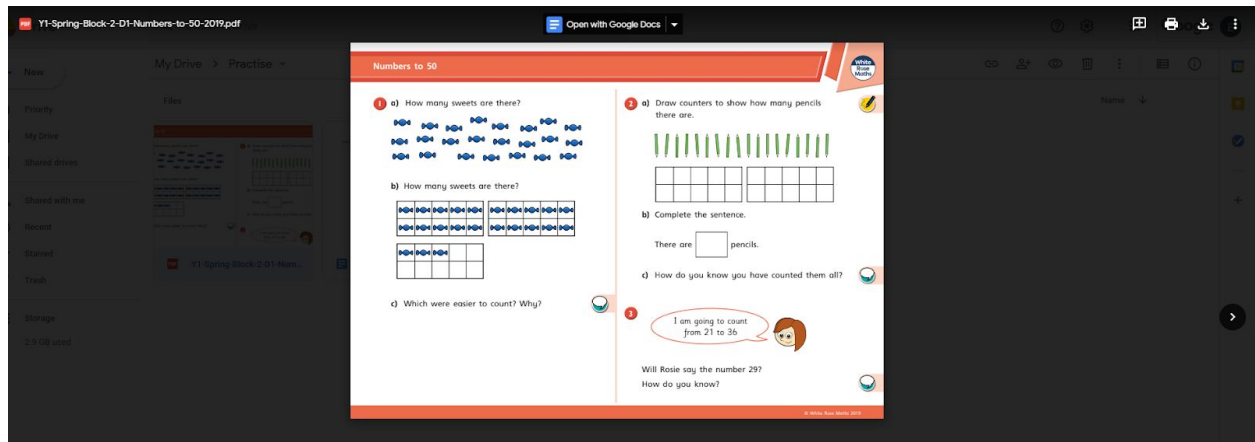
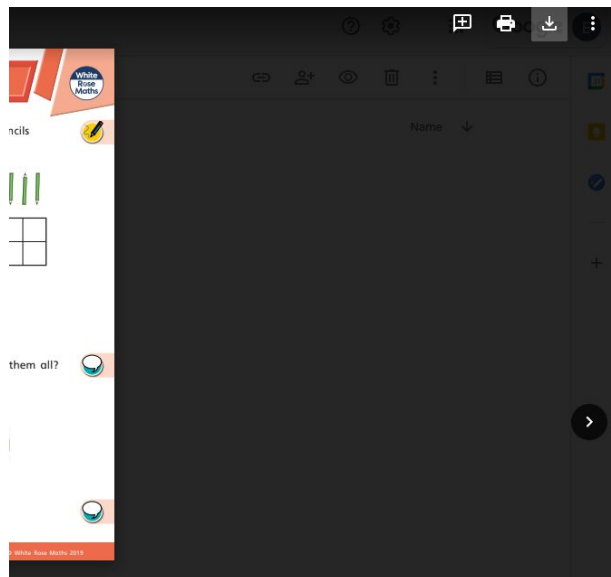
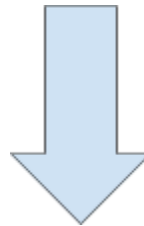


Accessing a White Rose PDF Document.

Open the document



Rather than clicking open with google docs, select download which is the downwards arrow in the top right corner.



Some of you may have this view - where there is no immediate download option:-

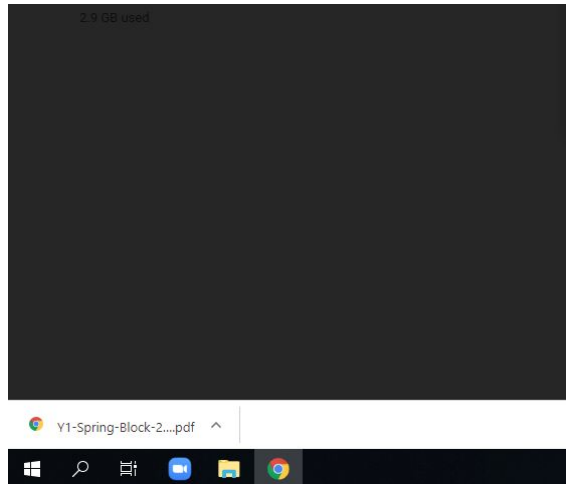


If this is the case, go to the three dots on the right and open in a new window, you will then see the download option:-



