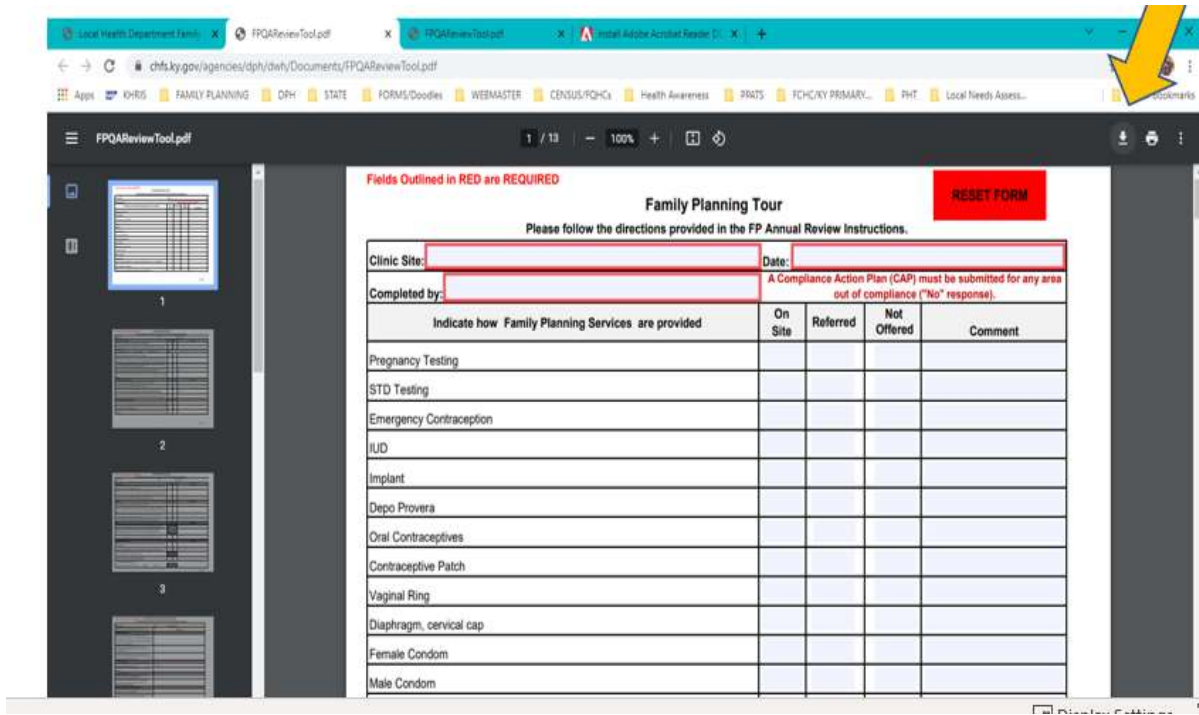
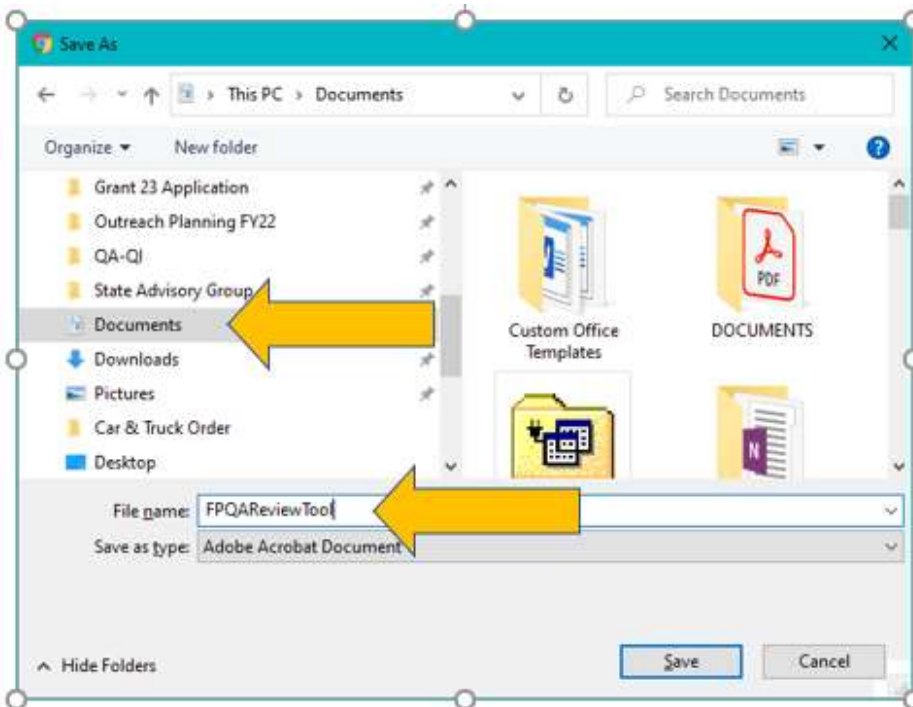


