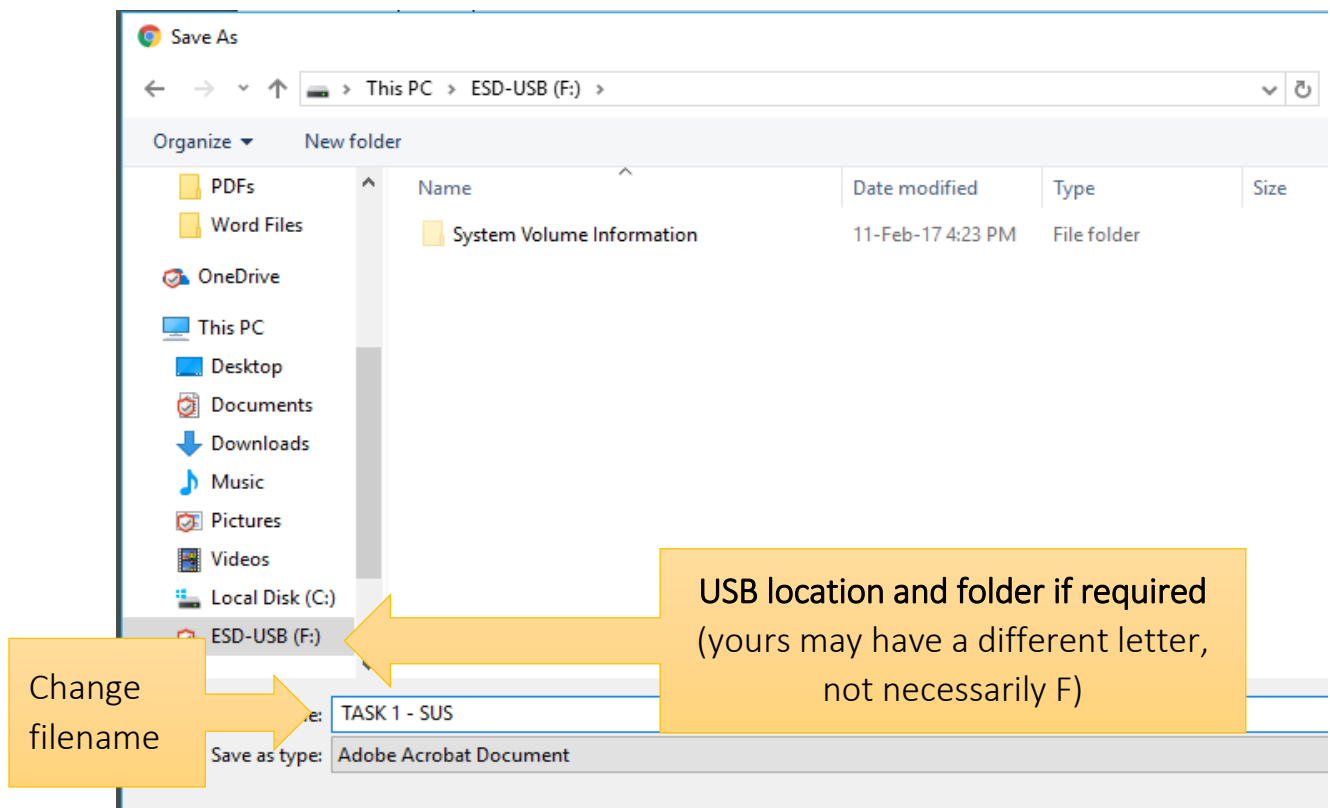


Instructions for Filling and Saving Forms (Saving Resources by not Printing)

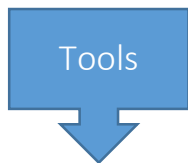
When you download a PDF file from the Weebly, it's best to save the BLANK file to your USB before completing the task. If you don't, there could be the possibility of your form entries not being saved.

1. Click the file on the Weebly to download
2. **Right click** on the outer edge of the page on screen and choose: Save as .. Alternatively use the keyboard shortcut Ctrl S, and you will jump straight to the save screen.
3. Change the location of the save to your USB (see below). You may want to first create a specific folder to save your work.
4. Change the filename to the Task number required.
5. Choose: Save AND THEN left click the browser to return to the Weebly



6. Locate your USB on the PC and **open** the saved file

7. Choose Tools > Fill & Sign **or** choose Fill & Sign from the right pane



Home Tools Task 1 - SUS.pdf x Gill

Task 1 – Our Resources

Student's Name:	
1	After watching the first presentation on page 1 , please provide two renewable resources.
2	Provide one non-renewable resource

Export PDF
Create PDF
Edit PDF
Comment
Combine Files
Organize Pages
Redact
Optimize PDF
Fill & Sign
Send for Signature

Fill and Sign

8. Enter your answers into the form.

9. Choose File/Save As to resave to USB.