



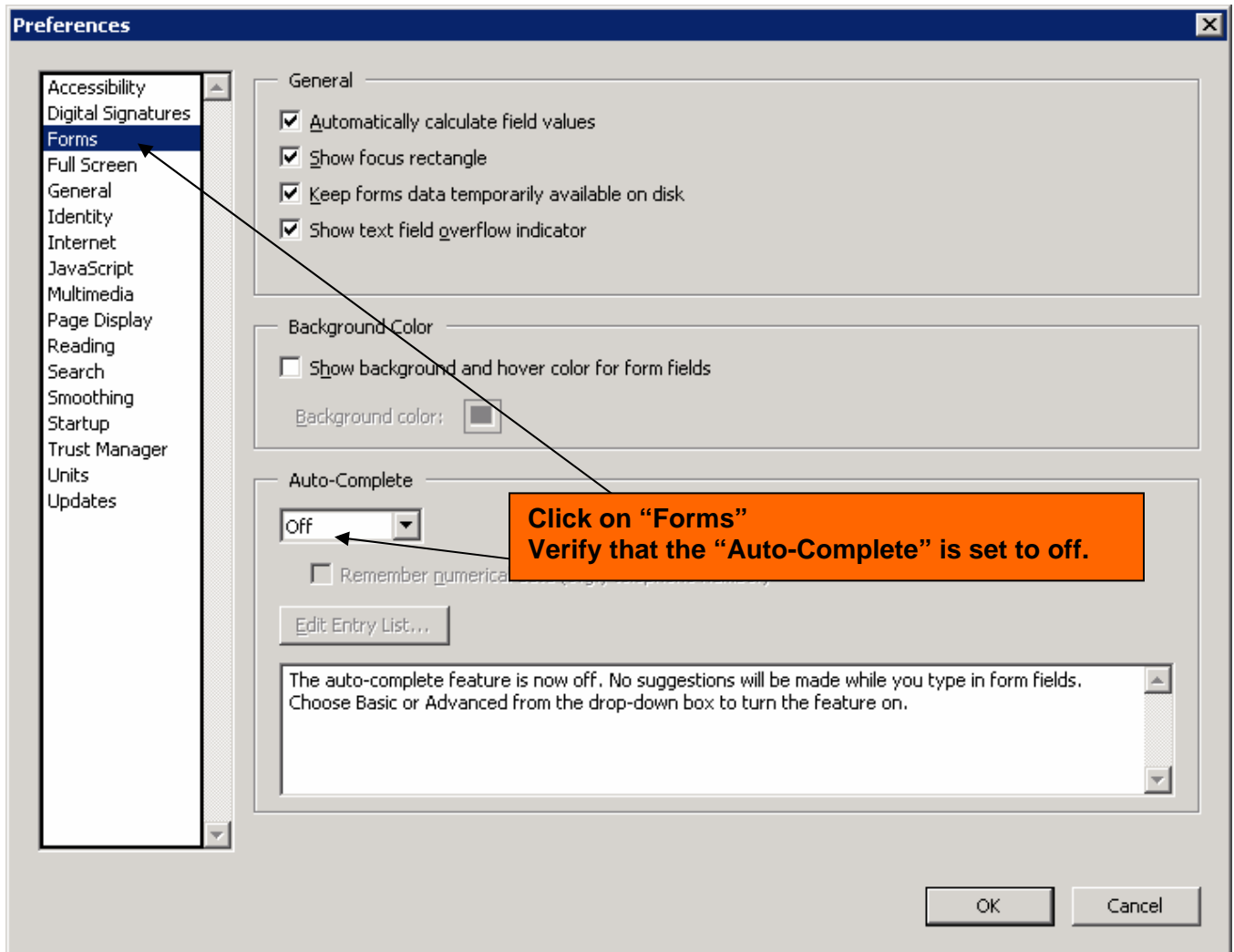
Adobe Acrobat Reader Setup

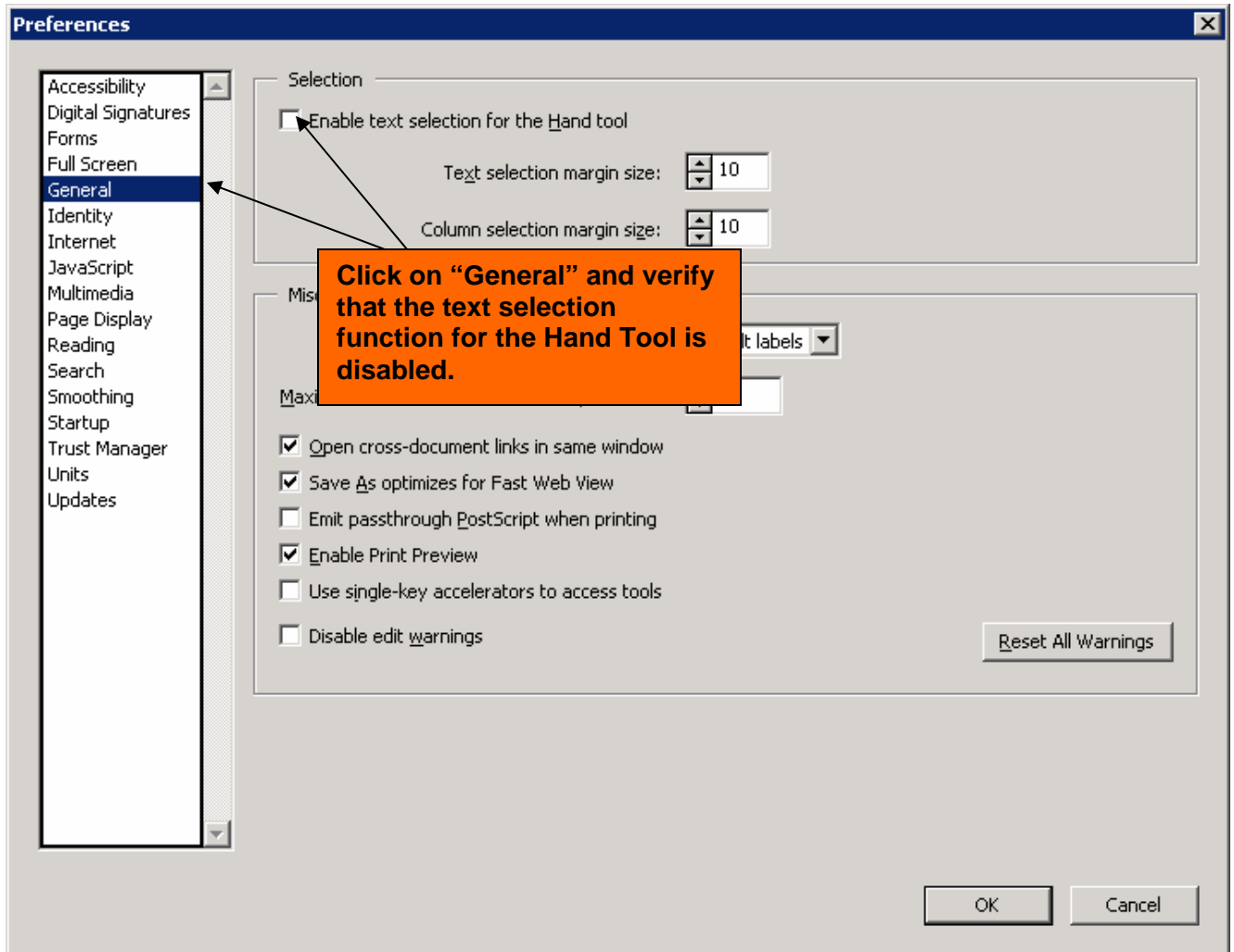
Tips for installing Adobe Reader

1. Before installing a new version of Adobe Reader make sure that the old version is uninstalled completely
 - a. This is done to make sure that all of the plug-in information is correct and up to date.
 - b. The software will return error messages when saving forms if this isn't done.
2. Before going to the Adobe web-site know which operating system your machine is running.
 - a. To find go to "Start", "Programs", "Windows Explorer", then click on "Help" and then "About"
3. When installing versions of Acrobat, make sure that the updates correspond with the end user requirements chart above.

