

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*.

	Adobe Acrobat Reader								
	The world's most trusted free PDF viewer								
	Windows 10 - 11 - English - Version 24.002.20687 <u>System requirements</u> Download Acrobat Reader to work with PDFs in Acrobat on desktop and Google Chrome browser. By clicking the "Download Acrobat Reader" button, you acknowledge that you have read and accepted all of the <u>Terms and Conditions</u> .								
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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.

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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 dowload 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.
- 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



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*.

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Figure 9 - Opening the Intake Form in Adobe Reader