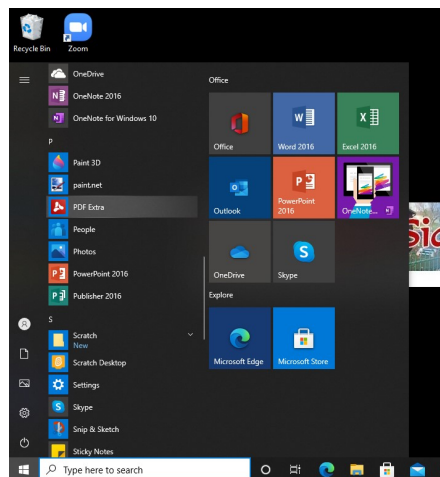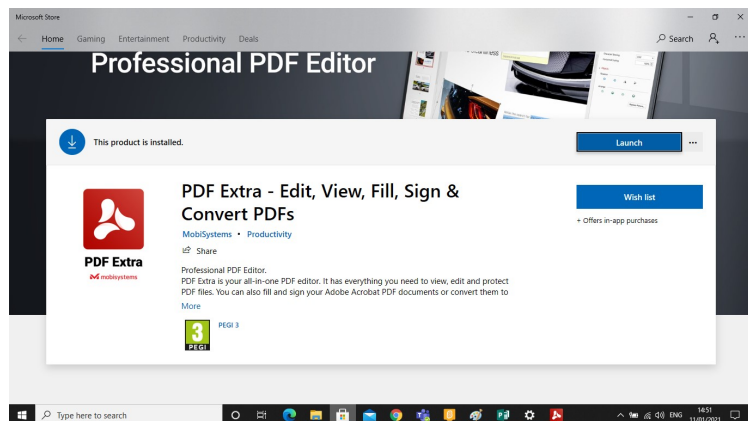# How to Complete a pdf Worksheet Without Printing
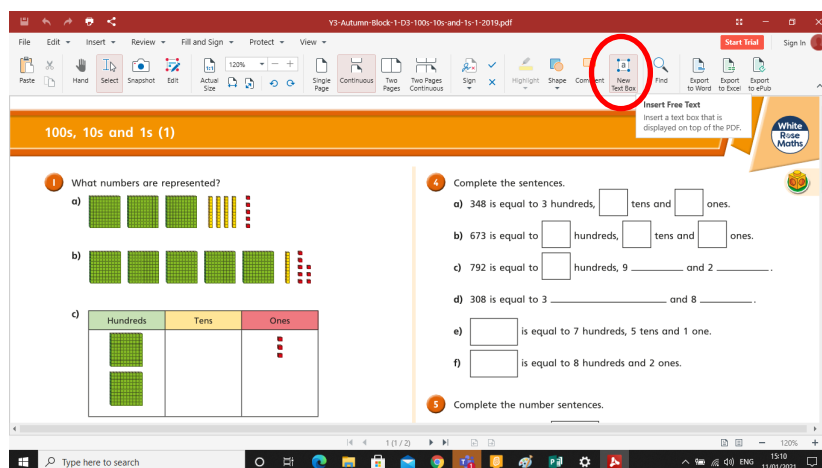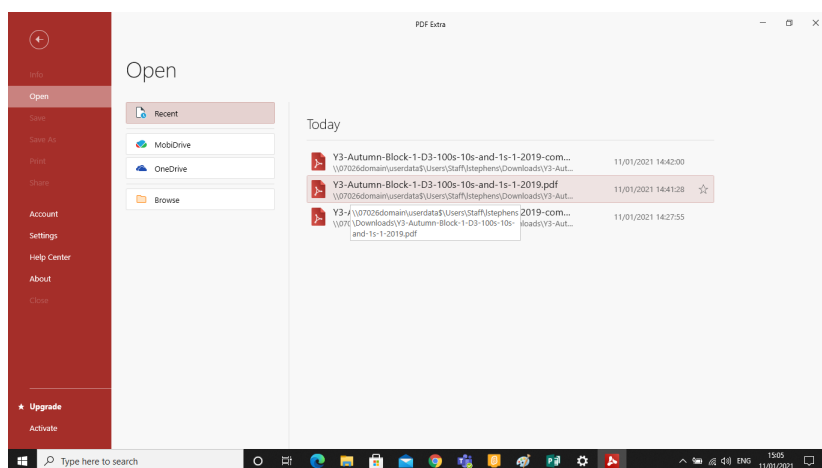
Windows 10

If you can't print out worksheets at home, it is possible to type/write over a pdf using a free app from the Microsoft Store.