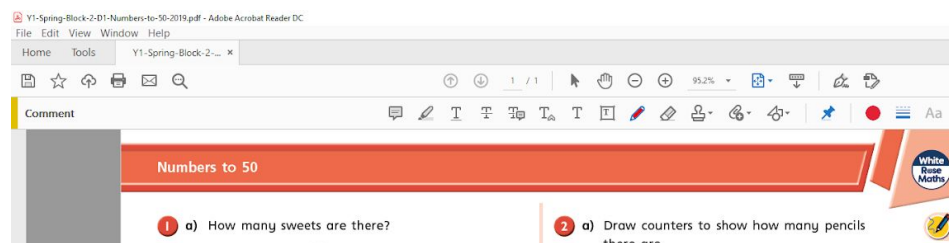
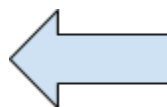
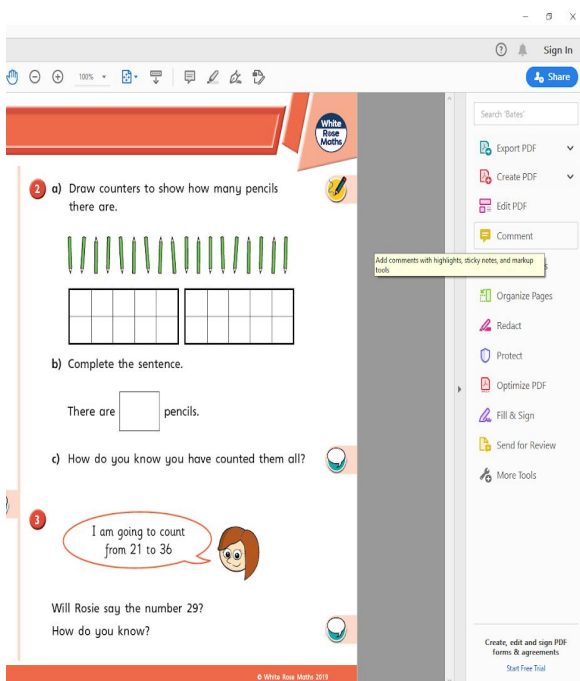
Your download may either appear in the bottom left-hand corner, or as a new tab.

	<p>When first opening in a tab, you may see a display like this in which case you need to close this by clicking on the ^ sign.</p> <p>This will then show the commands which are shown below and will include the comment tab.</p>
--	---

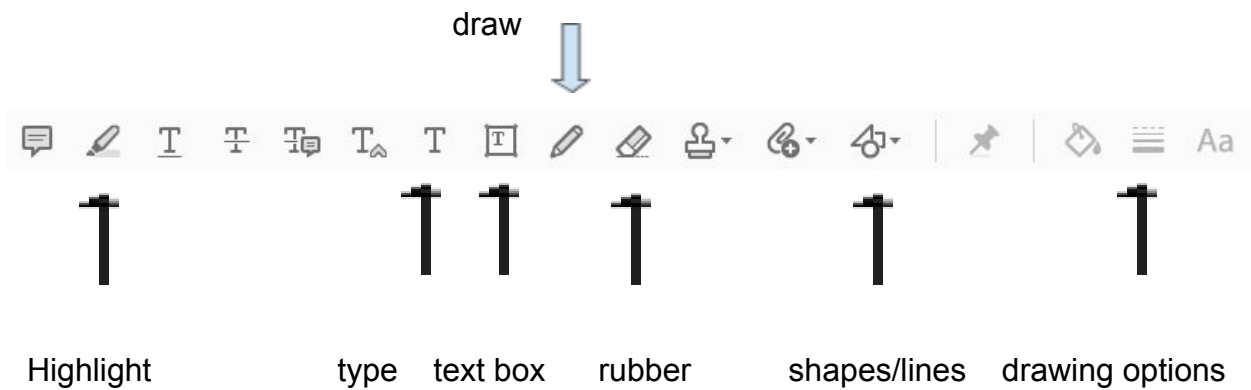


Click on this to open the file. You can then print the file or if you wish to edit using your device continue to the next steps.

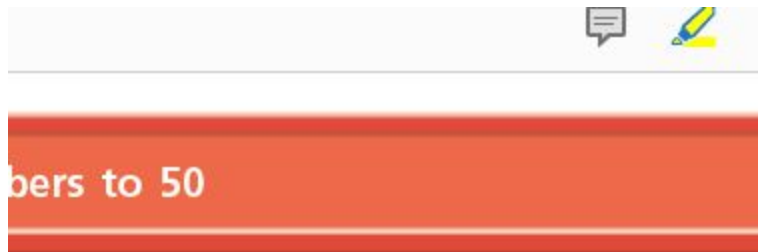
Now open using Adobe Acrobat Reader. Select comment
Comment then brings up a toolbar at the top of the screen,
This allows you to then using drawing/typing tools to edit.



