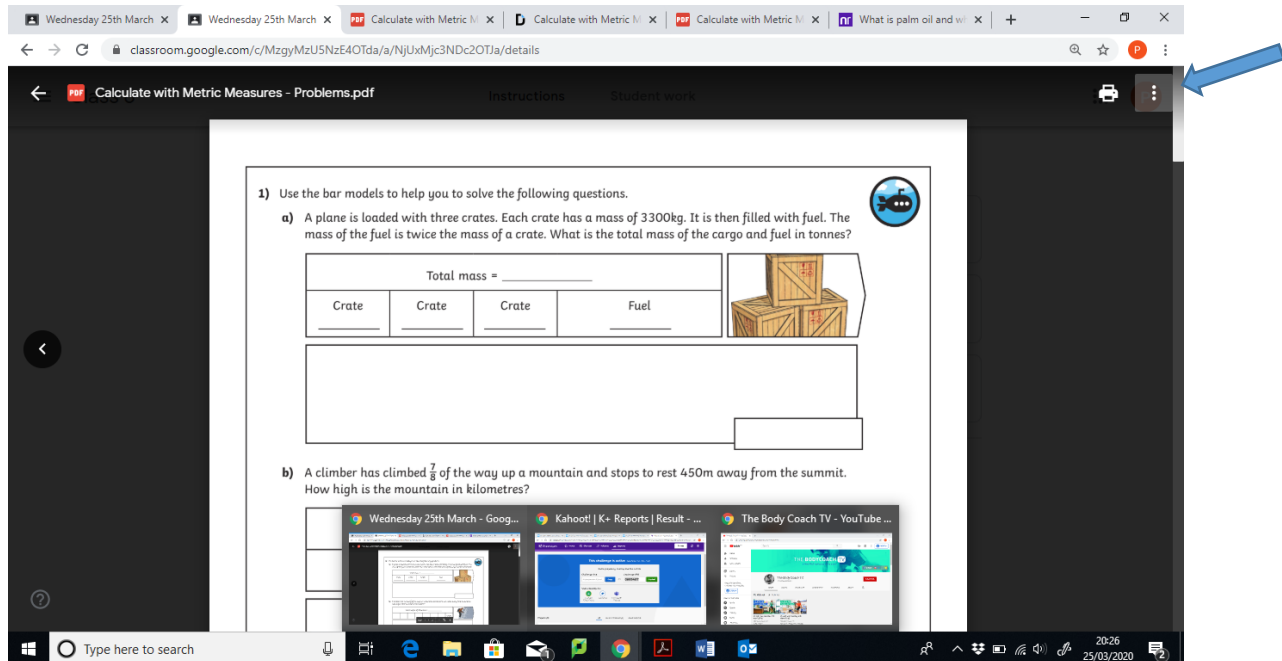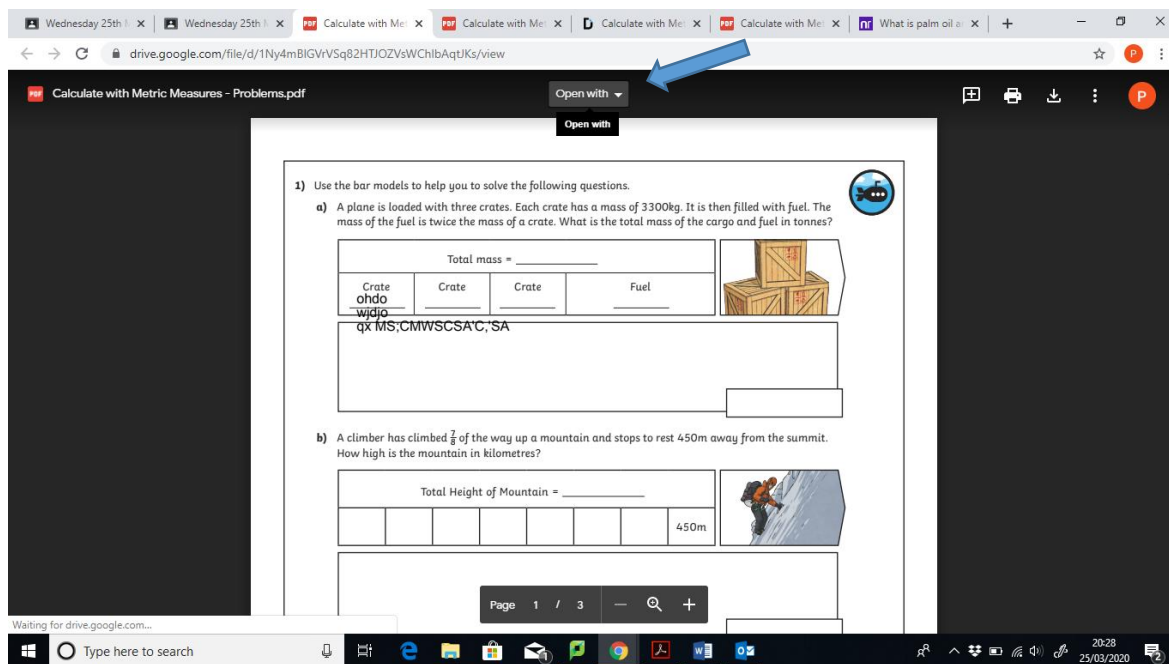## How to edit a PDF document

