

# Downloading and Opening the LLI Outings and Trip Proposal File

## + Member Information

### – Facilitators Only

- **LLI Facilitator Guide**
- **CourseStorm Instruction Guide for Facilitators (PowerPoint)**
- **LLI Course Proposal**
- **LLI Course Proposal Instruction Guide**
- **LLI Outings and Trip Proposal (Fillable Form\*)**
- **LLI Outings and Trip Planning Instructions**
- **Media Classroom Training Video**
- **Outside Speaker and Presenter Forms**

*\*The free Acrobat Reader is recommended to use a Fillable Form document – if you don't have Acrobat Reader on your computer, **Download Acrobat Reader**. See the document instructions for more details.*

On the Lifelong Learning Institute page of the Waubonsee Community College web site click on the “**LLI Outings and Trip Proposal** (Fillable Form\*)”



### **Read This First**

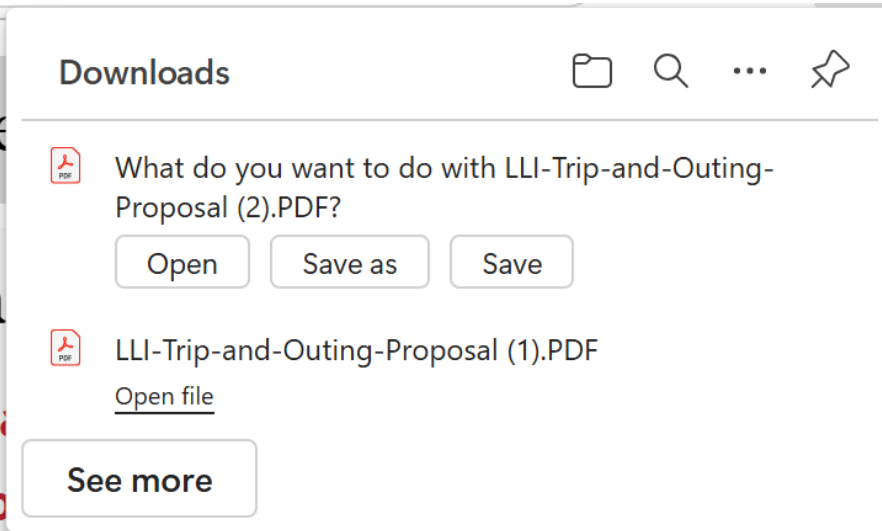
Make sure Adobe Reader is installed on your computer. If not, follow the instructions here before going any further.



+ Member

- Facilitator

- LLI Facilitator
- CourseSto
- Facilitators (PowerPoint)
- LLI Course Proposal
- LLI Course Proposal Instruction Guide
- LLI Outings and Trip Proposal (Fillable Form\*)
- LLI Outings and Trip Planning



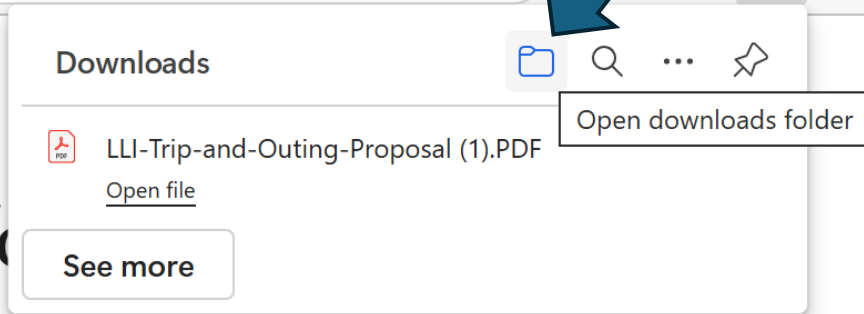
A pop-up box will appear giving you three choices

- Open
- Save as
- Save

Click on “Save” and the Proposal file will save in your ‘Downloads’ folder on your computer

**Note:** If you are comfortable with using ‘File Explorer’ on your computer you can use the “Save as” option and save the file to any other folder on your computer. Follow the instructions on the following pages using the folder where you saved the Proposal file.

