



Downloading and using PDF Dynamic Forms Guide

Version 1

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Downloading and using PDF fillable forms

Forms used by Department of Community Services are dynamic and allows you to enter information directly on your computer.

To use these forms, you must have Adobe Acrobat Reader installed on your computer. These forms will not work on mobile devices.

There are two ways to open PDF files.

1. Set Default to Adobe Acrobat
2. Use any browser such as Internet Explorer, Chrome or Firefox to display the form.

Setting default to Adobe Acrobat for Windows (RECOMMENDED)

1. Choose any PDF fillable form.
2. Right click on PDF file and select **properties**
3. On the **Opens With**, select **Change**
4. Under **Other options**, select **Adobe Acrobat Reader DC**
5. Click OK
6. Click Apply and OK

Setting default to Adobe Acrobat for Mac OS (RECOMMENDED)

1. Single click a **PDF** file while holding Control Key
2. Select **Get Info** from the menu
3. Click the drop down for **Open with**
4. Select **Adobe Acrobat Reader**
5. Click **Change All**

Use any browser such as Internet Explorer, Chrome or Firefox

If your preference is to open a PDF form in a browser, you will make sure the browser has the right settings.

Using Internet Explorer 8 and later versions (RECOMMENDED)

These forms will automatically work in the latest versions of Internet Explorer (IE). If forms do not automatically open in IE, set up IE using the following steps:

1. Open Internet Explorer and choose **Tools / Manage Add-ons**
2. Under **Add-on Types**, select **Toolbars and Extensions**
3. In the **Show** menu, select **All Add-ons**
4. In the list of add-ons, select **Adobe PDF Reader**

Note: If you do not see Adobe Reader, try the other option on the menu, for example, on some systems the add-on appears when you select Run Without Permission.

Using Firefox for Windows

1. Choose **Tools** and then **Options**
2. Click **Applications**
3. Type **PDF** into the search field and press enter
4. For Portable Document Format (PDF) under Content Type, click **Use Adobe Acrobat (in Firefox)** from the Action drop-down list
5. Close the window and restart Firefox

Using Firefox on Mac

1. Choose **Preferences** and then **Applications**
2. Select **Portable Document Format (PDF)** from the Content Type Column
3. Click the Action column next to Portable Document Format (PDF)
4. Choose **Use Adobe Acrobat NPAPI Plug-in**

Using Google Chrome on Windows or Mac

1. Copy and paste: **chrome://settings/ privacy and security / pdf Documents** into the browser search bar
2. Under PDF documents turn on Download PDF files instead of automatically opening them in Chrome
3. Close the window and restart Chrome

Using Microsoft Edge

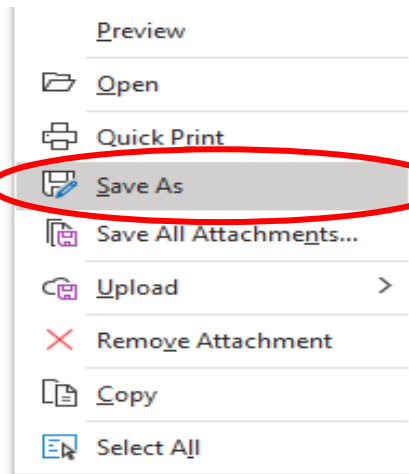
1. The Edge Browser is the default browser in Windows 10. Edge does not have support of ActiveX plug-ins therefore Adobe does not work with Edge.
2. If your form opens with Edge and you get an error message, follow these steps to open it with Internet Explorer instead:
3. With the form open in Edge, click **Settings** (three dots in the top-right corner of the browser)
4. Click **Open with internet explorer**

Using Safari

PDF dynamic forms no longer open in Safari. You will have to download the PDF form on your computer from Safari browser and open with Adobe Acrobat Reader.

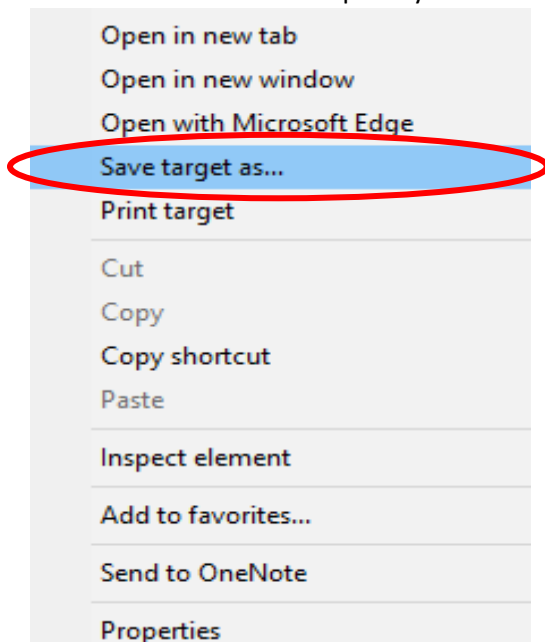
Saving a PDF File from an email

If you receive a PDF fillable form or PDF document in an email, use the down arrow on the attached file or right click and select “**save as**” to save the PDF document to any chosen location on your system.



Saving a PDF File from the Pulse (SharePoint)

If you want to use a PDF form available on Pulse, right click on the form and select “**save target as**” or “**download**” if this is the option you see.



Save on your computer.

Opening a PDF file

Double click on the saved PDF file. This will open your PDF document in Adobe Acrobat.

If the PDF is a basic document, it will open in the default browser otherwise, you will see the following screen...

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

Make sure you have Adobe Acrobat on your computer.

When this appears, close the browser and **Right click** the saved PDF file and select option “**Open With**”, select “**Adobe Acrobat**”.

This will open your PDF document in Adobe Acrobat.