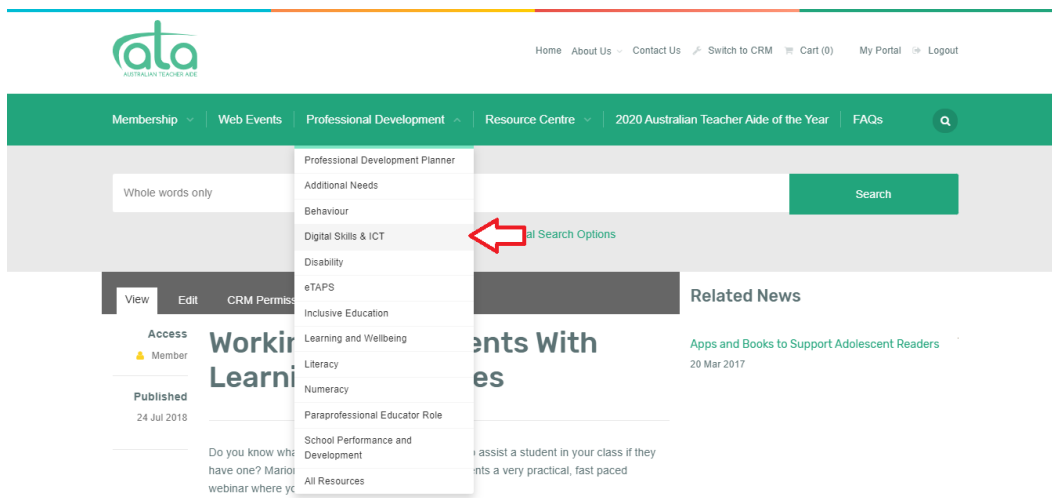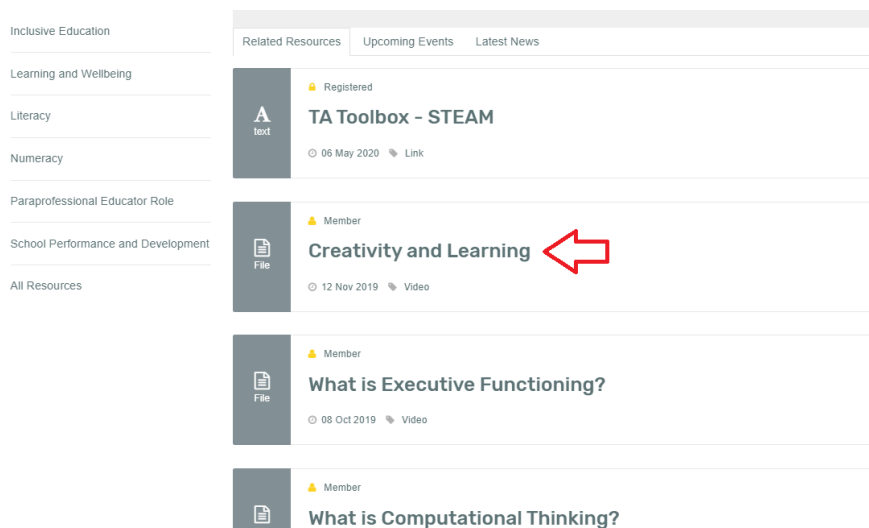**PC / Windows**

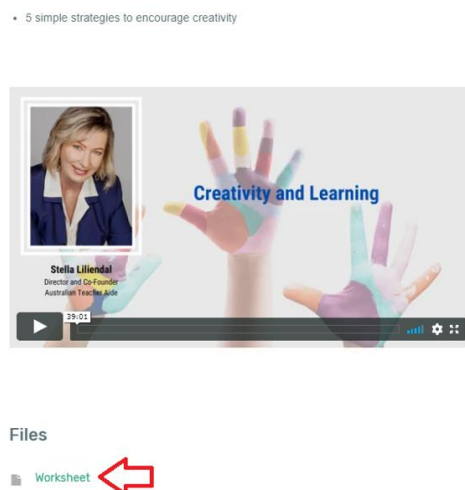**Use the instructions below to find, download, save and complete worksheets electronically.**

