DEPARTMENT OF ANIMAL SCIENCES

Directions for completing screen fill-able forms

The Internship Agreement Contract and Internship Supervisor Evaluation are screen fill-able forms. To complete screen fill-able forms you will need to use Adobe Reader. Adobe Reader is available for free download from: https://get.adobe.com/reader/. To complete either form, download the form to your computer. You can download by *right-click on the form title, select the save (or download) option, then save to the folder of your designation*.

Certain conditions on your computer, such as security or browser settings, can prevent you from viewing a PDF. The easiest solution is to save as above or try a different browser. To enable your browser to view Adobe forms follow the directions bellows. Once enabled, you can click the title to view the form, then save.
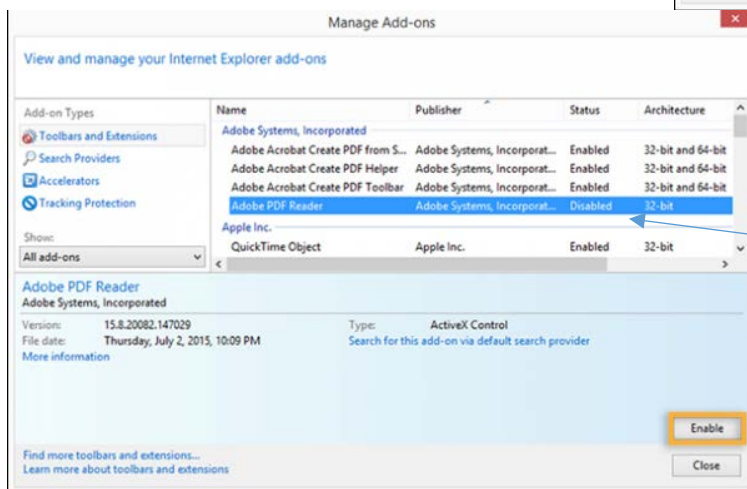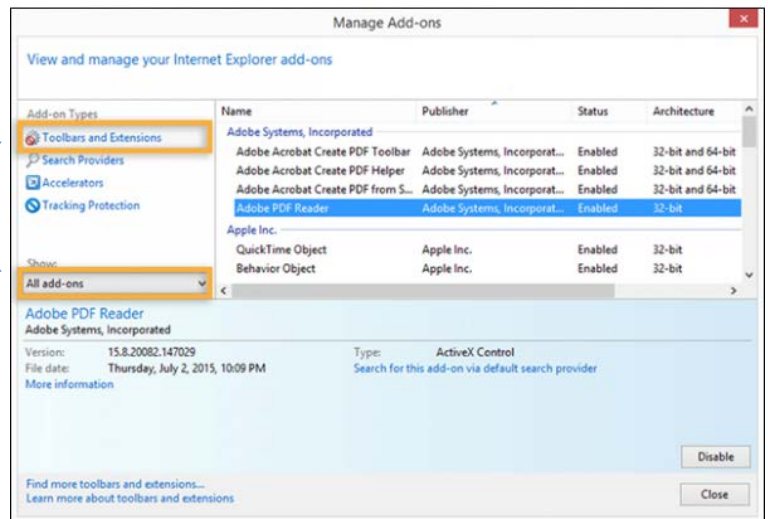
To enable Adobe in **Chrome**:

1. In the Chrome address bar, type chrome://plugins
2. Disable Chrome PDF Viewer

Chrome PDF Viewer (2 files)

Disable   ☑ Always allowed to run

to display:

Chrome PDF Viewer (2 files) (Disabled)

Enable   ☐ Always allowed to run

Select disable.

Once disabled, the enable option appears.

To enable Adobe in **Internet Explorer**

1. Select Tools > Manage Add-ons
2. Under Add-on Types, select Toolbars and Extensions.
3. In the Show menu, choose All add-ons.
4. In the list of add-ons, select Adobe PDF Reader. Note: ...
5. Click the Enable button.

Select Toolbars & Extensions then select All add-ons

If the disable icon displays, select enable

To enable Adobe in

Firefox

1. In the Firefox address bar, type about:plugins
2. Scroll down to the section title Adobe Acrobat
3. Make sure that File reads "nppdf32.dll" and "Adobe Acrobat Plug-In for Netscape." If this entry is not available you will need to install the latest version of Adobe Reader.

Adobe Acrobat

File: nppdf32.dll,nppdf32.dll
Path: C:\Program Files (x86)\Adobe\Acrobat Reader DC\Reader\AIR\nppdf32.dll,C:\Program Files (x86)\Mozilla Firefox\plugins\nppdf32.dll
Version: 15.17.20050.61080
State: Enabled
Adobe PDF Plug-In For Firefox and Netscape 15.17.20050

To enable Adobe in **Safari**, you must install Adobe Reader X or Adobe Acrobat X. If you do not have the correct Adobe product, Safari will display the forms, however, you will be unable to fill-out the forms.

(Note, when using the free Adobe Reader you will be able to complete and print screen fill-able forms, however, you may not be able to save these completed forms).