

Emailing forms as PDF is two stage process. First stage we will create PDF file and the second stage will email that PDF file.

First Stage Process:

- 1) Start **EILA** (double click **EILA** icon at desktop).
- 2) Open the form that you want to email in a PDF
- 3) On the Tool bar, click this icon



EILA, Esq. - [AR-11]

File Case Edit Insert View Setup Reports Options Help

Width ABC [PDF icon]

Department of Homeland Security
U.S. Citizenship and Immigration Services

AR-11, Alien's

NAME (Last in CAPS) **Select Party** First Name (Middle Name) I am in the

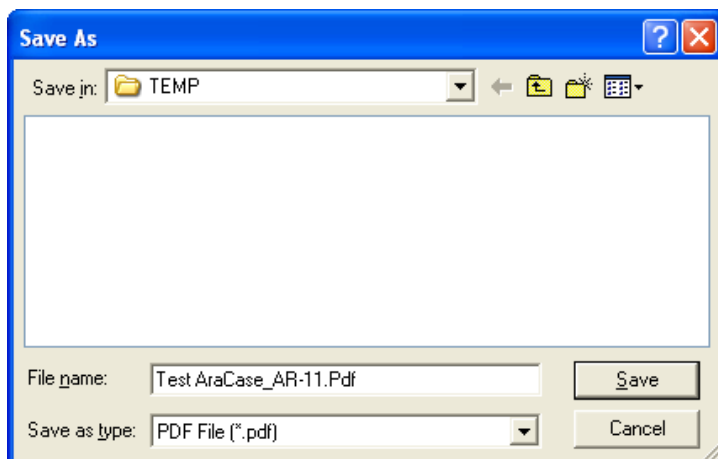
TESTORNELAS Testaraceli Visitor

Country of Citizenship Date of Birth (mm/dd/yyyy) Copy Student

11/09/1111 **A**

*Alien
ation goes here*

- 4) The **Save As** window opens up.



Save As

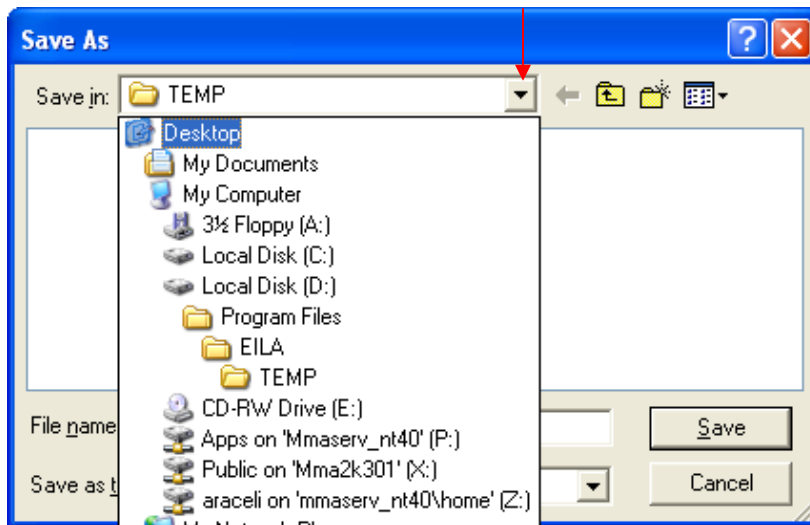
Save in: TEMP

File name: Test AraCase_AR-11.Pdf

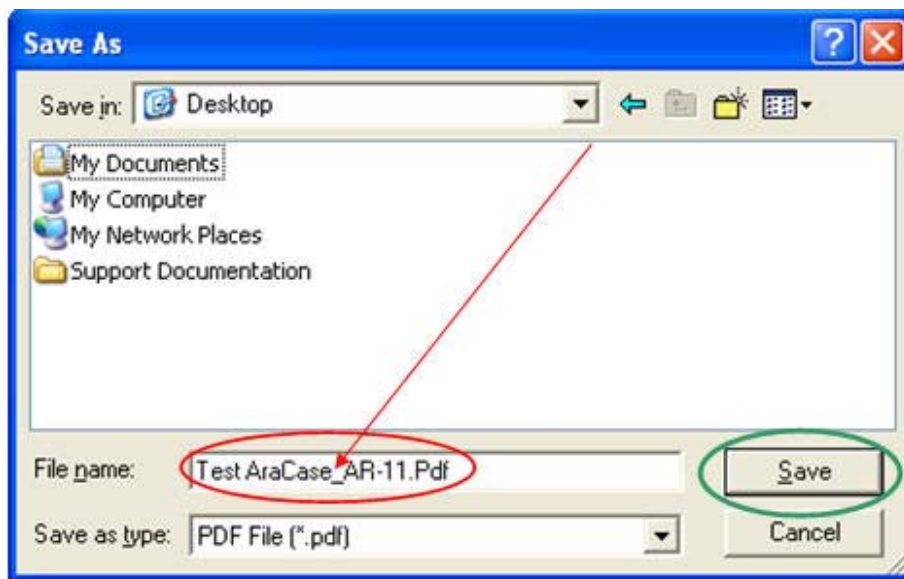
Save as type: PDF File (*.pdf)

Save Cancel

5) Browse to desired location (ex., desktop, a specific folder, etc ...) where you want to save PDF file by clicking the down arrow.



