



Massachusetts Department of Environmental Protection

How To: Download Adobe Reader

This guidance is an accompanying document to the *Grant Contract Intake Form*, which requires Grantees to download *Adobe Acrobat Reader*, a free PDF application. To download *Adobe Reader*, use the link below, and follow the instructions to open the Intake form.

Instructions

Step 1: Head to <https://get.adobe.com/reader/>.

Step 2: This website should look similar to *figure 1*. Scroll down to the *More add-ons* section and uncheck *McAfee Security Scan Plus*, as it is automatically checked to be included.

Step 3: Click *Download Acrobat Reader*.

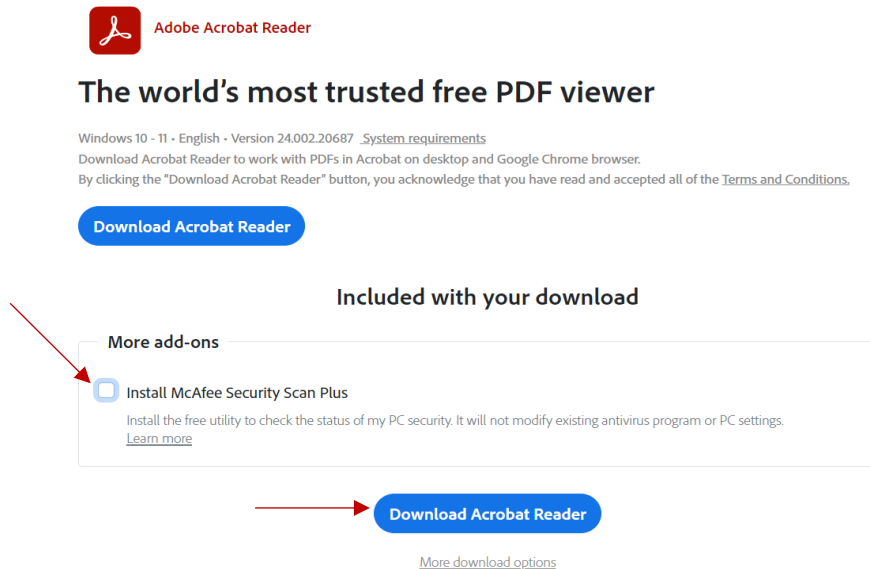


Figure 1 - Adobe Acrobat Reader Download Webpage

Step 4: After you select *Download Acrobat Reader*, the screen will update to *Figure 2*. You can now head to your *Downloads* Folder.

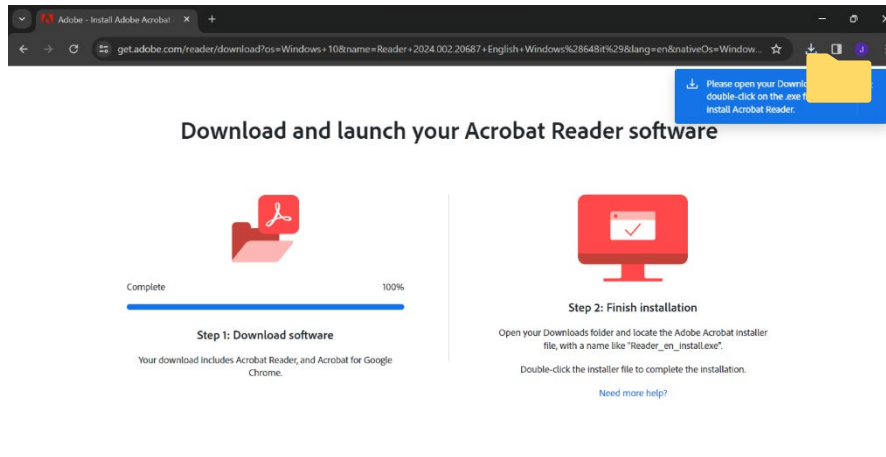


Figure 2 – Downloading the Adobe Reader Software

Step 5: How to open your *Downloads* Folder.

I. First, head to your *File Explorer*, it should have a file icon similar to this:

On Windows computers, the *File Explorer* Icon is this:



II. After opening File Explorer, on the left side there is a column of locations on your computer (*figure 3*), scroll through these options until you see the *Downloads* location.

