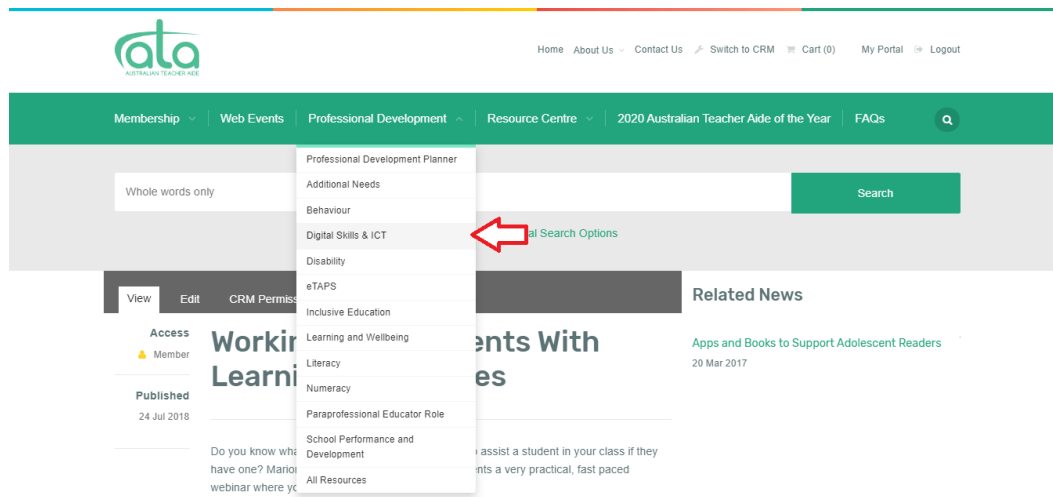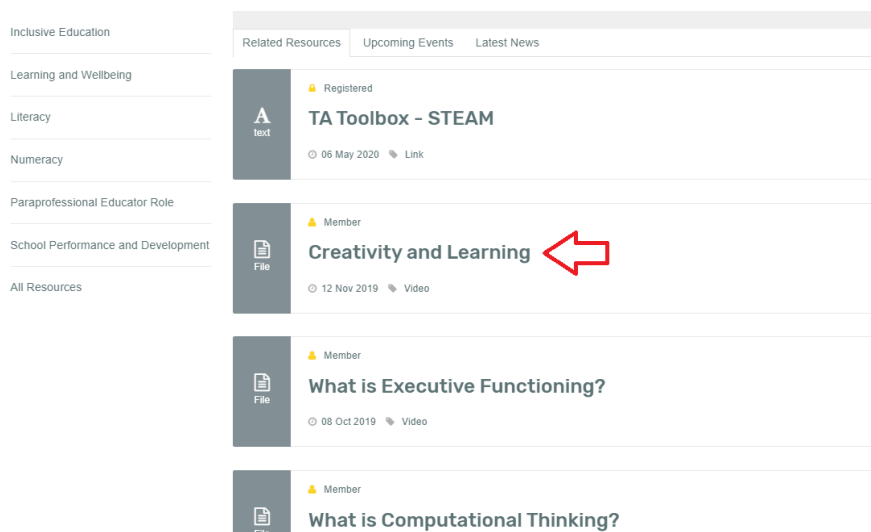**Mac**

Use the instructions below to find, download, save and complete worksheets electronically.

<u>Please note</u>, you must have a PDF reader app such as Adobe Acrobat Reader DC on your computer.

