

## Instructions for completing the APWU Resolution Template

1. **SAVE** the APWU Resolution Form to your computer – (Note: in naming your document use State/Local Name & a Number to represent each resolution submitted -- **For example: StLouis1, StLouis2, StLouis3** for submission of 3 resolutions by the St Louis Local).
2. **OPEN** the saved form.
3. When the form opens the first point for text insertion is highlighted: **# (if applicable)**.
4. Insert the Article Number.
5. Use the **TAB KEY** to advance to the next point of insertion **RESOLUTION TITLE** or **TRIPLE MOUSE CLICK** on next point of insertion.
6. Insert the Resolution Title. (*Note: don't worry about formatting the text format is predefined as ALL CAPS-BOLD*).
7. Use the **TAB KEY** to advance to the next point of insertion **Name of State/Local** or **TRIPLE MOUSE CLICK** on next point of insertion.
8. Insert the Name of the State/Local organization. (*Note: don't worry about formatting the text format is predefined as Title Case*).
9. **Skip** the next section: **Resolution #** (*Note: Resolution # to be added by Committee*).
10. Use the **TAB KEY** or **MOUSE CLICK** to advance to the next point of insertion after **WHEREAS**.
11. Type your text (*Note: DO use formatting here*).
12. Use the **TAB KEY** or **MOUSE CLICK** to advance to the next point of insertion after **Resolved**.
13. Type your text (*Note: DO use formatting here text is predefined as BOLD only*).
14. **Skip** the next section: **Previously Adopted, Nonconcurrence, Referred, Other** (*Note: DO NOT 'X' any of these boxes these are completed during the convention*).
15. Use **TAB KEY** or **MOUSE CLICK** to advance to **NAME**.
16. Insert Name.
17. Use **TAB KEY** or **MOUSE CLICK** to advance to **TITLE**.
18. Use **MOUSE CLICK** on down arrow to open menu to select Title.
19. Use **MOUSE CLICK** to 'X' the Certification box.
20. **SAVE** document and **EMAIL** attachments to the appropriate Division Director.