

How to Download and Save Your Course Workbooks

As a participant of the Living As A Leader LeaderTrak Lens Series, a key factor in your success will be the manner in which you incorporate and use the Workbook during each course.

This document provides instructions for downloading, completing, and saving course Workbooks to your device.

*NOTE: If your organization provided you with pre-printed workbook binders, you do not need to download these workbook files.

Steps to Download and Save Course Workbooks

1. Begin your course by logging in to the Living As A Leader [LeaderTrak Lens platform](#).
2. Click Open next to "LeaderTrak Lens Course Workbooks".

The screenshot shows the top navigation bar with the 'LIVING AS A LEADER® LeaderTrak' logo on the left and 'Home', 'About Us', 'Contact Us', and 'Additional Resources' on the right. Below the navigation is a blue banner with the text 'ARE YOU READY TO START YOUR JOURNEY?' and a link to 'LeaderTrakHelpline@livingasaleader.com'. The main content area is titled 'LeaderTrak Courses' and features a card for 'LeaderTrak Lens Course Workbooks'. The card includes a thumbnail image of workbooks, a description, and an orange 'Open' button. A red arrow points to the 'Open' button.

3. You can download all course workbooks at once by clicking "Download All" or choose the individual course workbook(s) you want by clicking the download icon next to the course workbook file in the download list.



LeaderTrak Lens Course Workbooks

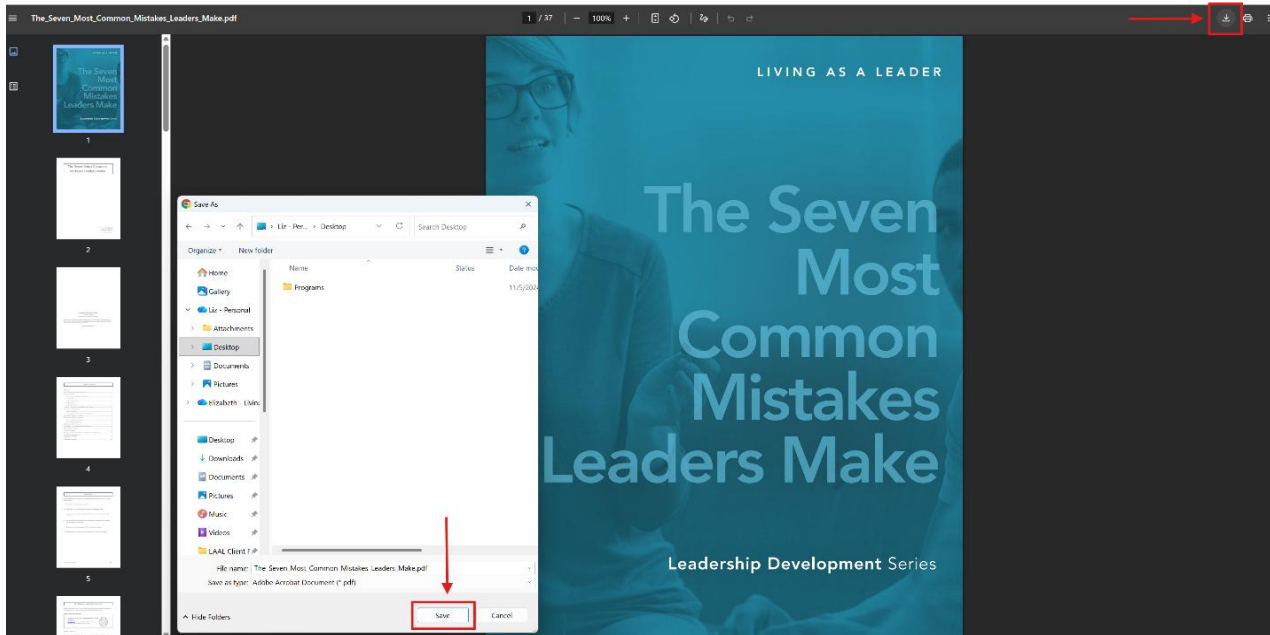
Depending on your organizations preferences, you should have received one of two binders: either a binder with tabs or a binder with the printed materials already inside. If you received the printed materials, you're all set—there's nothing else you need to do. If you received a binder with tabs, we recommend downloading and printing each course workbook prior to starting that course so you can handwrite your notes as you go.

