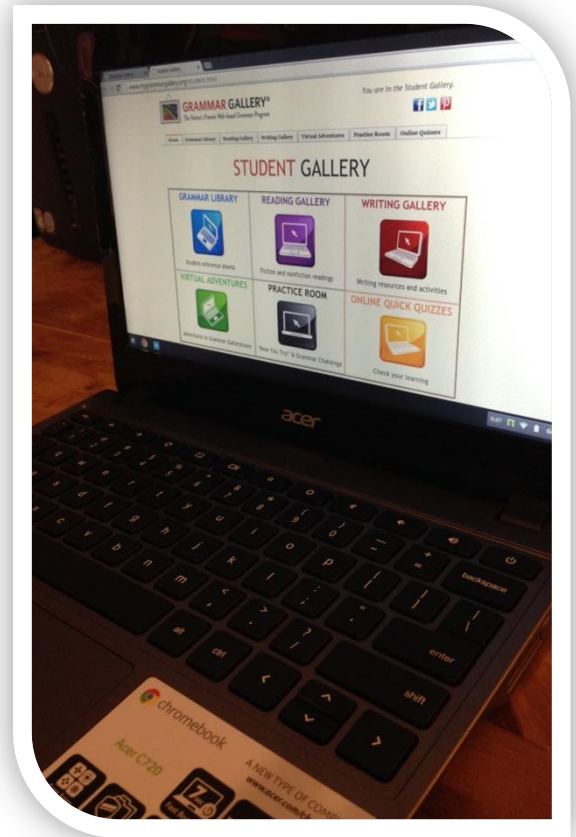
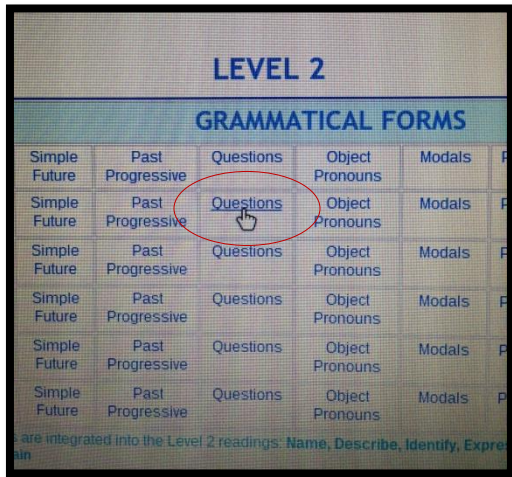
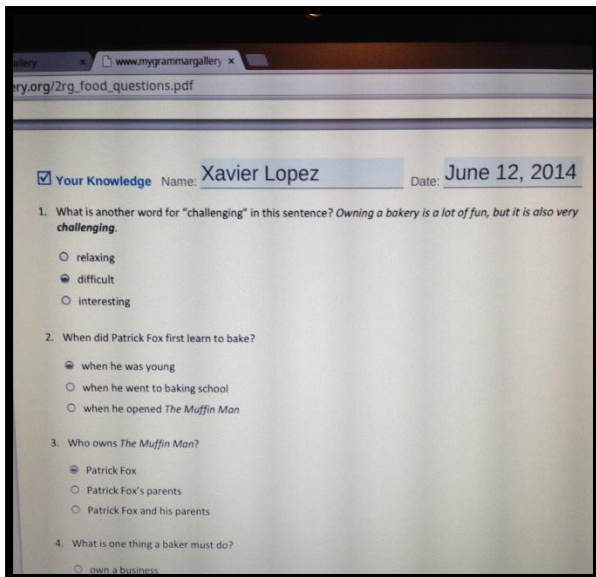


Completing & Saving PDF Forms with *Chromebooks*

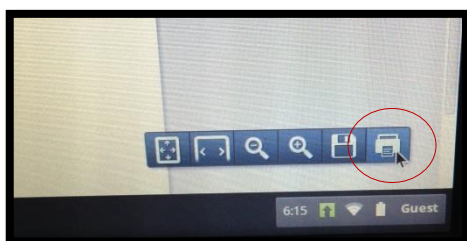
Step 1: Click on the file you want to download.