1. Select an Interest Group from the Professional Development library

2. Choose a resource and open the resource page by double-clicking on the resource title.

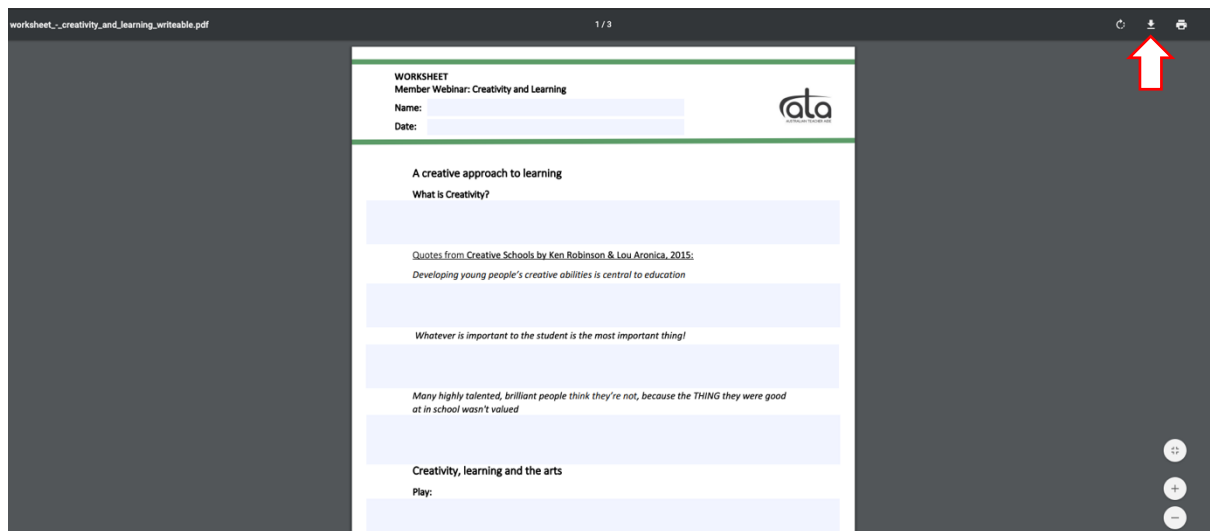3. Scroll down to below the video and select the 'Worksheet' link
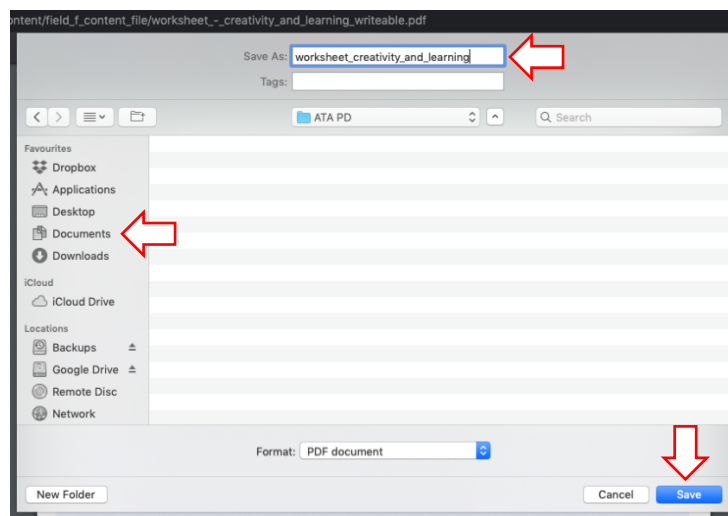
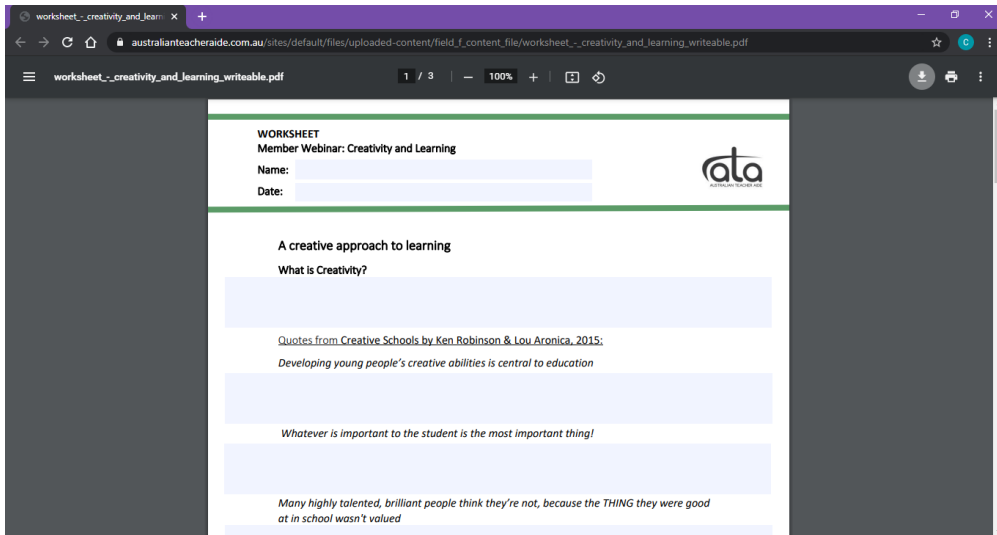- 5 simple strategies to encourage creativity

Files

📄 Worksheet ⬅

4. Once the worksheet opens, select the download icon.

5. Save the worksheet to a folder (for example 'ATA PD') in your computer files. Type in the file name, then select the 'Save' button.

* Note: Make sure you close the browser tab with the downloaded worksheet to ensure you do not mistakenly work in the unsaved copy.

6. **Go to your computer files, open your downloaded worksheet** and start typing your answers into the highlighted field. Remember to save your work, regularly.