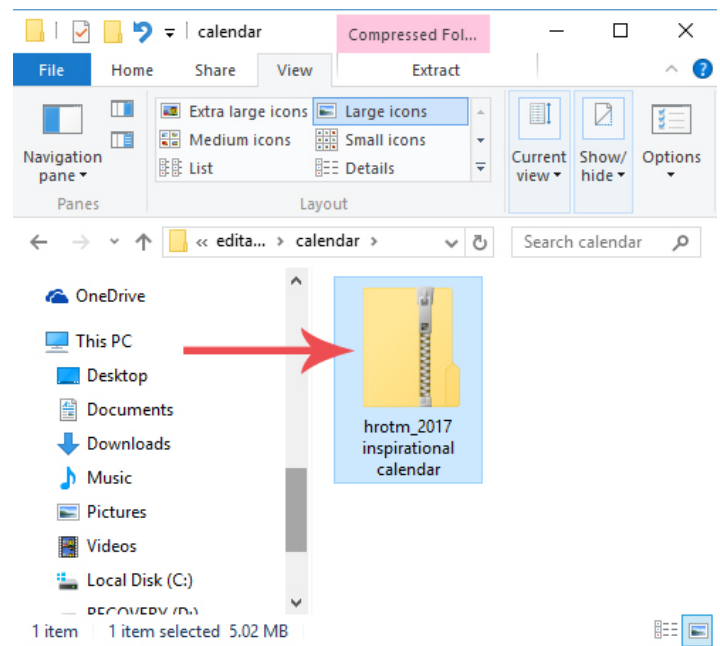


# UNZIPPING A DOWNLOADED FOLDER & USING AN EDITABLE PDF FILE

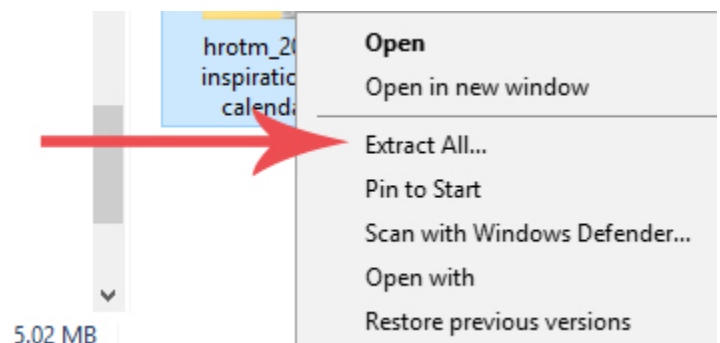


UNZIP THE DOWNLOADED ZIP FOLDER.

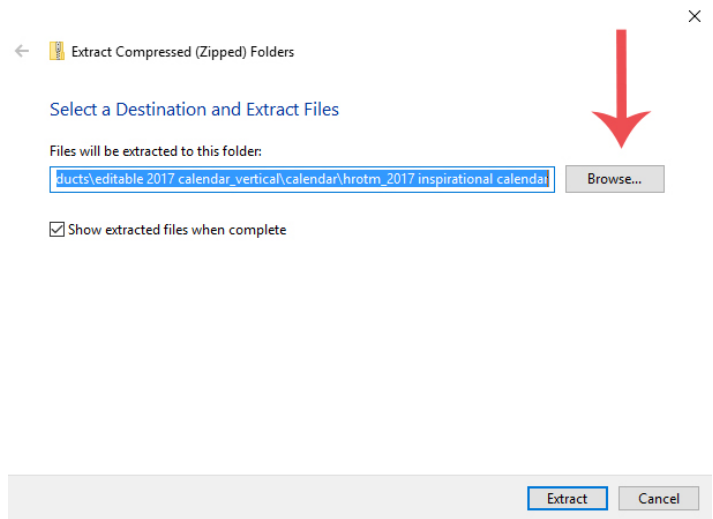
1. Locate the downloaded ZIP folder on your computer. If you try to open this folder now, the files inside won't work correctly. It must be unzipped.



