



TIPSHEET

DOWNLOADING SELF-ASSESSMENTS

On Windows-based PCs: Simply right-click on the hyperlink for the self-assessment form, choose the **Save Link As...** option, select a UNC folder, set Adobe Acrobat Document as the file type (*.pdf), and then click the Save button.

On Macintosh systems: Hold down the Control (Ctrl) key on the keyboard and use the mouse to click on the hyperlink for the self-assessment form, click the **Download Linked File As...** or the **Save Link As...** option, select a folder from your Where: options, set Adobe Acrobat Document as the file type (*.pdf), and then click the Save button.