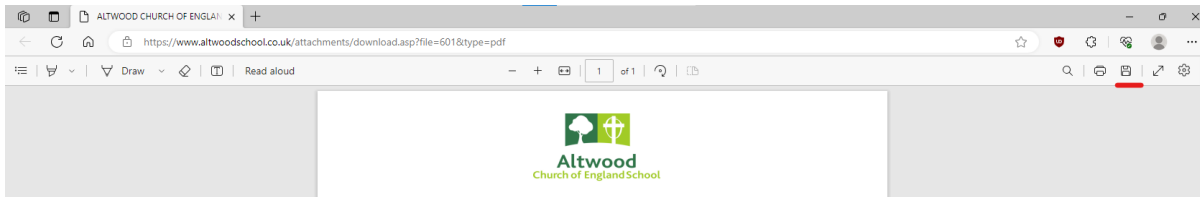


How to save and edit a PDF document:

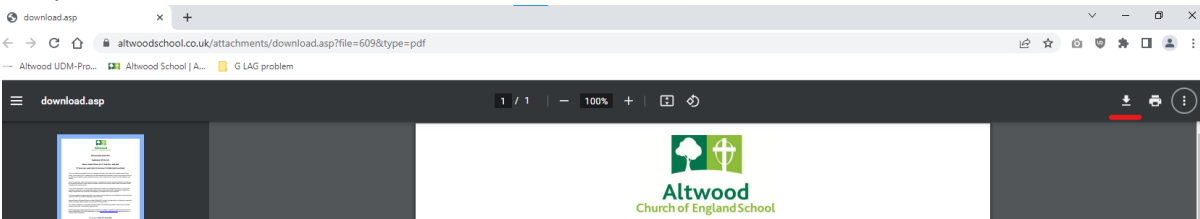
Many Internet Browsers have built in PDF viewers.

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.



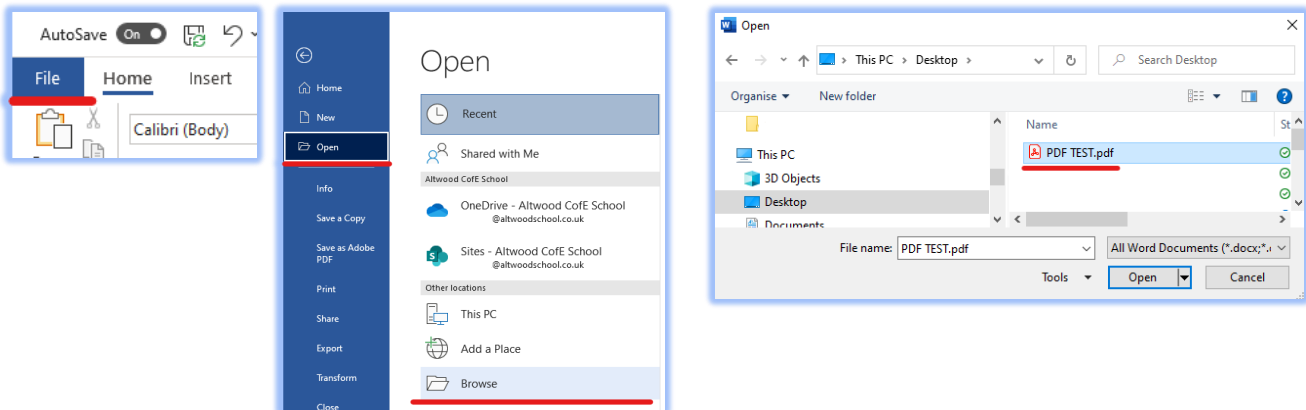
Other Browsers work analogue to that.

