

REGARDING FILLABLE vs. NON-FILLABLE FORMS

PC USERS: The **fillable** forms are best used with Adobe Acrobat or Adobe Reader if you are on a PC.

MAC USERS: Apple Preview will not work - Please install Adobe as follows:

Opening adobe pdf files for macintosh users

The default viewer for PDF documents in Mac OS X is Preview. Preview will open PDF documents for viewing but it will NOT display dynamic/interactive content embedded into PDF forms such as drop down menus and calendar features. For Mac users to be able to see this content, they must tell their computer to open PDF files with Adobe Reader, or Adobe Acrobat Standard, or Adobe Acrobat Professional. To do this:

1. **Select any PDF file and choose File > Get Info.**
2. Choose the application with which you want to open PDF files (Adobe Reader, etc.) from the **Open With** menu. The programs are normally found in the Applications folder.
3. Click **Change All**, and then click **Continue**.
Additional information is available on the [Adobe Web site](#)

SENDING YOUR COMPLETED FORM:

- **BEFORE** sending your completed form via email:
- **SAVE** it on your desktop under a **NEW FILE NAME** (For example: *Update-John Smith.pdf*)
- **ATTACH** it to your email to pwong@vsb.bc.ca Thank you.