Microsoft Windows 8 (and later) users: To read PDFs, Windows 8 (and later) default to a Microsoft program confusingly called 'Reader'. You <u>cannot</u> open interactive PDF forms or fill fillable PDF forms with that program. You need to use <u>Adobe Reader</u>. (Be sure that you have installed Adobe Reader <u>before</u> following the rest of these steps.) There are three ways you can use Adobe Reader. Any one will work, but the **first** way given below is, by far, the better option.

(1)   Go to the Windows desktop.

Open Control Panel.

Select Programs > Default Programs > Set your default programs.

Select Adobe Reader XI in the <u>left</u> panel.

Click the "Set this program as default" button <u>at the bottom of the right panel</u>.

(2)   If you have a PDF saved on your computer (<u>any</u> PDF will work), right click on the file and choose: Open with > Choose default program

Select Adobe Reader.

Be sure that the box <u>is</u> check before "Use this app for all .pdf files" or "Always use the selected program to open this kind of file" (the wording differs among the different operating systems).

You might have an 'OK' button in the bottom of the dialog box. If so, click it.

(3)   If you don't want to change your default PDF reader, follow these steps:

<u>Open</u> the form you want to fill in your browser and then <u>save</u> it to your computer. (If you cannot open the form in your browser, see the browser instructions on the page you left to get here.)

On your computer, press the START key (between Ctrl and Alt). Right click and click the ALL APPS button that appears. Now find Adobe Reader.

Once Adobe Reader opens, use File > Open to choose the form you saved.