**How to download and complete the online services application form in OpenOffice**

Downloading and opening the file

1. Right-click (PC)/Command-click (Mac) on the 'Download application form' button in step 1 of your online services application.
2. Select 'Save target as..' (PC)/'Save link as..' (Mac)
3. Choose the location where you wish to save the file.
4. Save the file as a .doc only.
   NB Do not save it in another file format first as this will corrupt the document. Choose Microsoft Word 97-2003 (Windows) or Microsoft Word 97/2000/XP (Mac) or 'All Files' from the 'save as' menu.
5. Navigate to the saved file.
6. Select 'Open with…'
7. Select OpenOffice.org Writer

When the form opens, it may display a warning about macros. This is not an error. Click OK and continue with the steps below.
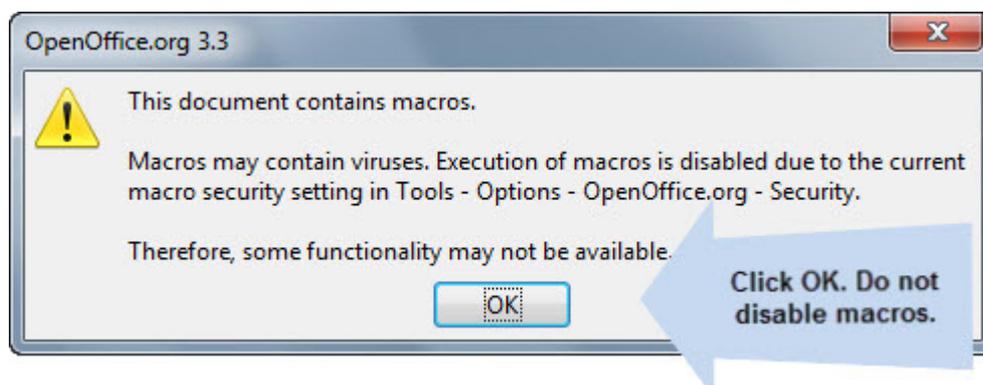
When you save the form, it may display a warning about losing formatting or content. Choose 'Keep Current Format'.
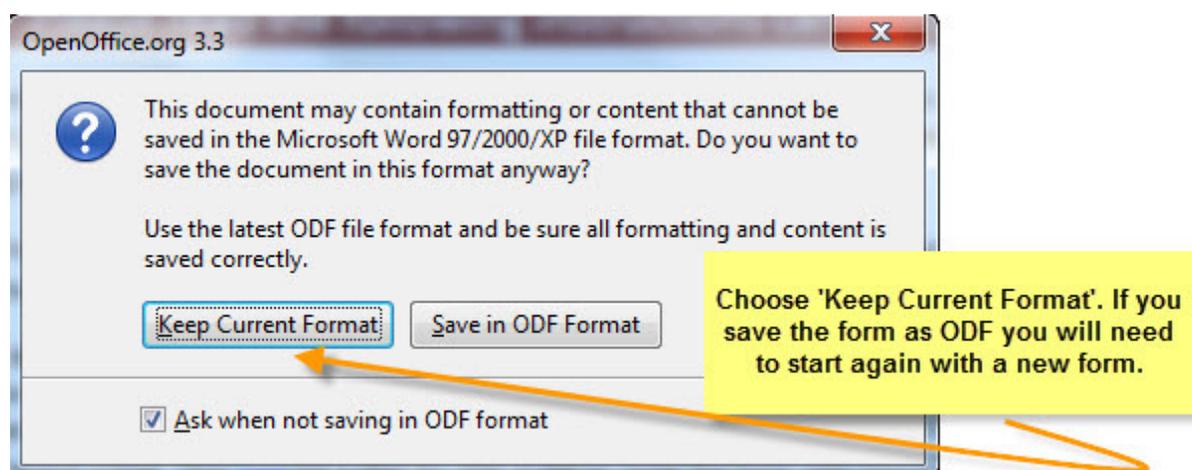
- Uncheck the box beside 'Ask when not saving in ODF format' if you do not wish to see this warning each time you save your form.

