How to Work With Online Documents

1.   You need to click the download file button under the file you want.
2.   Next, click on the down arrow icon at the right top corner that says download.

  -       Make sure to load it with Adobe Acrobat.

3.   Once it has loaded click save as – pdf – than save it to your drive.
4.   To manipulate documents in Adobe, click on the Tools button, then content and Edit text. This will allow you to type answers within the document.
5.   Save often.

How to Upload a File on Your Weebly

1.   Go to the page where you want to upload the file.
2.   Find the doc file to drag to where you want it on your page.
3.   Click the upload file button, find where your file is on your drive and load it.

Always make sure to publish your page when you have added new material to it!