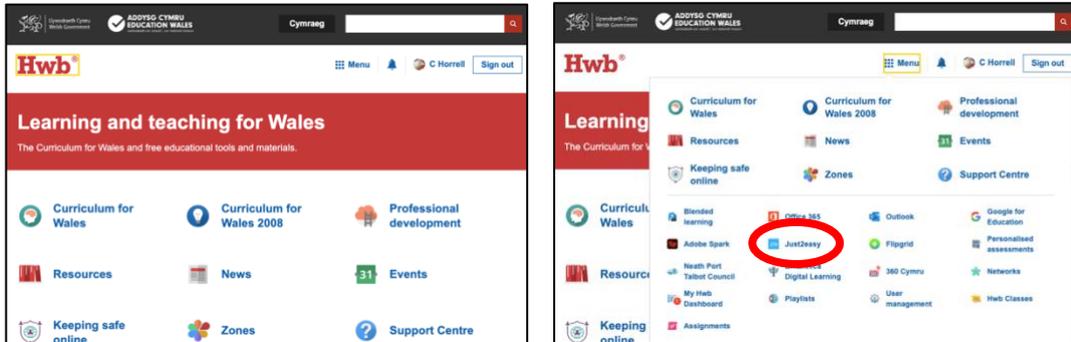


## How to view and edit files in J2e

J2e has a new tool called J2PDF which converts PDF documents into worksheets that can be written on online, using J2e5. To make things easier during this time of home learning, tasks and PDF files have been created using J2PDF in order for tasks to be completed online and save printing. Below is a guide on how to access PDF files that have been shared with you, for you to complete online.

1. Log in to HWB

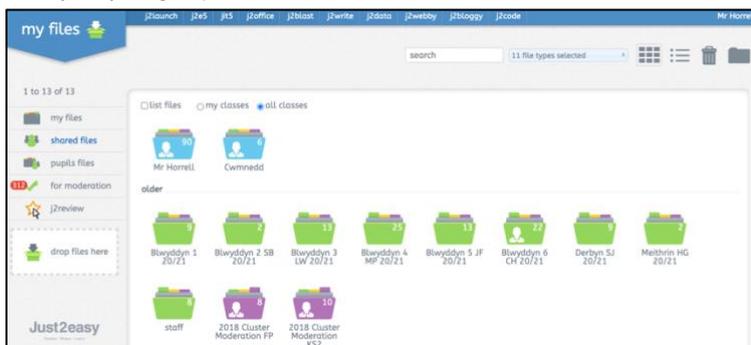
2. From the HWB main page, click **Just2easy** or from the **Menu Waffle** click **Just2easy**.



3. From the J2launch main page, click **Shared Files**

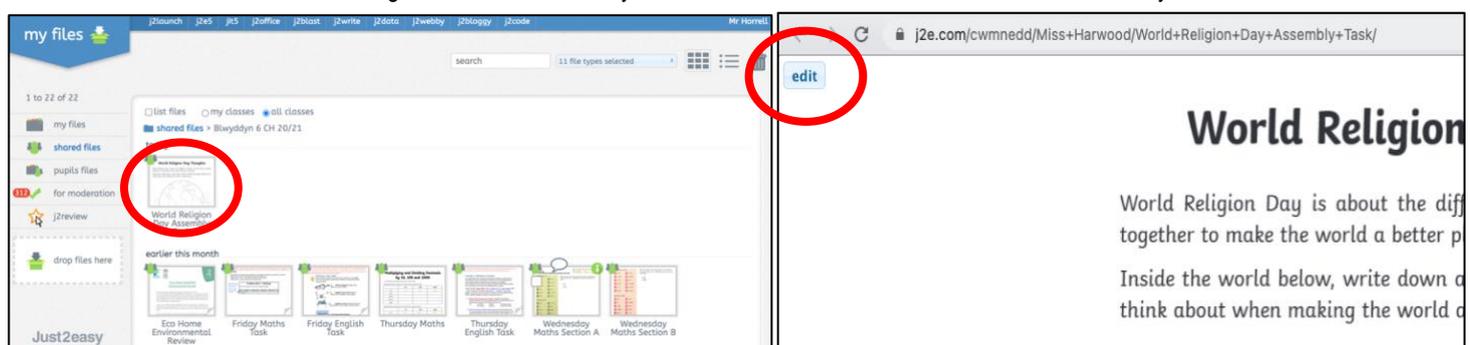


4. Once **Shared Files** has opened, you will see your year group folder (Blwyddyn 6 CH – Year 6, Blwyddyn 5 JF – Year 5 and so on) Click your year group folder.

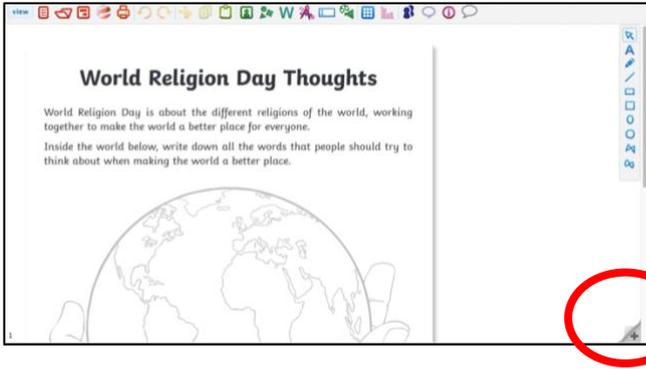


5. If a PDF file has been shared with you to complete then it will appear in this folder. If the file is a PDF and there is a task to do online, then you will see a preview of document (This indicates that it is now a worksheet that can be completed online).

Click the document and click **Edit** to begin. Remember to save your work at the end as J2e does not save automatically.



6. If the PDF/task has more than one page then it will be spread across multiple pages in J2e5. In order to see the additional pages, click the right-hand bottom corner. You can also click this to add a new page to your task, if you run out of room.



7. Once completed and saved, the document will now appear in your **My Files**.