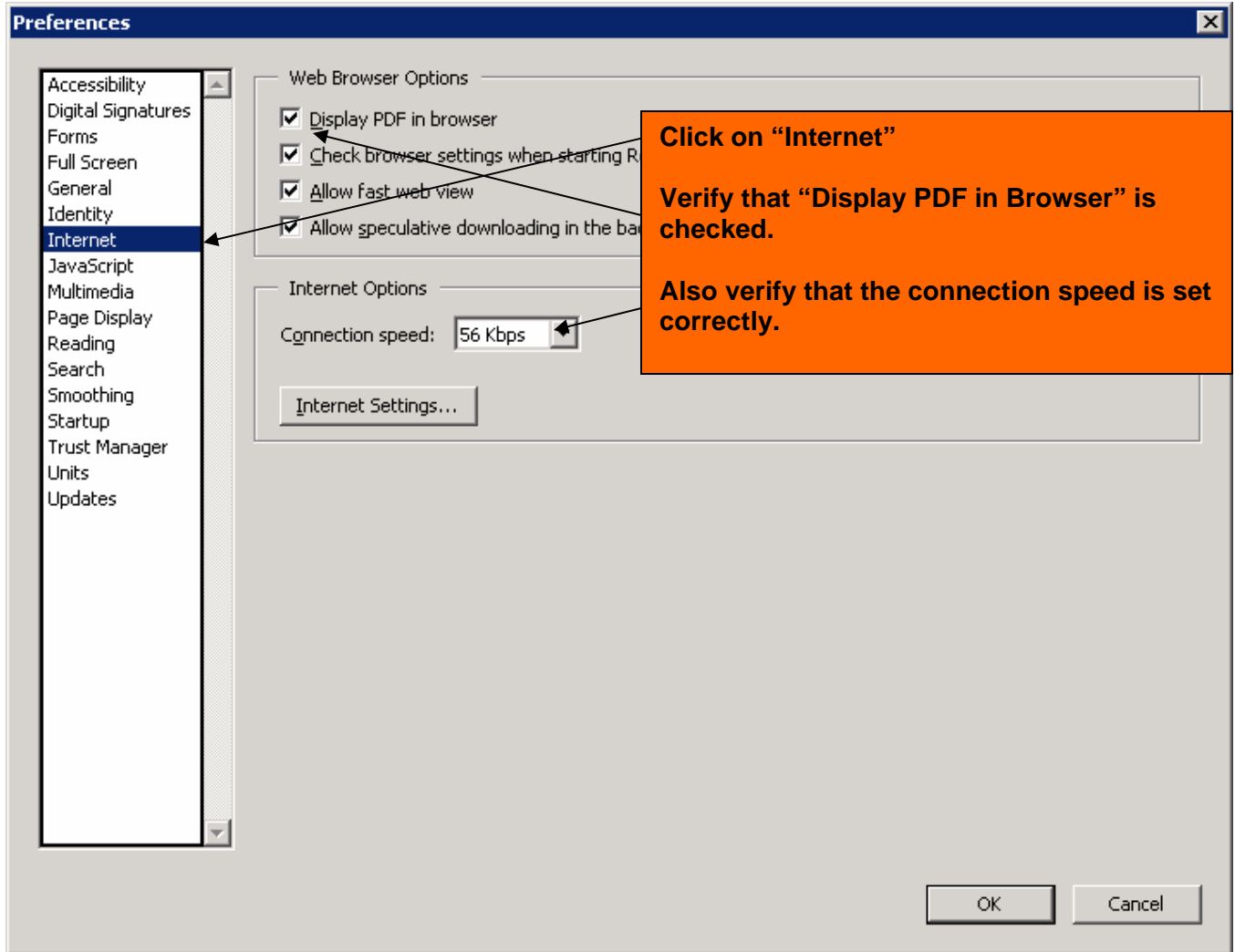
Adobe settings for the user

Once installed, the following section describes the settings that need verified in order for the special services module to work correctly. All of the following changes can be made by opening Adobe and clicking on “Edit” and then “Preferences”. These screen shots are from Adobe Reader version 6.0.2.

