Instructions for completing and submitting the on-line Piano and Harpsichord forms

1) Make sure that you have **Adobe Reader** installed on your computer.

If you do not have Adobe Reader installed a free download is available here:
http://www.adobe.com/downloads/

2) If you are using a Mac it is recommended that you use the Firefox web browser. Safari will automatically open the form and not ask if you wish to use Adobe Reader.

3) Using Firefox, click on the desired link.

4) When prompted, open the file using Adobe Reader. (You must use Adobe Reader to open, complete, and successfully submit the form.)

5) Fill out the form.

6) After you have filled out the form, click "Submit Form."

7) You will next be prompted to choose your preferred method of e-mail, either a desktop application such as Outlook or Internet e-mail.

If you chose a desktop application the form will be generated and prepared for mailing. All you have to do is click the send button on your prepared e-mail.

If you chose internet e-mail a PDF will be created on your computer and you must then manually prepare the e-mail and send the form to:

Harpsichord Requests: Jann_Cosart@Baylor.edu

Piano Requests: Craig_Waldrop@Baylor.edu