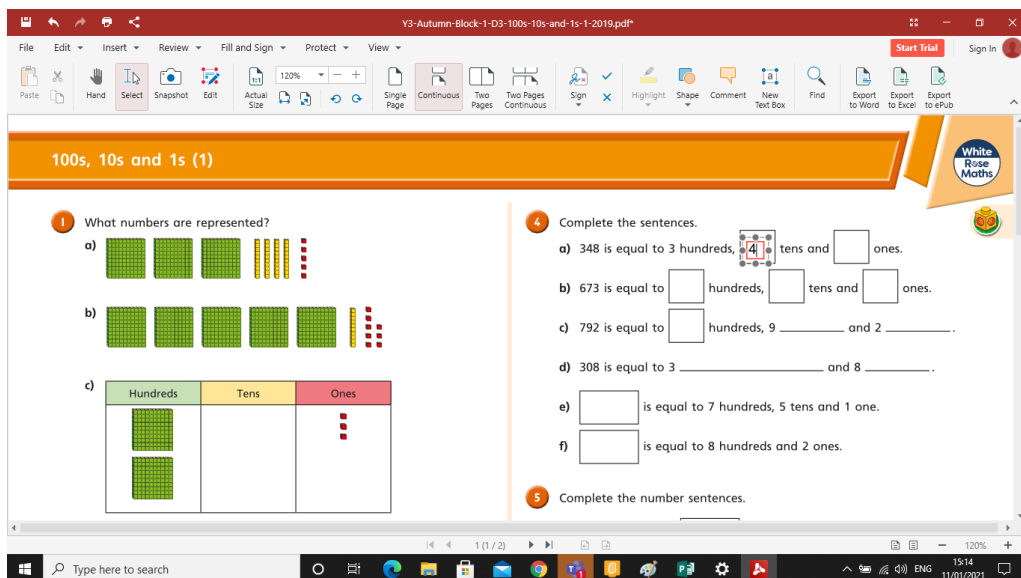Go to the Microsoft Store and search for pdf extra.

There are a lot of pdf editors out there and not all of them will let you "Save" in the free version, so make sure it is the one from Mobisystems. Download, install and then either launch from the Microsoft store or from the start menu…
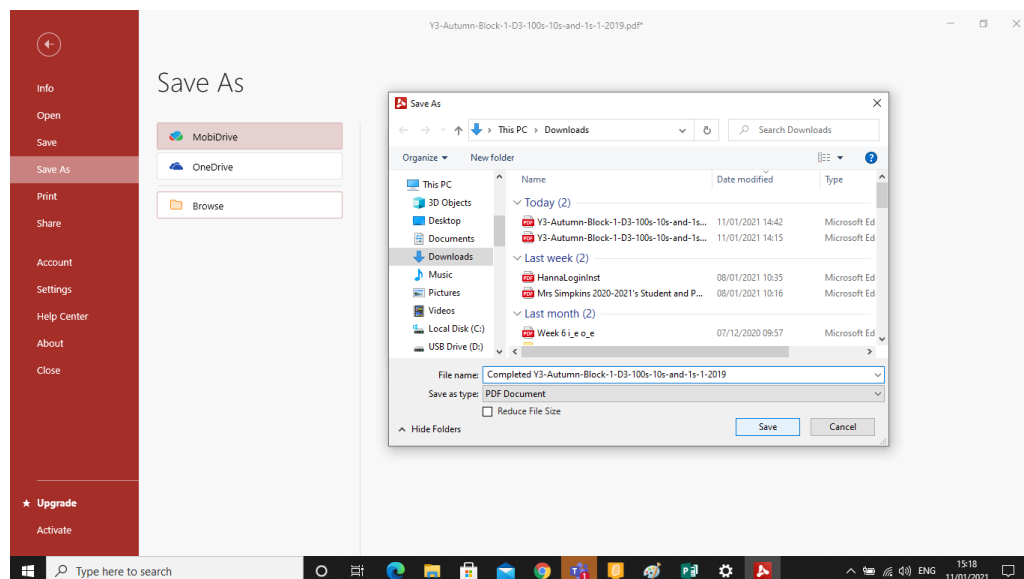
Once in pdf extra open the pdf file you want to edit.

