

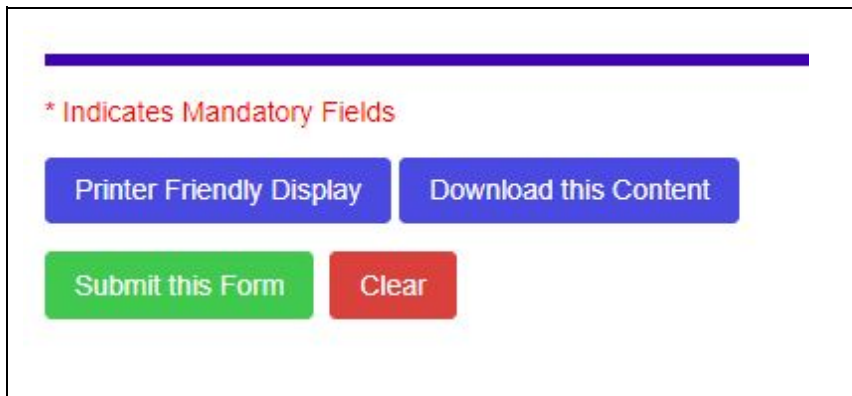
Save Shipping Instructions Form

Instructions

Thank you for using ACL's Shipping Instructions Form. This form can be used to save your shipping instructions information, edit your information, and even to submit your information to ACL--all from from your local computer. While this feature is easy to use, some browsers may react differently to the Save feature. Please read the instructions for your web browser below:

Saving from Your Web Browser:

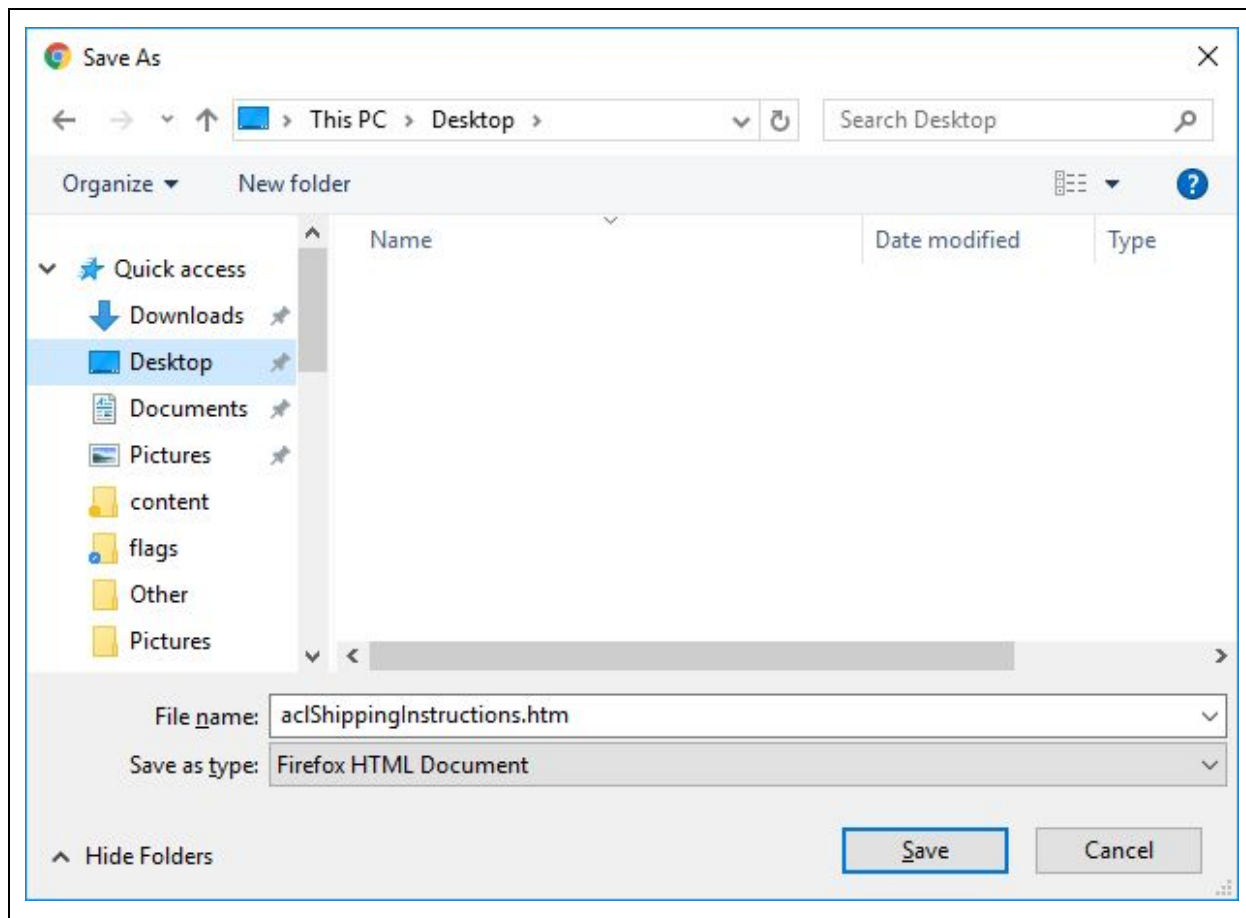
1) Complete the ACL Shipping Instruction form.



2) At the bottom of the form, there are four buttons: Printer Friendly Display, Download this Content, Submit this Form, and Clear. "Download this Content" saves the form to your local computer, "Submit this Form" sends your information to ACL, and "Clear" removes any changes you've made to the form.

DOWNLOAD THIS CONTENT

1) When you click "Download this Content," the Save dialogue box should appear. Select where you would like the ACL Shipping Instructions Form to be saved on your local computer, enter a filename or use the default, and click on the Save button in the Save dialogue box.



2) Your web browser will make a single .htm file in the location specified with all your saved information which you can edit later and even use to submit your Shipping Instructions data from your local computer.

EDITING FROM YOUR COMPUTER

1) If you saved the ACL Shipping Instructions form to your local computer, you can open the form with any web browser directly and edit the information just as if you were filling out the form at the ACL web site online.

2) Locate the saved ACL Shipping Instructions form by using your File Explorer to browse to the location on your computer where you saved the form.

3) Identify the ACL Shipping Instructions form by looking for the .htm with the default file name from ACL or the name you entered for the file when you were saving it.

4) Double click on the file to open it with a web browser.

5) Edit the form.

6) When you are done editing your information on your local copy of the ACL Shipping Instructions form, you can then save your data again by clicking "Download this Content" (see Save instructions above) or submit your data by clicking Submit. Submitted data will be received by ACL, and you will get a confirmation screen in your web browser.

