Ohio Literacy Resource Center
Technical Assistance/Training Network

ABLELINK PROGRAM REQUEST
FOR ASSISTANCE/TRAINING

Name __________________________ Title __________________________

Program name ________________________ ABLE-funded? O Yes O No
(ABLE-funded is free of charge to any ABLE-funded program)

Address ________________________________________________

Phone number __________________________

FAX number __________________________

ABLELink assistance topics desired
(select all that apply)
O Basic Internet
O Updates for the program
O Download and Install Acrobat Reader
O File Transfer Protocol (FTP)
O Site-to-Site Transfer
O Working with Excel Files
O Working with Access
O Using Electronic-mail (E-mail)
O Use space below for other items

Hardware and software currently in use
(select all that apply)

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC-compatibles</td>
<td>DOS</td>
</tr>
<tr>
<td>Macintosh/ clones</td>
<td>Windows 3.X, 95, NT, 2000</td>
</tr>
<tr>
<td>Printer(s) – laser, inkjet</td>
<td>Macintosh or OS/2/IMac</td>
</tr>
<tr>
<td>Printer(s) – dot matrix</td>
<td>Word processing</td>
</tr>
<tr>
<td>Internet connection – email and web access</td>
<td>Spreadsheet</td>
</tr>
<tr>
<td>Internet connection – email only</td>
<td>Database management</td>
</tr>
</tbody>
</table>

Requested date – please list three convenient dates in order of preference

**Please allow at least three weeks for scheduling purposes**

1. __________________________ O a.m. O p.m. O either
2. __________________________ O a.m. O p.m. O either
3. __________________________ O a.m. O p.m. O either

Primarily interested in
O 4 hour session  O 8 hour session  O no preference

Approximate number attending __________

Is a workshop room or computer lab available?
O Yes O No

Please return this form to:
The Ohio Literacy Resource Center, Attn: Kimberly S. McCoy, Research I, 1100 Summit Street, Kent State University
Kent, OH 44242-0001
FAX: (330) 672-4841  Voice: (800) 765-2897 or (330) 672-2007 ext. 20757
Specific areas of interest
For more information, please contact Kimberly S. McCoy
Voice: (800) 765-2897 or (330) 672-2007 ext. 27 Email: kmccoy@literacy.kent.edu