Select "New text box" to insert free text…

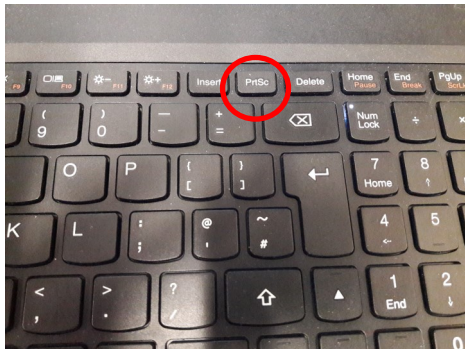Then click on the pdf where you want to add your text…

When finished go to the **File** menu, select **Save As** and **Browse** to where you want to save the edited pdf. Give the pdf a new name and click on **Save**…
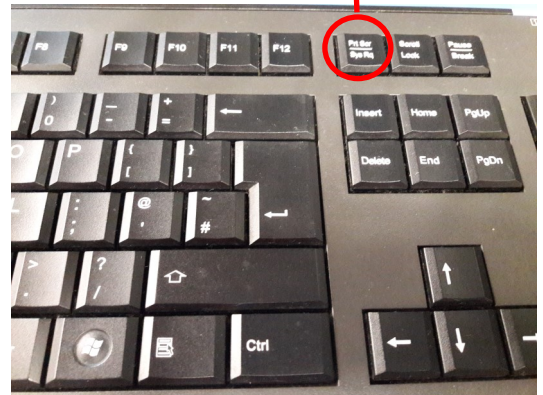

The completed worksheet can now be uploaded to Class Dojo.
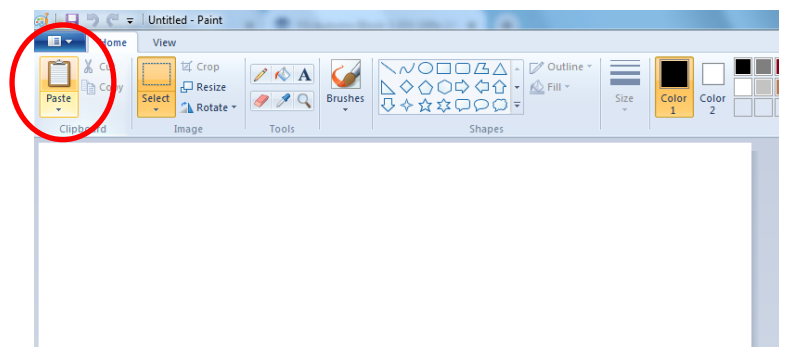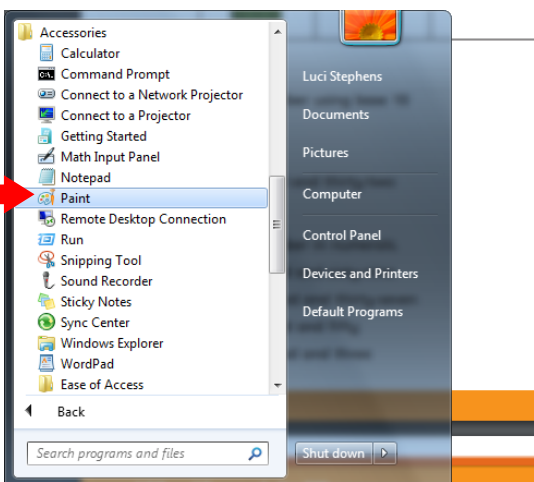
Not Using Windows 10 or don't like the pdf edit app?

You can use the **PrtSc** key on your keyboard to take a screenshot. Make sure you have the pdf as big as you can on the screen. Hit the PrtSc key (on some computers you may need to use the **Fn** function key or the **Alt** key + the PrtSc key). This takes a copy of your computer screen and places in the computers clipboard.
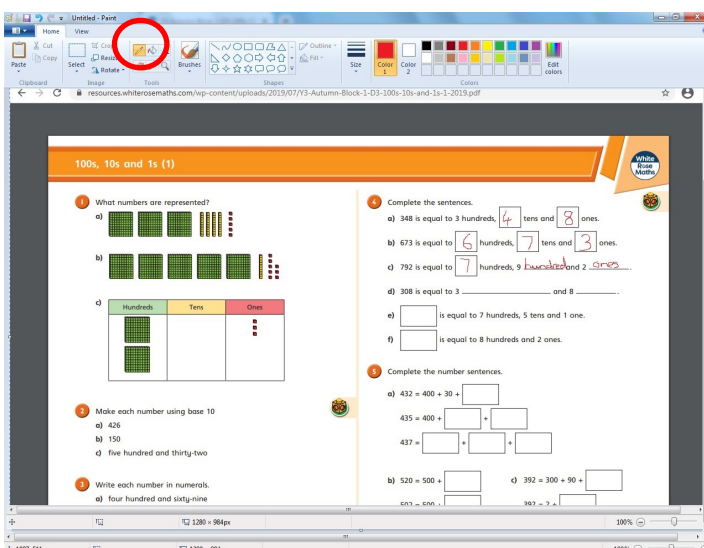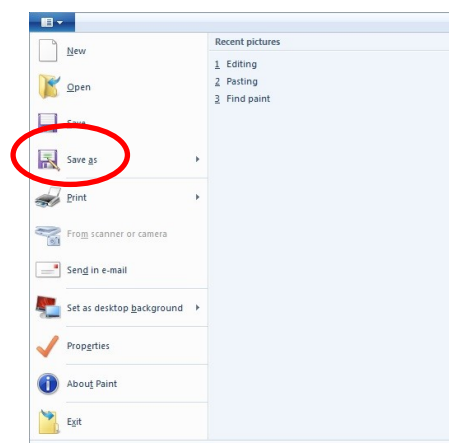
Need to use Alt + PrtSc

