How to Edit Adobe Preferences to Ensure Special Education Teachers Can Create & Save Forms:

3. Click on Adobe Reader—be sure to double-click so it opens.

2. Click on Applications

1: Click on Finder

Applications

- 2
- AdbeRdr9...S_i386.pkg
- Address Book
- Adobe
- **Adobe Reader**
- AppleScript
- Automator
- Calculator
- Camino
- Chess
- Dashboard
- Dictionary
- DVD Player
- Exposé
- ezManagerMax
- Firefox
- Flip4Mac
- Font Book
- Front Row
- GarageBand
- Google Chrome
- iCal
- iChat
- iDVD
- Image Capture
- iMovie
- iPhoto

▼ DEVICES

▼ SEARCH FOR
- Today
- Yesterday
- Past Week
- All Images
- All
- All

Desktop
ictest
Applications
Documents

▼ Preview:

Name   Adobe Reader
Kind   Application
Size   283.5 MB on disk
Created   9/5/11 10:54 AM
Modified   10/18/11 11:47 AM
Last opened   Yesterday at 8:09 AM
Version   10.1.1

More info...

Adobe Reader **File**

About Reader
About Adobe Plug-Ins...

Preferences...   ⌘,

Services   ▶

Hide Adobe Reader   ⌘H
Hide Others   ⌥⌘H
Show All

Quit Adobe Reader   ⌘Q

4. Click on Adobe Reader in the top tool bar.

5. Click on Preferences

Preferences

Categories:

Commenting
Documents
Full Screen
General
Page Display

3D & Multimedia
Accessibility
Forms
Identity
International
Internet
JavaScript
Measuring (2D)
Measuring (3D)
Measuring (Geo)
Multimedia (legacy)
Multimedia Trust (legacy)
Online Services
Reading
Reviewing
Search
Security
Security (Enhanced)
Spelling

☐ ... ents
☑ Open cross-document links in same window
☑ Allow layer state to be set by user information
☑ Allow documents to hide the menu bar, to...
Documents in recently used list

Save Settings

☑ Automatically save document changes to t...   9)
☑ Save As optimizes for Fast Web View

PDF/A View Mode

View documents in PDF/A mode: Never   �▾

6. Click on Documents

7. PDF/A View Mode

View Documents in PDF/A Mode

Make sure it says **Never**

8. Click OK to save changes.

Cancel   OK

9. Adobe Reader>Preferences again

Adobe Reader H

About Reader
About Adobe Plug-Ins...

Preferences...   ⌘,

Services   ▶

Hide Adobe Reader   ⌘H
Hide Others   ⌥⌘H
Show All

Quit Adobe Reader   ⌘Q

Preferences

Categories:

Commenting
Documents
Full Screen
General

10. Click on Internet

Accessibility
Forms
Identity
International
Internet
JavaScript
Measuring (2D)
Measuring (3D)
Measuring (Geo)
Multimedia (legacy)
Multimedia Trust (legacy)
Online Services
Reading
Reviewing
Search
Security

Web Browser Options

☑ Display PDF in browser using:
/Applications/Adobe Reader.app
☐ Display in Read Mode by default

☑ Allow fast web view
☑ Allow speculative downloading in the background

Internet Options

Connection speed: 56 Kbps

Network Settings...

11. Make sure check box for Display in Read Mode by Default is <u>NOT</u> checked. If this is checked any Special Education teacher will be unable to create and save forms/documents.

12. Click OK to save changes to this setting.

Cancel   OK