

ADJUSTING FILES THAT ARE IN PDF FORMAT FROM THE WEBSITE

What is going to be presented in this video is how you may take a PDF lesson and make adjustments to it.

You will discover a program located on the technology website listed under **UTILITY WEB PAGE**. The name of the link is on that webpage is **“PDF tools for all your PDF Needs”** This website will allow you to make numerous adjustments to PDF Files. What we are going to show you in this video is how you may eliminate the last page on a PDF lesson that has the answers and then you may send the lesson to your students without that last page.

1. Go to the link that you are requesting that has your lesson in PDF format.
2. Down load you lesson to a folder that you created to make this adjustment.
3. Open up the link listed above allowing you to make this adjustment.
4. You will notice that there are many adjustments you may do. This video will illustrate how you may delete the PDF page that has answers from the rest of the worksheet.
5. Once you delete that page you may then send the worksheet to your students.
6. You may also split the pages and then send the answer sheet at a later time if needed.