

Using PDF Worksheets on Chromebooks

Downloading and Opening the Worksheet:

- On the activity page under **Resources**, click on the worksheet, then click **VIEW**, which will open the document in a new tab.
- On the opened worksheet enter all required information.

Saving Your Completed Worksheet:

To save the worksheet as a fillable form with Chrome OS version 74 or later:

- Click on the **Download**  button in the upper-right and choose **With your changes**.
 - In the save window, navigate to the location you prefer to save your file.
- Name your document with your initials and class period. Confirm that the file extension **.pdf** remains at the end of the file name (For example: **SH-P5.pdf**)
- Click **Save**.
 - **Note:** documents saved this way can be reopened and edited. The above steps will need to be followed again to save the changes.

To save the worksheet as an un-editable “finalized” PDF or for older versions of Chrome:

- Click on the **Print**  button in the upper-right of the document.
- In the **Print** box, make sure the **Destination** is set to **Save as PDF**.
- Click **Save**.
 - In the save box that pops up, make sure to save your document to **My Drive** and select or add a specific folder within, if desired.
- Name your document with your initials and class period. Confirm that the file extension **.pdf** remains at the end of the file name (For example: **SH-P5.pdf**)
- Click **Save**.

Submitting Your Saved Worksheet:

- At the bottom of the activity page under **Submit your Evidence**, click **Submit File**.
- Click **Choose File**, select the worksheet you just completed and click **Open**.
- Click **Save**.