6) By default, EILA will create a file name. You may change it to name of your choice.
- If you want to give a different name, type it in the text box.



7) Click **Save** button to save PDF file.

Second Stage Process:

1) Open your email.

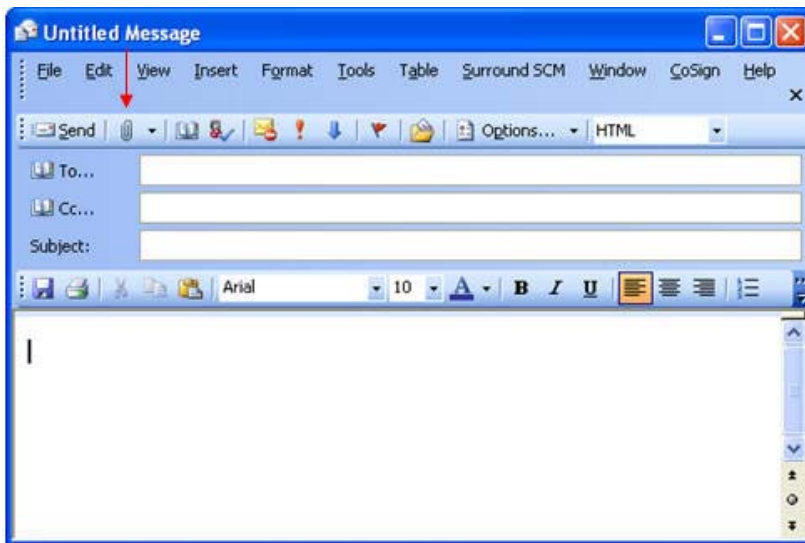
2) Look for the paper clip icon



- The paper clip icon is used to symbolize attachments (this icon could be different for different email programs). Outlook uses the paper clip icon.

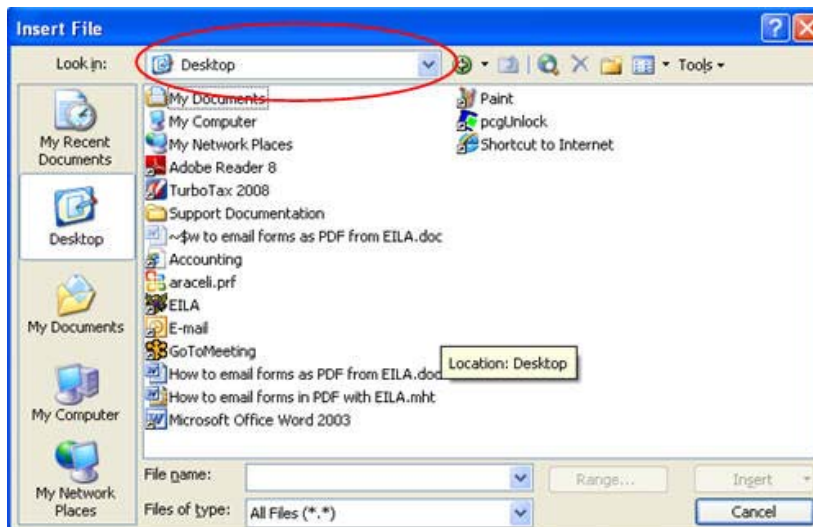
3) To attach files to your email, click the paper clip.

- It will open up another window to select attachments. If you can't find a paper clip, look for "Attach" or "Attachment" in your "Menu" options at the top of your screen. Go through each menu to find "Attach." If you still are having problems, try using your Help function in the program.

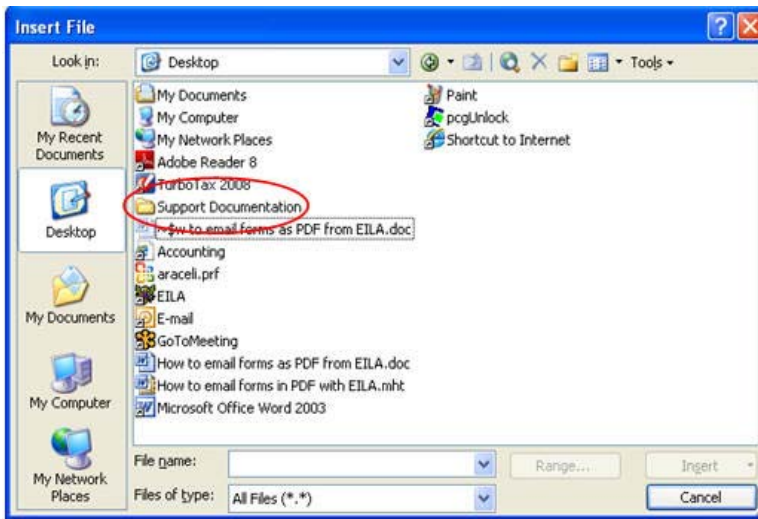


4) Browse the location where your file name was saved.

