

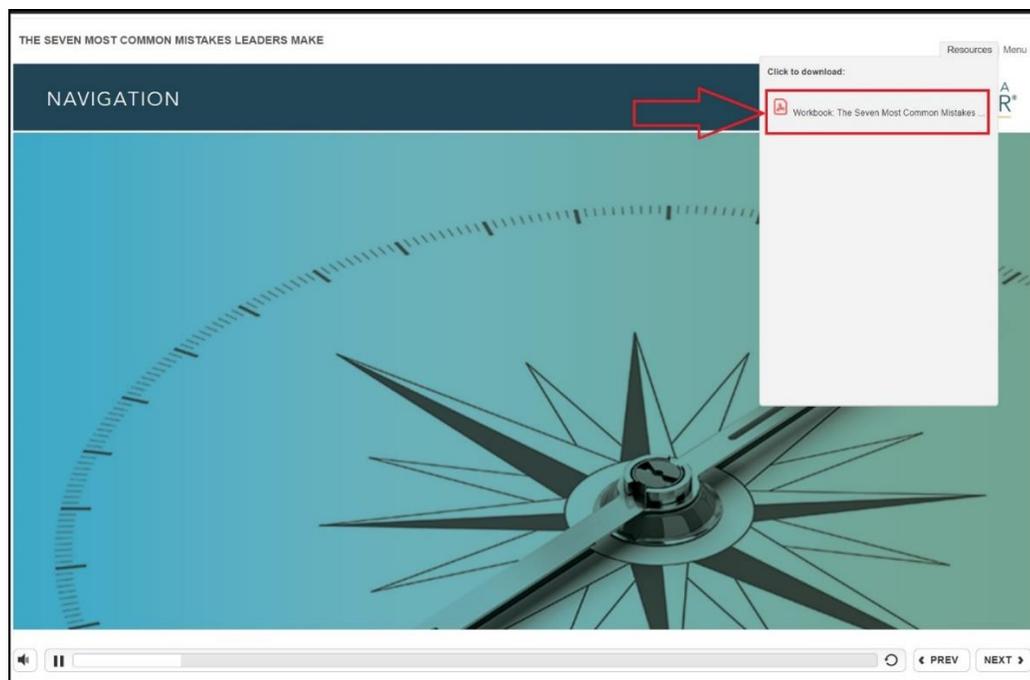
How to Download and Save the eLearning Course Workbook

Introduction

As a participant of the Living As A Leader eLearning courses, a key factor in your success will be the manner in which you incorporate and use the workbook while you take the eLearning course. This document will give you the necessary instructions for downloading, completing and saving the workbook electronically.

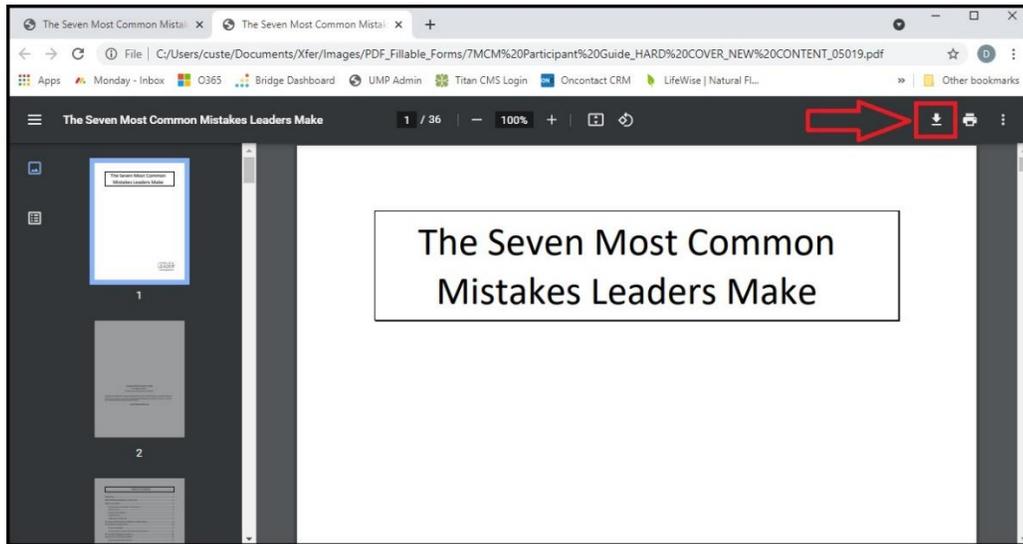
Steps to Download and Save Course Workbook

1. Begin your eLearning course by logging in to the Living As A Leader eLearning system.
 - a. <https://livingasaleader.bridgeapp.com/>
 - b. Click on the Living As A Leader Series and click on your eLearning course.
2. Click on the resources tab in the upper right corner of your eLearning course.

