Setting up to download
Grants Group Application Forms

Guidance on setting up Adobe Reader

Although it is in common use, we recognise that you may not use **Adobe Reader** as your preferred pdf reader but it is required for us to most efficiently and accurately deal with your application and process the data on your form.

BEFORE you download the form, please ensure that you have the Adobe Reader installed on your system **and** that you have opened the Adobe Reader application, accepting the License Agreement which appears on first use **and** made Adobe Reader the default application for opening PDFs.

The latest version of **Adobe Reader** is available for install at: http://get.adobe.com/reader/

If this process is not completed, you may receive either a blank screen or a prompt of *"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."* or similar error message within the browser when you try to download and save the form.

With the form downloaded you can complete it in your browser or directly in Adobe Reader as you wish. You can save your responses and return to the form later at any time.

Detailed instructions for setting up your browser (Internet Explorer, Chrome, Firefox or Safari) are given below. If you wish, you can reverse these directions when you have completed the form to return to your previous preferred pdf reader.

Detailed set-up instructions

Follow the instructions below for your browser once Adobe Reader is installed on your machine. The type of browser you are using can be identified in Windows by clicking on the Help menu and locating the About link (About Firefox, About Internet Explorer, About Google Chrome, for example). On a Mac the program name appears immediately after the Apple menu on the left of your menu bar.
The illustrations and instructions below show:
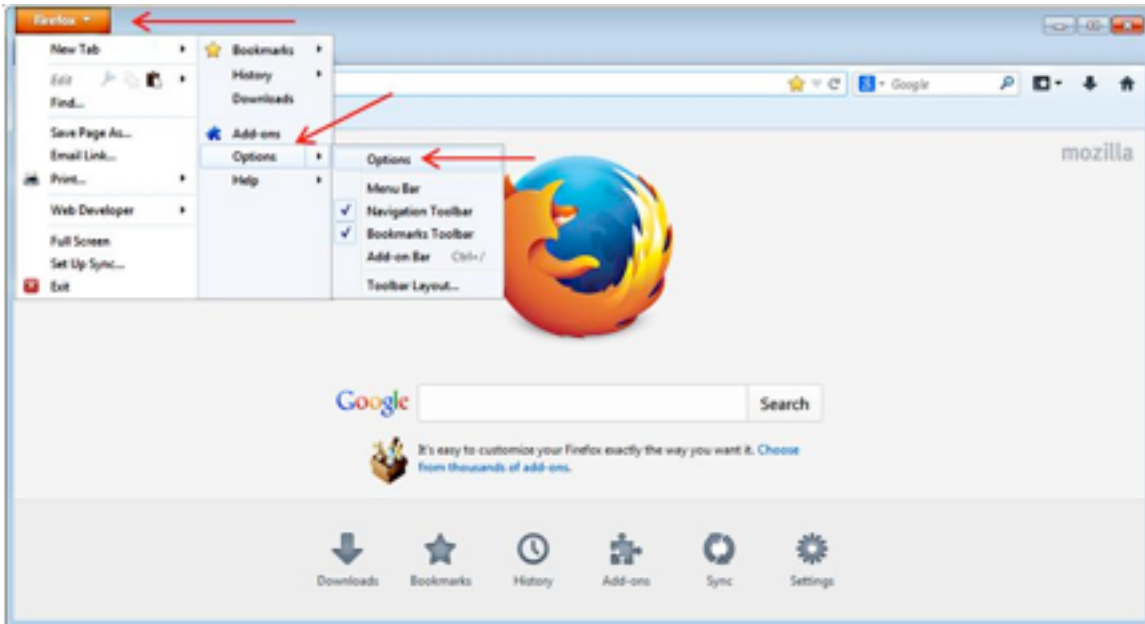 **FireFox** (19.0.2)
  Internet Explorer (8.0)
  Chrome (25)
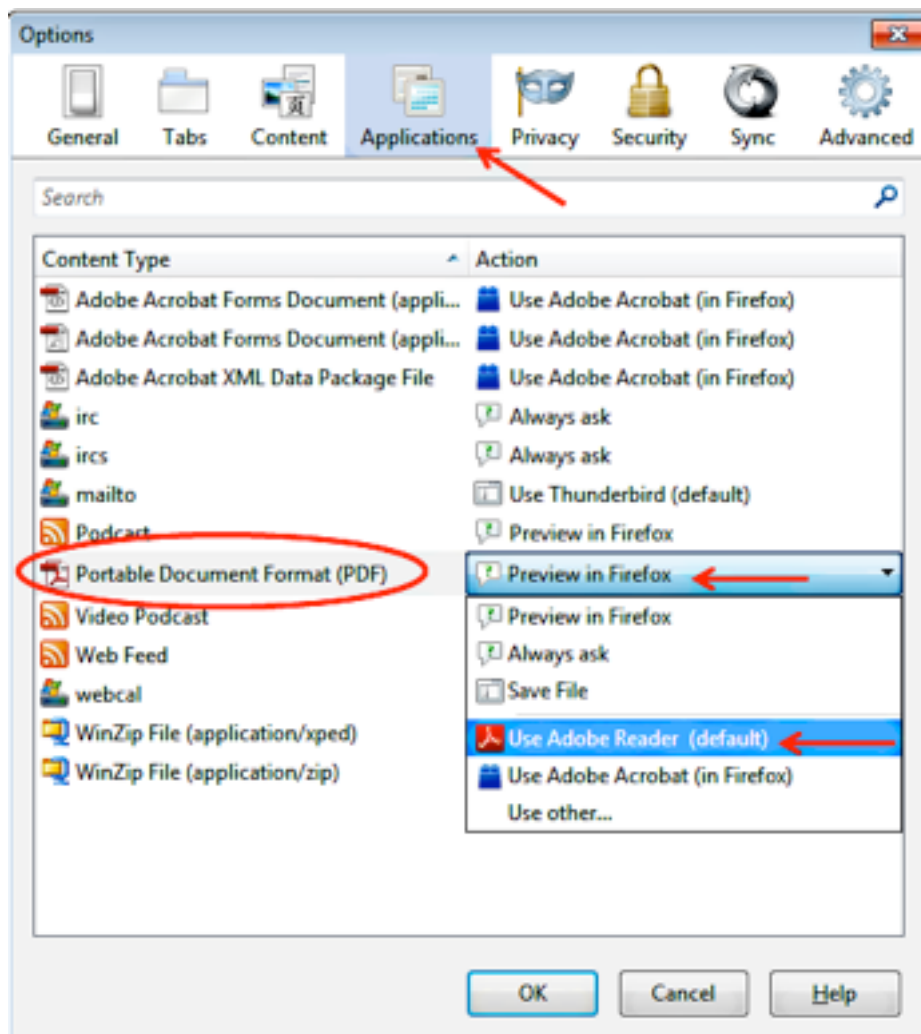 **Safari** (v7.0.2 in Apple OS X Version 10.9.2)
Note that this pdf form is not fully supported on mobile devices (phones and tablets)