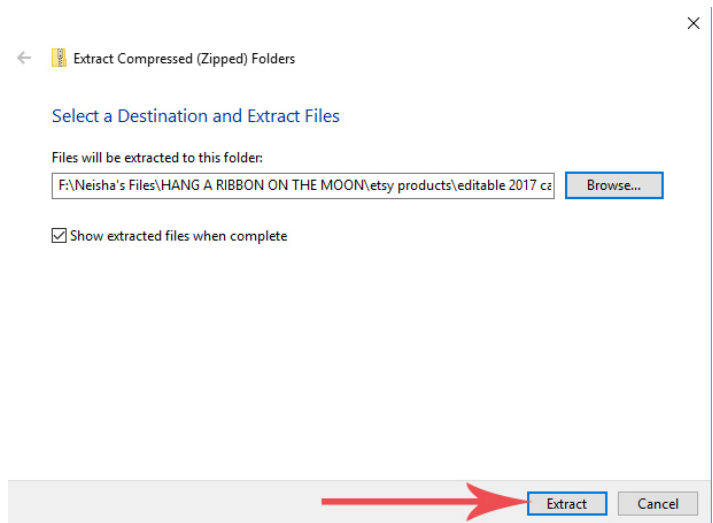
2. RIGHT-CLICK on the ZIP folder and click on EXTRACT ALL in the pop-up menu that appears.



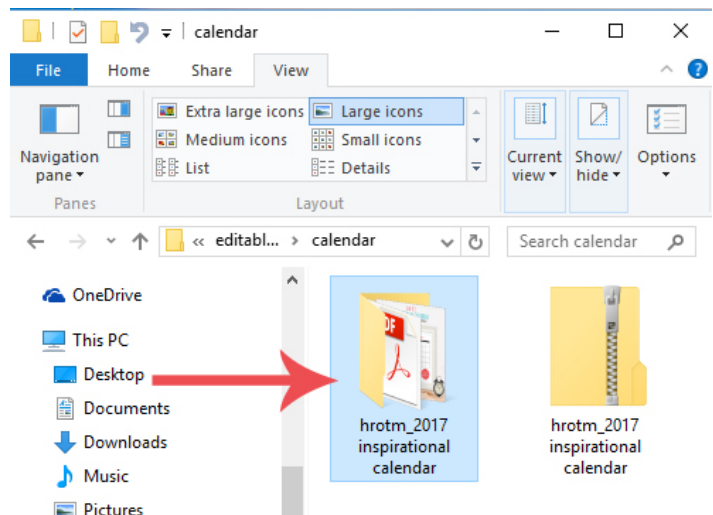
3. In the pop-up box that appears, BROWSE to the ZIP file location on your computer.



4. Click on EXTRACT.



5. The unzipped folder will appear. Now you can open the unzipped folder to access your files.

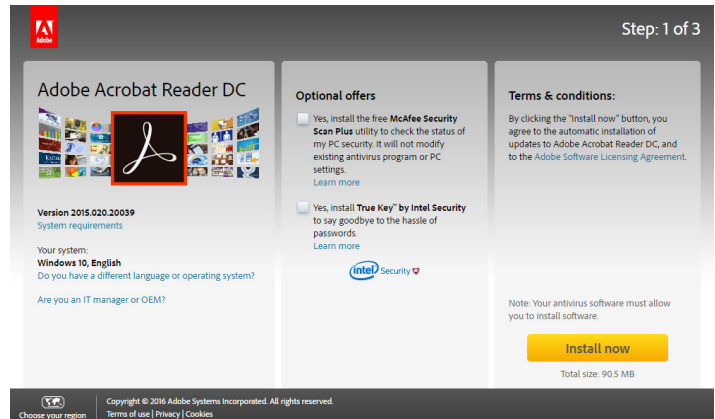


## INSTALLING ADOBE READER (FREE)

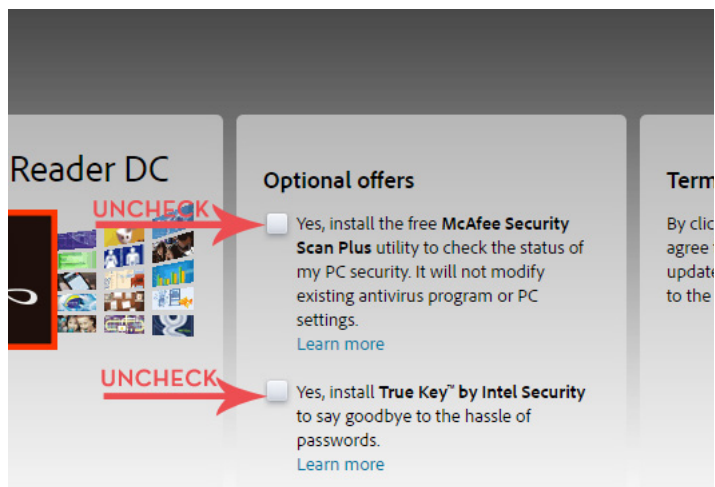
NOTE: IF YOU ALREADY HAVE THE MOST RECENT EDITION OF ADOBE READER INSTALLED ON YOUR COMPUTER, SKIP THIS SECTION AND GO TO STEP 9.

