

INSTRUCTIONS FOR DOWNLOADING AND USING FILLABLE PDF

1. Download the fillable PDF GSAT tool to your computer or network drive, and then open it with Adobe Reader to complete.
2. It is important to use the latest version of **Adobe Reader**. If you do not have Adobe Reader on your computer it is free to download use, you can source the software here: [Adobe Acrobat Reader DC Install for all versions](#)
3. If you are using a **Mac** do not use the preview program. **Adobe Reader** is the only program that will allow you to see and use all the functions of the tool.
4. It is recommended you do not use Chrome PDF viewer, or you will not be able to see or use all the functions of the GSAT tool. Please only open with Adobe Reader.
5. When completing the GSAT tool, you can type directly into each field. When providing word responses font is preselected and cannot change. You can only use regular upper and lower cases and the system will not accept underlined text or bold, italics, apostrophes, dashes etc.
6. When typing your score into each items response box you cannot exceed 100 on a scale of 0-100 or you will receive a warning alert when you attempt to answer the next item.
7. When applying N/A to the item you all that is required is a click on the N/A box and a tick will appear.
8. You can save your data and re-open the same file later to complete or enter additional information.
9. Once completed you can click on 'clear the form' and the GSAT tool will refresh itself.
10. To save your form go to the Adobe Reader menu and select **File** then **Save As** and once you have chosen your location for saving click **Save**
11. If you are **unable to view or download** the GSAT tool fillable PDF file using Adobe Reader, first check your viewer preferences. Close your browser, open Adobe Reader, go to the menu bar, click on **Edit**, then **Preferences**, then **Internet**, under Options check to make sure that view in PDF Brower is not your selected option instead select Adobe Reader. If this still fails, you can opt to download the manual paper version of the GSAT tool.