

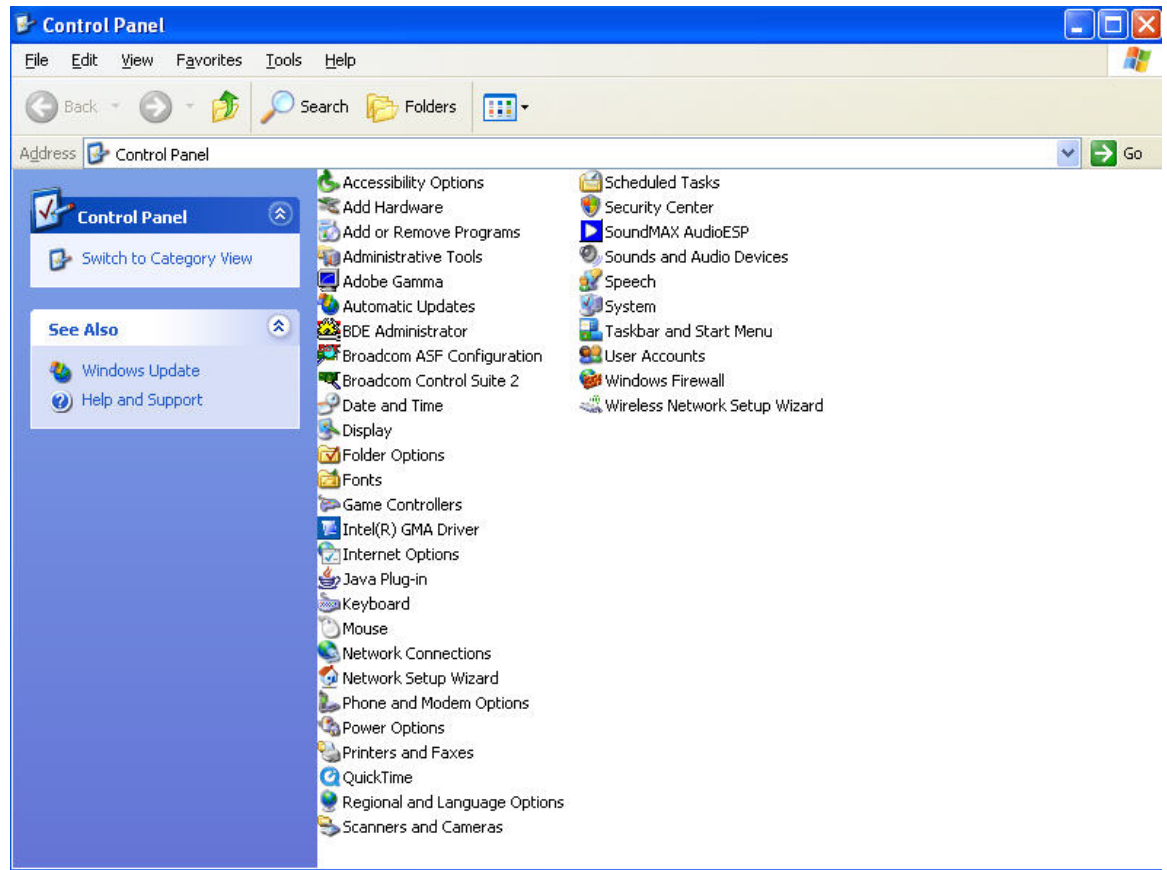
Tips for Using Adobe Reader 9.2

For Grants.gov applications in .pdf format, use Adobe Reader 9.2. All applications must be opened, completed, reviewed, and submitted with the same version of Adobe Reader – version 9.2.

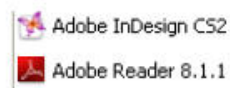
Uninstall previous versions of Adobe Reader.

Open the Control Panel under the Start Menu.

Select Add or Remove Programs.



If you see any Reader version but Adobe Reader 9.2, uninstall it.



Size	180.00MB
Size	86.60MB

Install Adobe Reader 9.2. This software is available for download from Adobe's website. http://www.adobe.com/products/acrobat/readstep2_allversions.html.

