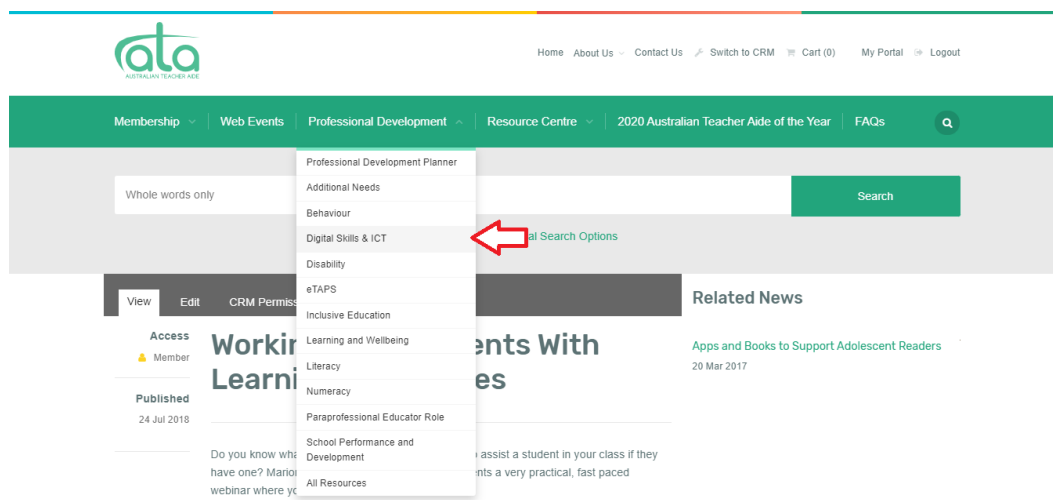


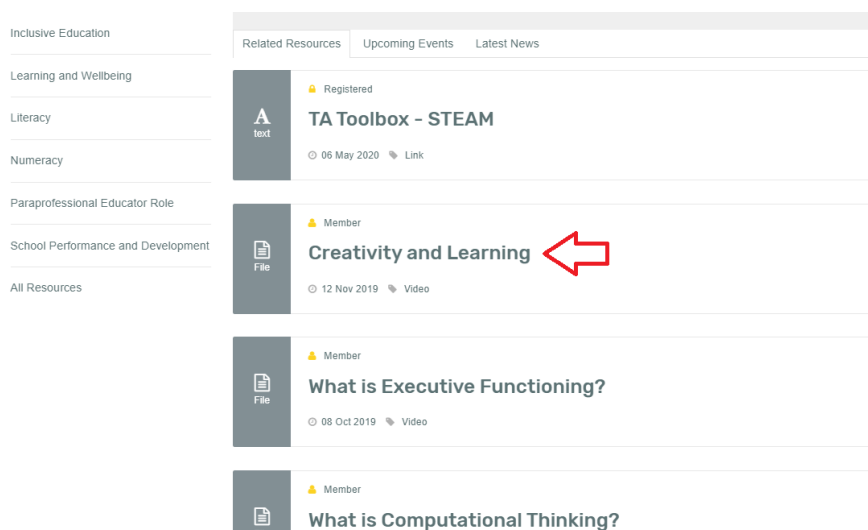
## How to write in your PDF document using Microsoft Windows

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

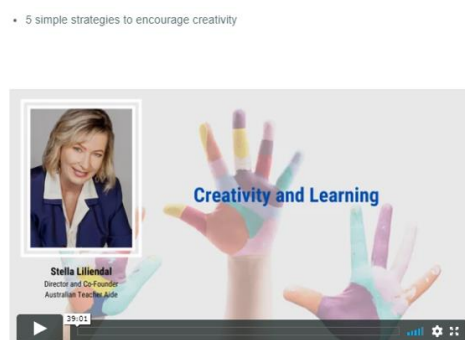
1. Select an Interest Group from the Professional Development library