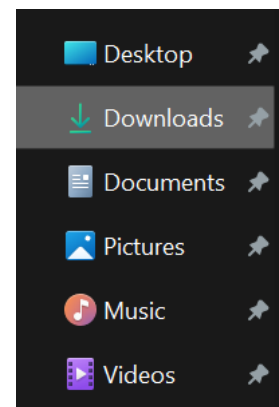


Figure 3 - Finding your Downloads Folder

Step 6: When you have found your *Downloads* section, the *Adobe Reader Software Installer* should be included in the *Downloads* section, titled “Reader_en_install” (*figure 4*).

Double Click on this application to begin the installation.

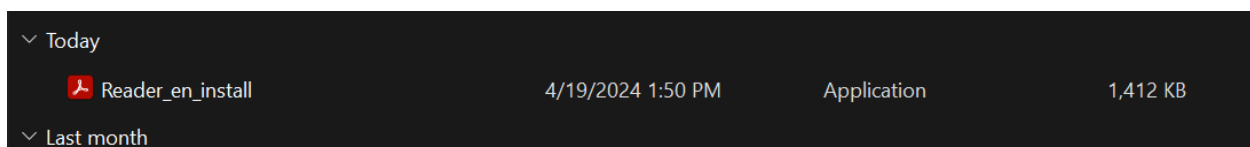


Figure 4 - Opening the Adobe Reader Installation Software

Step 7: After opening this application, a window will pop up asking if you would like to begin the installation process, click “Yes”.

Step 8: Adobe Acrobat Reader will now begin the installation process. A pop up will open, see *figure 5*. This installation will take a few moments. After the installation process has finished, click “Finish” in the bottom right corner of the pop up.

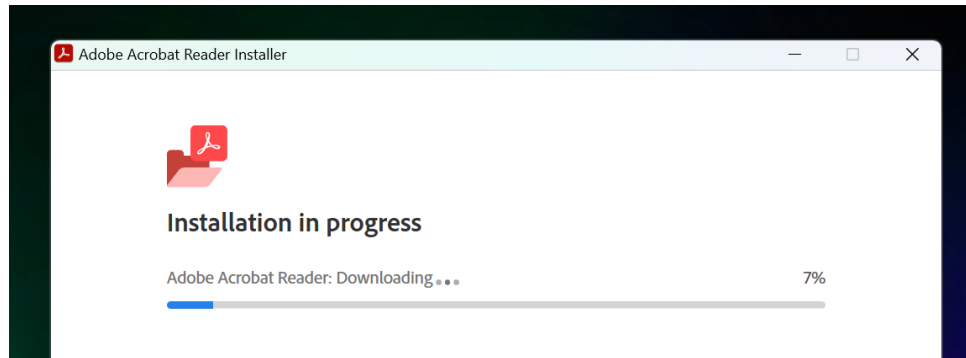


Figure 5 - Installing Adobe Reader

Step 9: Congratulations! You have officially downloaded *Adobe Reader*. *Adobe Reader* will open automatically, and will prompt you to answer the question in *figure 6*. The recommendation is to select “Yes”. If you select “Yes”, all PDFs you download or open will automatically open in *Adobe Reader*.

If you do not prefer *Adobe Reader* to be your default PDF application, select “No” and follow the instructions below to open your *Grant Contract Intake Form*.

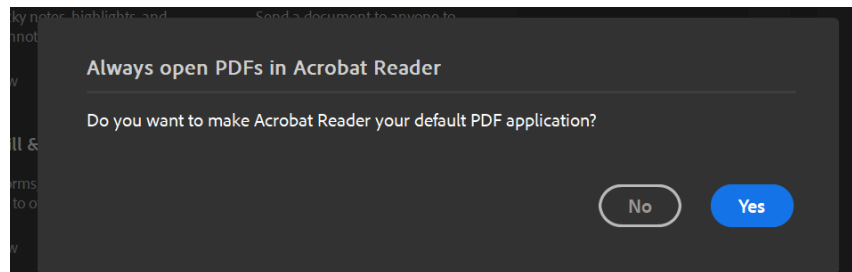


Figure 6 - Making Adobe Reader your Default PDF Viewer

If Adobe Reader is not your Default PDF Application:

Ways to Open your Grant Contract Intake Form

Please download the *Grant Contract Intake Form* onto your computer before completing these steps.

Option 1: Opening the Form through your Adobe Reader Application.

