

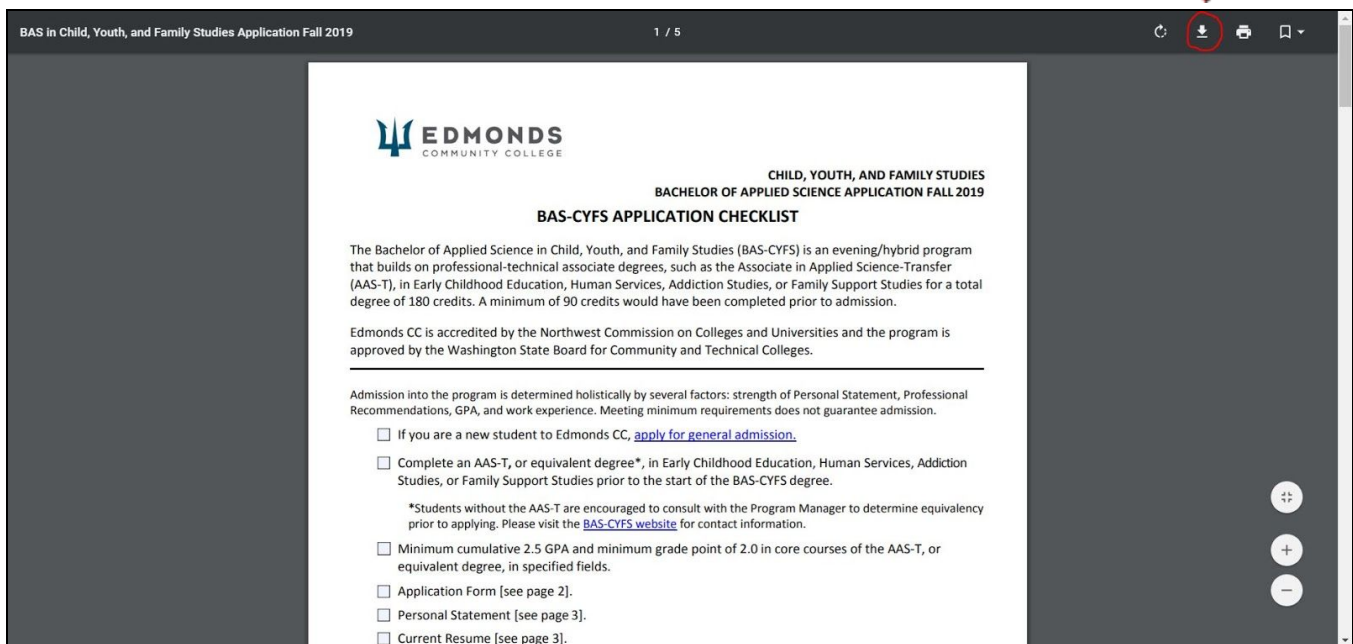
Troubleshooting Guide

Fall 2020 CYFS-BAS Application - Edmonds CC

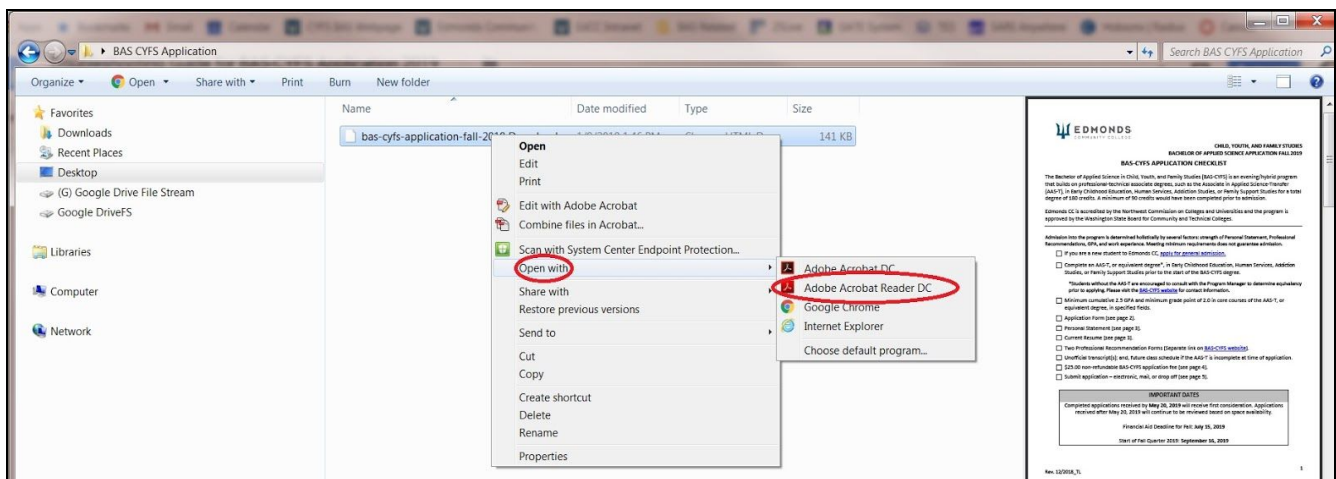
The Child, Youth, and Family Studies - Bachelor of Applied Science Application Form is a fillable PDF form. For best compatibility, please download the newest [Adobe Acrobat Reader DC](#) (free download), which allows you to easily download and save fillable forms. This form may not work on an iPad, tablet, or cell phone device.

Opening the document:

- If using Adobe Acrobat Reader DC, be sure to have the application form open through Adobe Acrobat Reader DC, instead of a web browser.
 - The document may automatically open in your web browser, if so, you would then **download it** from there and save it. Example: When using Google Chrome.



- After the download, open that saved document through your computer files with Adobe Acrobat Reader DC (right click: "Open with").



- If you are not able to download Adobe Acrobat Reader DC, [Edmonds Community College Campus computers](#) include this software for student use.
- 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.

Can't download Adobe Acrobat Reader DC or go to Edmonds CC Campus:

- 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
 - Mozilla Firefox may not allow you to fill-in forms
 - Microsoft Edge may not allow you to fill-in forms

Saving the document:

- 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 the PDF fillable form, please reach out to the CYFS-BAS department: cyfs@edcc.edu | 425-640-1605