Guide to the tools

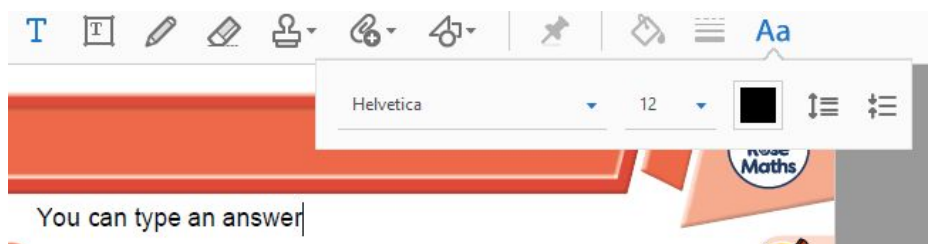


Highlight - Allows you to highlight text

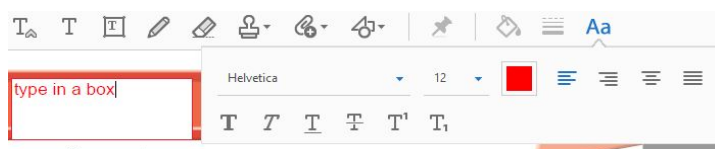


i) How many sweets are there?

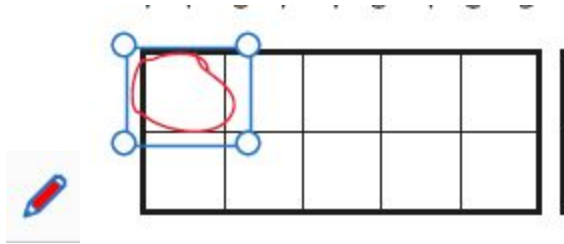
Text - allows you to click anywhere on the document and add text



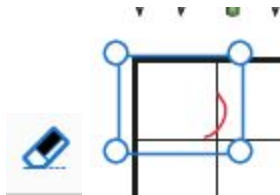
Text box - allows you to type in a box



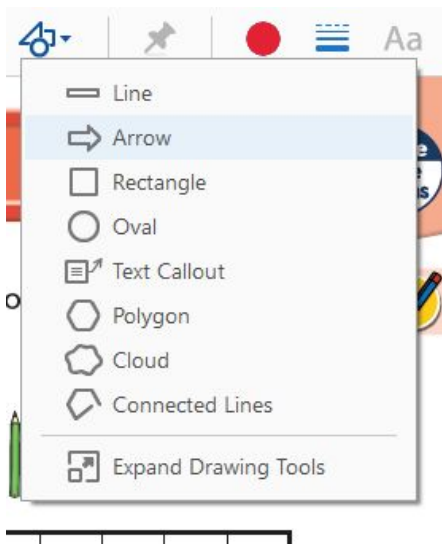
Draw - allows you to draw images



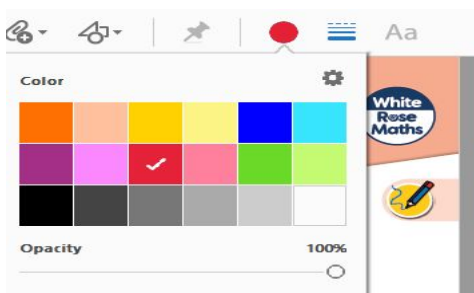
Rubber - removes drawings



Shapes - allows you to create shapes and lines.



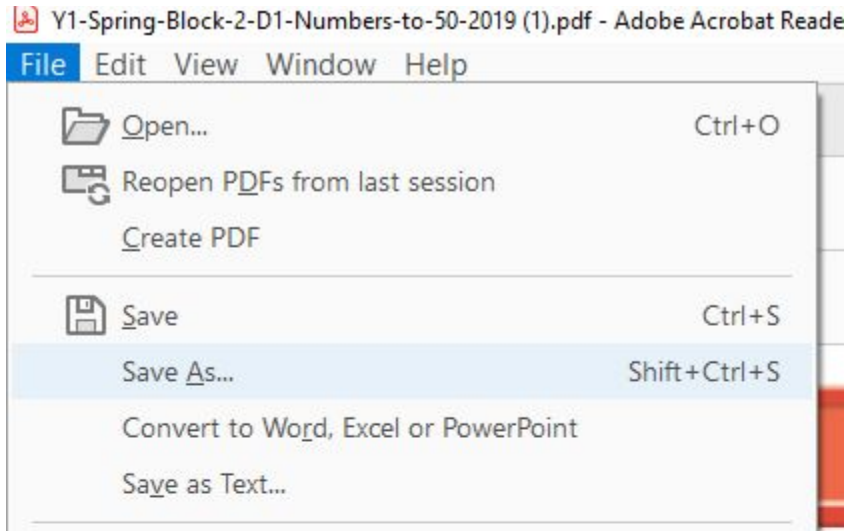
Drawing options - allows you to change colour, line thickness and text style.



How to turn it in

When you have finished editing and completed the work.

Then click file, save as, and then choose a location (for example my documents) and name the file.



Then go to google classroom and open the assignment.

Under your work click add or create and choose file. Then find the saved file in your documents and upload. It will then show in the your work folder and you can click 'turn in'

