## How to edit (type on) a PDF assigned

We have been working hard to find a way that children (with your support) can edit ready-made worksheets and we think we have it! Some of the teaching staff will experiment with this in the coming weeks-please bear with us-it's very new to us too! If they assign resources in this way, they will ensure that the written instructions below are clear when you open the assignment.

When you click on a resource that has a purple One Note icon beside it, it will open in One Note. You can double click (using the left button on the mouse) anywhere on the page and a text box will be created-you then type answers in this. You can move the text boxes if you need to (to do this-left click and drag). You shouldn't need to save this; you can then just click 'Hand in' when you're finished. If you are unable to do this, you can still view it on your device and jot down the answers on paper (and send us a photograph if you can) or click the PDF icon at the top of the page (once you've opened it) and you can download and print it from there.

See below for screenshots to further support.

1. Click on the assignment (as you've already been doing). If the resource has a Purple One Note icon-the above instructions apply. Click the resource (anywhere).
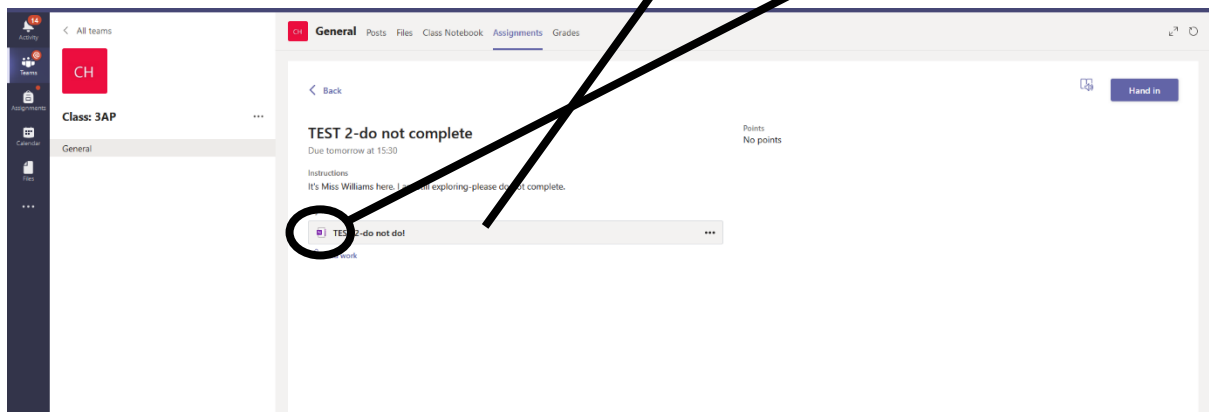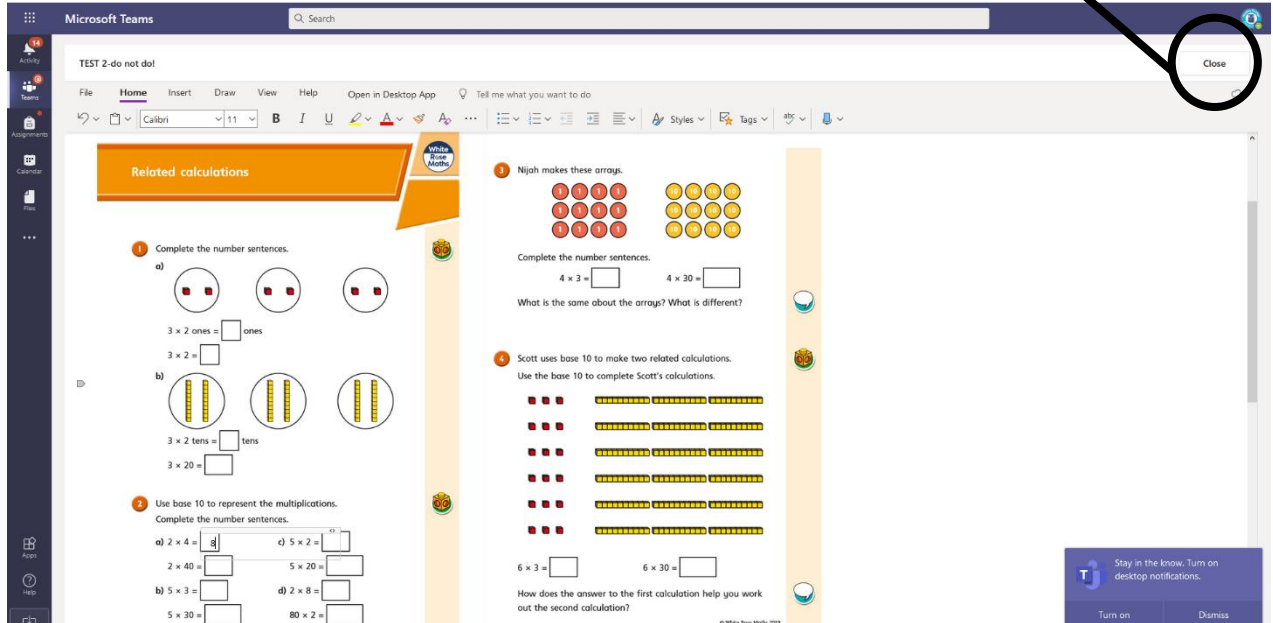
2. The resource should open up in One Note (see below). You can then double click (using the left button on the mouse) anywhere on the document e.g. in the boxes where the answer should go and a text box will appear. You can then type directly onto the document.
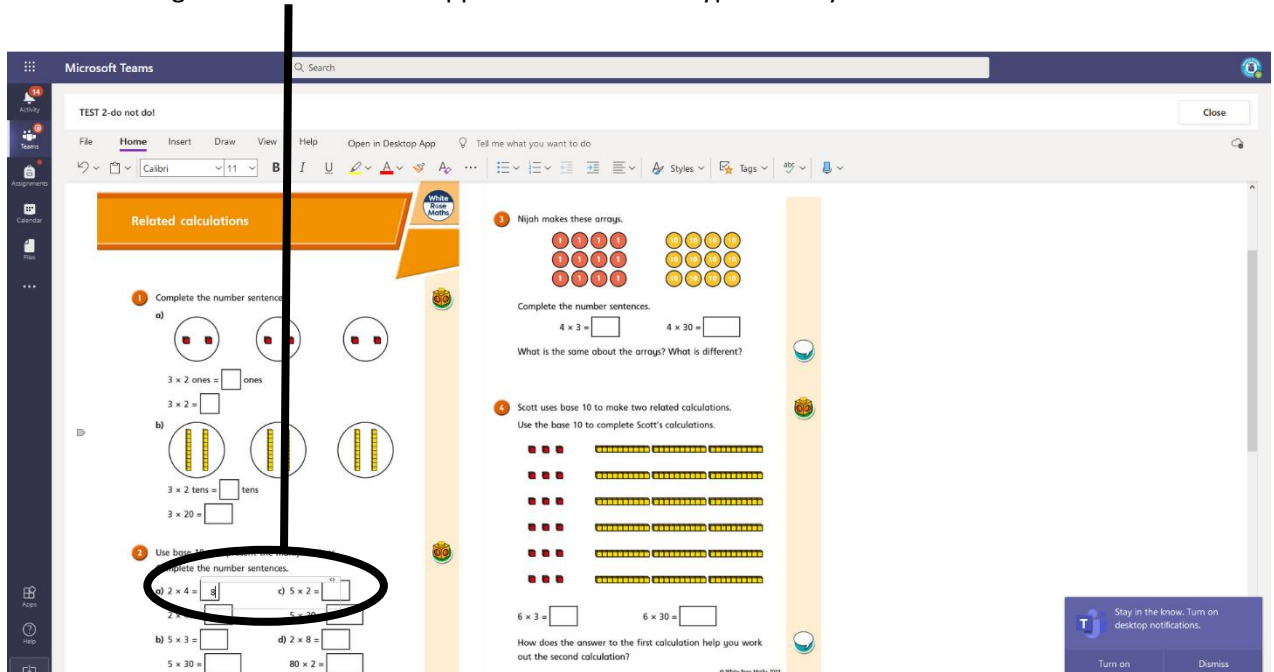
3. You can move the text boxes anywhere on the document by left clicking and dragging.

