Instructions on How to Make a PDF Writeable:

<u>Step One</u>: Make sure you have Adobe Reader installed on your computer. You can go to the link below if you do not have it on your computer.

https://get.adobe.com/reader/

<u>Step Two:</u> Open the PDF document that was sent to you.

Step Three: You will have to download the document by hitting the download button on the top right corner. It looks like a sheet of paper with an arrow pointing down.

🕂 🕨 Page:	1 of 1	- + Automatic Zoom +		22 🖨 🗗 🔳
	Step Up to Writing—Grade 5		Narrative Writing Baseline Assessment	
	Name:	Grade: Class:	Date:	

<u>Step Four:</u> A pop up window should open. Choose Open with Adobe Reader. It should open in Adobe Reader.



Step Five: Then in the top right corner click on Fill and Sign.

) Open 🤤 🔁 🕼 🝙 🚍 🖶 🖂 💿 🔹 4 🛛 of Step Up to Writing—Grade 5	1) • • 139% • • • •	₽	Tools Fill & Sign Marrative Writing Baseline Assessment	Comment		
Name:	Grade:	Class:	Date:			
Prompt: Imagine you have found a secret key to a secret door. Write a brief imaginative story telling about finding the key, unlocking the door, and discovering what is inside.						
Directions: 1. Plan in the space provided below.						

<u>Step Six:</u> The tools to write should then display on the right side of the screen.

	Tools Fill & Sign Comment
Narrative Writing Baseline Assessment Date: . Write a brief imaginative iscovering what is inside.	 Fill & Sign Tools T Add Text Add Checkmark Add Checkmark Place Initials Place Signature Send or Collect Signatures Work with Certificates

<u>Step Seven:</u> Click on Add Text then drag your courser where you want to add text.

Add Text × T Add Text Tr 12 ▼ Narrative Writing 12 ▼	▼ Fill & Sign Tools
Baseline Assessment Mrs. Walker Name: Grade: Class: Date:	T Add Text Add Checkmark ZM Place Initials
Prompt: Imagine you have found a secret key to a secret door. Write a brief imaginative story telling about finding the key, unlocking the door, and discovering what is inside.	Place Signature Send or Collect Signatures Work with Certificates
Directions: 1. Plan in the space provided below.2. Write your response on the pages that follow.	

<u>Step Eight:</u> You can also use the Add Checkmark tool if needed.

Step Up to Writing—Grade 5		Narrative Writing Baseline Assessment				
Mrs. Walker Name: Grad	e: Class:	Date:				
Prompt: Imagine you have found a secret key to a secret door. Write a brief imaginative story telling about finding the key, unlocking the door, and discovering what is inside.						
Directions: 1. Plan in the space provided below.2. Write your response on the pages that follow.						
Checklist: Use this checklist to do your best writing.						
Does your story have a beginning, middle, and end?	Did you use precise words of sentences?	s and different kinds				
Did you connect events and ideas with transitions?	□ Did you review your writi	ing?				

□ Have you answered the prompt?

Step Nine: Once you are done adding text to the document. Click File – Save As – Then save the document so it has your First Name Initial and your last name. I like to save my files on my desktop or to another file.