Files
2 files • 7.36 MB

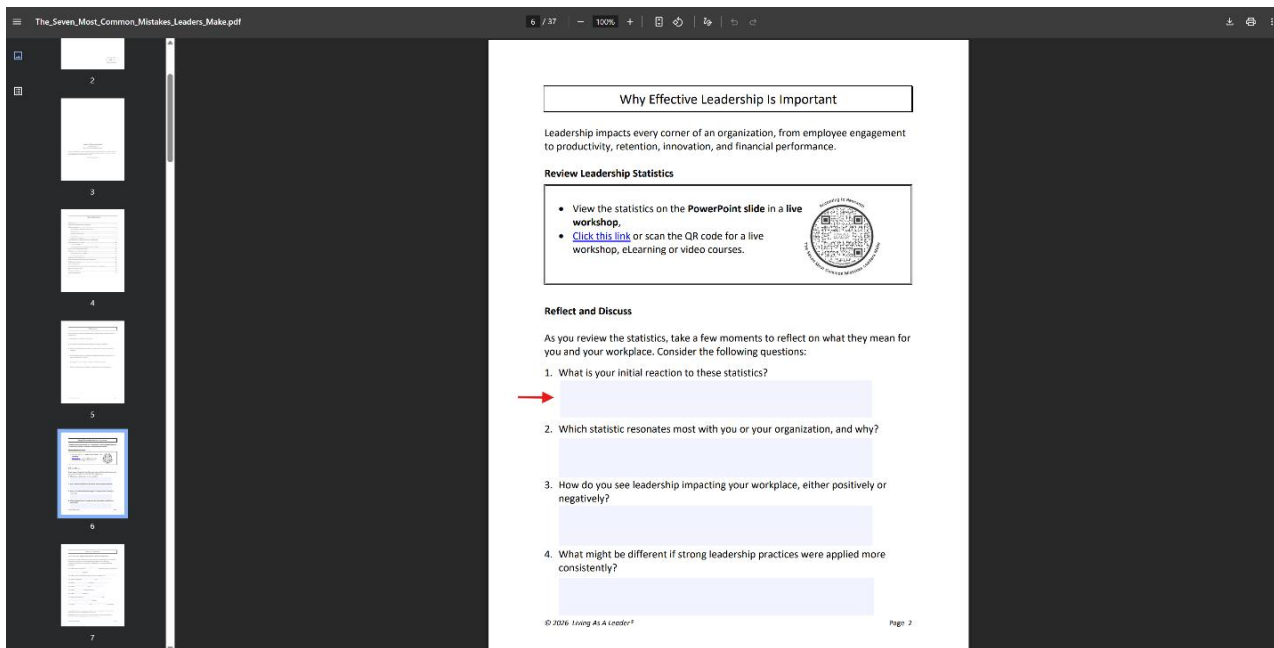
The_Seven_Most_Common_Mistakes_Le...
PDF • 3.8 MB

Be_a_Great_Coach_Workbook
PDF • 3.56 MB

5. Choose a place to save it to your device where you can easily find it, such as your Documents folder.

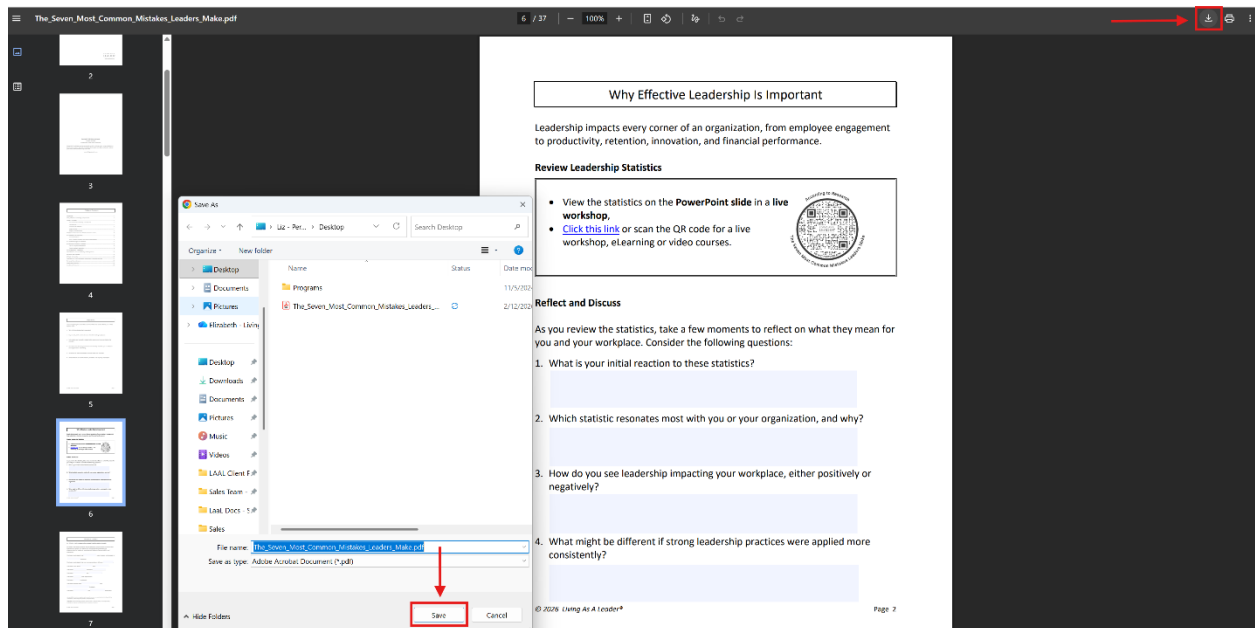


6. Fill in the workbook pages as the course instructs you.



7. If you are filling out the Workbook in your web browser as you progress through the series, be sure to do the following each time you end your learning session to avoid losing your work:

1. Click on the download icon.
2. Save to a location such as your desktop.
3. Overwrite the existing file with the new version.



Note: If you close the browser without saving, your work will be lost. The steps demonstrated above apply to Chrome, and are very similar for Edge and Firefox browsers.

Conclusion

We have presented typical fillable pdf scenarios based on our experience working with participants in the Living As A Leader LeaderTrak Series. Since each participant can configure their computer for their unique preferences, we can not anticipate all possible variances when working with pdf files. Please reach out to our IT Team at support@livingasaleader.com to receive answers to your specific questions.