Many Internet Browsers have built in PDF viewers.

The next paragraph will expand on how to save a PDF from Browser Window:

If the PDF opens in Microsoft's Edge Browser, click the save icon on the right and select a location on your computer.



If the PDF opens in Google's Chrome Browser, click the save icon on the right and select a location on your computer.

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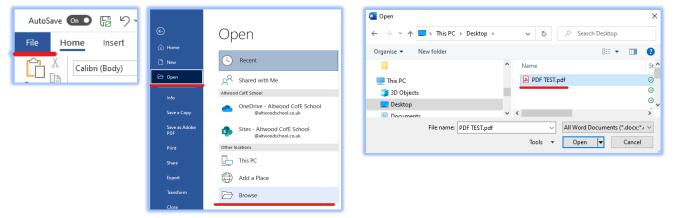
Other Browsers work analogue to that.

If the PDF automatically downloads, please find it in your download folder on your computer.

Editing a PDF:

Depending on which is more appropriate, open Microsoft Excel or Word.

Select File, Open, Browse. Navigate to the location of the previously saved pdf file.

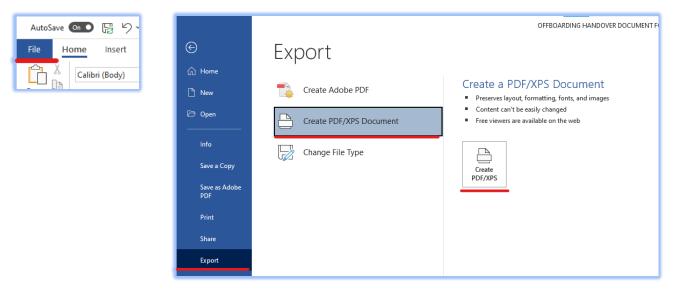


It will automatically convert the document, and display this message:

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| ł | Microsoft | Word | × |
| | 1 | Word will now convert your PDF to an editable Word document. This may take a while. The resulting Word document will be optimized to allow you to edit the text, so it might not loc exactly like the original PDF, especially if the original file contained lots of graphics. | ok |
| | | Don't show this message again | |
| i | | OK Cancel Help | |

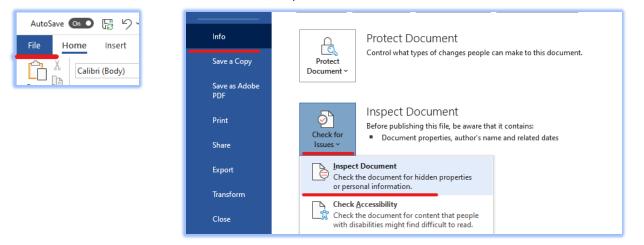
You will end up with a document that is editable.

To save the document as PDF please select File, Export, Create PDF/XPF Document



If you want to save as Office document instead, please remove all personal information first.

To do that select File, Info, Check for Issues, Inspect document.



Tick all boxes and Inspect

| Document Inspector | ? | × | ł | Document Inspector |
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| To check the document for the selected content, click Inspect. | | | | Review the inspection results. |
| Comments, Revisions, and Versions Inspects the document for comments, versions, and revision marks. | | ^ | | Comments, Revisions, and Versions No items were found. |
| Document Properties and Personal Information Inspects for hidden metadata or personal information saved with the document. | | | d | Document Properties and Personal Information The following document information was found: |
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| ☑ Embedded Documents Inspects for embedded documents, which may include information that's not visit the file. | ole in | | | Task Pane Add-ins We did not find any Task Pane add-ins. |
| Macros, Forms, and ActiveX Controls Inspects for macros, forms, and ActiveX controls. | | | | Embedded Documents No embedded documents were found. |
| ✓ Ink Inspects the document for Ink. | | | | Macros, Forms, and ActiveX Controls No macros, forms, or ActiveX controls were found. |
| Collapsed Headings Inspects the document for text that has been collapsed under a heading. | | J | | ✓ Ink No Ink was found. |
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Save the document as a new file.