Firefox Browser

Open Firefox. Select Tools → Options:

Click the Applications icon, scroll down to Portable Document Format, and select Use Adobe Reader (default) in the Action column, and then select OK. This is the only change that is needed.
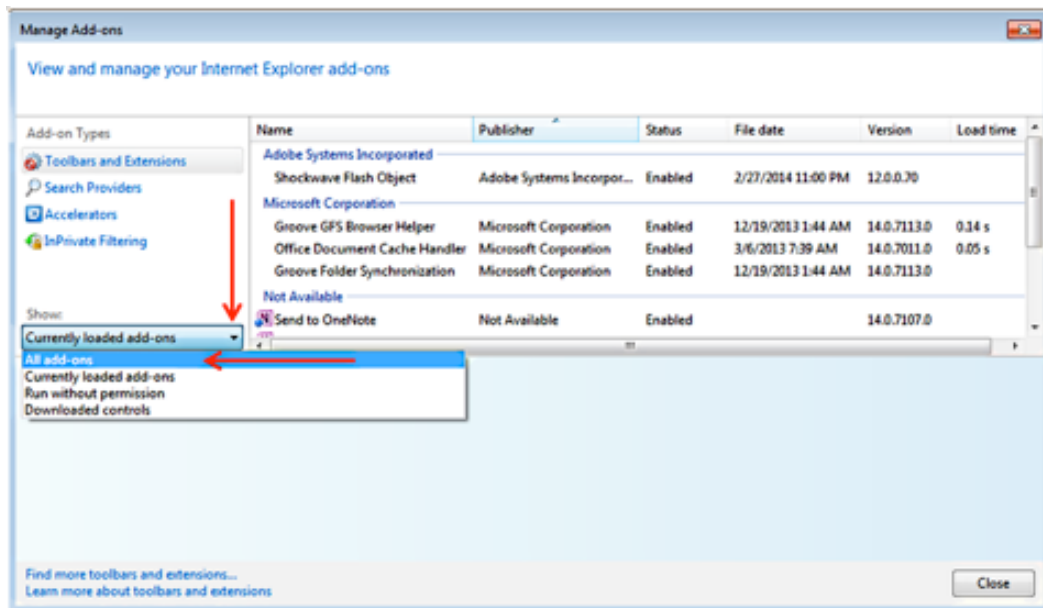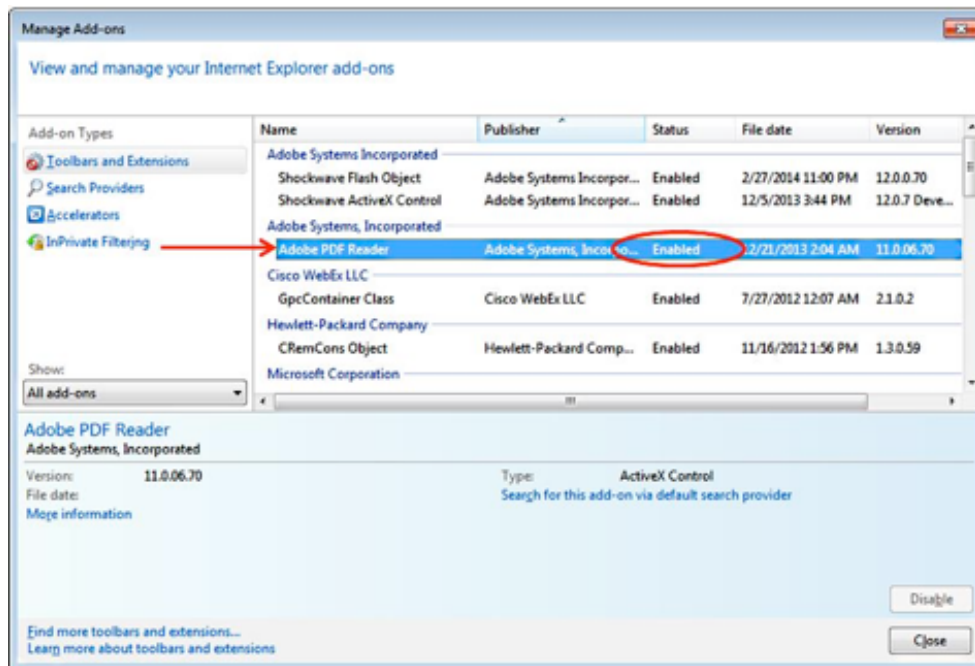
Internet Explorer Browser

