

# Viewing PDF Documents

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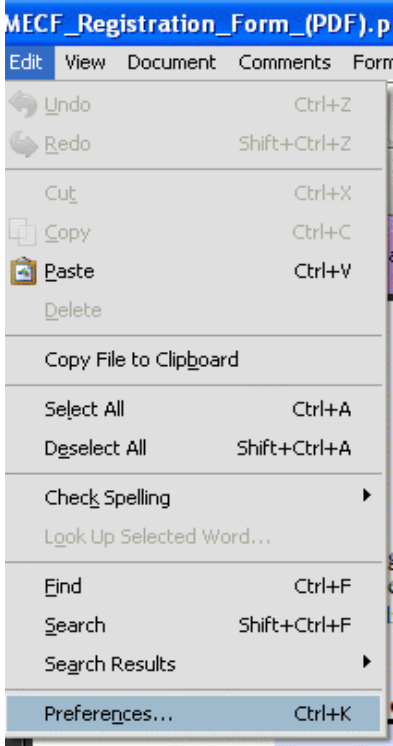
## Introduction

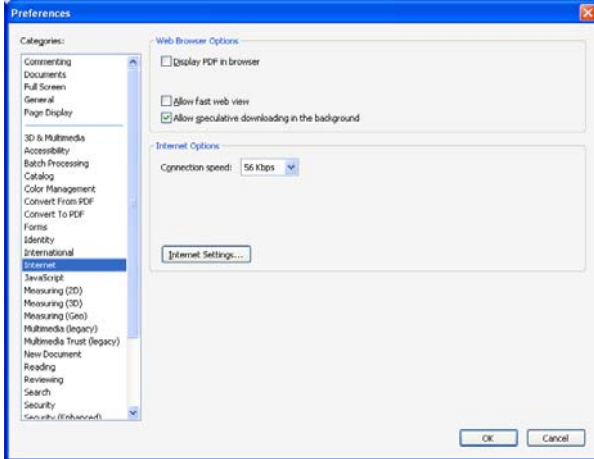
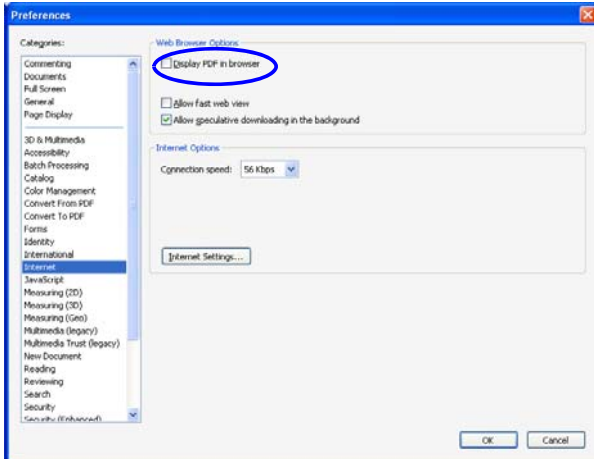
Accessing PDF documents from ECF or a web page is common to our work. The PDF document may be viewed in the browser or it may be viewed in Adobe Acrobat (or other PDF software), depending on the user's preference. Some preferences must be set from within the browser, e.g., Firefox, and some are set within Adobe Acrobat.

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## Adobe Acrobat Preferences

Once the decision is made whether to view the document in the browser or to have the document open in Adobe, the preference must be set in Adobe.