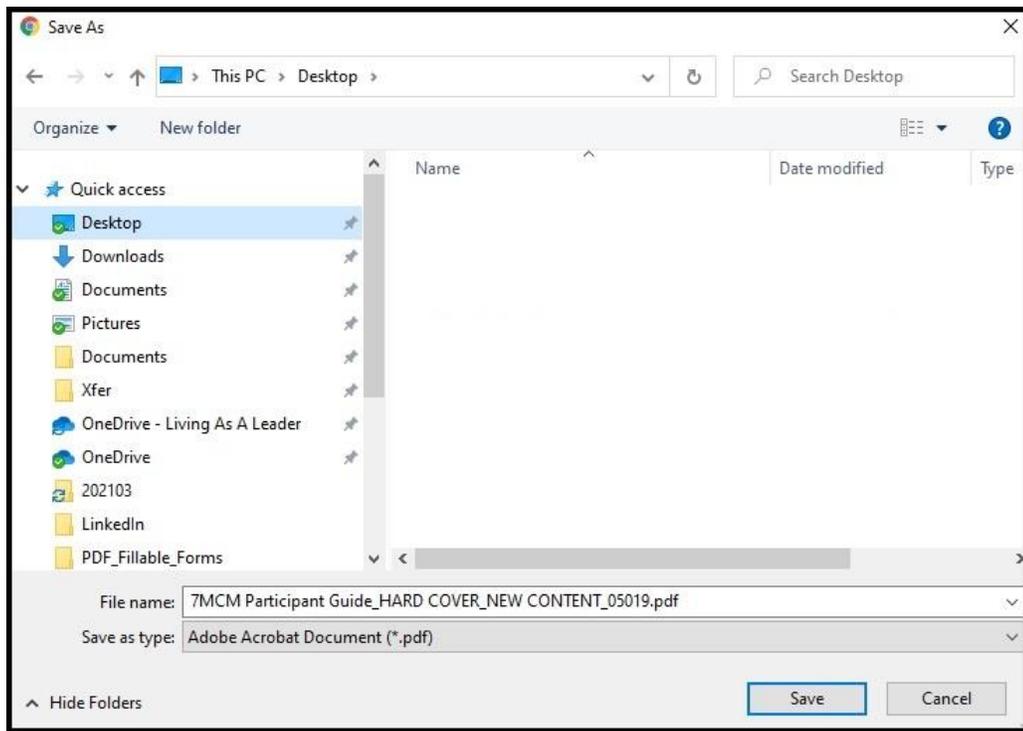


3. Click on the title of the workbook and you will see it open on your screen.

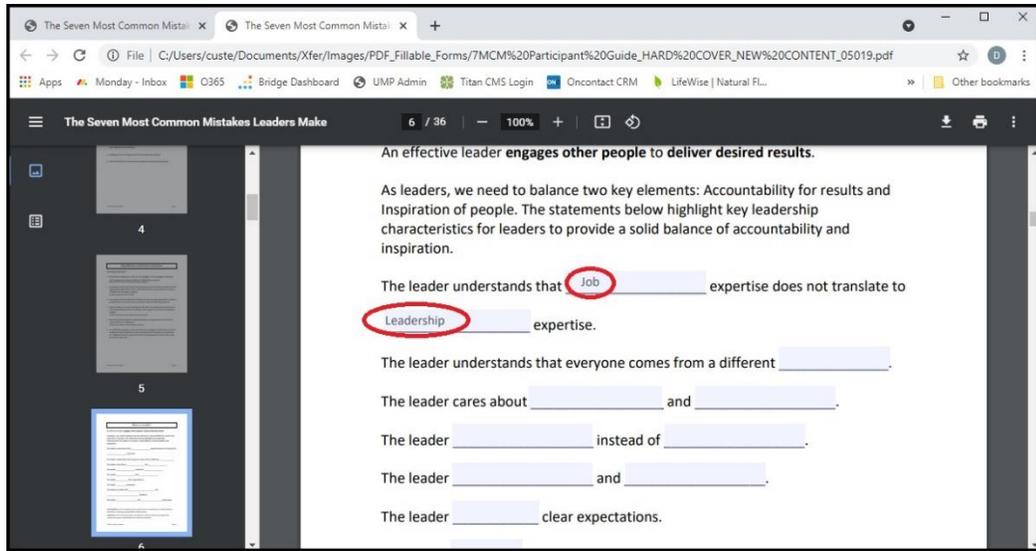
4. Click on the download icon.