Section 1

1. Check the tick boxes.
   Note: an issue in OpenOffice can prevent the checked boxes from displaying when the form is re-opened. If you have checked the boxes and saved the form, your selections are saved.
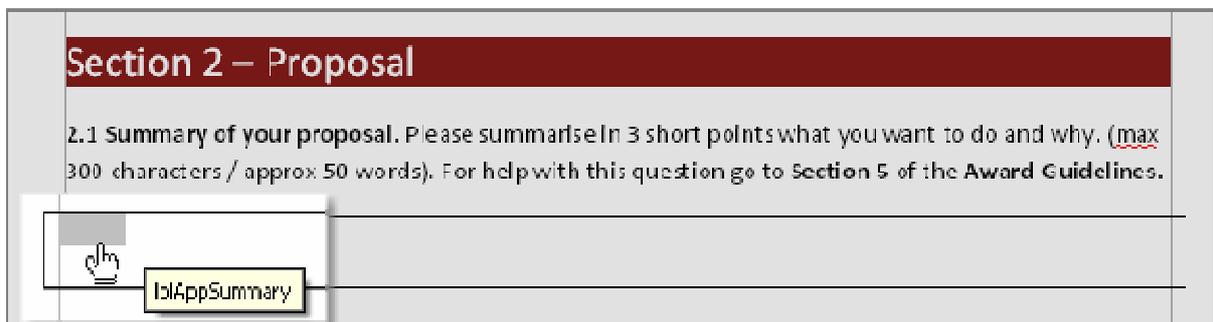
Sections 2 & 3

1. Move your cursor over each field until the hand icon appears.

Important note:

In some versions of OpenOffice you will see a grey shaded area as displayed below. In some versions no grey shading is shown. In ALL versions the cursor will change to a hand icon to indicate the input field.

2. Click once you see the hand symbol and/or on the grey shaded area.

3. An input field appears.
   - Enter your text/figures into the text box of the input field.
   - Do not enter text or figures into the form outside of an input field. If you do this the form will not upload successfully.
   - Do not edit the first box with the name of the field.
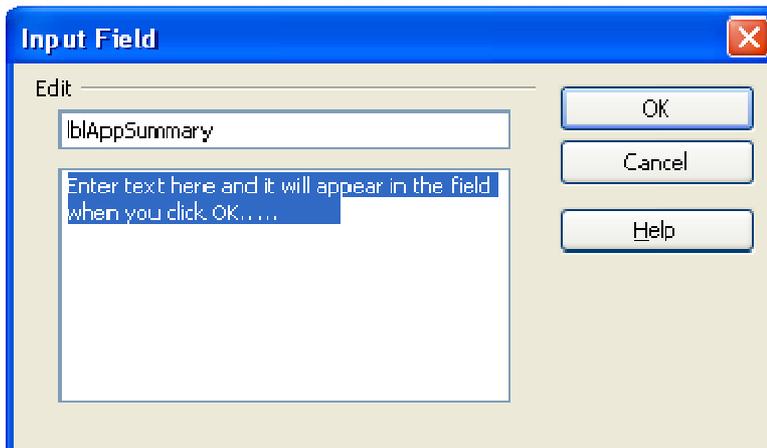
4. When finished, click OK. Your text/figures appear in the field. Click again anywhere within the text to display the input field and edit/delete text.

Section 2 – Proposal

2.1 Summary of your proposal. Please summarise in 3 short points what you want to do and why. (max 300 characters / approx 50 words). For help with this question go to Section 5 of the Award Guidelines.

Text entered in the input field appears here when you click OK.

Click the shaded area again to edit your text.

Notes/tips

- You can copy and paste into the input fields.
- The application form **must** be saved as a .doc file. If the file is saved or opened in another file format and then saved as .doc, it will become corrupted and you will not be able to upload the form. If your form becomes corrupted, **begin again** following the steps above. You can copy and paste content into the new form.
- Word limits, as indicated in each question, are enforced in the input fields. Once you have reached the word limit you will be unable to enter any further text into the input field. If you need to count the number of words/characters in your text, copy and paste it to a new document. The word count option is not available within the input fields.
- Do not edit the field label that appears in the first box in the input field.