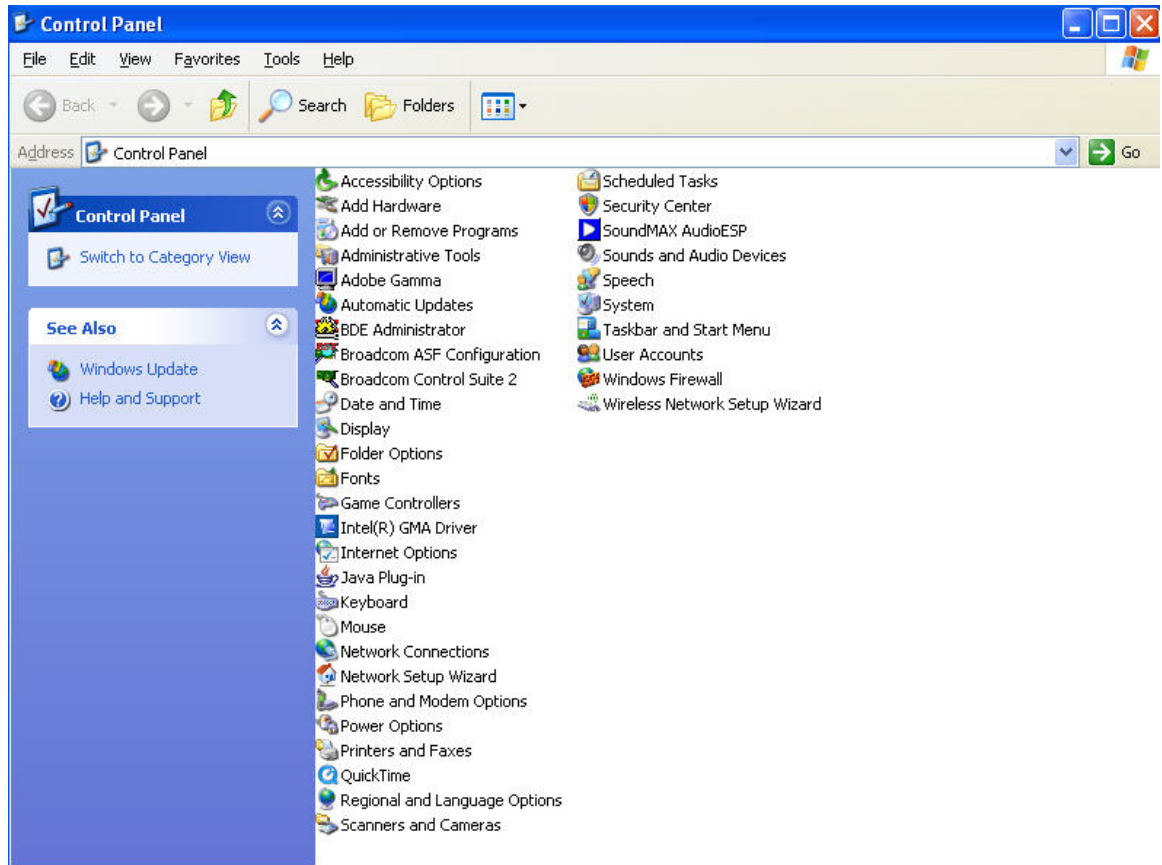
Make Adobe Reader 9.2 your default program to open Adobe files.

If given the option during installation and set up, select Adobe Reader 9.2 as the default program to open .pdf files.

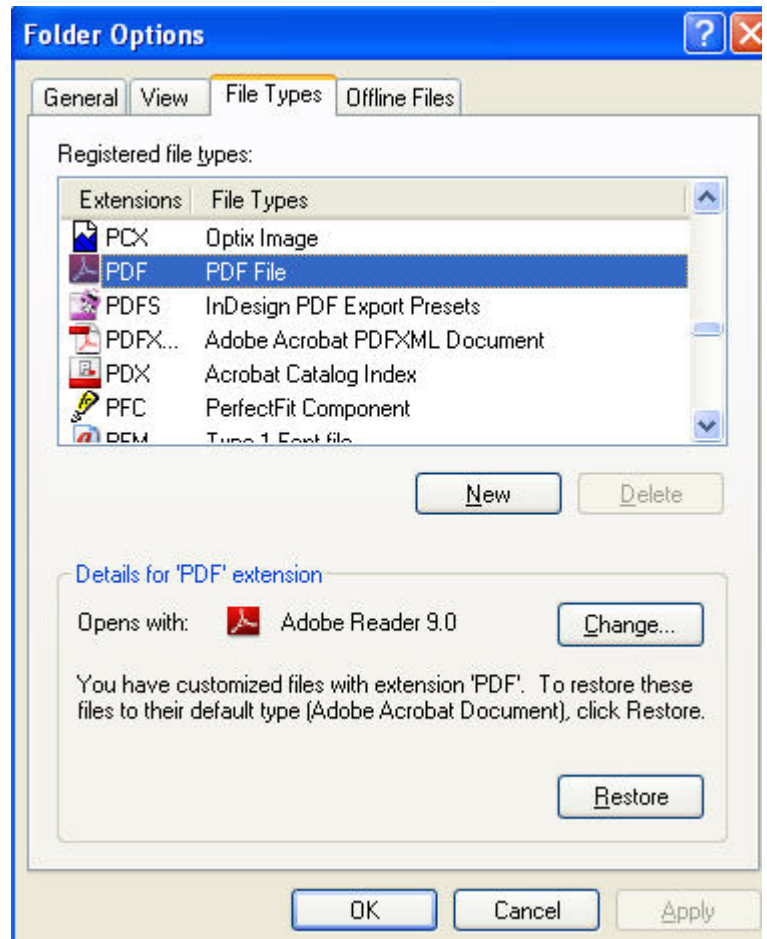
If you have both Adobe Professional, or other .pdf generating program, and Adobe Reader on your machine, make sure that Adobe Reader 9.2 is set as the default program to open Adobe files.

