

USING AND SAVING E-WORKBOOKS

STEP 1 -

Download or place the PDF onto your local drive. This could be your desktop or documents folder.

STEP 2 -

Open the PDF by double clicking the file. This should open using Adobe Acrobat, NOT a web browser (e.g. Internet Explorer, Firefox, Google Chrome). If you are using an Apple Mac please do not complete using 'preview' as this can cause text to be lost. If you do not already have Adobe Acrobat installed, you can download it free from <http://get.adobe.com/reader>



TIP -

Before completing the workbook in full, it can be useful to fill in 1 or 2 boxes and save as a test document to make sure your work is saving, avoiding any issues later on.

STEP 3 -

Fill in your workbook.

STEP 4 -

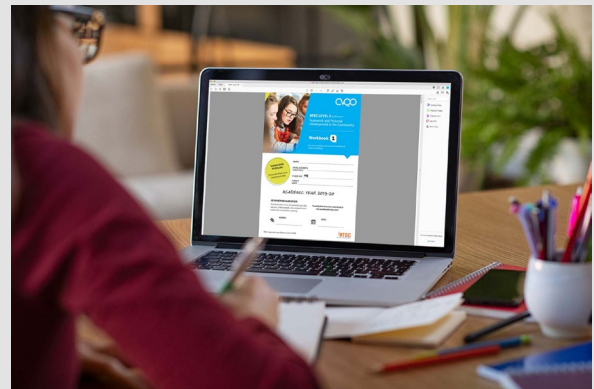
Click 'File' and 'Save as'.

STEP 5 -

Again, save your file to your local drive. Another useful tip is to amend the title of the file so that it is easier to locate. For example, add your initials to the end of the file name.

STEP 6 -

Click save and send off to your CVQO Regional Manager!

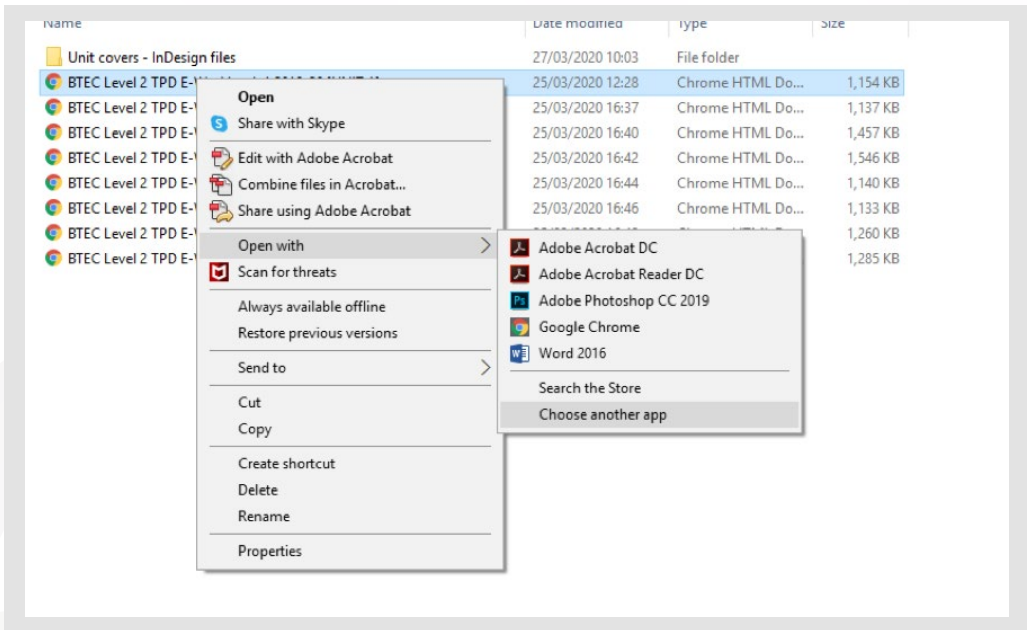


FIXING COMMON E-WORKBOOK PROBLEMS

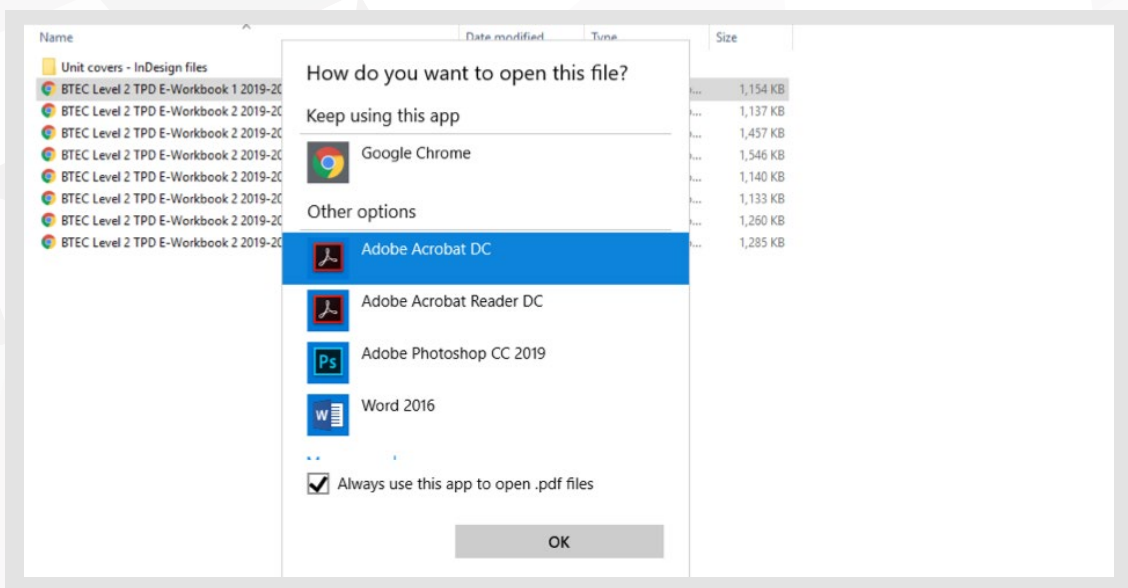
If your PDF e-workbooks are opening in a web browser and the files look like the image below, they will not be saving properly. This short guide tells you how to fix the problem.

Name	Date modified	Type	Size
Unit covers - InDesign files	27/03/2020 10:03	File folder	
BTEC Level 2 TPD E-Workbook 1 2019-20 [UNIT 1]	25/03/2020 12:28	Chrome HTML Do...	1,154 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 2 ONLY]	25/03/2020 16:37	Chrome HTML Do...	1,137 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 3 ONLY]	25/03/2020 16:40	Chrome HTML Do...	1,457 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 4 ONLY]	25/03/2020 16:42	Chrome HTML Do...	1,546 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 5 ONLY]	25/03/2020 16:44	Chrome HTML Do...	1,140 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 9 ONLY]	25/03/2020 16:46	Chrome HTML Do...	1,133 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 10 ONLY]	25/03/2020 16:48	Chrome HTML Do...	1,260 KB
BTEC Level 2 TPD E-Workbook 2 2019-20 [Unit 11 ONLY]	25/03/2020 16:49	Chrome HTML Do...	1,285 KB

Right click on one of the files, choose 'open with' and then 'choose another app'.



Select 'Adobe Acrobat Reader' from the list and make sure the box at the bottom of the window is ticked.



The files should now display like this (Adobe Acrobat Documents).

