- 1. Click on the "BOOK ORDER FORM" link.
- 2. When presented with the File Download panel click the Open button to open the order form.
- 3. Click the Cancel button on the Login panel if it appears.
- 4. You might have to enlarge the window holding the Book Order Form.
- 5. Before you enter in any information, click on "Save As" (under the File menu) and enter the five-digit course/section number as the new name for your document. You may be presented with the Login panel twice. Click the Cancel button each time. You can now select where you wish to Save the order form.
- 6. Fill in all the areas highlighted in red in the sample below by clicking in the area to be filled in and typing in the information.
- Be sure to "Save" each book order as you complete it; save each one to your "Desktop" or a designated folder so that you can find it easily when you are ready to email them to Patti (see step 9).
- 8. You need to fill out A SEPARATE FORM FOR EACH <u>CLASS</u> (not course) that you are teaching.
- 9. Finally, send an email to Denise (<u>ddrake@palomar.edu</u>) with ALL of your book order forms attached.

		U	SE A	SEPA	RATE FORM FOR	EACH CLASS										
STORE NAME:	PALOMAR COLLEGE BOOKSTORE						STORE	#: 068	В		DATE: 4/2/08					
TERM	FALL 2008	INSTRUCTOR		CRAIG THOMPSON				PLEAS	E RETU	RN THI	S FORM	BY:				
DIV/DEPT	ENGLISH CAMPUS PHON		US PHONE EXT. 3330													
COURSE NUMBER	SAN MARCOS ENG 10	EMAIL ADDRESS		cthompson@palomar.edu								Date Rec	okstore Use (eived	Only		
SECTION NUMBER	71416 SIGNATURE		GNATURE [Leave this blank									Research				
ENROLL. ESTIMATE 30		THE BOOK INFORMATION PROVIDED IS FROM			TERM	TERM										
IS THIS A CONTINUATION COURSE? VES NO No Books Required For This Course Please Check Here		COURSE		SECTION		PROFESSOR							Bookstore	2		
		ESTIMATED ENROLLM		ENT							Use Only					
Author	Title		ED	CY	ISBN	PUBL	Text Only	Req	Rec	Choice	Sugg	BKCL	EBB	MISC		
SALOMONE/ MCDONALD	INSIDE WRITING, FORM A		6th	2007	1413021921	THOMSON/ WADSWORTH		X								
FORM NOTE:																
PLEASE NOTE: DESK	LEASE NOTE: DESK COPIES SHOULD BE ORDERED DIRECTLY FROM THE PUBLISHER BY THE FACULTY MEMBER.						Copyright year									
PLEASE LIST ANY R	TEXT ONLY	Check if text only portion of package is acceptable for student use.														
Email completed for	REQ	Q Required - Any book that is required by the professor.														
			REC						Recommended - Any title that is not required by the professor.							
						CHOICE	CE Students will choose one or more books from a list of titles.									
						SUGG	Suggested - Learning aids recommended by the bookstore.									

COURSE ADOPTION INFORMATION