How to use SCPP's Professional Development Log in fillable PDF format

1. Download the fillable PDF.
2. Search your computer for the App called Adobe Reader. Version 7.05 and above will work, XI is recommended) and open it.
   a. Have Adobe Acrobat instead? This is a good substitute.
   b. Don't have it? The latest version of Adobe Reader is available free here: http://get.adobe.com/reader/otherversions
   c. Avoid using preview or PDF reader functions available through Chrome, Apple, Microsoft Edge, etc, since these do not always have the same functionality.
3. Open the fillable PDF document in Adobe Reader (or Adobe Acrobat).
   a. File -> Open is an easy way to do this from the app.
   b. Alternatively, find the downloaded file and "right click" for a menu. Select "Open with" -> Adobe …
4. Click the pale blue parts of the form to type or paste your information into the form.
5. Save your work often, including at any point when you are about to step away from the document. You may wish to rename the file to remind yourself that this is your documentation in progress rather than the template.
6. When you are finished using the document, save again and seek out instructions on how & where to upload the PDL to your member profile. Note that the next year's template may be different – check saskpharm.ca's Competency Assurance Program webpages before starting a fresh PDL.