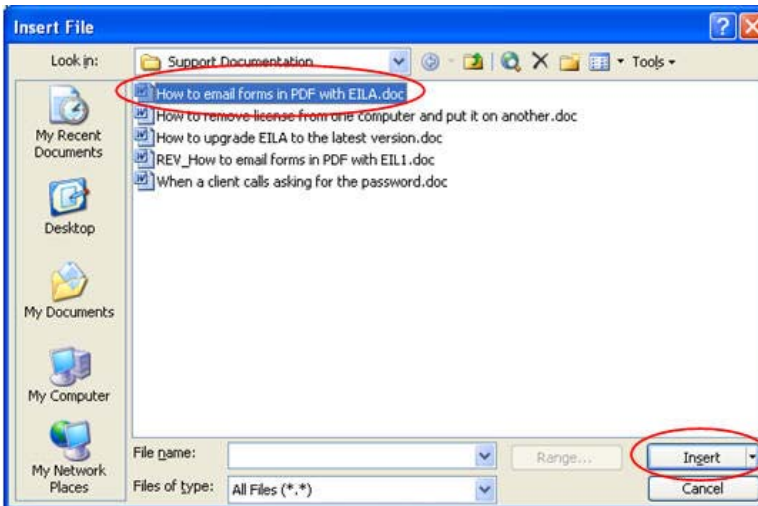
- Example, if it was saved in the desktop look for the file name and double click the file name.



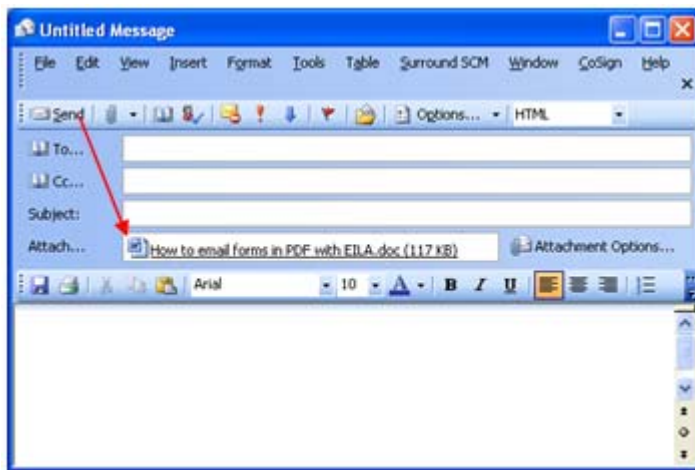
5) If it was saved in a folder double click the folder name.



6) Click once on the file name and the file name will become highlighted and click **Insert** button or you can double click the file name and it will attach the file name.

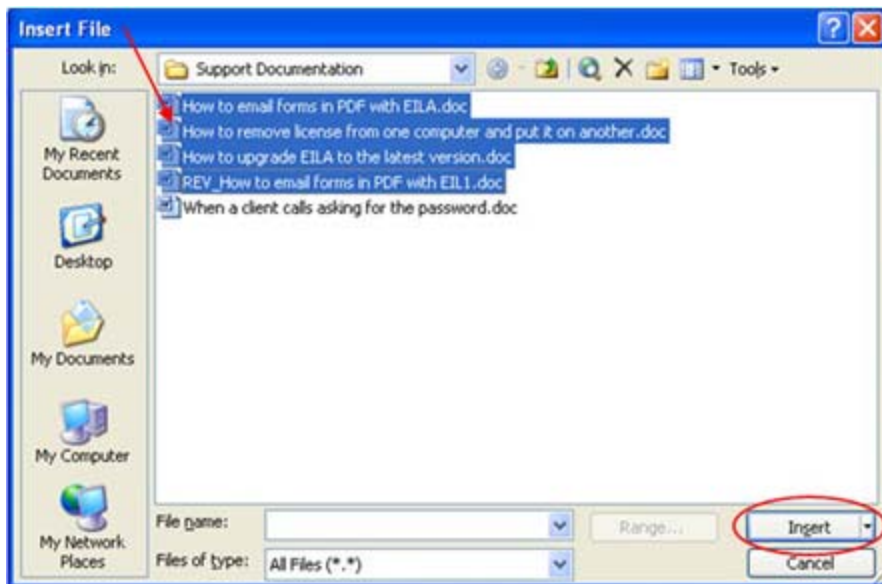


7) Once you click on the **Insert** button the document is attached to your email and is ready to be sent.



8) Sending more than one document.

- Hold down the **Shift** key on your keyboard and click on the file names that you want to attached.



9) Click on the **Insert** button and the documents are attached in your email.