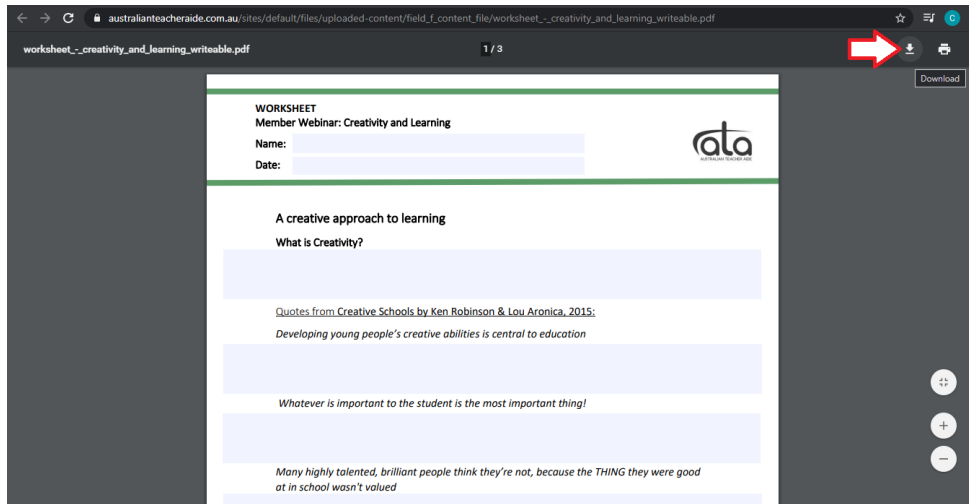
2. Choose a resource and open the resource page by double-clicking on the resource title.



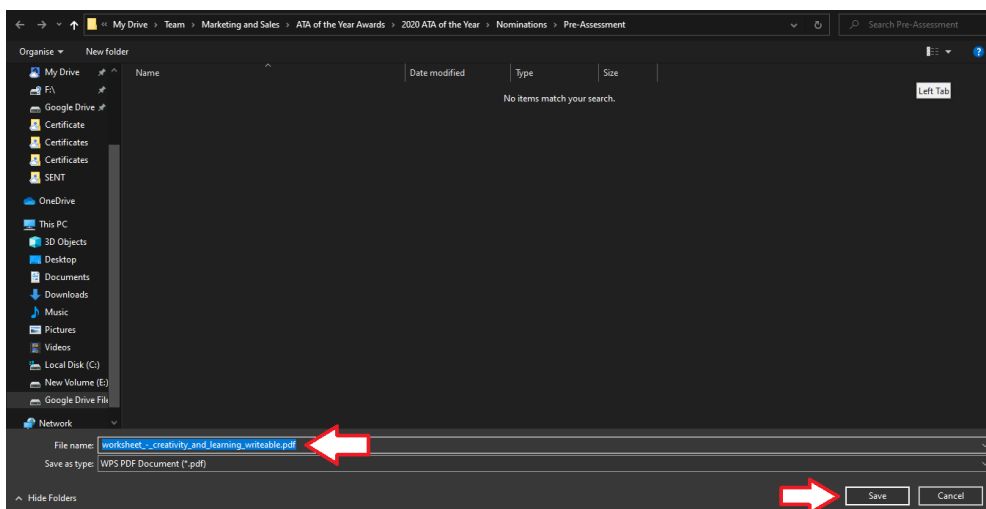
3. Scroll down to below the video and select the 'Worksheet' link



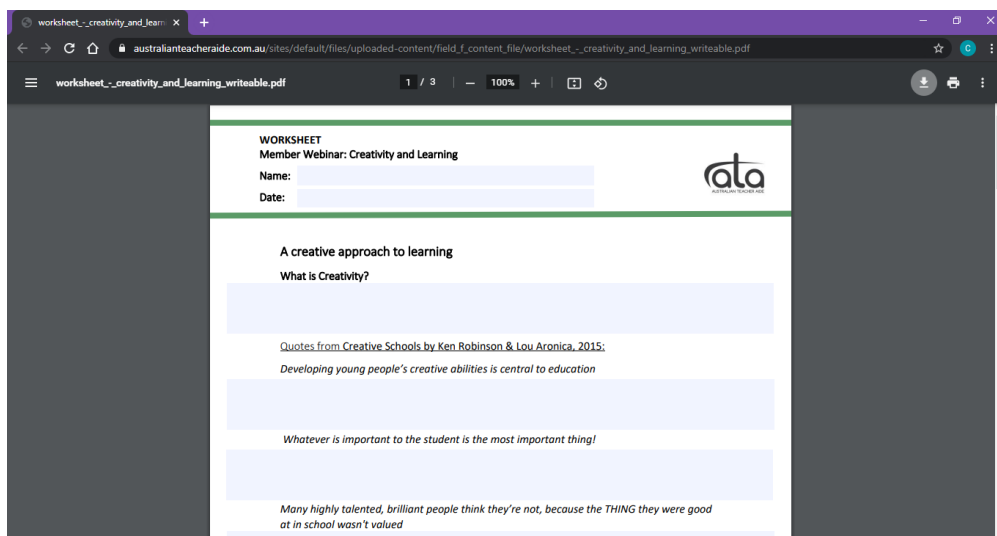
- Once the worksheet opens, select the download icon.



- 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 work in the unsaved copy, by mistake.



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.

