

Returning to/finding your document, once you have completed it:

These instructions are designed to assist users of online forms created through Law Help Interactive and the Kansas Legal Services online forms project.

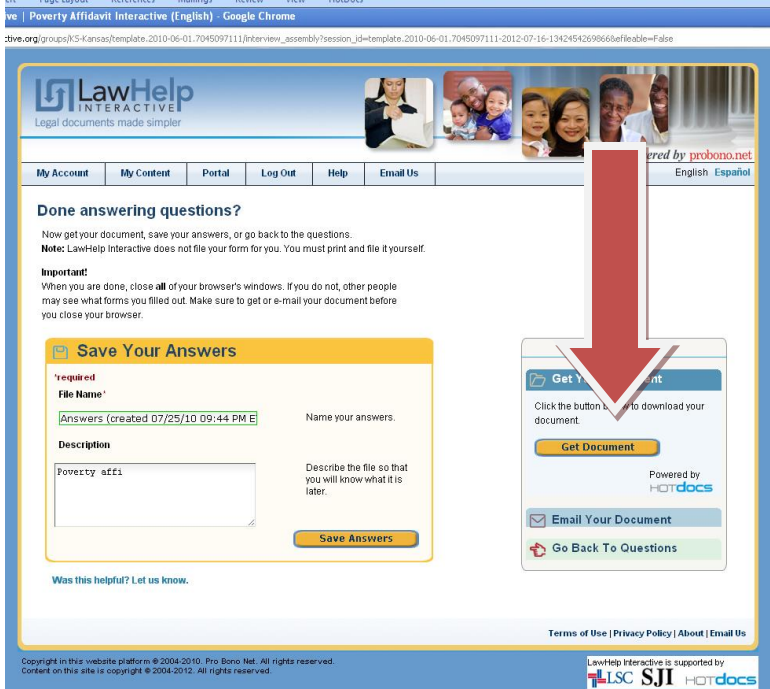
If you get to this point, seeing this screen, your documents have been prepared.

The screenshot shows the LawHelp Interactive website interface. At the top, there is a navigation menu with links for 'My Account', 'My Content', 'Portal', 'Log Out', 'Help', and 'Email Us'. Below the menu, the main content area is titled 'Done answering questions?' and provides instructions on how to save and retrieve documents. A large red arrow points to a sidebar titled 'You can also...' which contains three buttons: 'Get Your Document', 'Email Your Document', and 'Go Back To Questions'. The 'Save Your Answers' form is visible, with a 'File Name' field containing 'Answers (created 07/25/10 09:44 PM ET)' and a 'Description' field containing 'Poverty affi'. The 'Save Answers' button is highlighted.

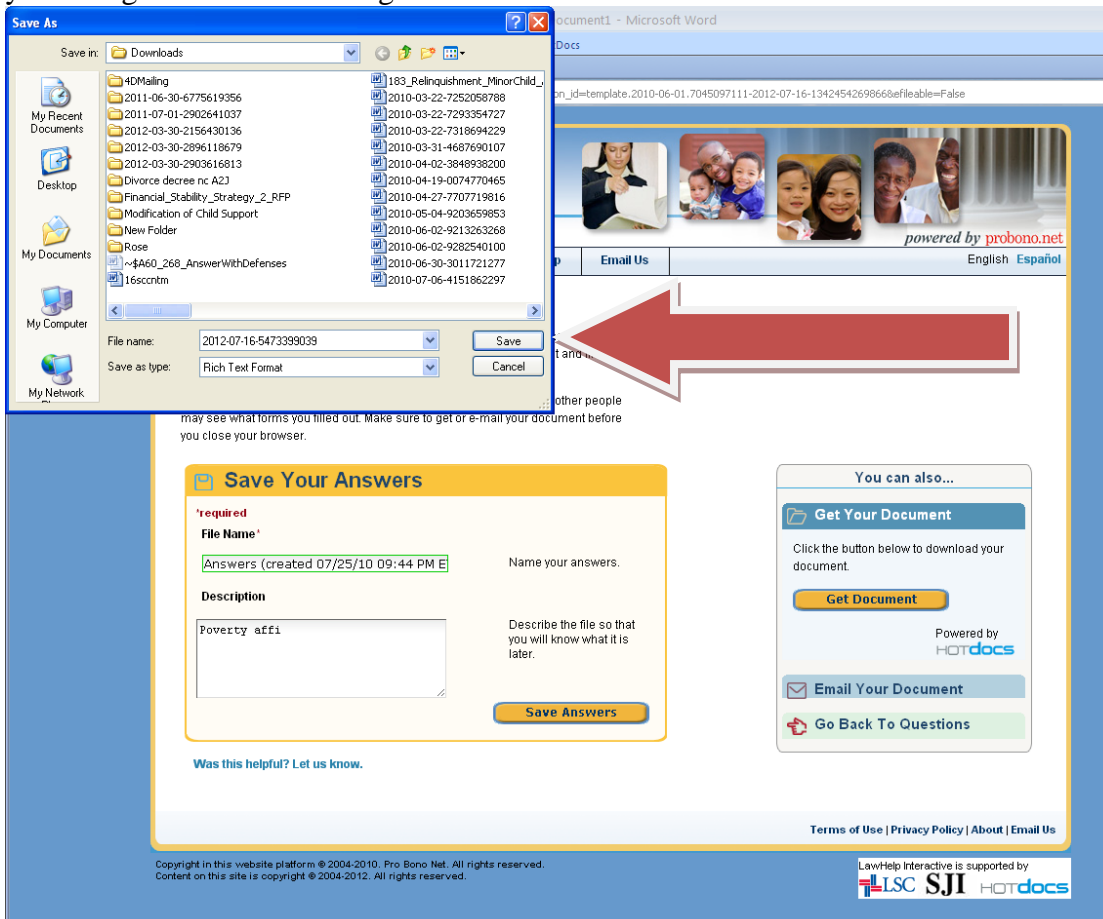
Save your answers just saves the answers, not the document. You can use those answers again, but have to go through the interview again. You just don't have to re-enter the information.

To actually see the document, you have to click the "Get Your Document" button.

This is **the** next screen and you press the Get Document button again.



The file will open a box allowing you to select where you want to save the document. The download folder on your computer is the default location, if you don't select another place. See example: Note that the file name is a number and the type is Rich Text Format, unless you changed that while saving it.



You can then go to the place that your document was saved, open it in Word, review and edit it and then print it. With some browsers, the document will open automatically after you save it. With other internet browsers, you have to open the folder and locate the document, in order to open it.