GUIDANCE FOR VIEWING AND USING FILLABLE PDFs

1. Use the latest version of Adobe Reader to open and complete the PDF application form. You will need Adobe Reader (the latest version is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from http://get.adobe.com/reader/otherversions

2. Save the form to your computer before completing it

3. You can either type information directly into each field, or copy and paste text. The font is preselected and cannot be changed. You can only use regular text.

4. You can save your data and re-open the file later to modify or enter additional information.

Mac users: DO NOT use the Preview program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly, and allow us to read the results once back on a Windows machine. If you do not already have Adobe Reader, please use the link above to install it to your machine.

Chrome users: DO NOT use the Chrome PDF viewer program to fill in the PDF form. Adobe Reader is the only program that will allow you to work with the form properly. If you do not already have Adobe Reader, please use the link above to install it to your machine.

Please use the instructions below to disable Chrome PDF viewer in your browser. Turn off in-browser viewing If you are having problems using the form via your browser, use the instructions here to turn off in-browser PDF viewing: http://helpx.adobe.com/acrobat/using/display-pdfbrowser-acrobat-xi.html. Or, try the instructions below.

Google Chrome and Safari PDF viewers - In some cases, the PDF viewer is embedded in the browser itself. Below are solutions for resolving problems with Google Chrome and Safari viewers. Unable to use the Google Chrome PDF viewer The Google Chrome built-in PDF viewer may not allow you to view a PDF or access certain functionalities, or functions such as automatic calculation may not work as expected.

To resolve this, follow these steps:

1. Open Chrome and, in the address bar, type: chrome://plugins/, and then press [Enter]
2. Scroll down to the Chrome PDF Viewer
3. Click the Disable link to prevent PDFs from loading within Chrome
4. Download the files onto your computer
5. Open them in another standalone application such as Adobe Reader

The Safari built-in PDF viewer may not allow you to view a PDF or access certain functionalities.

To resolve this, follow these steps:

1. Close Safari
2. Open Terminal and type the following: defaults write com.apple.Safari WebKitOmitPDFSupport -bool YES
3. Restart Safari
4. Click on a PDF to download it to the Downloads folder

Firefox - Change the default PDF viewer in Firefox to Adobe Reader.

1. Open Firefox and navigate to Tools > Options
2. Click on the Applications tab
3. Under Content Type, scroll down to Portable Document Format (PDF) and, from the Action dropdown menu, select Use Adobe Reader
4. Close the Options tab or window