

Note: These forms function best when opened in Adobe Reader. If you receive an error message when clicking on the form link, making the changes below to both the browser and Adobe Reader settings will enable you to open the file.

### **Internet Explorer:**

1. Go to the Tools menu and click on 'Manage Add-ons'.
2. Click on the drop down menu "Show" to display "All Add-ons".
3. Select Adobe PDF Reader and click the Disable button.

### **Chrome:**

1. Type (or copy & paste), this into the address bar: `chrome://plugins`
2. On the next page, to disable plugins, click to disable Chrome PDF Viewer

### **Firefox:**

1. Go to the Tools menu and click on 'Options'.
2. Click on the Applications tab.
3. Find Adobe Acrobat Document and change the preferred action to 'Always Ask'\* or 'Use Adobe Reader'.

\* 'Always Ask' means every time you click on a link to open a PDF, you will be prompted for a response as to how you'd like the file to be handled.

### **Safari:**

1. Click on the file to open it in Preview.
2. If you receive a 'Please wait...' message and the file does not open, hover your mouse near the bottom of the window to reveal the Preview toolbar.
3. Click the icon second from the right to open the file in Preview.

### **Adobe Reader:**

1. Click Start and go to the Programs list.
2. Find and open Adobe Reader.
3. In Adobe, go to the Edit menu and select Preferences.
4. Under 'Internet', make sure the box for 'Display PDF in browser' is unchecked. Click OK to save your changes.