

# Wisconsin FFA Foundation

## 2018-19 Scholarships

### How to Edit Scholarship Application in Google Sheets

Note: This is not an online application process. Applications filled out in Google Sheets must still be printed and mailed to the Wisconsin FFA Foundation, per the instructions in the application.

How to edit scholarship application via Google Sheets:

1. Open the view-only application form at this link:  
<https://docs.google.com/spreadsheets/d/1wQ9LQUcFunG8wOZrYJHBsk21x2zA7eul0khwLMil3VA/edit#gid=748887503>
2. Go to File -> Make a copy...
3. Name your document and select where on Google Drive you'd like it stored.
4. Complete all parts of the application using the instructions on the first tab.

To print:

1. Go to File -> Print
2. Under Print, Select "Workbook"
3. Under Page Orientation, Select "Portrait"
4. Select "Next."
5. Print dialog will appear. Select "Print." Print areas should be spaced appropriately (one page per section of application) assuming no changes were made to row and column heights.