Electronic Form Guidance for Mac Users

A set by set guide

Before completing either of the following options you must download the electronic application form and save locally to you Mac.

When using a Mac, PDF's will automatically open in the Mac's own PDF Preview application. With the Form R, less than Full Time Training and Out of Programme forms, the PDF Preview application will remove all functionality inside those documents such as the signature field and will also make the document appear blank when attached to an email. To avoid this, you will need to download and install the most recent free version of Adobe Reader - Click here
Once Adobe is installed there are **2** ways you can choose to open the document in Adobe Reader.

Important note: Installing Adobe Reader does not mean the form will automatically open in Adobe Reader. Please choose one of the options below and follow the steps to ensure the form is opened with the correct software (Adobe Reader).

Option 1 – Open with:

Step 1: You will need to locate the document you wish to open and right click it (if you are unsure how to right click using a Mac please see instructions on page 3).

A list of options will appear as seen on the image below. Select **Open With** and then select **Adobe Acrobat Reader.**
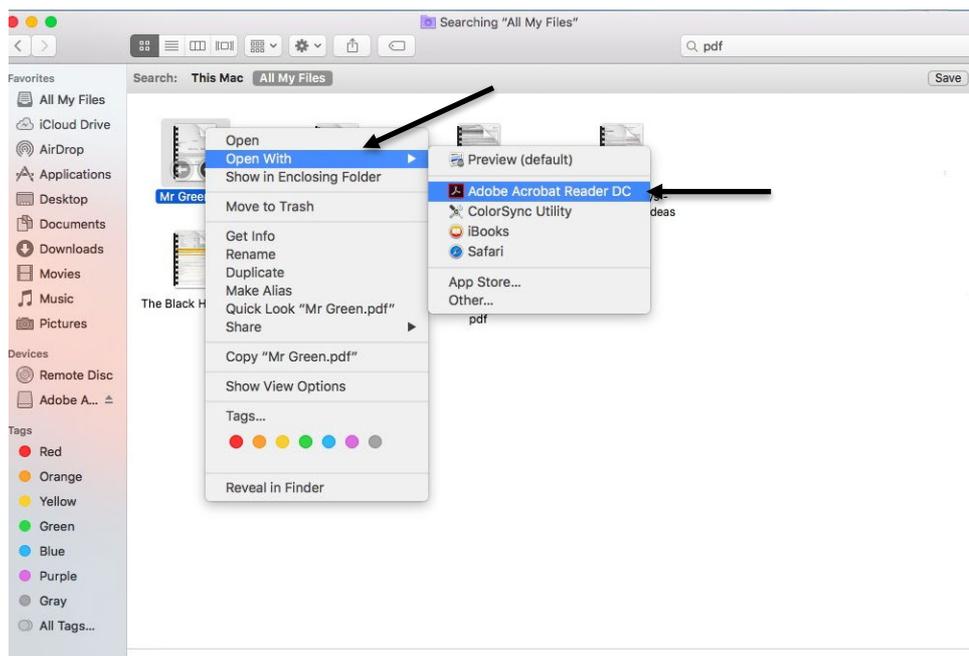
Option 2 – Open in Adobe Reader:

Step 1: Open the Adobe Reader application directly and find the document using the in-app browser.

To find Adobe Reader, you need to open the **Finder** application which is located in the **Task Bar** at the bottom of the screen:

Step 2: After clicking on the Finder application, a new window will appear. It will default to the 'All My Files' view, so ensure that you select 'Applications' from the left-hand side. You will then be able to see all installed applications that are on your Mac. From here double click on Adobe Reader to open it.


Step 3: Once Adobe opens you can open the PDF document that you want by going into File, Open... which will open a new window where you can browse for the file you want to open (see below).
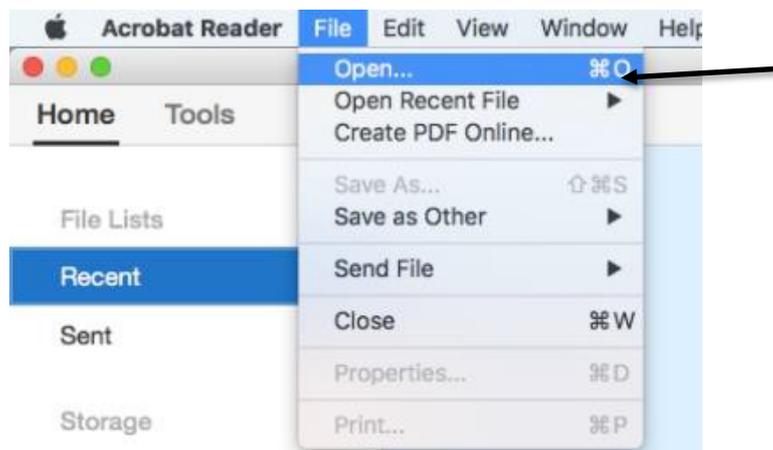
Step 4: You can change the search location in the top drop-down section

You will also need to change the
Show: Section to 'All Files'

