

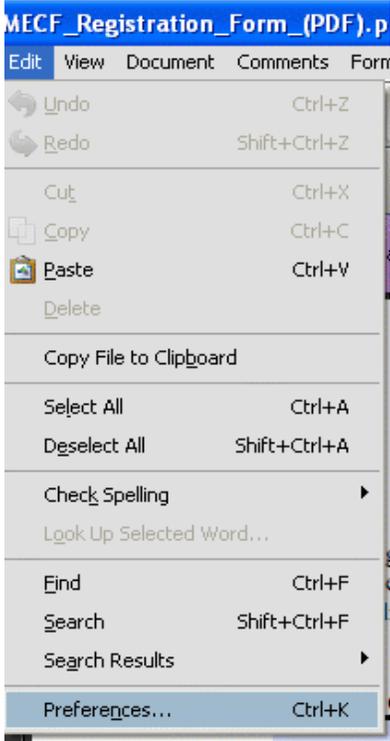
Viewing PDF Documents

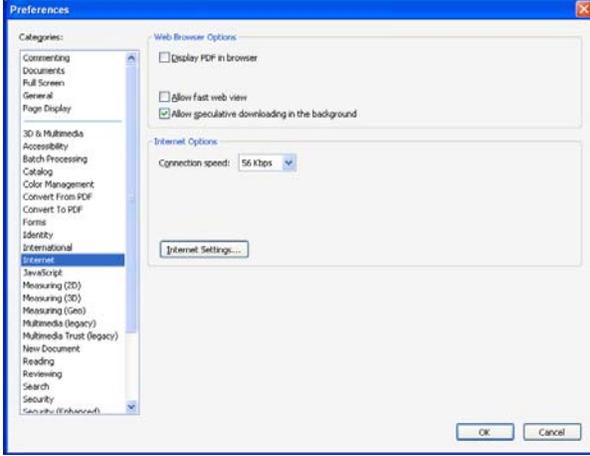
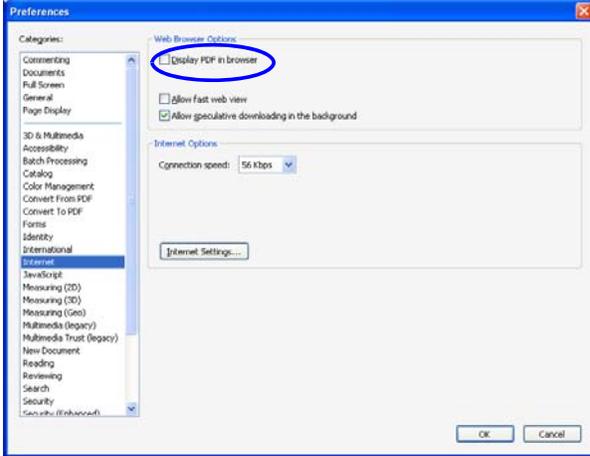
Introduction

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.

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.

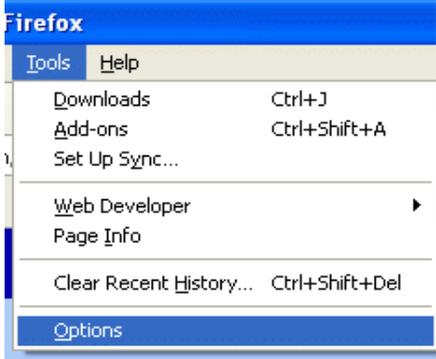
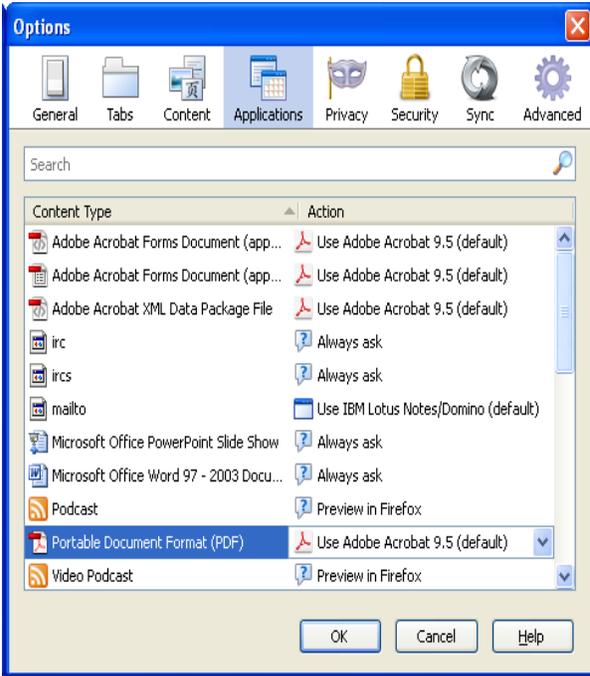
STEP	RESULT
From the Adobe menu bar, select Edit > Preferences .	 A screenshot of the Adobe Acrobat application window showing the 'Edit' menu. The menu is open, displaying various options. The 'Preferences...' option at the bottom of the menu is highlighted with a blue selection bar. The menu items include: Undo (Ctrl+Z), Redo (Shift+Ctrl+Z), Cut (Ctrl+X), Copy (Ctrl+C), Paste (Ctrl+V), Delete, Copy File to Clipboard, Select All (Ctrl+A), Deselect All (Shift+Ctrl+A), Check Spelling, Look Up Selected Word..., Find (Ctrl+F), Search (Shift+Ctrl+F), Search Results, and Preferences... (Ctrl+K). The window title bar shows 'MECF_Registration_Form_(PDF).p'.

STEP	RESULT
<p>From the Preferences window, select the Internet option.</p>	 <p>The screenshot shows the 'Preferences' dialog box. The 'Internet' category is selected in the left-hand 'Categories' list. The 'Web Browser Options' section on the right has the 'Display PDF in browser' checkbox unchecked. Other options like 'Allow fast web view' and 'Allow speculative downloading in the background' are also visible.</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 one above, but the 'Display PDF in browser' checkbox is now checked and is circled in red to highlight the change.</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 Tools > Options.</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 in blue. 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 Applications.</p> <p>For each Content Type that reflects Adobe Acrobat or PDF, ensure the Action 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>