

Troubleshooting Guide - Writeable PDF Worksheet

To use a writeable pdf worksheet you require a pdf reader app installed on your computer. There are many free apps available. A commonly used free app is Adobe Acrobat Reader DC. Microsoft Edge also has a built in pdf reader.

Do you have Adobe Acrobat Reader DC, or another pdf reader app installed on your computer?

- Check that you have a pdf reader app installed on your computer
- If you are using Microsoft, and have recently updated your computer operating system to Windows 11, your pdf reader app may have been removed, and you will need to reinstall it

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- Check that you have a pdf reader app installed on your computer (see above)
- Save the worksheet to your files
- Close the browser tab with the downloaded worksheet to ensure you do not work in the unsaved copy, by mistake.
- Go to your files and open the saved worksheet and start writing

Are you working on an iPad?

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- Go to the Professional Development Library and locate the relevant worksheet
- Click on the worksheet link to bring up the PDF document
- Go to the share icon (which is a square with an upward arrow) on the top right of the browser. This will bring up a window with options
- Select save to files
- Select the option to save the document on your iPad.