

## Study Trip Development Workbook: How do I fill out this form?

1. Download the file, open in Adobe Acrobat or Reader.
  - Do not work with the file online, you will not be able to save it. Do not fill out using Preview.
2. Run a test!
  - Does the document save your changes? Test before you complete the entire Workbook.
  - **To test:**
    1. Scroll down to a blue highlighted area and enter information
    2. Click **File> Save As>** and rename
    3. Exit the program
    4. Re-open to confirm all changes were saved
    5. Proceed with filling out the Workbook
3. Complete the form.
  - Read through the workbook and enter information into the highlighted areas. Some of these fields will auto-populate into other areas on the form for your convenience.
4. Ready to print?
  - Part 1 is due: September 15 (pages 5-8)
  - Part 2 is due: December 1 (page 20)
  - **To print:**
    1. Click **File> Print**
    2. Under **Pages**, select your range (5-8 or 20)

