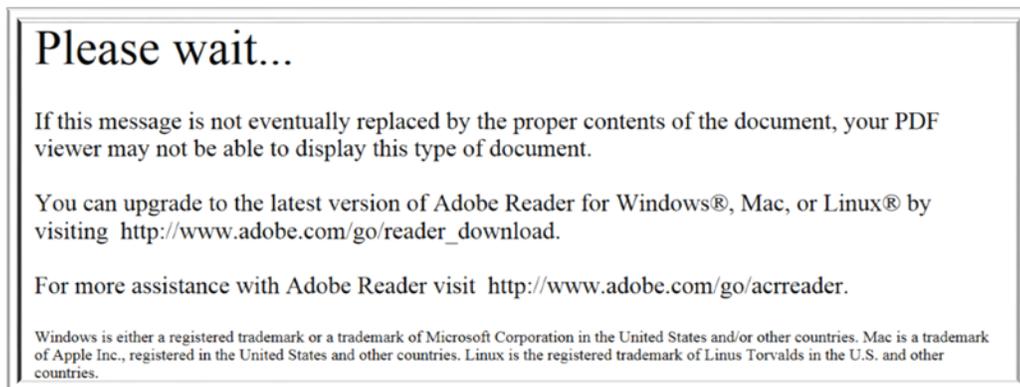


Fillable Forms in Different Browsers

In order to make filing your applications easier, GVSU's Research Administration has started to convert forms to fillable PDFs. Fillable PDFs allow you to complete a form right on your computer. Some forms will adjust depending upon your answers. This cuts down on having you fill out unnecessary questions and expedites processing. Depending on the browser you are using, you may see different results when you attempt to complete a fillable PDF. In some cases you might obtain the following message when accessing the forms for the first.

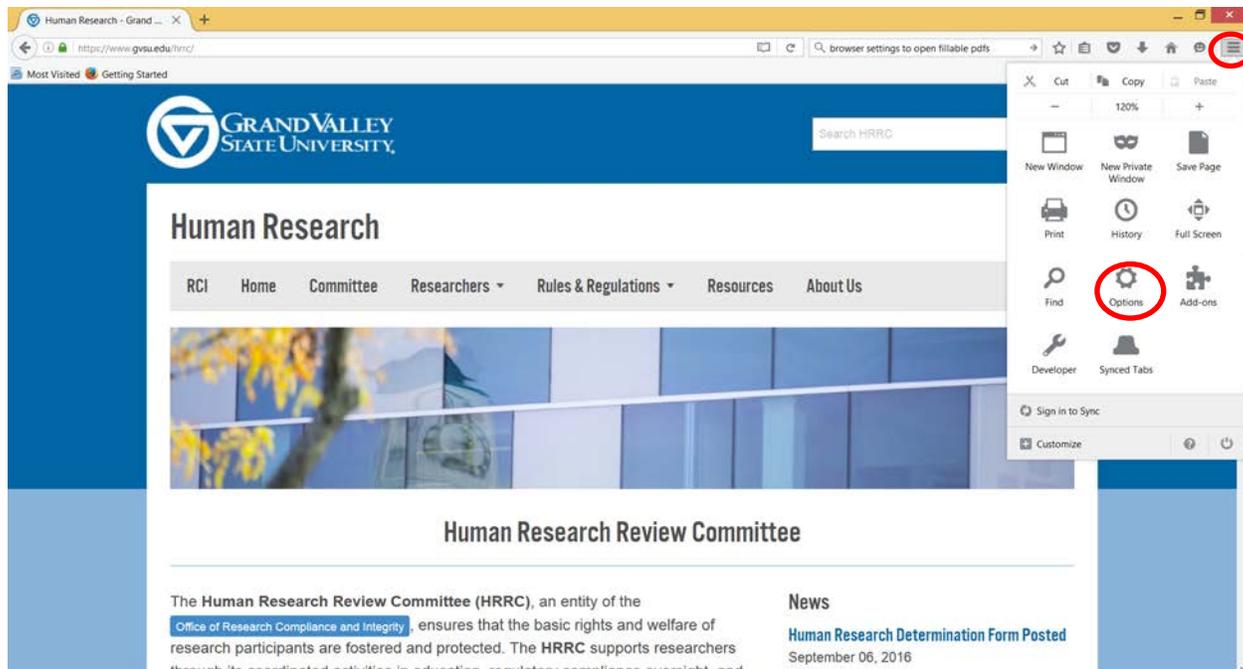


Here are instructions for the most commonly used browsers to ensure the forms work correctly. Please keep in mind that if you are running an older version of Adobe or your internet browser, you will likely experience compatibility issues. **For best results, always update your browser and Adobe when prompted.**

Once you make this change to your browser setting the fillable PDF forms will open automatically.