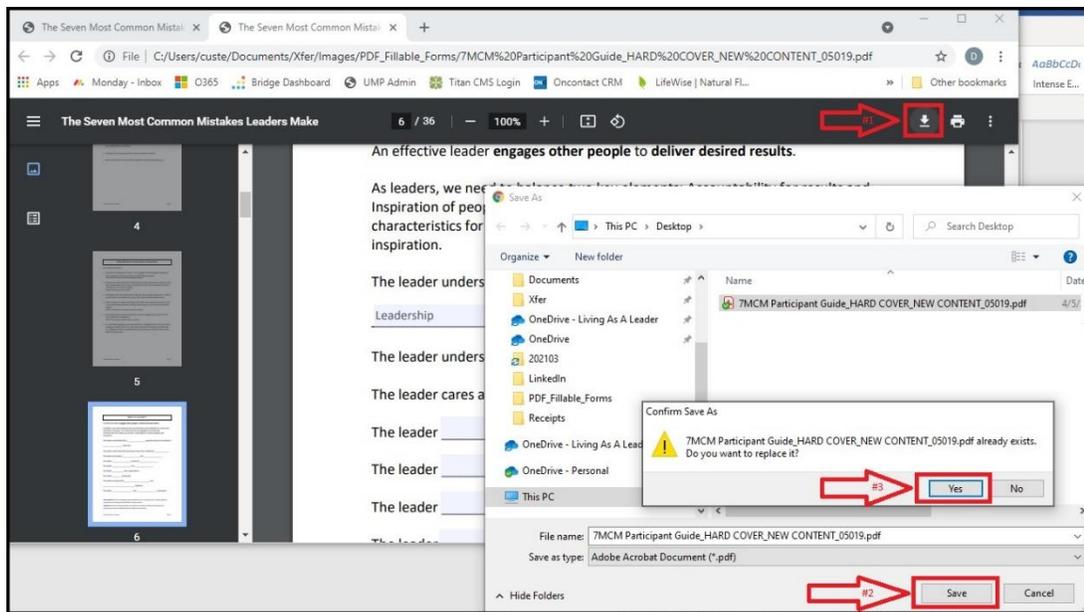
5. Choose a place to save it. Consider the desktop.



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



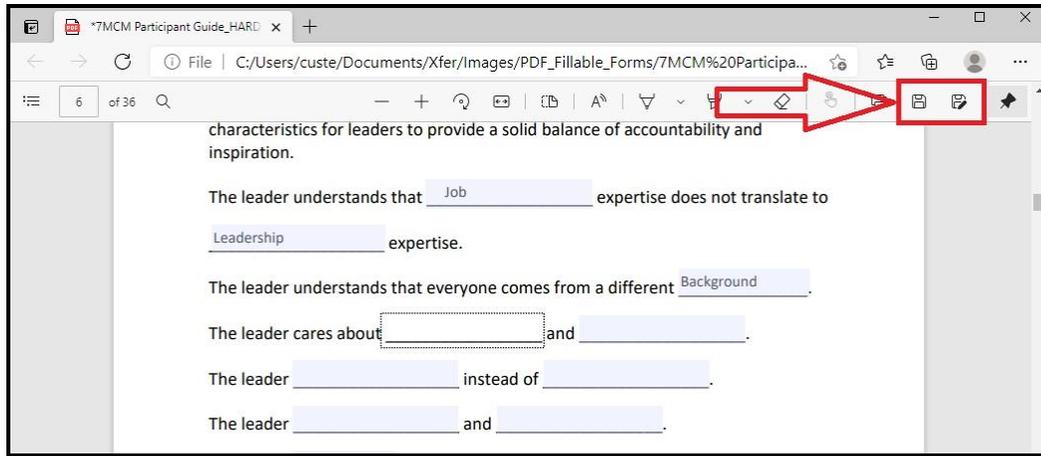
7. In a single session, at whatever point you stop the eLearning course, you must do the following to save the information you have entered in workbook to have it available for next time you open it.
 - 1) Click on the download icon.
 - 2) Save to a location such as your desktop.
 - 3) Overwrite the existing file with the new version.



