

# Using PDF Worksheets on Windows

## 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.

To work on the PDF within Chrome on version 91 or later:

- Fill out all the required information on the document in the Chrome tab

To work in Adobe Reader or another PDF editor:

- On the opened worksheet, **right-click** and select **Save as...**
- Choose a location to save the worksheet, give the worksheet a name with your initials and class period (for example: **SH-P5.pdf**) and click **Save**.
- Browse to and open the worksheet you just saved and make sure it opens in your PDF editor, then fill out all the required information for the worksheet.

## Saving Your Completed Worksheet:

For worksheets completed in Chrome:

- 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**), then click **Save**.

For worksheets completed in a PDF editor:

- Go to **File > Save** or hit the **Save** button to confirm the information you entered is saved to your downloaded PDF.
  - **Note:** Documents saved using either of these methods can be reopened later to update the saved info.

## 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**.