Open the Control Panel under the Start Menu.

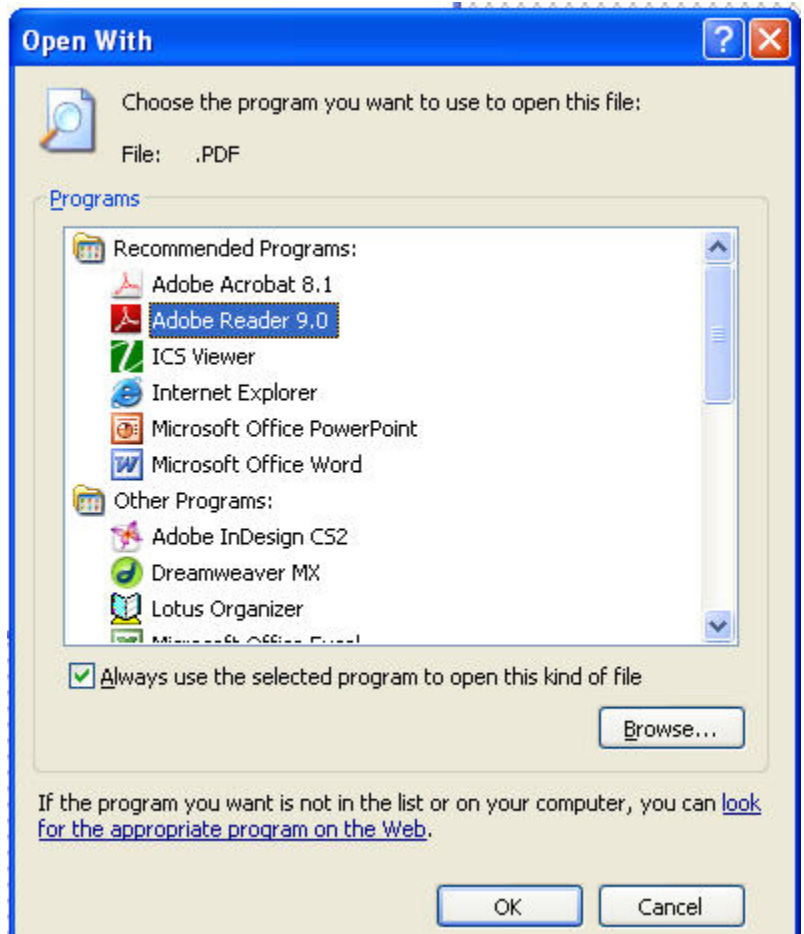
In "Classic View" look for the Folder Options icon and double click it.



In Folder Options, select the File Types tab and scroll down to pdf.



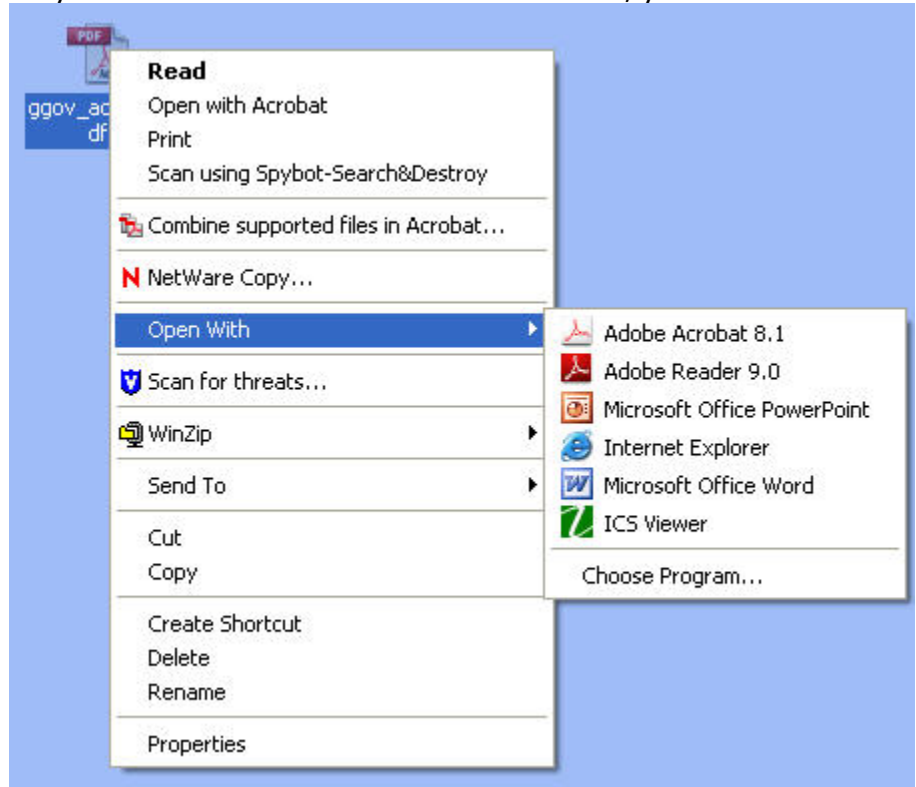
In the Details section of the screen, check that it says "Open with Adobe Reader 9.2" If it does, click OK. If it does not, click on Change and select Adobe Reader 9.2 from the list of programs. Click Apply.



