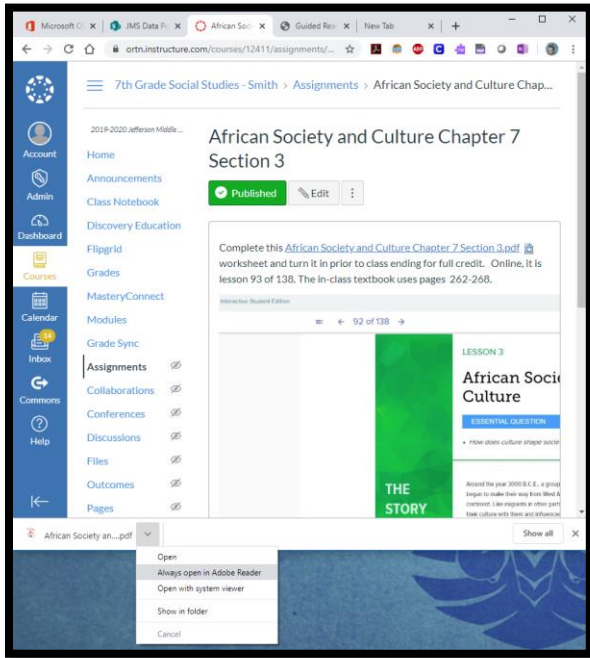
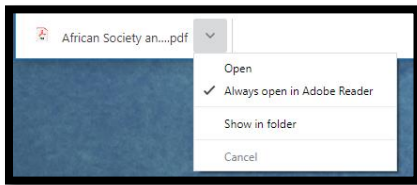


To Download and work on a PDF

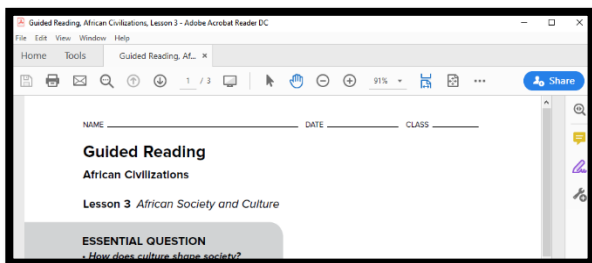
1. Click on the link from Canvas you need. Then, click on the carrot ∇ and click Always Open in Adobe Reader



2. Now if you click on the carrot ∇ , it should look like this.

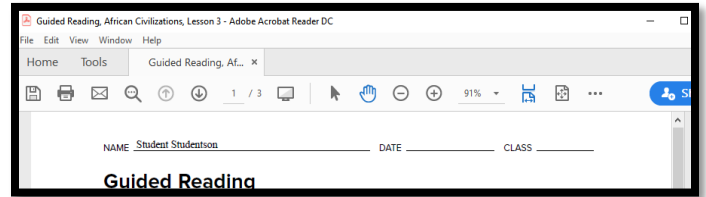


3. Click on the file... and...

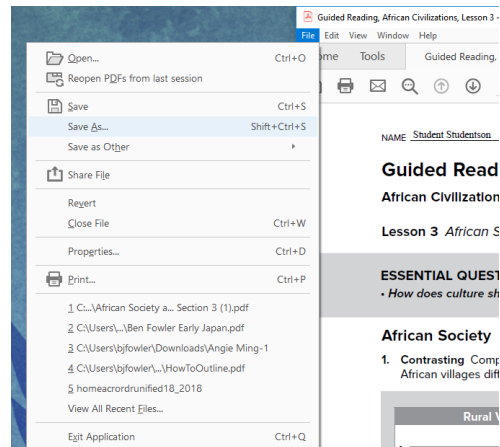


You have opened the document!

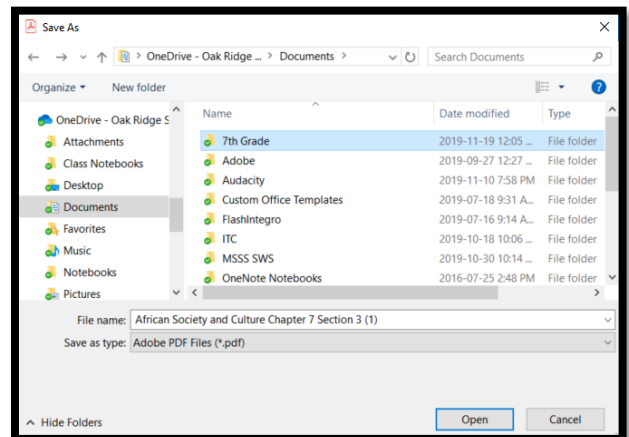
4. Now, we need to put a name on our worksheet and save the file to our Documents. Remember, items saved to your Documents are also saved online in OneDrive.



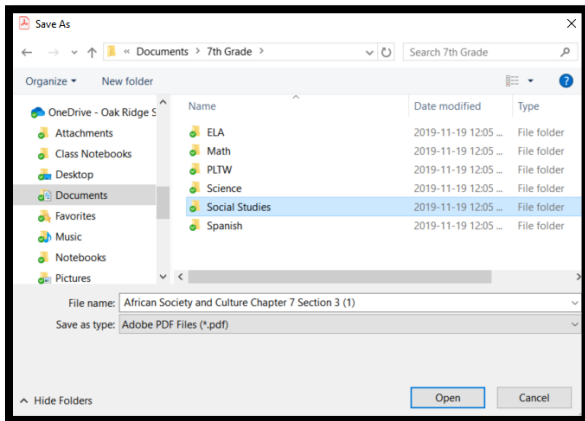
5. Click File, Save As



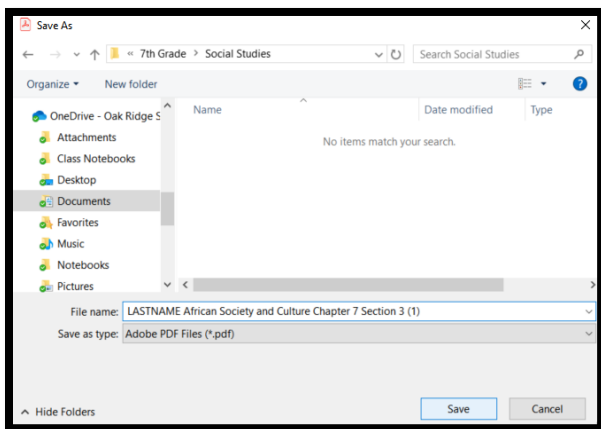
6. Click on Documents under One Drive, then click on your grade folder that you created at the beginning of the year. In this example, it is a 7th grade assignment.



7. Click on the class folder that we created at the beginning of the year. In this example, it is Social Studies.



8. Be sure to change your file name, putting your lastname in front of the Assignment. This change makes it easier for you to distinguish between new files and started files. It also helps your teacher distinguish between assignments.



And now you have saved your file to your Documents and know how to get access to them.

