YOUR GUIDE TO DOWNLOADING AND USING PDF DOCUMENTS

Designer Life
EMPLOYMENT • TRAINING • CAREERS

The practical booklets we send you are in PDF format. You'll need the appropriate software to open, complete and sign the document. If you don't have the right software or need support using PDFs, follow the steps below.

STEP 1: DOWNLOAD ADOBE ACROBAT READER (FREE)

- Go to https://get.adobe.com/reader/
- Click **Download Acrobat Reader** and follow the installation instructions.

STEP 2: SAVE THE PDF

- Create a folder with the name of your course to save your work in: right click **> New > Folder**.
- Download the PDF document from your email and with the PDF open, click **File > Save As**.
- Save the document in your course folder with the unit code and your name, e.g. BSBOPS304-Jane_Smith.

EXTRA TIPS!
» Create subfolders for individual units
» Use clear consistent filenames: course number-your name, e.g. BSBOPS304-Bob_Smith
» Save the document before you start filling it in.
» Save two versions of the document so you have one blank as a back-up (BSBOPS304 – original) and one to work in with your name.

STEP 3: USE THE PDF

- Right-click the file, choose **Open with > Adobe Acrobat Reader**.
  Or, if Adobe is your default PDF viewer, just double-click the file.
- Fill in all the fields by clicking in a box and typing directly into the form.
- Double-check that everything is complete.

EXTRA TIPS!
You can also open and complete PDFs in your **web browser**:
» **Microsoft Edge** (Windows) has a built-in PDF viewer that allows you to open, read, and fill in forms. Remember to SAVE the PDF to your documents folder!
» **Google Chrome** can also open and fill in PDFs directly in the browser window. Remember to SAVE the PDF to your documents folder!
NOTE: *Browser PDF viewers are fine for filling in forms, but Adobe Acrobat Reader is recommended if you need to add a digital signature or use advanced features.*

STEP 4: SIGN THE PDF

IMPORTANT!
» Once you add and apply your signature, you cannot edit the form fields. Please check that all information is correct before signing.

- Go to the top menu and click on **Tools > Fill & Sign** (or use the Sign icon).
- Select **Sign Yourself > Add Signature**.
- Choose how you'd like to sign:
  → **type** your name
  → **draw** your signature using your mouse/touchscreen, or
  → **upload** an image of your signature
- Click Apply and place the signature in the correct space.

STEP 5: SAVE AND EMAIL THE PDF

- Click **File > Save** to make sure your final version is saved to your document folder.
- Open your email, click on '**new**' or '**compose**' and write your message to your trainer.
- Click on the **paperclip symbol** to attach the PDF from your Documents folder.
- Click **Send**.

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(07) 3333 2055   enrol@designerlife.com.au   www.designerlife.com.au