



Instructions on Completing the Applications as Fillable PDF Forms

Please use these instructions to correctly fill out, save and send your application materials. Using these instructions will likely help avoid sending empty forms when you email the materials. The most common mistake is that people fill out the forms in the browser window and do not open the forms in Adobe Acrobat/Reader. Acrobat/Reader is free to download and supports the functionality of the document.

If you continue to have trouble with the forms, please contact Katie Aufer at katiea@explorer-west.org. Forms can also be submitted by mail or by dropping them off at the school.

Purpose

This document provides instructions for how to complete fillable PDF forms for both Windows and Mac computers. Acrobat is required in order to use PDF Forms.

Requirements

- ☐ Adobe Acrobat Pro or Adobe Acrobat Reader
- ☐ **Do not attempt to complete fillable forms within your internet browser.**
- ☐ Mac users must install Adobe Acrobat/Reader. Mac Preview will not work with fillable PDF forms.

Steps:

Completing the form in Mac OSX

OSX by default uses the application 'Preview' to render forms instead of Acrobat Reader. 'Preview' does not support PDF forms, therefore will not work while being used in this program.

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. Documents or Desktop)
3. Open the Adobe Acrobat Pro/Reader application
4. On the Acrobat Reader menu, go to **File->Open**. Open the file from the location in which you saved it. *The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.*
5. Complete the form and save the changes before emailing or printing.

Completing the form in Windows

1. Install the most recent version of Adobe Reader (<http://get.adobe.com/reader>)
2. Save the form to your local drive on your own computer and note the location of the saved file. (ex. My Documents)
3. Open the Adobe Acrobat Pro/Reader application
4. On the Acrobat Reader menu, go to **File->Open**. Open the file from the location in which you saved it. *The form will not work if you simply double-click it, unless Acrobat/Reader is already your default PDF viewer.*
5. Complete the form and save the changes before emailing or printing.