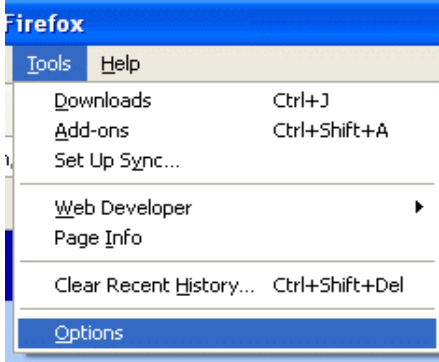
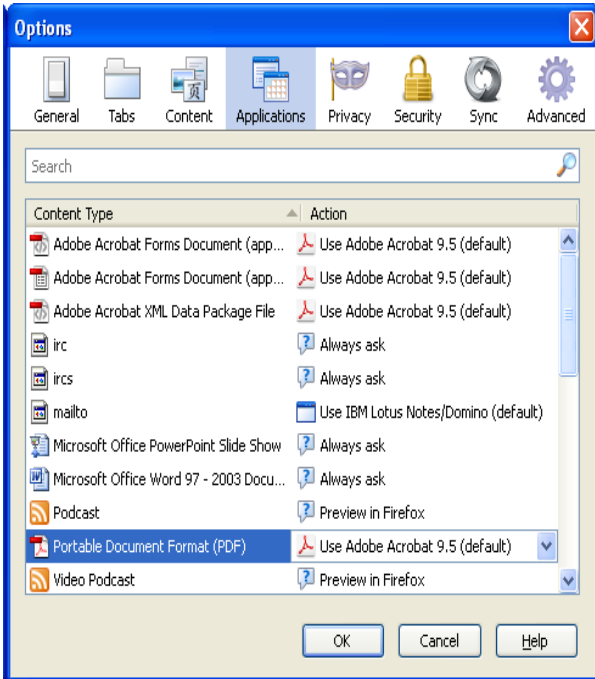
STEP	RESULT
From the Adobe menu bar, select <b>Edit &gt; Preferences</b> .	 A screenshot of the Adobe Acrobat application window showing the 'Edit' menu. The menu is open, displaying various options such as 'Undo', 'Redo', 'Cut', 'Copy', 'Paste', 'Delete', 'Copy File to Clipboard', 'Select All', 'Deselect All', 'Check Spelling', 'Look Up Selected Word...', 'Find', 'Search', 'Search Results', and 'Preferences...'. The 'Preferences...' option at the bottom of the menu is highlighted with a blue selection bar. The window title bar shows 'MECF_Registration_Form_(PDF).p' and the menu bar includes 'Edit', 'View', 'Document', 'Comments', and 'Form'.

STEP	RESULT
<p>From the <b>Preferences</b> window, select the <b>Internet</b> option.</p>	 <p>The screenshot shows the 'Preferences' dialog box with the 'Internet' category selected in the left-hand sidebar. The main area shows 'Web Browser Options' with 'Display PDF in browser' unchecked, 'Allow fast web view' unchecked, and 'Allow speculative downloading in the background' checked. Below that, 'Internet Options' shows 'Connection speed' set to '56 Kbps' and an 'Internet Settings...' button.</p>
<p>To display PDF documents in the browser, check “Display PDF in browser.” To display PDF documents in Acrobat, uncheck “Display PDF in browser.”</p> <p><i>Note: Opening PDF documents in Acrobat enables all Acrobat functionality. Opening PDF documents in the browser limits functionality.</i></p>	 <p>This screenshot is identical to the previous one, but the 'Display PDF in browser' checkbox in the 'Web Browser Options' section is now checked and circled in red.</p>

## Firefox Settings - Special Circumstances

Depending on the version of Firefox being used, if the preference is set to open PDF documents in the browser, PDF documents will open in the browser but may not have fillable functionality. A message across the top of the window will indicate that it may not be a well-formed PDF; at the end of the message line, there will be a drop-down with options to open the PDF in Adobe Acrobat.

If this applies to the version being used, changing Firefox settings may correct this. Here’s how:

STEP	RESULT
<p>From the menu bar, select <b>Tools &gt; Options</b>.</p>	 <p>The screenshot shows the Firefox application window with the 'Tools' menu open. The 'Options' item at the bottom of the menu is highlighted with a blue selection bar. Other visible items include Downloads (Ctrl+J), Add-ons (Ctrl+Shift+A), Set Up Sync..., Web Developer, Page Info, and Clear Recent History... (Ctrl+Shift+Del).</p>
<p>Select <b>Applications</b>.</p> <p>For each <b>Content Type</b> that reflects Adobe Acrobat or PDF, ensure the <b>Action</b> is to “Use Adobe Acrobat <i>version</i> (default).”</p>	 <p>The screenshot shows the 'Options' dialog box with the 'Applications' tab selected. The 'Content Type' and 'Action' columns are visible. The 'Portable Document Format (PDF)' row is highlighted, showing the action 'Use Adobe Acrobat 9.5 (default)'. Other content types include Adobe Acrobat Forms Document, Adobe Acrobat XML Data Package File, irc, ircs, mailto, Microsoft Office PowerPoint Slide Show, Microsoft Office Word 97 - 2003 Document, Podcast, and Video Podcast.</p>