

# Setting up to download Grants Group Application Forms



Quaker Peace & Social Witness

### **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: <u>http://get.adobe.com/reader/</u>

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  $\rightarrow$  Options:

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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.

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## **Internet Explorer Browser**

Open Internet Explorer. Select Tools  $\rightarrow$  Manage Add-Ons:



Click the Currently Loaded Add-Ons under the Show label and then select All-Add-Ons:

Manage Add-ons							8
View and manage your Inten	net Explorer add-ons						
Add-on Types	Name	Publisher	Status	File date	Version	Load time	-
Toolbars and Extensions	Adobe Systems Incorporated						-18
P Search Providers	Shockwave Flash Object	Adobe Systems Incorpor	Enabled	2/27/2014 11:00 PM	12.0.0.70		14
Accelerators	Microsoft Corporation						-11
GInPrivate Filtering	Groove GFS Browser Helper	Microsoft Corporation	Enabled	12/19/2013 1:44 AM	14.0.7113.0	0.14 s	
a second second	Office Document Cache Handler	Microsoft Corporation	Enabled	3/6/2013 7:39 AM	14.0.7011.0	0.05 s	
	Groove Folder Synchronization	Microsoft Corporation	Enabled	12/19/2013 1:44 AM	14.0.7113.0		
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Currently loaded add-ons	Send to OneNote	Not Available	Enabled		14.0.7107.0		
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Currently loaded add-ons							
Run without permission Downloaded controls							
Find more toolbars and extensions						Close	
Learn more about toolbars and exter	sions					Close	

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.

Manage Add-ons						8
View and manage your Inte	ernet Explorer add-ons					
Add-on Types	Name	Publisher	Status	File date	Version	
Loolbars and Extensions Search Providers Accelerators	Adobe Systems Incorporated Shockwave Flash Object Shockwave ActiveX Control Adobe Systems, Incorporated	Adobe Systems Incorpor Adobe Systems Incorpor		2/27/2014 11:00 PM 12/5/2013 3:44 PM	12.0.0.70 12.0.7 Deve.	
G InPrivate Filtering	Adobe PDF Reader	Adobe Systems, Incode	Enabled	2/21/2013 2:04 AM	11.0.06.70	
	Cisco WebEx LLC GpcContainer Class Hewlett-Packard Company	Cisco WebEx LLC	Enabled	7/27/2012 12:07 AM	21.0.2	
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Adobe PDF Reader Adobe Systems, Incorporated						
Version: 11.0.06.70 File date: More information		Type: Acti Seargh for this add-on v	iveX Control la default ser	arch provider	Ditable	
Eind more toolbars and extension Learg more about toolbars and ex					Close	5

# **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. <u>'Disabled</u>' 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:

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Select a PDF file as shown below. Click File  $\rightarrow$  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.