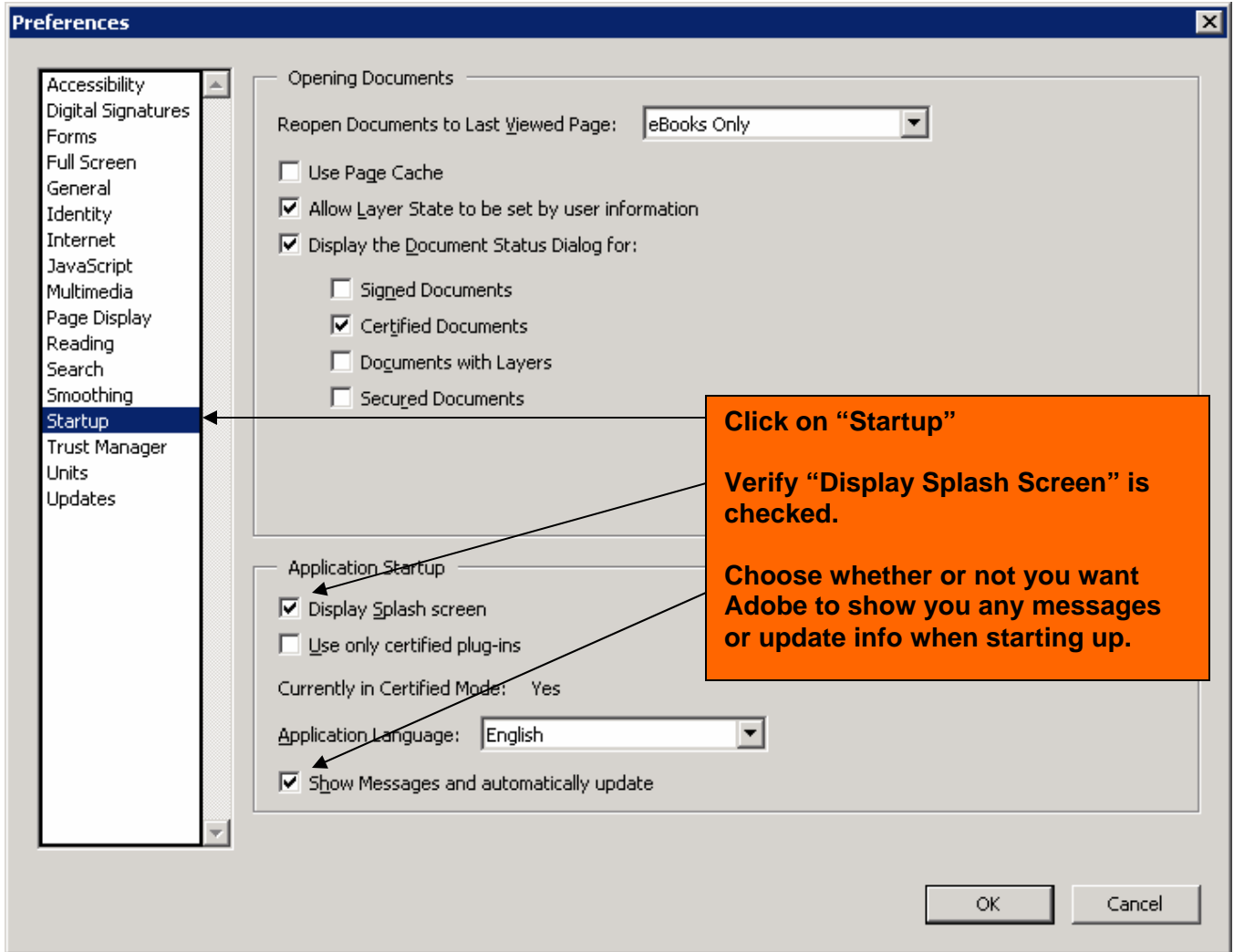




This forces teachers to use the SELECT TEXT tool which cuts down on accidental moving of data and incorrect copying and pasting techniques.