These instructions are for Window's 10 - using Google Chrome and Chromebooks. It might work with other devices and versions of Windows.

Click on the attachment at the bottom of the assignment.

Click the three dots in the top right hand corner.
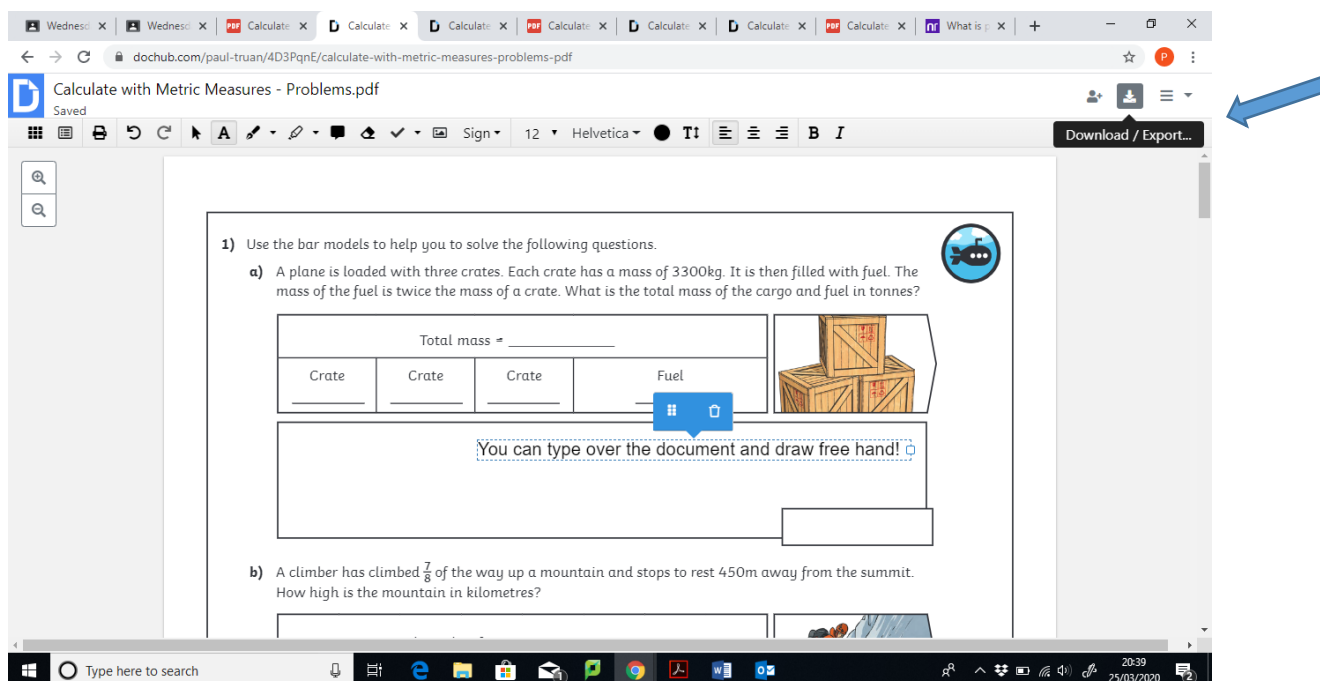
Click 'open in new window'.