You can now launch **Microsoft Paint** (or any other graphic editing app) and paste your screenshot.

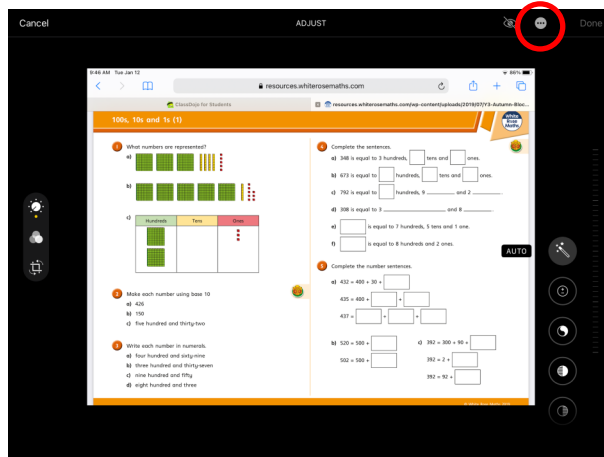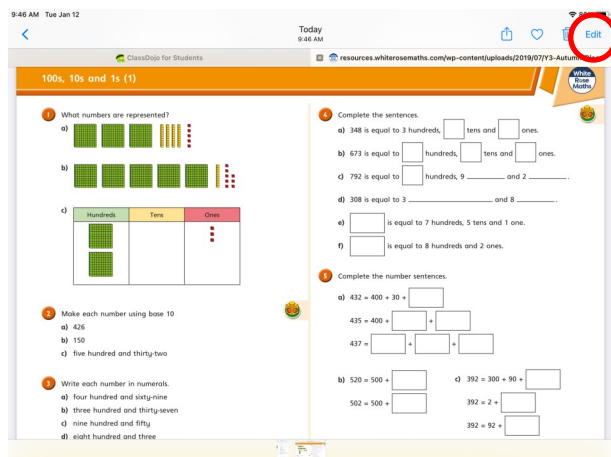Now you can use the pencil tool to complete the worksheet.

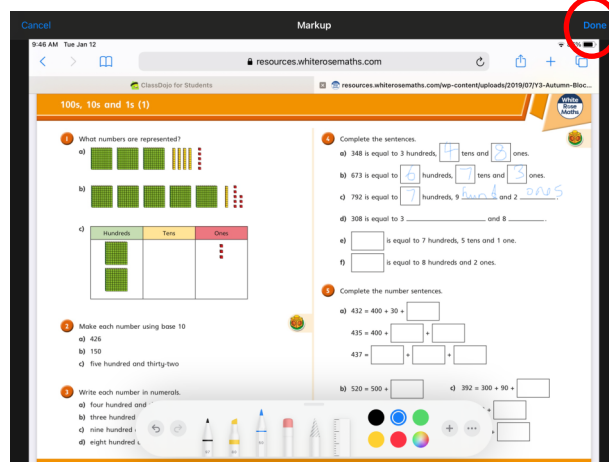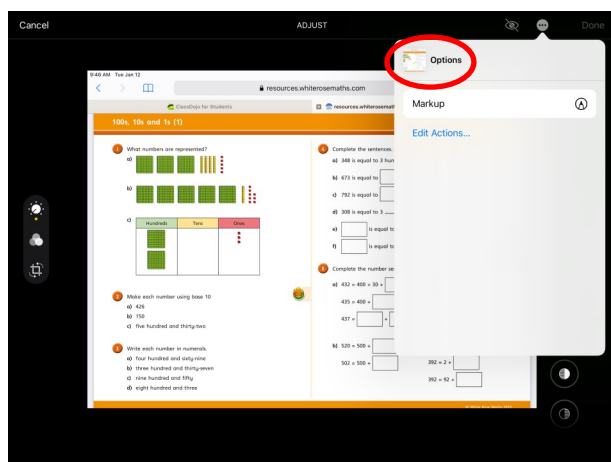**Save As** a jpeg when finished and upload to Class Dojo.