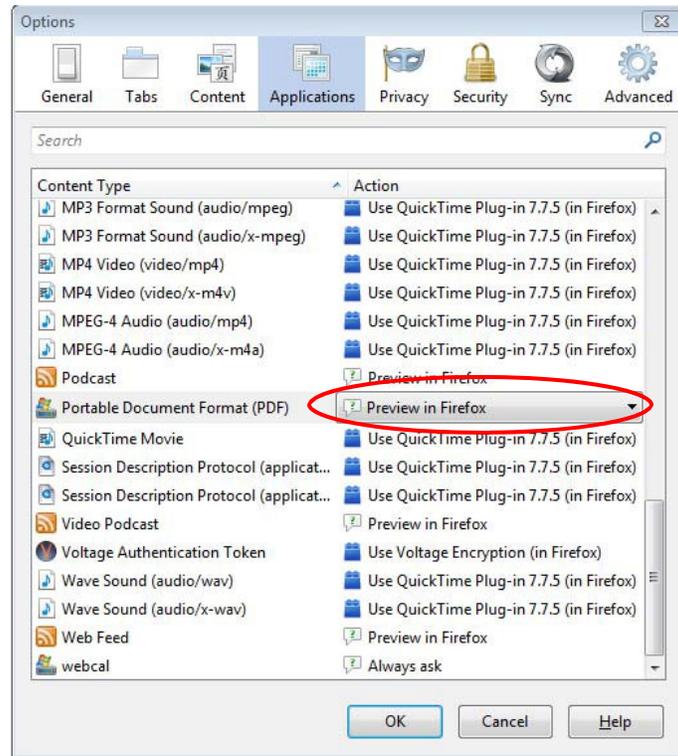
Mozilla Firefox

Open a new session in Firefox. Click on the "Firefox" menu in the upper right-hand corner of the window. Under "Options," select "open options."

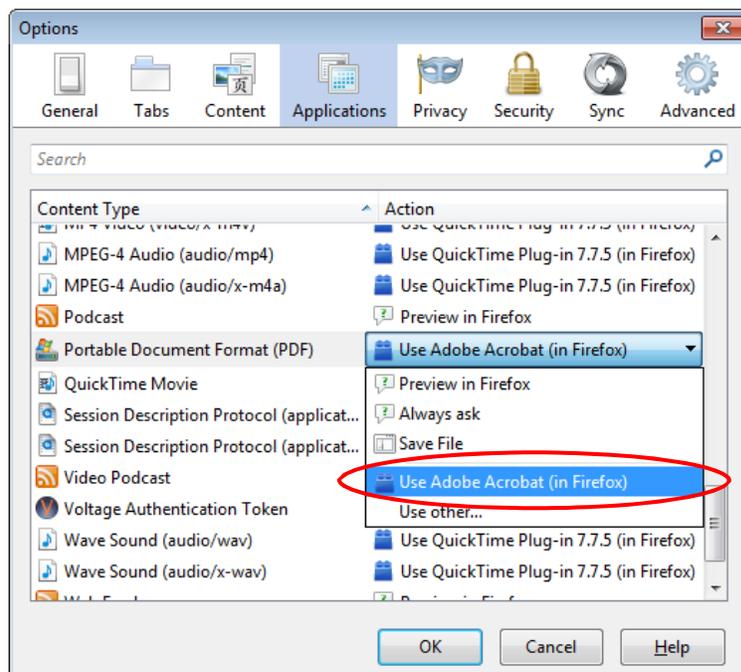


Mozilla Firefox, cont.

In the “Options” menu, click on the “Applications” tab. Then, scroll down to “Portable Document Format (PDF).” If it reads, “Preview in Firefox,” that means that you will need to change the setting in order to complete fillable PDFs.

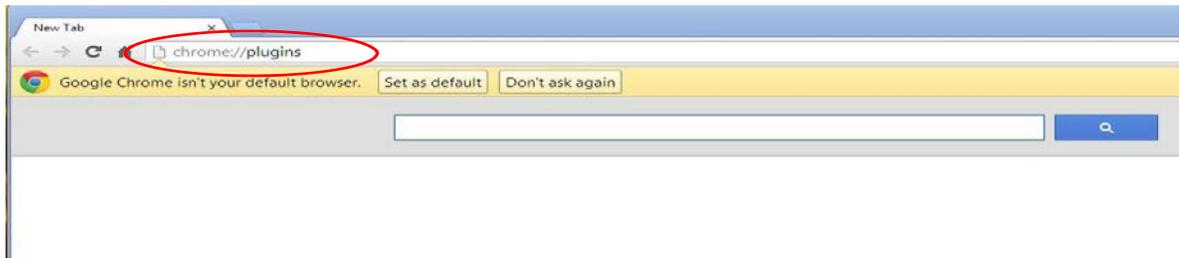


In the drop down menu, select “Use Adobe Acrobat (in Firefox).” Then, select OK to close the Options box. Close out of your browser window and reopen Firefox to implement the change.



Google Chrome

Open a new session in Chrome. In the address box, type in: **chrome://plugins/** and hit "enter." This will open the plug-in menu for Chrome.



Once you are in the plug-in menu, make sure the Chrome PDF is disabled and the Adobe Reader is enabled. Your Chrome plug-in menu should look like this -

