

# Instructions for completing work set using a PDF file

**These are instructions for if your teacher sets you a PDF file and you want to type your answers to the work on a separate Google Doc**

Right click on the document attached to your assignment and click 'open link in new tab'

You should now have a tab with the full assignment instructions on and a separate tab with the PDF file on it.

On the original assignment, where it says 'Your work', click 'add or create'

Click 'create new Docs'

Once it is created, open this file (if it does not open automatically). It will be a blank document

Type your answers. The file will automatically save as you go

When you are finished, close the tab and go back to the assignment tab

Under 'Your work', your Google Doc should now appear

Click 'hand in' then click 'hand in' again when the pop up window comes up

You've done it! Well done!

**These are instructions for if your teacher sets you a PDF file and you want to do it on the sheet on the computer**

Click on the document

Click 'open with' and select 'DocHub'

Edit your PDF using the draw or annotate tool or by adding text boxes (it works much like Paint does on Windows)

Once you have finished editing, click 'download/export' (top right hand corner) and then select 'Google Drive'. Click 'create new copy' (if this does not come up, just click 'export to Drive'). Click 'export to Drive'

Click 'okay'

Close that tab and go back to the assignment.

Click 'hand in' then click 'hand in' again when the pop up window comes up

You've done it! Well done!

**These are instructions for if your teacher sets you a PDF file and you want to print it, write on the paper and submit a photograph of your work**

Right click on the document attached to your assignment and click 'open link in new tab'

You should now have the original tab with the full assignment instructions on and a new tab with the PDF file on it.

Select 'print' and print your document

Write on your sheet

Take a photo of your work and get it onto the computer you are using Google Classroom on

On the original assignment, where it says 'Your work', click 'add or create'

Select 'file'

Select 'upload'

Select 'browse' and find your photo and select it

It should now appear under 'Your work'

Click 'hand in' then click 'hand in' again when the pop up window comes up

You've done it! Well done!