

A Quick Guide to Printing, Writing,
and Using Interactive PDFs

People
Matter
♡

9:41 Tue Sep 9

100%



Name: Alex
Date: 9/9/26



Weekly 1:1 Check-In

How are things going for you this week?

Awful 1 2 3 4 5 6 7 **8** 10 Awesome

What's going well?

	Task / Goal	Why / How?
1	Patient education project	Great feedback
2	Feeling more confident	Support from team
3	Staying on top of notes	New template is helping

What's not great?

	Task / Goal	Why / How?
1	Schedule feels tight	High patient load
2	Still learning new system	Need more practice
3		

What's the plan?

	Priorities (P) / Goals (G)	Support & Resources Needed
1	P - Finish training module	Time to complete
2	G - Be more efficient with notes	Tips / examples
3	P - Prepare for next week	Clarify priorities

Notes / Follow-Up

Check in next week on training progress.



Apple Pencil

PDF tools are designed so you can use them in the way that works best for you.

PRINT IT

Print individual pages or the whole tool and write by hand.

USE IT ON A TABLET

Import it into a PDF annotation or note-taking app and write directly on the pages. Examples: Notability or Goodnotes.

USE IT ON YOUR DESKTOP

Open it in a compatible PDF app to use hyperlinks and type into the tool. Just click inside a fillable field and type. Examples: Adobe Acrobat Reader, Microsoft Edge, Preview.

Before you begin: Save the original PDF somewhere you can find it again. Then work from a copy. That way, you'll always have a clean original.





HYPERLINKED

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Click any section to go there.
Click the blue circle to return here.

Using the PDF on a Tablet

Why?

Because hyperlinks make navigation within the tool easy. No scrolling. No hunting.

A click on an item in the List of Contents takes you to the item. On our tools, a click on the circle in the upper-left corner takes you back to the contents list.

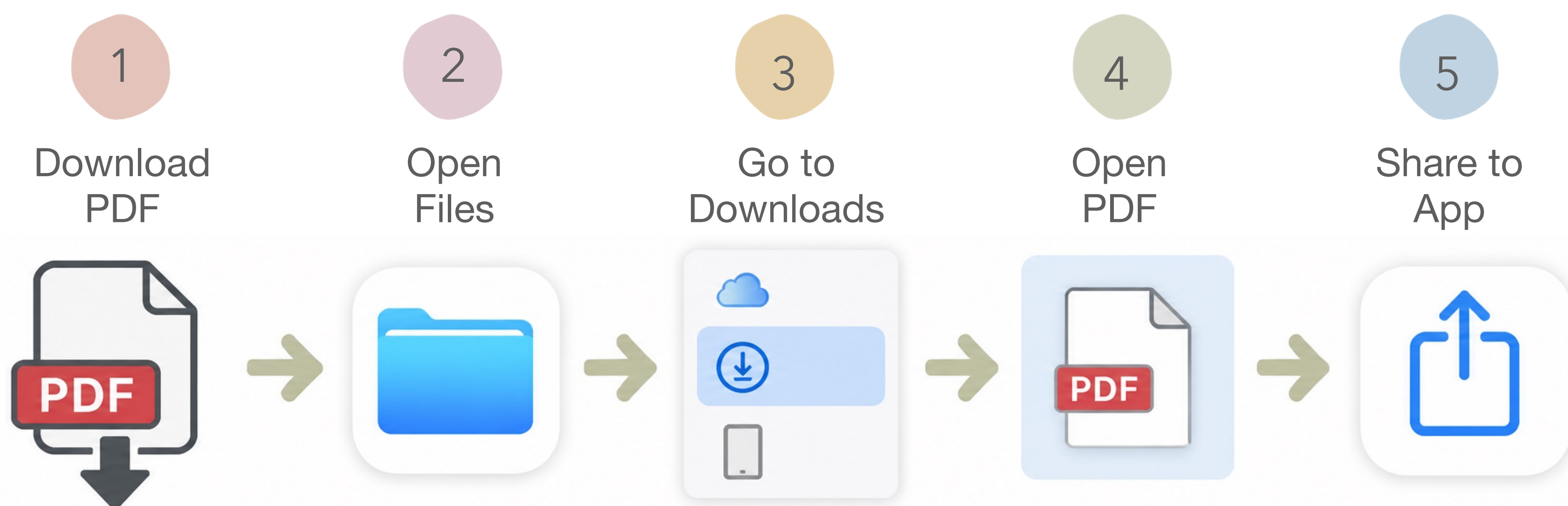
Using the pen or writing tool, write on the screen just as you would on a sheet of paper.

When you're done, it's easy to share an individual page or the entire document with a team member or someone else.

And you save a tree in the process.



A Tablet is simpler than you think...



1. Find the PDF in Files > Downloads.
2. Tap the PDF to open it.
3. Tap the Share icon.
4. Choose your preferred app, such as Notability or Goodnotes.
5. Choose where you want to save it within the app.
6. Tap Import.

Some find it easier to send the PDF to an app from an email attachment. If that's you... open the attachment and send it to your app from there.

Navigate:

Tap the navigation tool. In Notability, for example, it looks like a hand with an extended index finger. Use this to navigate through the file.

Write:

Tap the Pen tool. Write as you would on a sheet of paper.



Something isn't working right!

The links won't open.

Make sure you are using a PDF reader that supports hyperlinks. In Goodnotes, try Read Only Mode.

I can't handwrite on the PDF.

Import it into Goodnotes, Notability, Acrobat, or another PDF annotation app.

I can't type into the fields on my desktop. Be sure you are using a PDF viewer that can work with form fields. Examples include Adobe Acrobat, Foxit, or, on a Mac, Preview.

I can't find the file.

Look in Files on your iPad or Downloads on your computer. Sometimes the file loads into unfilled notes rather than where you expected it to go.

The printed page is cut off.

Change the print setting from 100% / Actual Size to Fit to Page.

I want a clean copy again.

Open the original PDF you saved and make another working copy. If you also want to keep the version you've written on, save or duplicate it first.

How do I make a copy of a page?

In the page selector, select the page and tap the ellipsis to Duplicate.

Note: Inserting or moving pages can sometimes affect where hyperlinks take you. You may want to put any new or duplicated pages at the end of the document.



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