Using an iPad

You can take a screenshot on your iPad by pressing the **Wake/Sleep** button at the top at the same time as the **Home** button. The screenshot is saved in **Photos** where you can **Edit** the picture...
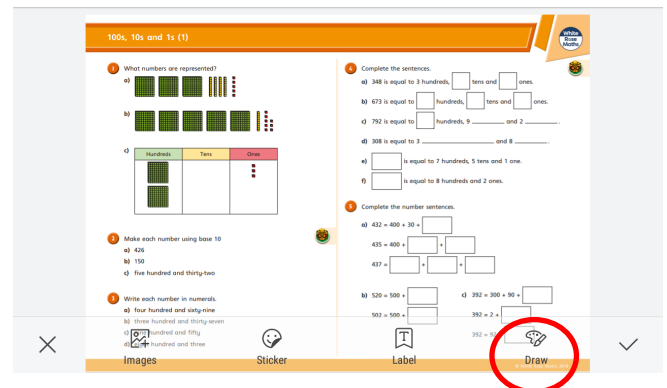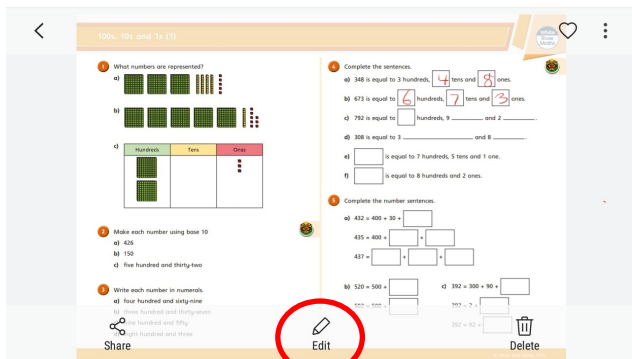

...and select the **Markup** facility. You can then choose a style of pen to use to complete the worksheet.
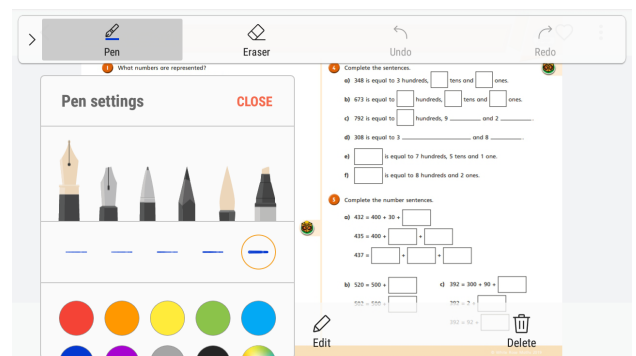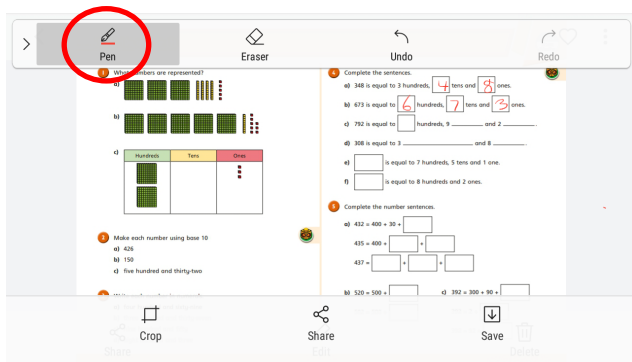

Once you have finished click on **Done** to exit the Markup feature, and then click on **Done** again to save your changes and exit the picture edit feature. The system saves your changes as a jpeg picture that can be uploaded to Class Dojo.

On an Android Device

To take a screenshot on an Android tablet, you usually have to press the **Power + Volume Down** buttons at the same time. The screenshot will be saved in the **Gallery**, where you can use the **Edit** function, select **Draw...**

...and then tap on the **Pen** tool and select the style of pen you want to use to complete the worksheet.

Save when finished and upload to Class Dojo.