Use Acrobat Reader to open files. If you do not have that program you can download it by clicking on the link on the Contact page. It is a free program.

To fill out a form on your computer and email it to Cathy's Dance Studio

1. Click on the link to the form to open it.
2. Fill out the form
3. At the top left of the page click on the word 'FILE' and choose 'SAVE AS' from the drop down list.
4. Under the word 'STORAGE' choose the option 'MY COMPUTER', then on the bottom right choose 'CHOOSE A DIFFERENT FOLDER'.
5. A new window will pop up. In that window on the left hand side you will see 'DESKTOP' in the list. Click on that.
6. Change the file name to what ever you would like. ie. March Break Jill Smith.
7. On the bottom right click on 'SAVE'.
8. Now close everything and you will see the file on your desktop. Just email Cathy's Dance studio and attach the file to your email.

To attach a file to your email

1. In your email program choose the appropriate icon to click on and start a new email.
2. In the 'To' line type: info@cathysdancestudio.net
3. In the 'Subject' line type what you are sending.
4. In the message pane write what form you are sending, name of dancer; indicate where it is for, the Windsor or LaSalle studio and what the money is for (ie. dance fees, costume balance, camps etc.)
5. Click on the paper clip icon at the top of the page that says 'ATTACH FILE'
6. When the new window pops up click on 'DESKTOP' on the left, now in the window directly to the right, all the icons and folders that you see on your desktop should show up. Look for the file that you saved (ie. March Break Jill Smith), click on it and click 'OPEN' on the bottom right.
7. Now the file is attached to your email and you just need to click send.