Open Internet Explorer. Select Tools → Manage Add-Ons:

Click the Currently Loaded Add-Ons under the Show label and then select All-Add-Ons:
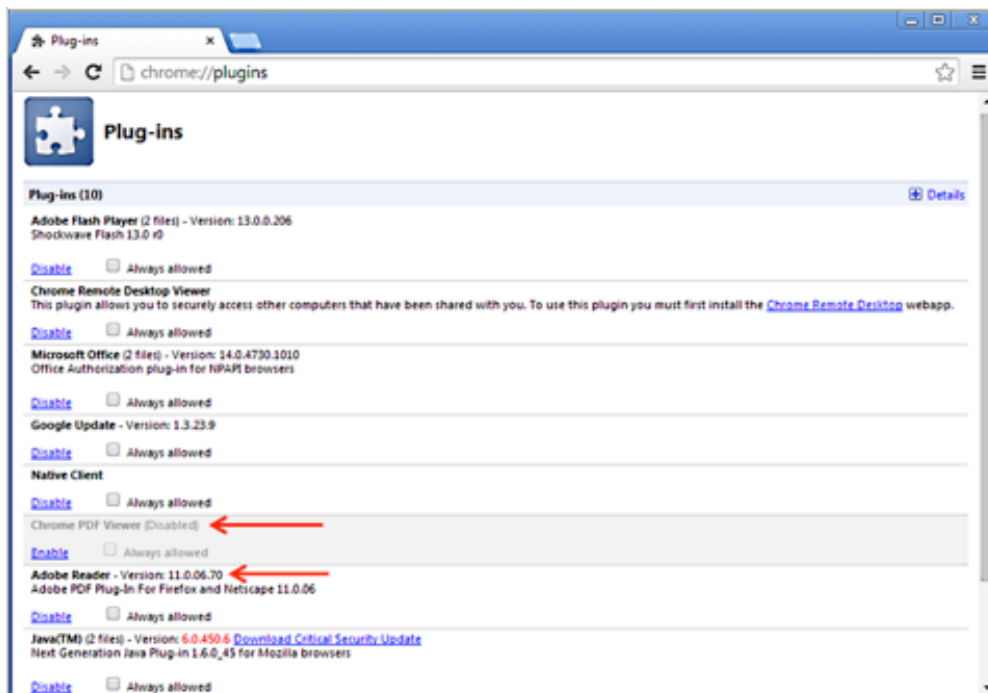
Locate the **Adobe PDF Reader** and ensure the status is *Enabled*. This Add-On may be already *Enabled* so no action is needed. If it is *Disabled*, please click the entry to *Enable* the **Adobe PDF Reader**. No further updates are needed.