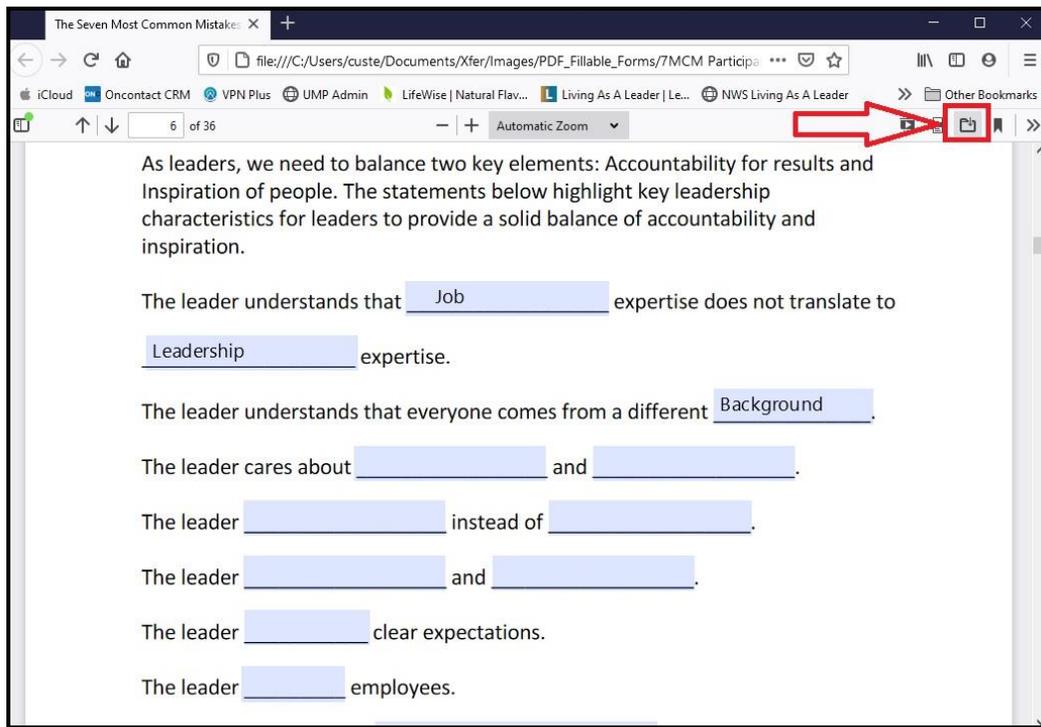
8. The above process applies when your computer opens the pdf in a browser.

Note: If you close the browser without saving, your work will be lost. The steps demonstrated above apply to Chrome. The steps are very similar for Edge and Firefox. Keep these couple of things in mind.

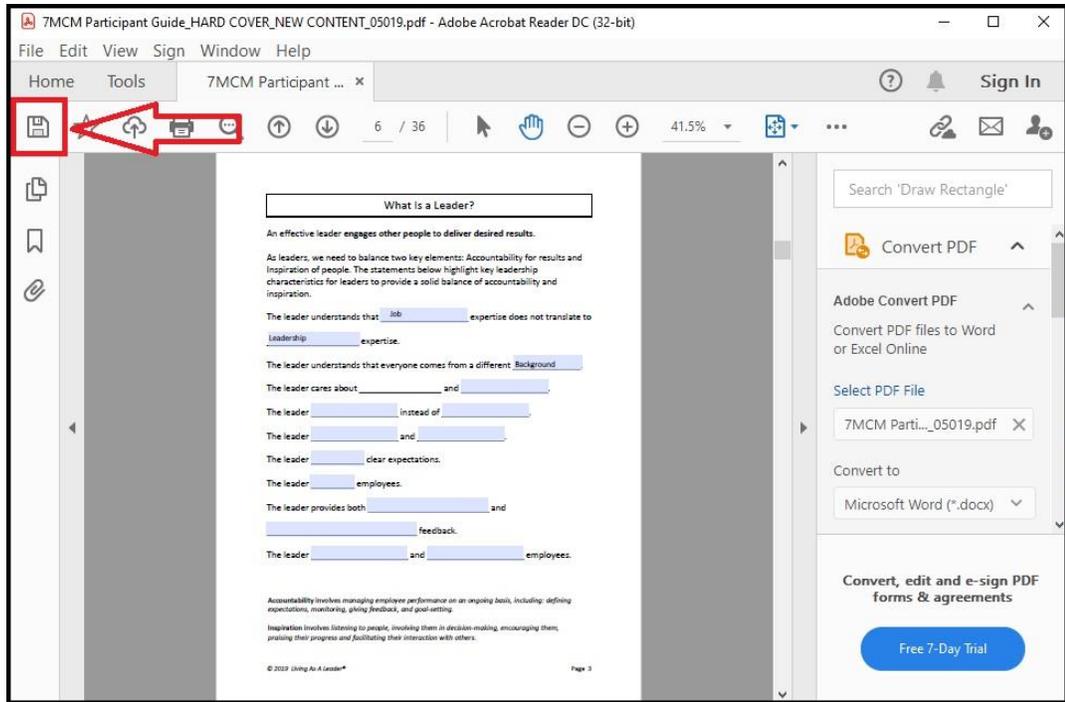
1. If your computer opens in Edge, it will look like this.



2. If your computer opens in Firefox, it will look like this.



3. If your computer opens in Adobe Acrobat, it will look like this.



Conclusion

We have presented typical fillable pdf scenarios based on our experience working with participants in the Living As A Leader 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.