

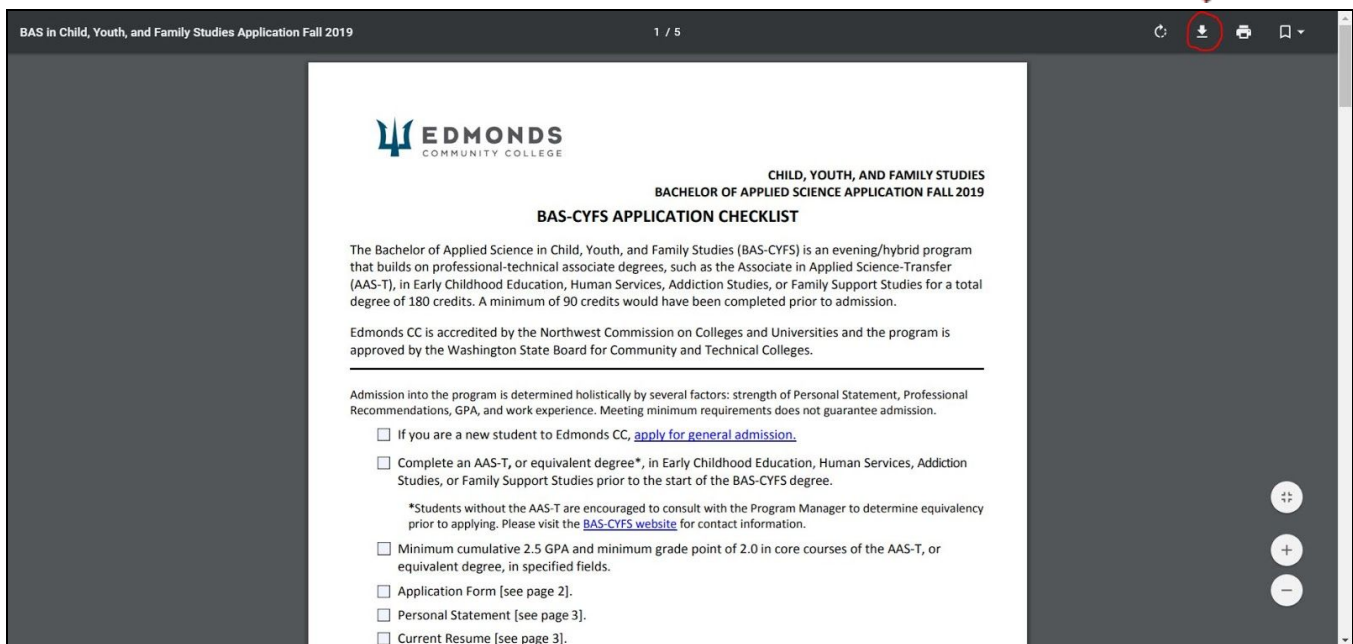
Troubleshooting Guide

Fall 2019 BAS-CYFS Application - Edmonds CC

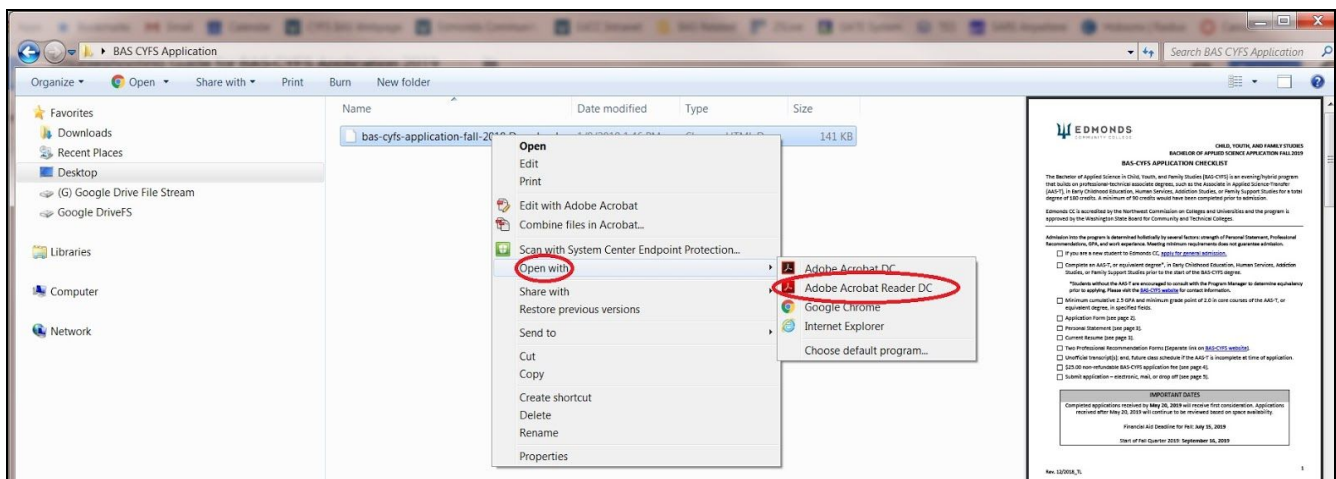
The Bachelor of Applied Science in Child, Youth, and Family Studies (BAS-CYFS) Application and Recommendation Forms are fillable PDF forms. For best compatibility, please download the newest [Adobe Acrobat Reader DC](#) (free download), which allows you to easily save fillable forms.

Opening the document:

- If using Adobe Acrobat Reader DC, be sure to have the application or recommendation form open through Adobe Acrobat Reader DC, instead of a web browser.
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- If you are no longer an enrolled student, and cannot download the software, there are four computers with Adobe Acrobat Reader DC in the [Edmonds CC Library](#) in Lynnwood Hall third floor that are for community member use, and do not require login information.
 - Three computers are standing level, and one is for wheelchair access with the option to sit in a chair, just ask the librarian for assistance.
 - These computers do not allow you to print, but you may save documents onto the desktop or onto a USB flash drive. Documents saved onto the desktop should be emailed to yourself; they are deleted from the computer each time it restarts. Also, because these computers do not have a login, remember to restart the computer after use so that your document will delete, otherwise others may view it.

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- Web browsers may be able to launch the fillable PDF form, for further details, please view the [Adobe Acrobat Reader DC User Guide](#) for displaying PDFs in web browsers.
 - Internet Explorer allows you to open, fill-in, and save the document once
 - Google Chrome allows you to fill-in forms, but you cannot save. Instead, "Print" the document using the "Save as PDF" option after you have completed the forms
 - Apple Safari allows PDFs after changing preferences, follow the [Adobe Acrobat Reader DC User Guide](#) for more instructions. Different versions of Safari may have different requirements
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- For best results, use the Adobe Acrobat Reader DC software so that you can fill in the application and recommendation forms and save them as documents.
 - With this software, you can return to your document and continue filling in an incomplete form
 - You may then also save it as a document for you to email to others as an attachment. (For example, when forwarding your Recommendation Form to a supervisor)
- In some web browsers, you can choose to Print, but change the Printer to "Save as PDF". This option will save the document, but will not allow you to use it as a fillable form any longer.

If you continue to run into troubles with these PDF fillable forms, please reach out to the BAS-CYFS Program Manager, Teresa Lin, teresa.lin@edcc.edu, 425-640-1605