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1. Click 

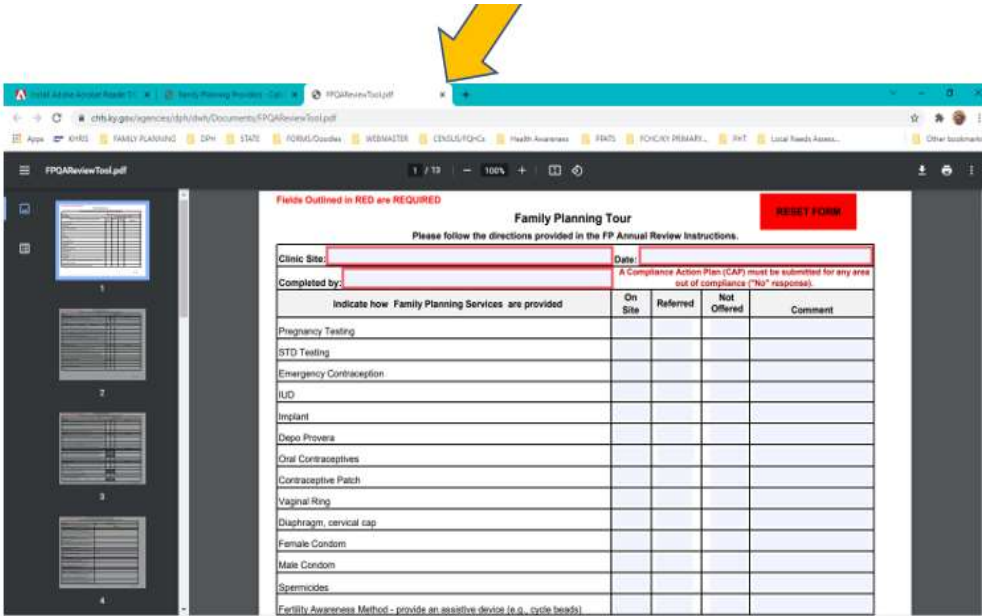


2. This window should appear. Save to "Documents" on your computer by clicking on "Documents" and naming the file in "File Name". In this example, the file has been named "FPQAReviewTool".



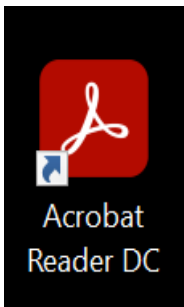
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3. Close Browser