Once you have located the document you downloaded double click to open
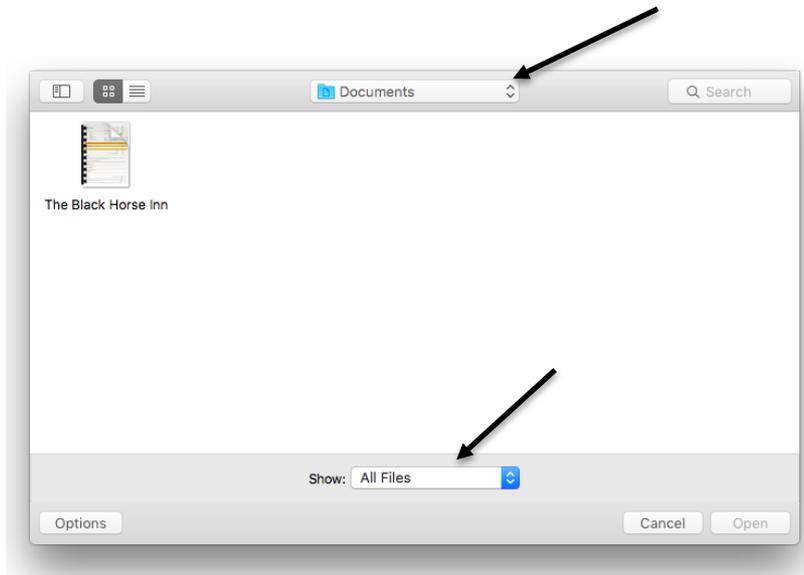
Step 5: There are numerous ways to right click on a Mac. You can click the trackpad with two fingers, or you can click the bottom left or right corner of the track pad.
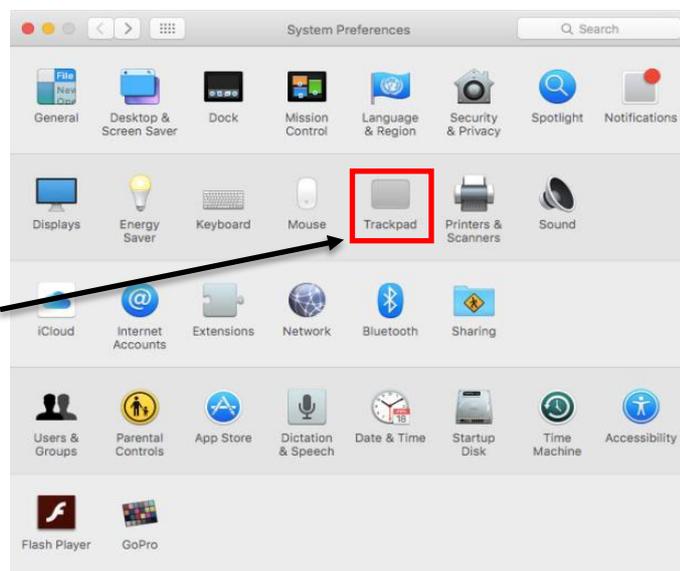
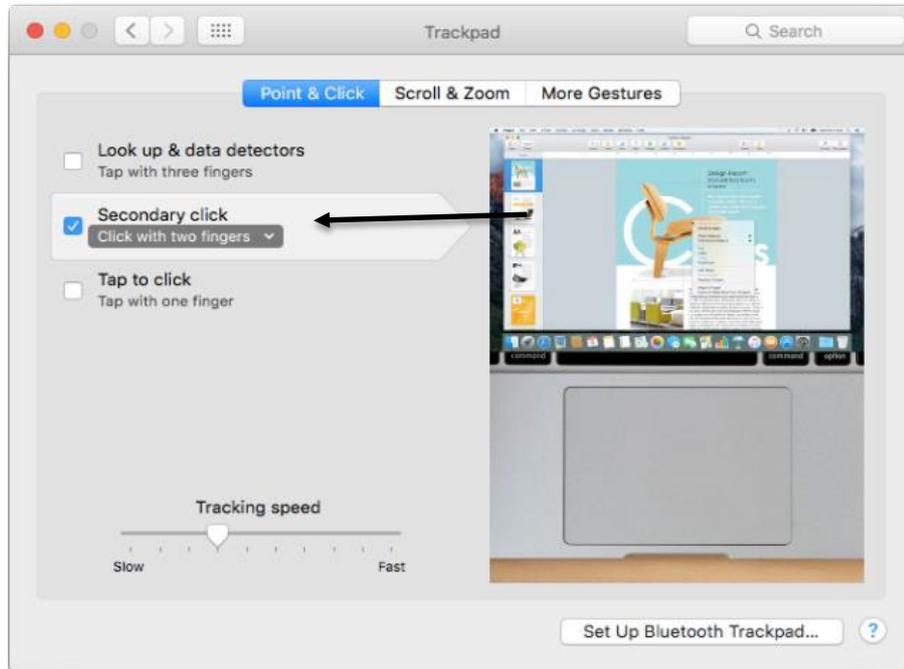| Two finger click	Bottom left corner click	Bottom right corner click

Important note: If these right click options do not work you will need to go into **System Preferences** which is located in the **Task Bar** at the bottom of your screen

Step 6: Once you are into System Preferences you will see a number of options appear. You will need to go into the Trackpad that is located in the 2nd row of the System Preferences menu.

Step 7: Once you are into the Trackpad settings, select the Point & Click option. Secondary click is the option you need for right click, so ensure that this option is ticked.

Step 8: There are various ways of using the right click option. The default option is Click with two fingers, but by selecting the drop down, you can also choose between Click with two fingers, Click in bottom right or bottom left corner.

Step 9: You can then go back to the beginning of the guide and **right click** to use the **open with** function to open your form in Adobe Reader.