Google Chrome Browser

Open Chrome, and enter the following in the URL window at the top of the screen:
chrome://plugins

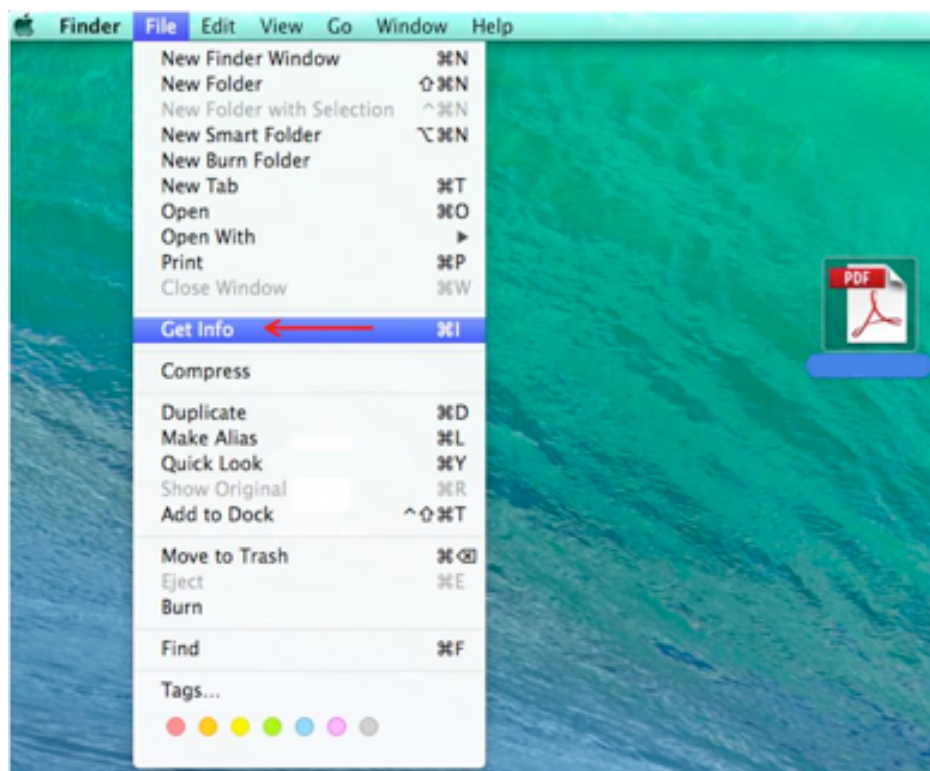Locate the Chrome PDF Viewer in the list of plugins and ensure it is Disabled.

Chrome PDF Viewer will be greyed out as shown above when disabled. If there is an **Adobe Reader** plug-in listed, ensure that this plug-in is Enabled. *'Disabled'* link shows Adobe Reader is enabled.

Safari on a Mac

Please ensure your Adobe Reader is setup properly by opening your Launchpad and clicking on the Adobe Reader icon. If this is the first time you have installed Adobe Reader on your Mac, you will need to accept the license agreement when prompted and make Adobe Reader the default.
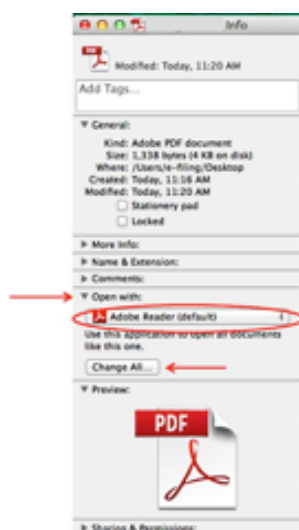
Users who already had the Adobe Reader installed will not be presented with these prompts. All users will also need to perform the following steps on your Mac in order to make Adobe Reader the default viewer for PDFs in Safari:

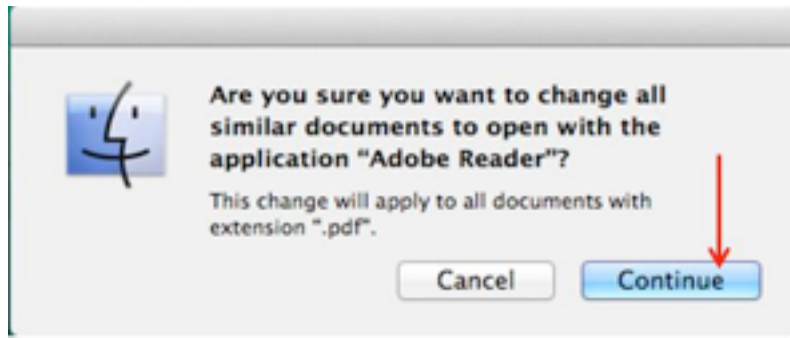Select a PDF file as shown below. **Click File → Get Info.**

Click the arrow next to Open With to expand the product menu.
Choose **Adobe Reader** from the application menu and click the Change All button.

When asked if you want to change all similar documents, click Continue.

The Mac and Safari setup is now complete. If you wish to use Firefox or Chrome on a Mac, you will need to update those browser settings as described above.