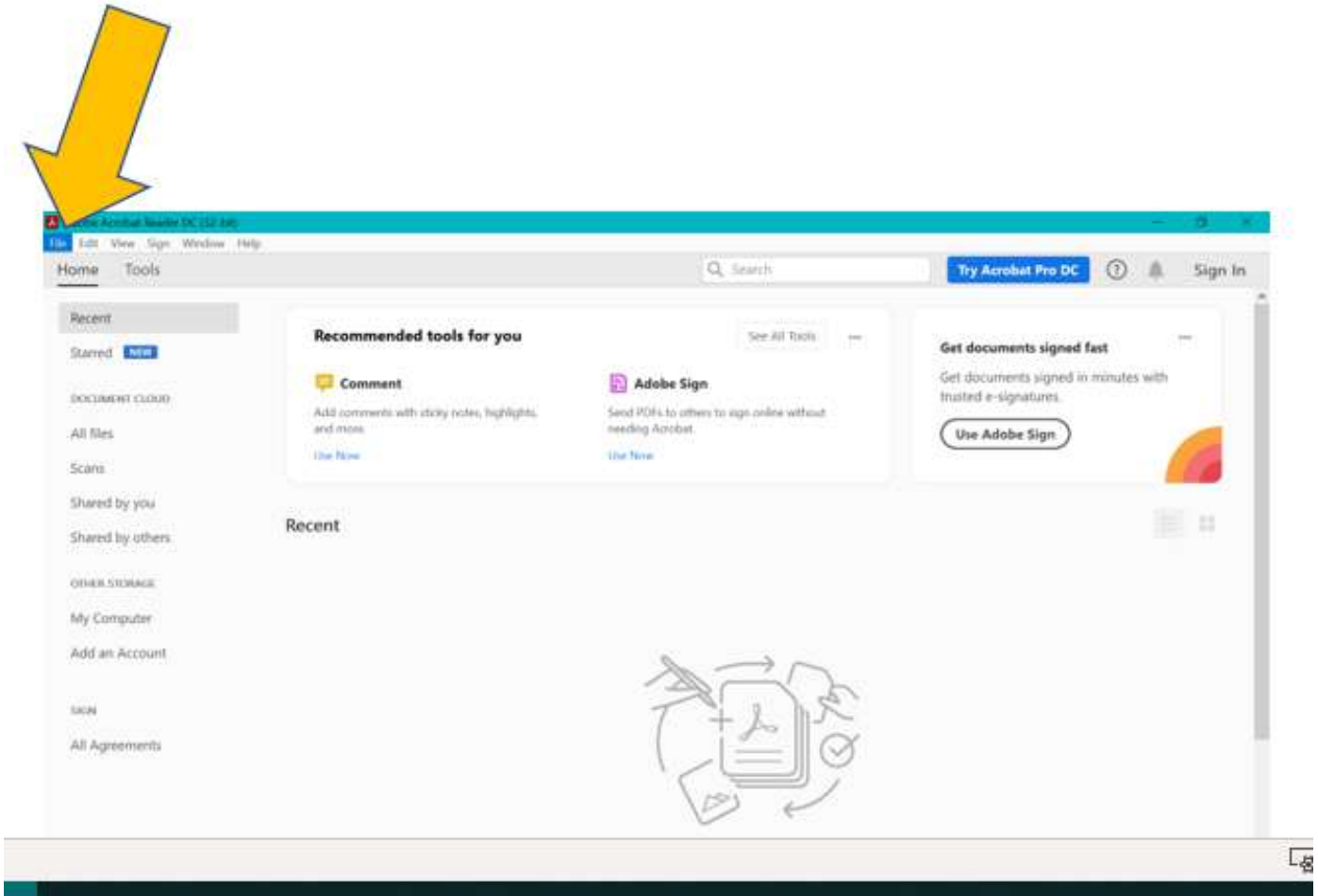
4. Go to your computer desktop that has all the apps. Click on the Acrobat Reader DC app (see below).

If you do not have this app, GO TO [Adobe weblink](#) to download the Adobe Acrobat Reader DC app. (If you need assistance with this download, email FamilyPlanning@ky.gov)

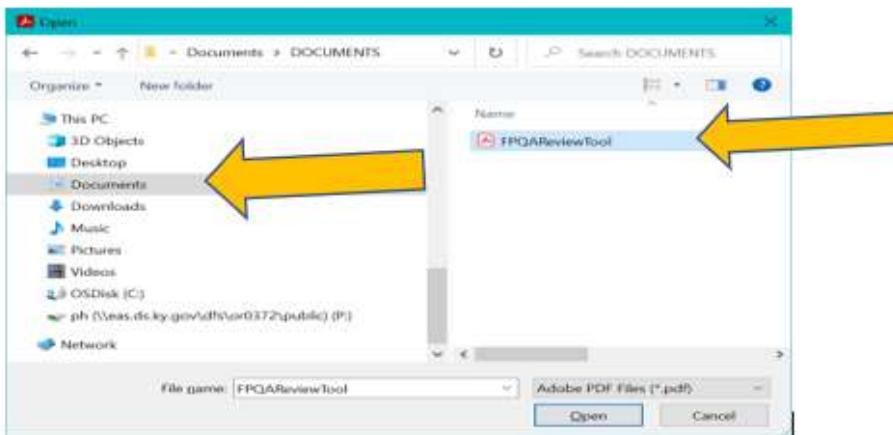


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5. Click on “File”, “Open”



6. Click on “Documents” & then click on the **file name of the PDF**. You will need to know what you named the file. In this example, we named the file “FPQAReviewTool”.



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7. Your screen should look simialr to this if you are in Adobe Acrobat Reader. If you have any further problems with the file email FamilyPlanning@ky.gov

