



## Guide to Working with LCHIP's PDF Forms

LCHIP PDF forms, such as the Application and Intent to Apply are designed specifically to be read and filled out using the latest version of the free **Adobe Acrobat Reader DC** software. While there are PDF readers other than Adobe, the fillable fields in our materials work best with the Adobe Acrobat Reader DC. Using any other PDF reader application will likely prevent you from entering all the information that LCHIP requires. Using the non-reader versions of Adobe Acrobat (ex. Adobe Acrobat Pro) may seem to work well on the user end, but often results in readability issues for LCHIP staff.

Adobe Acrobat Reader DC is a **free** application that can be downloaded at: <https://get.adobe.com/reader/>

The five steps listed below will guide you through the process of successfully downloading and using our forms.

### Preparation for Downloading LCHIP Forms

1. Download Adobe Acrobat Reader DC. If a version is already installed on your computer begin the download process and Adobe will only install a new version if an update is needed. To install the software after downloading, find the Adobe folder on your computer, open it up and find the program. Open that file to install.
2. Make sure you have a folder on your computer, set up and named appropriately, where you'll store all of your LCHIP application materials.

### Downloading LCHIP forms

Forms must be properly downloaded and saved on your computer **before** you begin.

3. Downloadable forms on our website are often designated with an icon and a title (see example below). The icon is your cue that it is a downloadable document and the title, usually in a different color, is the hyperlink. Click on the hyperlink to display the document.



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Each web browser (Google Chrome, Explorer, Firefox, Safari, etc.) has a unique way of working with and displaying downloaded documents. In most browsers when you click on the hyperlink the document will open in a separate tab. The document looks and behaves as if it has been downloaded and is ready for use, but beware, this is not the case. It is a great way to ensure you're downloading the document you want, but a second step is needed.

4. The next step is to complete the download and save it to your LCHIP folder. If an icon like a downward arrow or old floppy disk doesn't automatically display, hover near the top or bottom of

the browser window and that should cause it to appear. Click on the icon and typically you will be asked to choose a location for your download. Save this in the LCHIP project folder you set up in step #2 above.

### **Entering Your information on LCHIP forms**

5. If you have no other PDF reader on your computer or you have Adobe Acrobat Reader DC set as your default PDF reader, your LCHIP forms should open up automatically in Adobe Acrobat Reader DC when you double click on the form. You know this has been successful if Adobe Acrobat Reader DC appears at the top of document.

If the form fails to open automatically in Adobe Acrobat Reader DC, follow these steps:

- Navigate to your LCHIP application folder with the forms
- Right click on the form you wish to open
- Find and hover your cursor over the “Open with” option
- Select Adobe Acrobat Reader DC and your form will open with the correct application

Once you’ve successfully opened the form you can begin to fill in the necessary information. Don’t forget to save your document frequently as you work!

If after following all of these steps you need assistance, please do not hesitate to call our office at 603-224-4113 or email Barb at [officemgr@lchip.org](mailto:officemgr@lchip.org). If you call please have your computer on and in front of you so we can help you trouble-shoot.

**This guide can be downloaded from the RESOURCES menu on our website at [lchip.org](http://lchip.org).**