- i. Your *Adobe Reader* should have an icon on your desktop now, see *figure 7*. Double click on this icon to open the application.
- ii. After you have opened *Adobe Reader*, Go to the top left of the application, and hover over the “+” icon (*figure 8*). Hovering over this icon will open a menu with 3 options, select *Open Files*. This will bring you to your *File Explorer*, and you may choose the *Grant Contract Intake Form* from your Files. You may now complete the *Grant Contract Intake Form*.

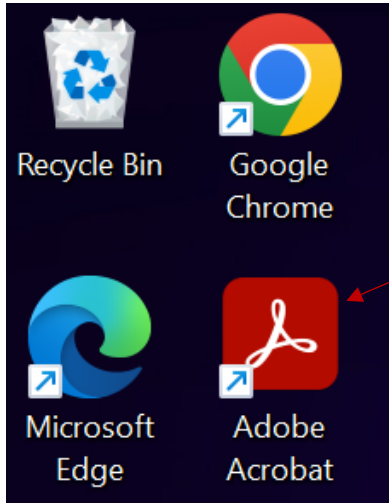


Figure 7 - Opening Adobe Reader from Desktop

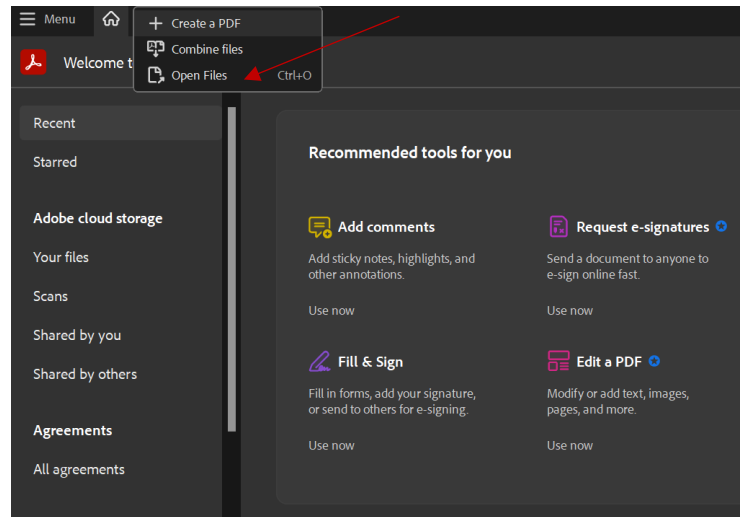


Figure 8 - Opening Files in Adobe Reader

Option 2: Selecting the PDF Application Per File.

- i. Head to the location of your *Grant Contract Intake Form* in your *File Explorer*, this may be included in your *Downloads* Folder, or another location.
- ii. When you have found your Intake Form, right click on the document, a menu should show up similar to *figure 9*. Hover over the "Open With" option, and a variety of applications should show. Select *Adobe Acrobat*. This will automatically open the document in *Adobe Reader*.

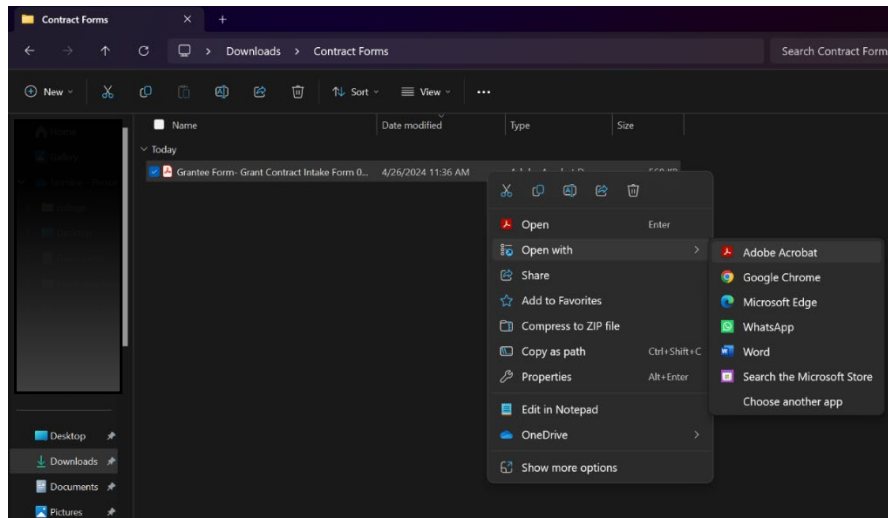


Figure 9 - Opening the Intake Form in Adobe Reader