## More Info



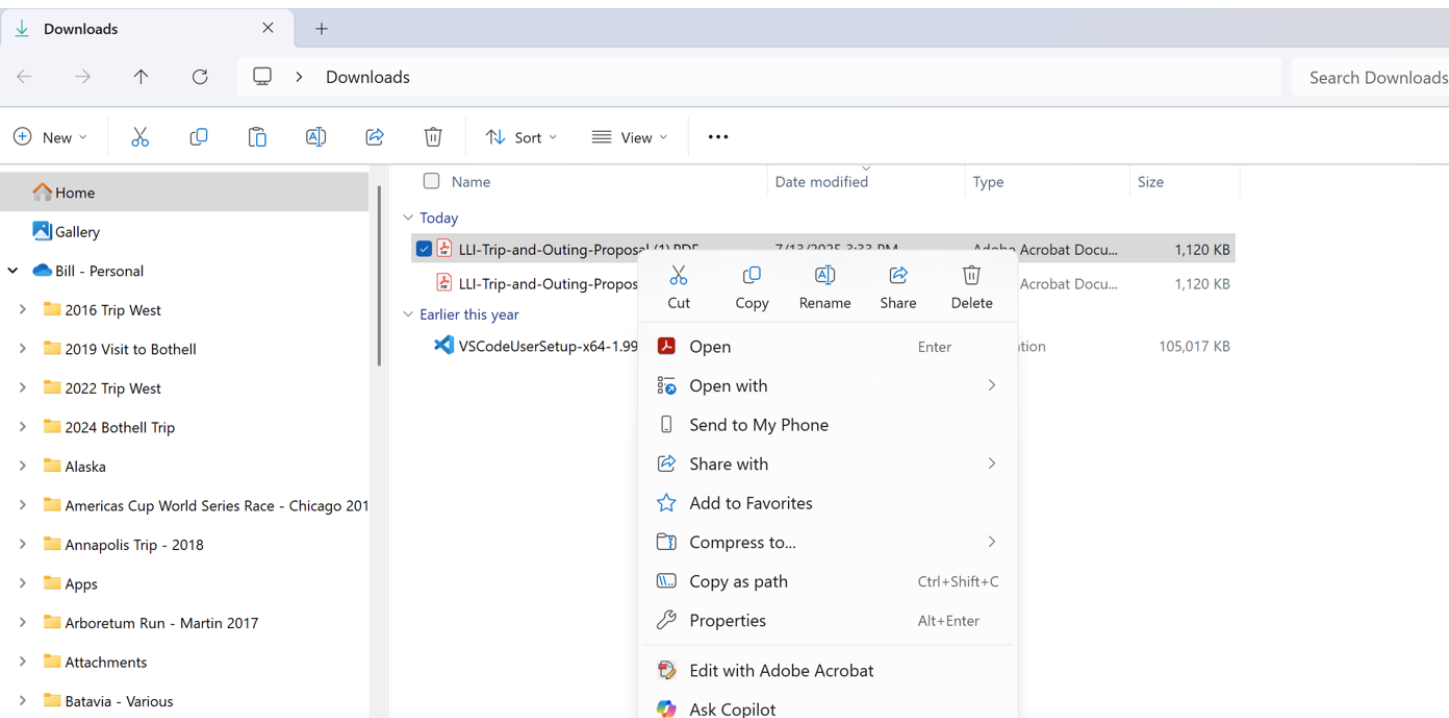
*Note: All documents are PDFs unless noted otherwise.*

### + Member Information

After saving the file a pop-up window will display giving you a couple of options ...

Click on the folder icon and the 'Downloads' folder will appear in your File Explorer

**Note:** if you click on the "Open File" option the file may open in your default browser – we want to make sure the file opens using Adobe Reader so be sure to click on the file icon



Using your mouse, right click on the Proposal file (it should be at the top if there are multiple files in the folder).

A pop-up window will appear giving multiple options of what to do with the file.

Click on  Open

The Proposal file will open in Adobe Reader

**Note:** You must have Adobe Reader (or any version of Adobe Acrobat) installed on your computer. If you do not have it on your computer, go to the LLI page and follow the instructions to install it (see the first slide in this PowerPoint)

Menu

LLI-Trip-and-Outing-Pro... x

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Request e-signatures

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Stylize this PDF NEW

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Add comments

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Translate this PDF NEW

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Reorganize your PDF

Move, rotate, delete, or insert pages in your PDF.

Organize Pages

Day Trip / Outing Proposal

Lifelong Learning Institute

Title

Description

Registration Deadline:

Activity Level

Activity Level

Activity Levels (from Road Scholar Guide)

Facilitators' Information

The Proposal file will appear in Adobe Reader, and you can complete the form, save it to your computer and email it to the Curriculum Council.

The Proposal file will stay in your computer in the Downloads folder until you delete it – or move it to another folder. You can open the Proposal in Adobe Acrobat and modify (i.e. edit) it as often as you like.

**Note:** Your screen may look different than the picture shown here depending on the Adobe product installed on your computer.