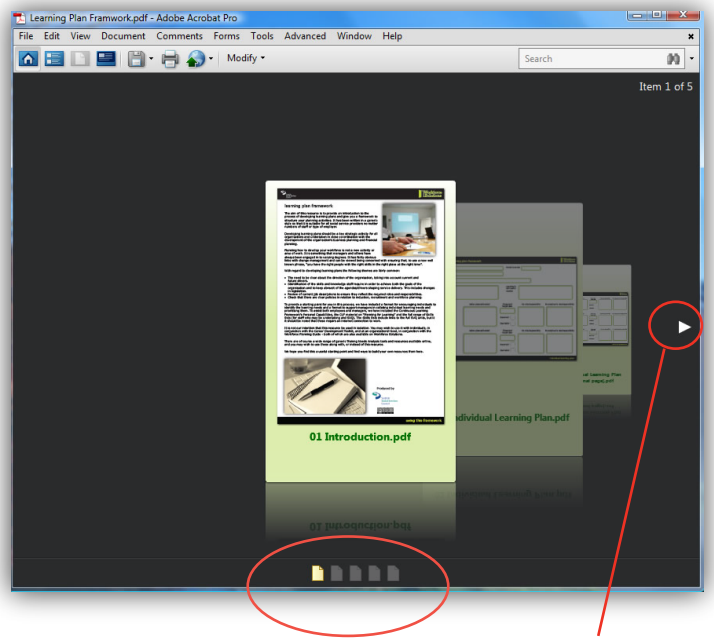
Finding your way around

It's fairly straightforward to find your way around the portfolio when you've opened it in Acrobat Reader.

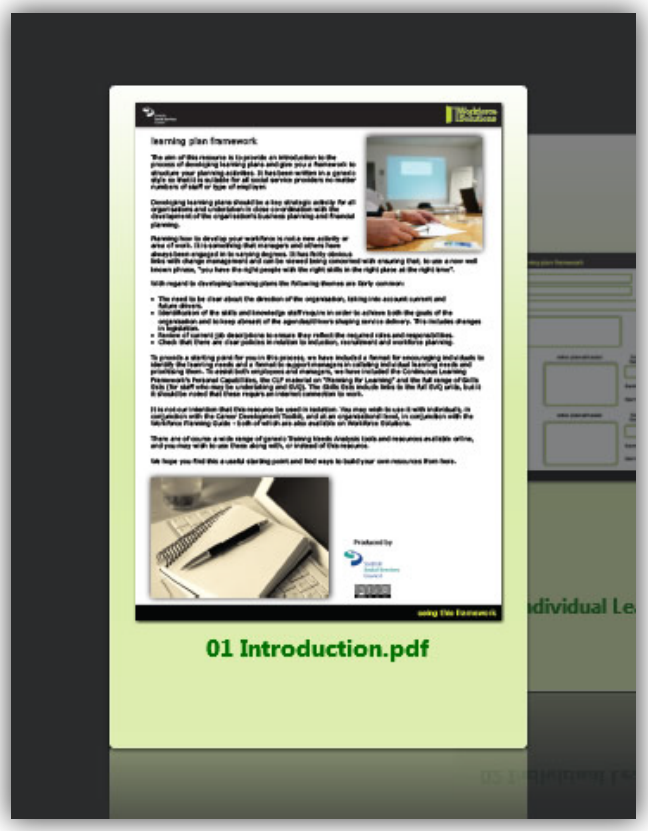
To browse through the contents, click anywhere on the screen and then use the left and right arrow keys on your keyboard to scroll through the contents of the Guide. Alternatively you can click the arrows on screen (small white triangles at either side of the screen), or click on one of the beige page icons at the bottom off the screen. These will also help you see all of the contents of the Guide.

Clicking on the Home button in the top, left corner of the screen will take you back to the beginning as seen in the image on the right.



Viewing files

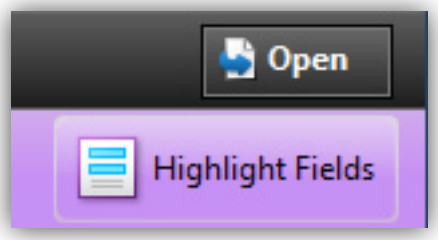
To view individual files in the Guide, double click on the file image and the document will open up to fill the Acrobat Reader screen.



Clicking on the Home button in the top, left corner of the screen will take you back to the beginning .

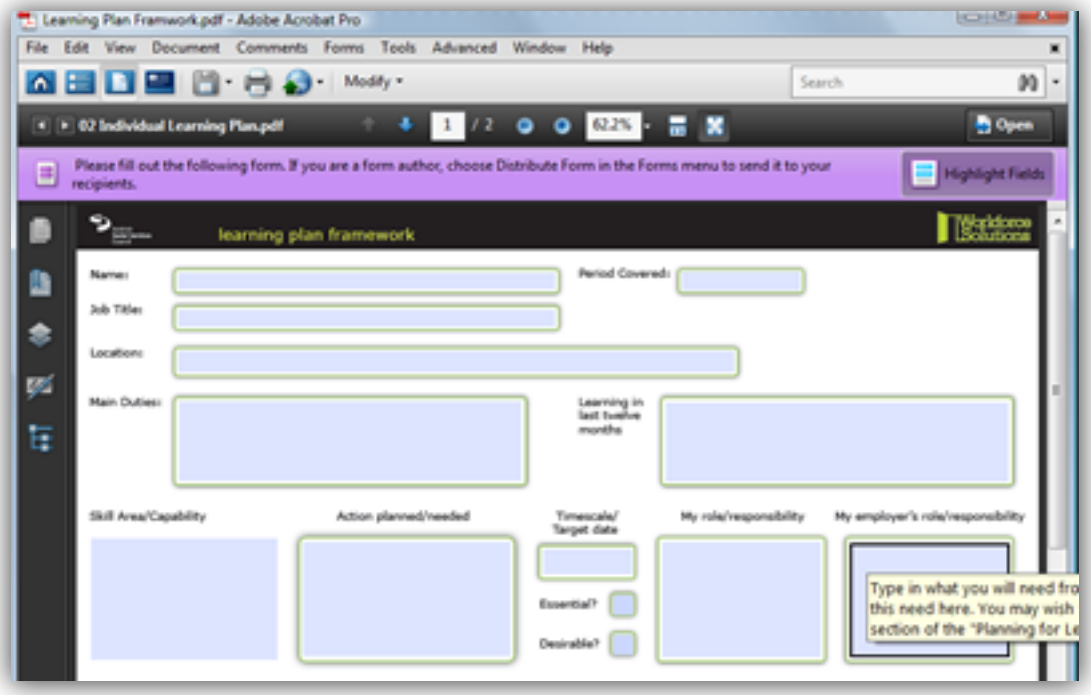
Using the worksheets

The Learning Plan Framework, is essentially a set of worksheets which you can use to structure your planning process.



To use these worksheets, after double-clicking a document to view it, you should click "Open" (in the top rightcorner of the Acrobat Reader screen).

You should then click the "Highlight Fields" button shown on the image above. This will show you where you can type in your responses to the activities. The screen will now look something like this:



Once you have finished working with the document, you should save a copy on your computer by clicking "File", then "Save a copy". We would recommend you change the filename Acrobat suggests to something which will make the file easier to find on your computer. This also ensures that blank forms are available for re-use.