Click 'Open with'.

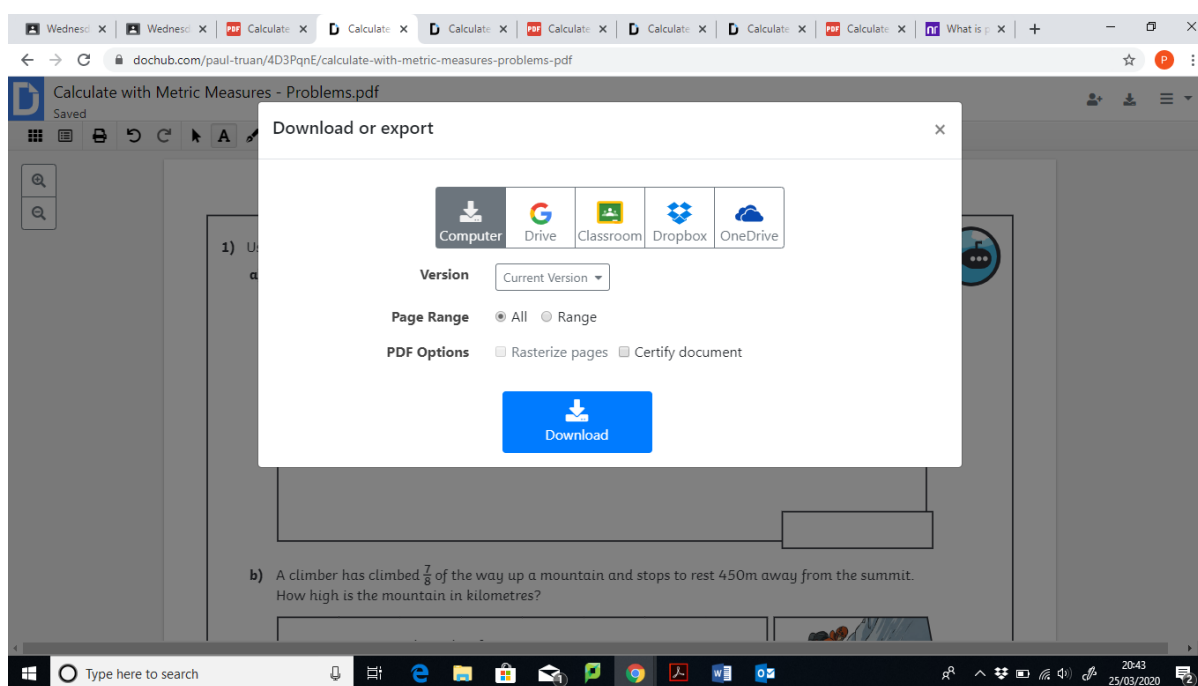Select DocHub – PDF Sign and Edit.

If this is not available select 'Connect More Apps'

Search for the App: DocHub

This app allows you to type into the document and draw freehand.

To save this document onto your computer click 'Download / Export…'

Make sure the Version selected is 'Current Version' as this will save your edits.

Click download and select where you would like to save this on your computer.

This can then be uploaded into your/ your child's daily assignment.

You can also save to your Goole Drive, Dropbox or One Drive or even upload it directly to Google Classroom.