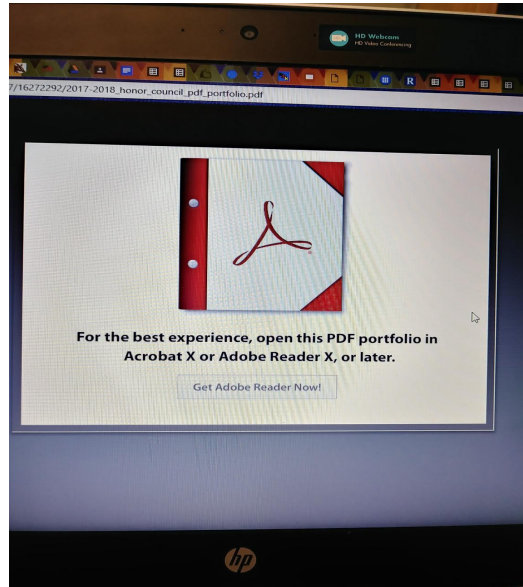


Steps for Using Adobe Acrobat Reader DC to open the Honor Council Portfolio PDF 2018-2019

These directions were updated on May 3, 2018 to provide more information

When you click on the link to download the 2018-2019 Honor Council Portfolio PDF, you might see this screen:



What happened and what does this mean?

1 – You are looking at the Portfolio PDF. **Now you need to download it to your computer.** The process to download a file varies and it depends on the computer you are using.

Seeing this image on your screen does not mean that it has been downloaded to your computer.

To insure that it actually did download, go to Downloads on your computer and look for this PDF file:

2018-2019_honor_council_portfolio_.pdf

It is a large file – 2.8 MB. **Don't do anything else until you are sure this file is on your computer.**

2 – If you have Adobe Acrobat Reader DC installed on your computer, open Adobe Acrobat Reader DC.

3 – Now open the **2018-2019_honor_council_portfolio.pdf** file that you downloaded.

4 – If it opens, you already have the latest version of Adobe Acrobat Reader (DC version) installed on your computer. **You are good to go! Go to step 5 on the next page.**

If the PDF still does not open, you don't have Adobe Acrobat Reader DC installed on your computer, **follow the directions below the line to download AND install it (or you still don't have the Portfolio PDF downloaded).**

5 – The PDF Portfolio file contains 28 smaller PDF files. When you first open the Honor Council file you are actually opening the folder. You should see the list of 28 smaller files (probably on the left side of the screen) or you will see the 28 icons of the smaller files. You need to open each small PDF to enter information. When you do this, in the top menu bar you should see file tabs showing the PDF folder and each smaller PDF that you have opened. When you finish working on a small PDF. Simply close it. Your work saves automatically.

When you are ready to close the PDF folder, you will get a warning message: Do you want to save changes? **Here is where you DEFINITELY click SAVE.** This saves all of the changes made anywhere in the Portfolio PDF. If you wish to re-open the PDF Portfolio to continue working or to make changes, simply open the Portfolio PDF again, open the small PDF you wish to work on, and continue working.

Just make sure you SAVE changes whenever you close the Portfolio PDF file.

6 – When you are ready to upload the completed Honor Council Portfolio PDF to the Dropbox, rename the file:

XXXXX 18-19 Honor Council Portfolio (where XXXXX is the name of the school)

Example: **Cornhusker HS 18-19 Honor Council Portfolio**

If you don't have Adobe Acrobat Reader installed on your computer

OR

you don't have the latest version (DC Reader),

Go to the Adobe website, specifically to this address:

<https://get.adobe.com/reader/>

There you will find directions on how to **download AND install** the **FREE Adobe Acrobat Reader DC.**

Remember, **downloading** and **installing** are **TWO SEPARATE** functions.

Sometimes folks download Adobe Acrobat Reader DC, but do not actually install it, therefore they continue to see the screen shot on the previous page.