






DOWNLOADING AND SAVING INSTRUCTIONS

How to Download the Document

1. Open document from our website
2. Click **DOWNLOAD** or **SAVE** in the top right corner  
IF THE DOWNLOAD GOES DIRECTLY TO THE BOTTOM OF YOUR SCREEN, JUMP TO SECTION BELOW
3. If prompted, select **DESKTOP** on the left side of the screen
4. Select **SAVE**
5. It will now appear on your home screen or at the bottom of the screen
6. Open file
7. **Jump to 6 in the section below**

How to Save Document

1. Open file from the bottom of your screen
2. Before beginning, in the top left corner, select **FILE**
3. It will dropdown a menu, select **SAVE**
4. If prompted, select **DESKTOP** and click **SAVE** 
5. It should now appear on your home screen
6. When completing the assessment, in the top left, click **SAVE** often
7. When finished, click **SAVE** and close document.