In order to access and edit PDFs on your iPad, you will need two apps: Adobe Reader, and GoodReader. You will need to be connected to the remote server on GoodReader in order to access the documents. (Please see previous fact sheet for these instructions!)

Remember the proxy server needs to be turned OFF before GoodReader will work (Settings > WiFi > blue button next to active connection > HTTP Proxy, switch to OFF).

1. Open GoodReader and access K drive.
2. Navigate to PCC > K_Drive > _Study Skills > Term One

There are two files within this folder.

**Year 7:** Download 2013 Study Skills iPads 1.pdf ONLY

**Year 8 – 10:** Download BOTH documents

**Year 11 – 12:** Use a print copy, or download Study Skills Forms.pdf ONLY
**Downloading Documents**

Documents are downloaded by selecting them (tapping on the document, it will turn green) then selecting Download on the bottom bar. The app will then ask where the document should be downloaded. Direct students in Years 8-10 to make a new folder for Study Skills. Year 7s should place the document in their Life Skills folder.

![Folder screenshot](image)

**Editing Documents**

When the documents have been downloaded, they will need to be sent to Adobe Reader for editing.

To send each document:

Make sure Manage Files is selected on the right-hand side of GoodReader, and then select to view documents by tapping on them. They will open in GoodReader’s PDF editor, and then can be sent out to Adobe Reader.

![Editor screenshot](image)

1. Click on the box with the arrow coming out of it.
2. Click on Open In... in the Select Action box.

3. Select Send File “as is”

4. Select Open in Adobe Reader

The document will now open in Adobe Reader.

**You will need to do this twice in order to get both documents.**

**Editing Documents**

1. If the document has boxes to type in *(Study Skills Forms.pdf)* then you can select the T for text and begin typing.
2. If the document has boxes to tick (*2013 Study Skills iPads 1.pdf*) then you can select the pen for freehand drawing and then draw.

The documents then can be sent back to GoodReader by choosing the box with the arrow in it on the top bar, and then selecting **Open In..** and then choosing **Open in GoodReader.** The files can then be moved back into the Study Skills folder.

Phew! All done!