6. Open your internet browser and go to:

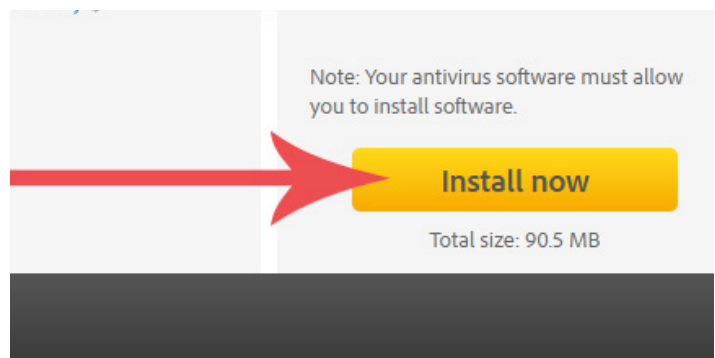
[www.get.adobe.com/reader](http://www.get.adobe.com/reader).



7. UNCHECK the boxes asking you to install additional software.



8. Click on INSTALL NOW and follow the prompts.

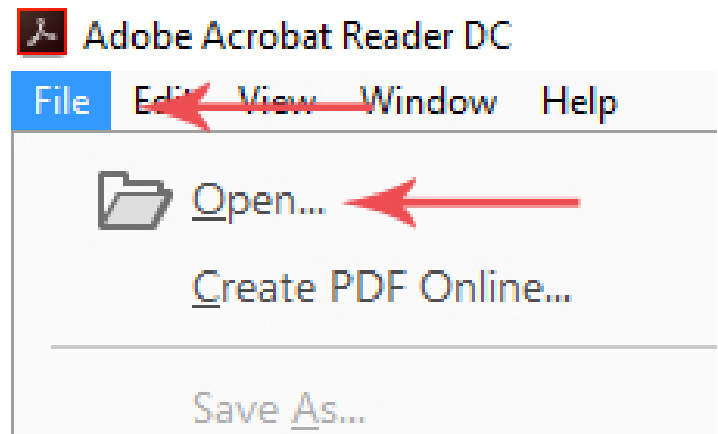


## USING THE EDITABLE PDF FILE

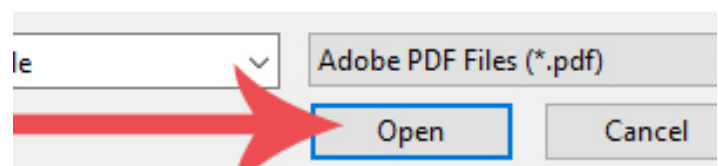
9 DOUBLE-CLICK on the ADOBE READER icon on your desktop.



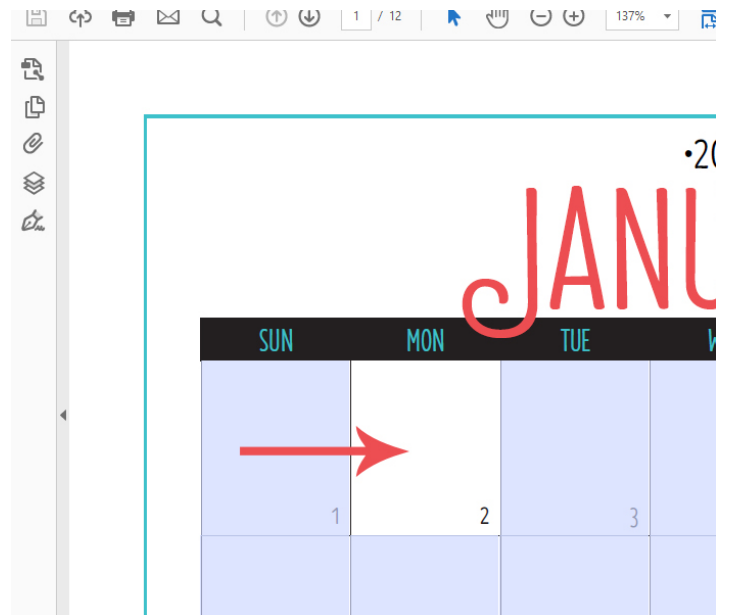
10. Click on FILE>OPEN in the menu bar in the upper left and navigate to the location of the editable PDF you want to use.



11. Click OPEN.



12. Click on the blue text field where you want to add text.



13. Type your text in the blue text field. Font, type size, color and alignment are preselected for you and can't be changed.

If you want to change this, you will need to open a JPEG of the file in Word or similar program and add your own text boxes.

Use the SPACE BAR instead of the TAB key to create indents.

NOTE: The blue boxes won't print, just the text you enter in them will print.

14. Save your file: FILE>SAVE and print, if desired.