1. Select an Interest Group from the Professional Development library
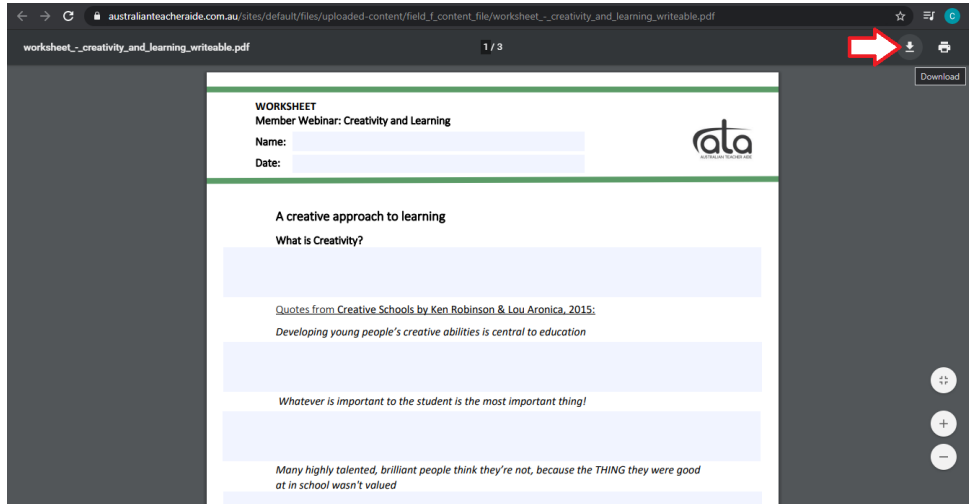

2. Choose a resource and open the resource page by double-clicking on the resource title.
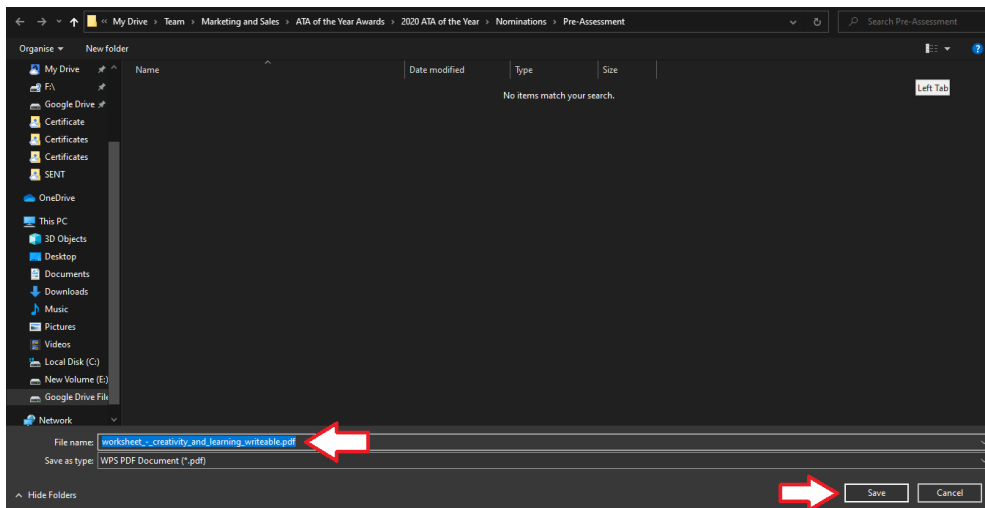

3. Scroll down to below the video and select the 'Worksheet' link

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

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

6. **Open your saved worksheet** and start typing your answers into the highlighted field. Don't forget to save your work, regularly