To open files with Adobe Professional

All pdf files will default to open in Reader. If you need to edit a file in Adobe Professional, you will have to: Right Click on the file.

From the Options list, select Open With> and then select Adobe Acrobat from the list. Your version of Professional may vary from the screen shot.

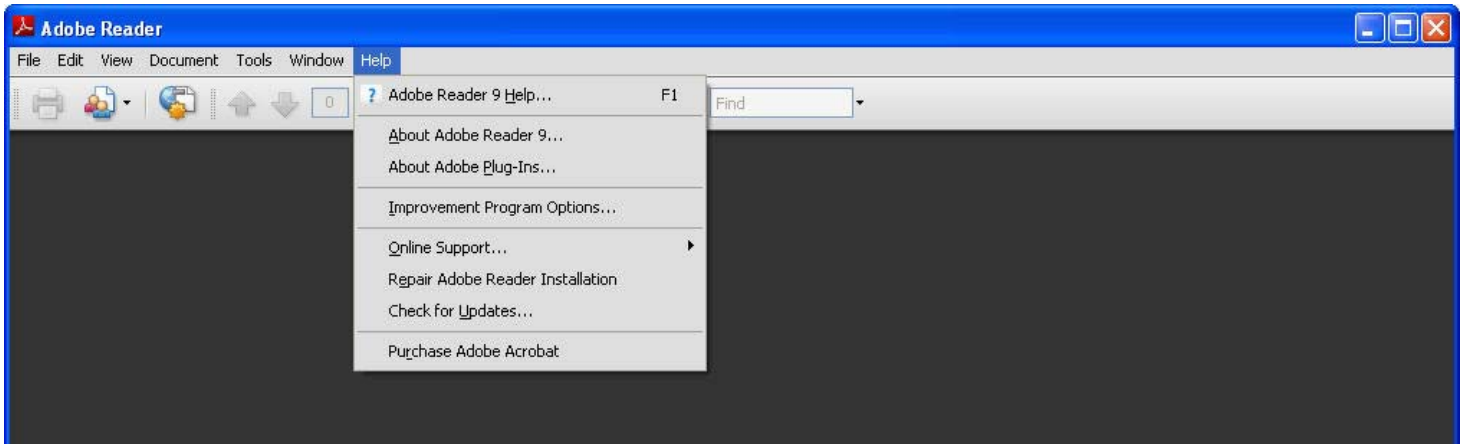


Note that if you have Adobe Reader open, you will not be able to open with Adobe Professional, and vice versa. To switch programs, close all open .pdfs, including those in Internet browser windows, wait 30 -60 seconds and then open the program.

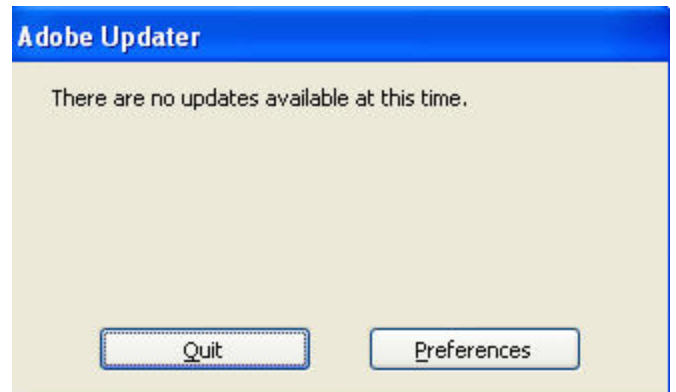
Turn off Automatic Updates for Adobe Reader

To turn off auto update:
Open Adobe Reader 9.2

Select Help from the Menu. Then select Check for Updates.



This will show the updates available.
Click the link for Preferences.



Uncheck "Automatically check for Adobe updates"
Click OK.