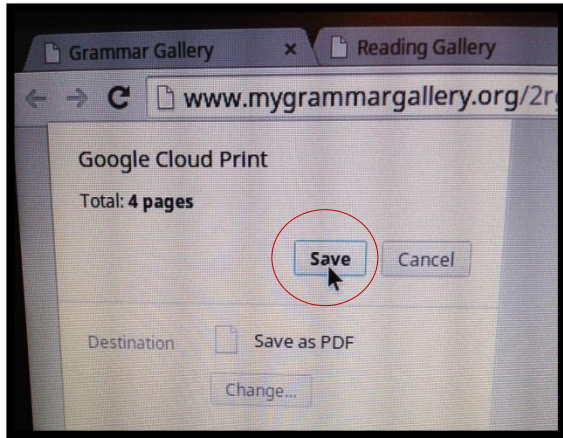
Step 2: Complete the PDF form.



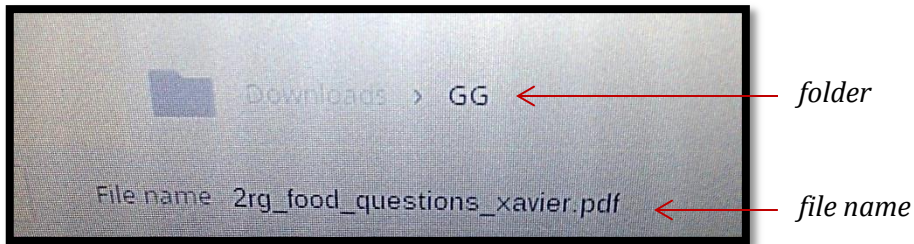
Step 3: When you finish completing the form, click the **print icon** in the bottom right-hand corner of the screen. You are not printing a hard copy—you are simply saving the PDF form.



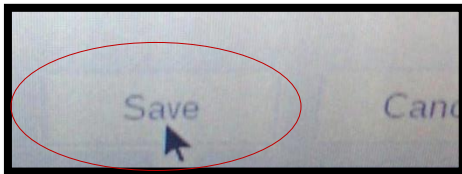
Step 4: Click the Save button.



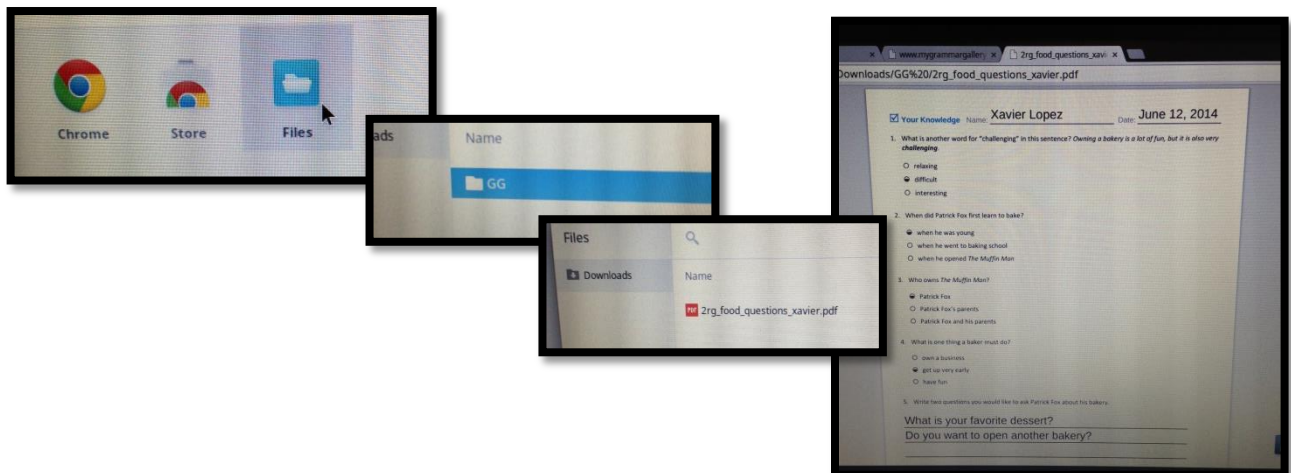
Step 5: Place the document in the appropriate folder and rename the file accordingly.



Step 6: Click Save. Your completed PDF form is now saved.



Step 7: To open a saved file, click on the Files icon, the folder name, and the file name, and the completed PDF form will open.



IMPORTANT NOTE:

Students can save their completed work following these instructions; however, the Chromebooks operating system will not allow you to go back and alter the text once it is saved. If teachers want students to be able to do this, then they must use a (free) app such as PDFescape, which can be accessed at the link below:

<http://www.pdfescape.com/>

For more information on using PDFs with Chromebooks, visit the link below:

<http://aboutchromebook.com/adobe-acrobat-for-chromebook/>