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

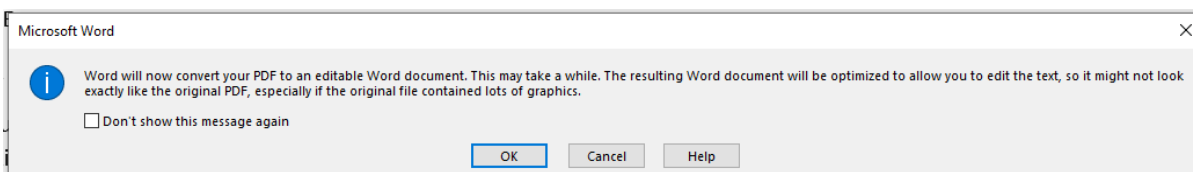
Editing a PDF:

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.

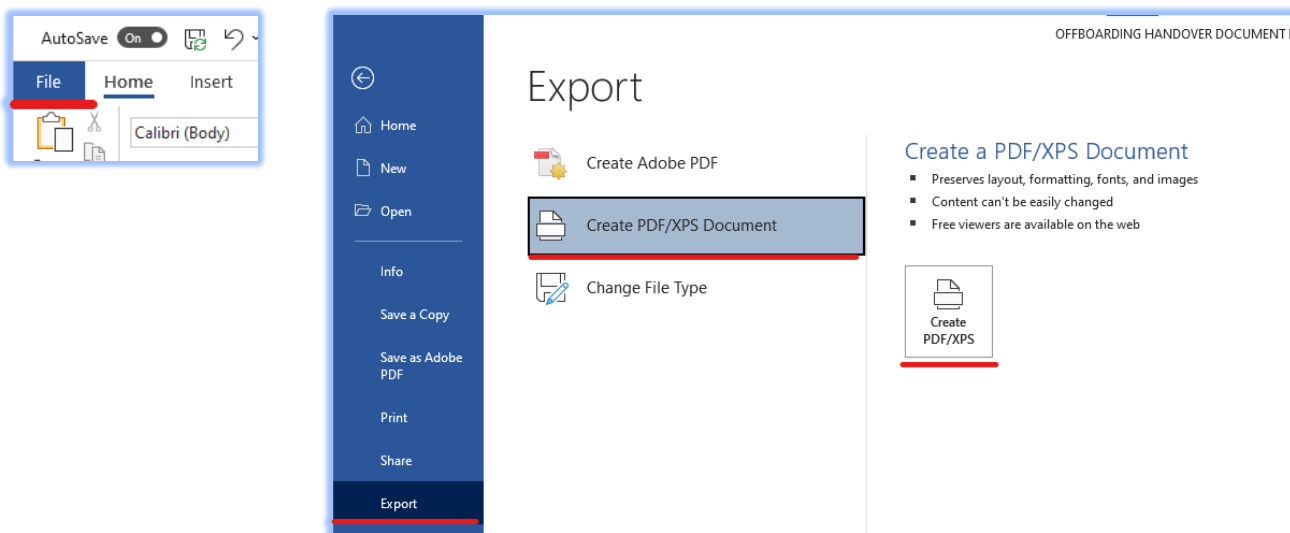


It will automatically convert the document, and display this message:



