

PDF Tips and Troubleshooting

This document provides instructions for how to complete the fillable PDF Junior Club Membership Form for both Windows and Mac computers.

Requirements

- Adobe Acrobat Pro (7.0 or above) or Adobe Acrobat Reader (8.1.2 or newer)
- Mac users *must* install Adobe Acrobat/Reader. Mac Preview **will not work** with fillable PDF forms. Please check to see what your Mac is using to open the form.
- Do not attempt to complete fillable forms within your Internet browser.

How to Download and Save to Computer

Save the form to your computer before completing it

You must download or save the PDF form to your computer first and then open it with Adobe Reader or Adobe Acrobat to complete it. You can save your data and re-open the file later to modify or enter additional information.

Use the latest version of Adobe Reader

To open and complete the PDF forms, you will need Adobe Reader (the latest version is recommended).

For Macintosh system users: DO NOT use the Preview program to complete the PDF form. Adobe Reader is the *only* program that will allow you to complete the form and display the content properly. If you do not already have Adobe Reader, download the latest version **free of charge** from <http://get.adobe.com/reader/otherversions>.

Tips for Completing and Printing Fillable PDFs

Open the PDF form in Adobe Acrobat Reader that you saved on your computer. Complete the form by typing in your information. The font is preselected and cannot be changed. To select whether you are a Senior Club, Adult/Individual, or Life Member, simply click in the blue shaded area with your mouse and a check mark will appear. To undo the check mark, click the field containing the check mark and it will disappear.

To save the filled-in form on your computer, on the Reader menu, go to **File > Save As > PDF**. Select the location on your computer and click **Save**.

To print the form for your records, on the Reader menu, go to **File > Print**. Make sure your cursor is not in a form field when you try to print. If a form field is active (e.g., contains the blinking bar) the contents of that block will not print.