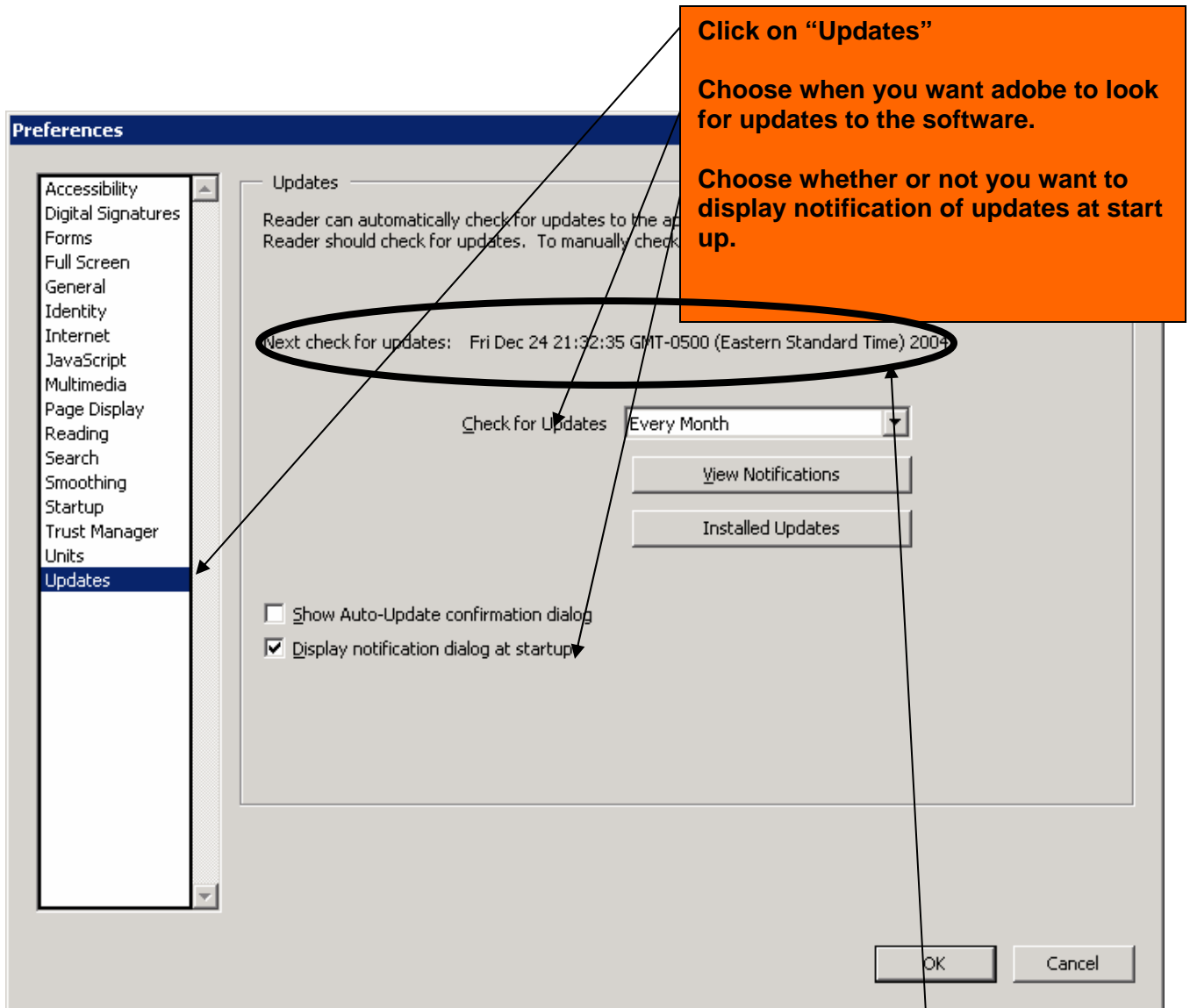


Not having the PDF appear in a browser disables its ability to save back to Progress Book.



Setting the splash screen to appear when starting up helps indicate that the software is working correctly and that it is moving on to the next step of form creation.

Allowing messages and update information to appear can delay the appearance of a form.



Searching for updates can be set to check monthly or manually.

This screen displays when Adobe will look for updates again. (See circled section.)

If set to automatic the updater may delay the appearance of a form either during the search or while it waits for an update to be installed.

The only way to install an update is to open Adobe Reader up separately and click on “Help” and then “Updates”.

The user will need to select the updates from the box of “Available” updates and move them to the “Selected” box.

The last step is to click the “Update” button. Sometimes a restart is required.

Acrobat updates more than you think

The updates that are installed should be limited to those that are Adobe. Any other software product should not be installed.