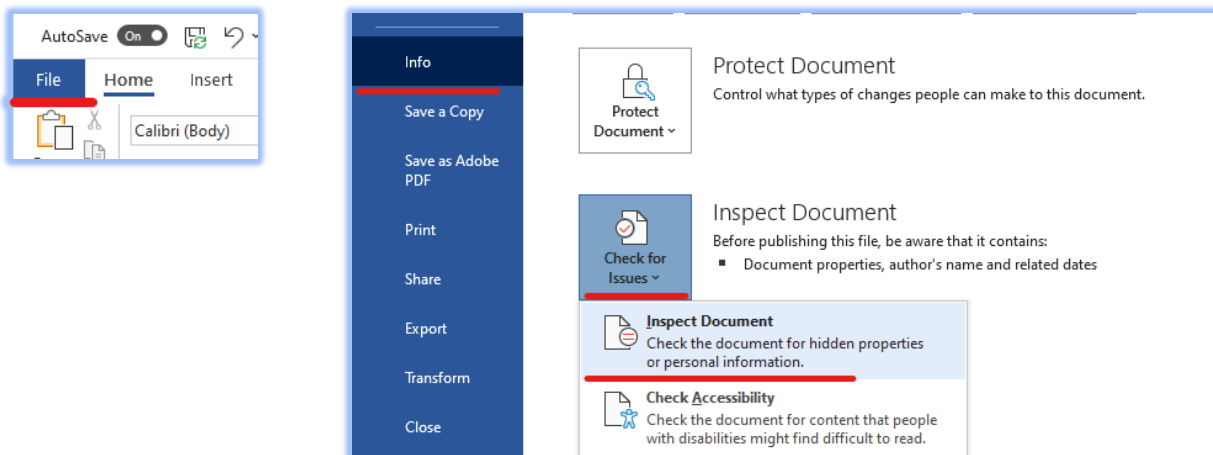
You will end up with a document that is editable.

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

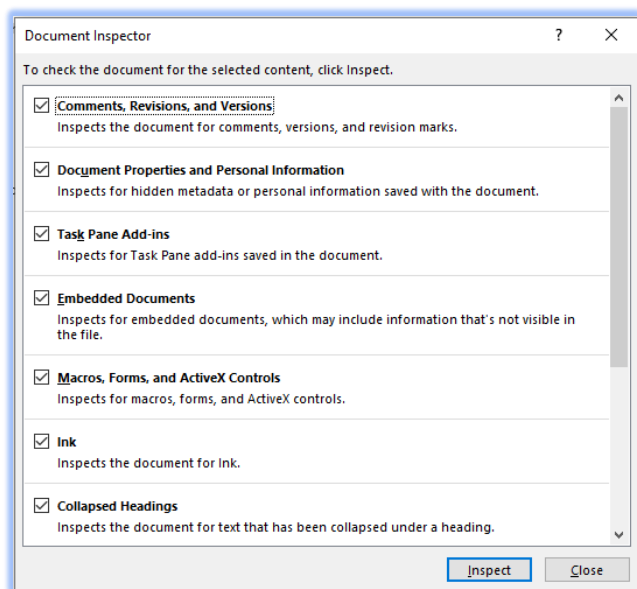


If you want to save as Office document instead, please remove all personal information first.

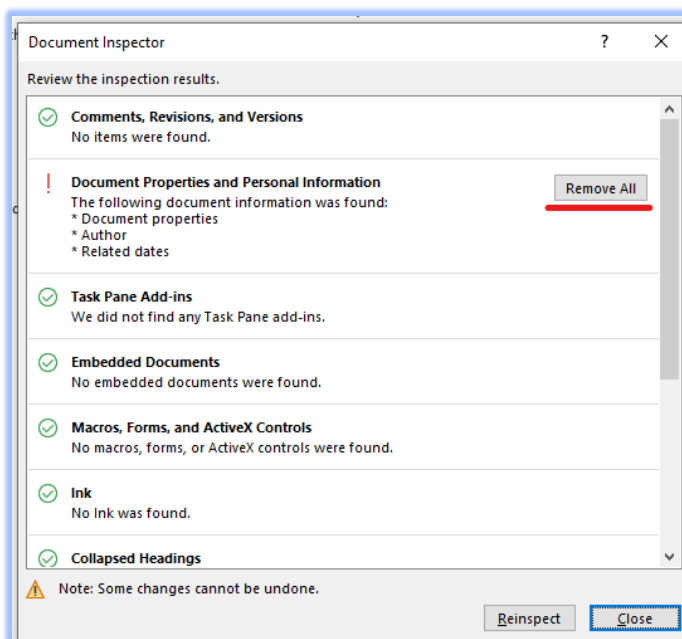
To do that select File, Info, Check for Issues, Inspect document.



Tick all boxes and Inspect



Remove personal information from the results page



Save the document as a new file.