



**Directions for downloading, completing, attaching and returning
The 2012 Workshop Proposal for the Wool Festival at Taos**

1. Go to the Wool Festival at Taos website (taoswoolfestival.org) and Click link to “Instructor online application form”
2. Click “save” file
3. Open Microsoft Word and click “File”
4. Click Open
5. Locate your Downloads folder and
6. Double click on **2012 Workshop Proposal**
7. Fill out the document according to directions on top left of the form
8. Click “file” and then save (which will save it in your downloads folder) or click “save as” to save in a folder you choose. After choosing the folder, click save.
9. Go to your email. Address a new email to me at: allie2012workshops@gmail.com
10. Enter on the Subject line: **2012 Instructor Workshop Proposal**
11. Click “Attach a Document” (this may be worded differently on your email)
12. Browse to the location of your completed application
13. Highlight it and click attach or open
14. Click send on your email and you are done.
15. I will send you a confirmation within 2 days.
16. If you don’t get a confirmation, contact me through email (address above) or by phone—
719-371-4519

**Allie Neas
2012 Workshop Coordinator
719-371-4519**