**Steps on how to download the PDF format**

1. Once you have accessed the course, you will see the screen below:



1. Click on Study Guide and the flip book will open in a new window as per the screenshot below:



1. Continue to click on “more” and this screen will appear:



Click on share and you will see the screen below:



1. Click on more, then the screen below will appear.

 Here, you have an option to either share via WhatsApp/WeChat or you can type “PDF” in the search space.

* If you opt for WhatsApp/WeChat, the QRCode will appear and you can scan it with your phone, and the flip book will open in your phone.
* However, if you choose PDF, the second screen will appear. Click on “PDFmyURL”, then it will take you another page.

First screen



Second screen



1. This screen will appear once you click on PDFmyURL. The contacting PDFmyURL drop down Menu option will now appear. Click on it to open.



1. The pdf format will open in a new window. Click on “download” on the right hand side to download the PDF format as shown in the screenshot below.



1. You have successfully downloaded your PDF document.

**NOTE:**

**YOU MAY NOW OPT TO PRINT THE PDF STUDY GUIDE THAT YOU HAVE DOWNLOADED. NASHUA IN Windhoek at the Main Campus provide this service to you at a cost of N$100.00.**