How to Save a PDF Document to Your Desktop to Attach to Your Email or to Print Out and Sign

Depending on what you are using IE or Google Chrome to go to our website, there are different ways of saving or printing your document.

1. If you are using IE (Internet Explorer), you will see a picture of a floppy disk on the top left side so you can save your document to a folder or to your desktop.
2. Once you have saved it to the location you want, now open up your email and use the attachment button on your email to find and attach your document.
3. You can now address your email to whomever you want and send it to them.

If you are going to print out your document and bring the form into the Township Building:

1. Using IE (Internet Explorer), on the top left side, you will see a picture of a printer.
2. If your printer is ready to go, you will only have to click on the printer icon and it should print out.
3. If you are required to sign your document, you will need to sign it after you print and return it to the Township Building.

If you are using Google Chrome, it is a little different from IE:

1. If you are saving your document to a folder or to your desktop, you will see a little arrow with an underscore under it located on the top right hand side.
2. Once you have saved it to the location you want, now open up your email and use the attachment button on your email to find and attach your document.
3. You can now address your email to whomever you want and send it to them.

If you are going to print out your document and bring the form into the Township Building:

1. Using Google Chrome, you will see in the top right hand corner a picture of a printer.
2. If your printer is ready to go, you will only have to click on the printer icon and it should print out.
3. If you are required to sign your document, you will need to sign it after you print and return it to the Township Building.

Please note: If you are having any issues with printing or emailing your document you can always come into the Township Building and fill out the forms here.

We are located at 1014 Darby Road, Havertown, PA 19083

Phone: 610-446-1000