4. If you're still having trouble editing or you'd prefer to print the worksheet, you can click the PDF icon (at the top of the page) and download and print it.
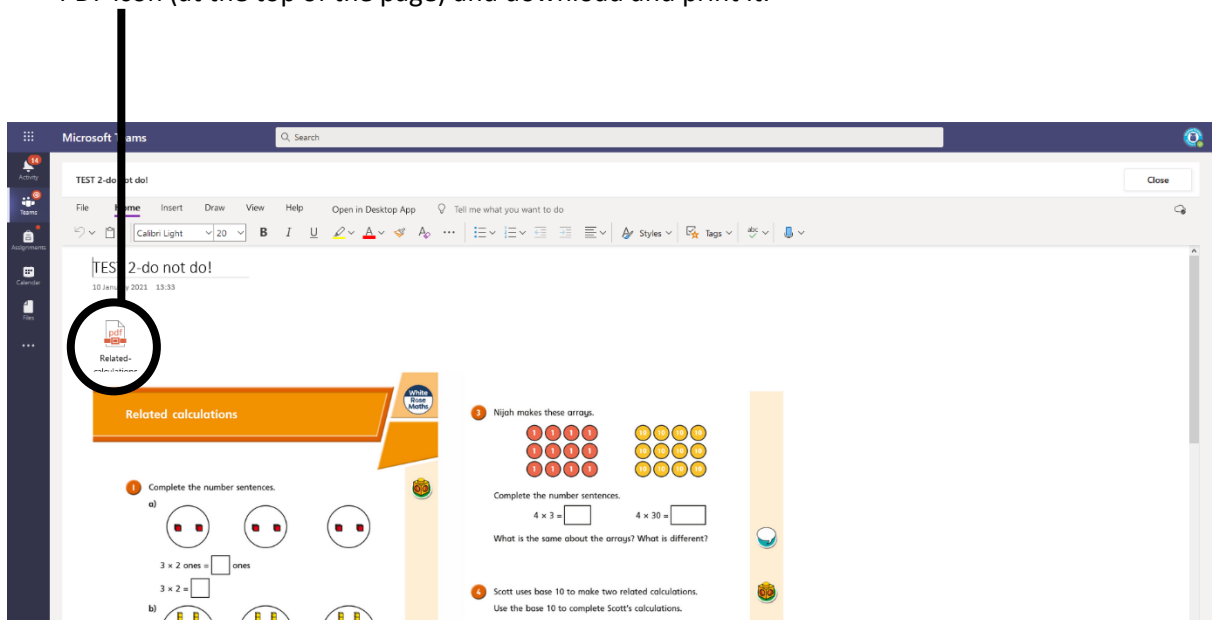
5. Once the work has been completed, you shouldn't need to save, just click 'Close'.

6. Then click 'Hand in'.