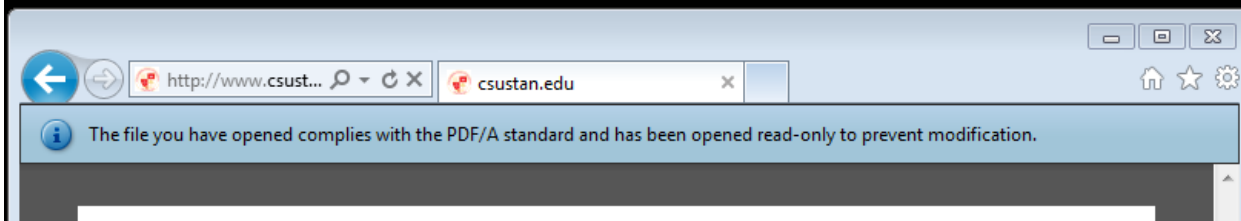


Modifying Adobe Reader Settings to enable editing of Special Consultant Payment Form

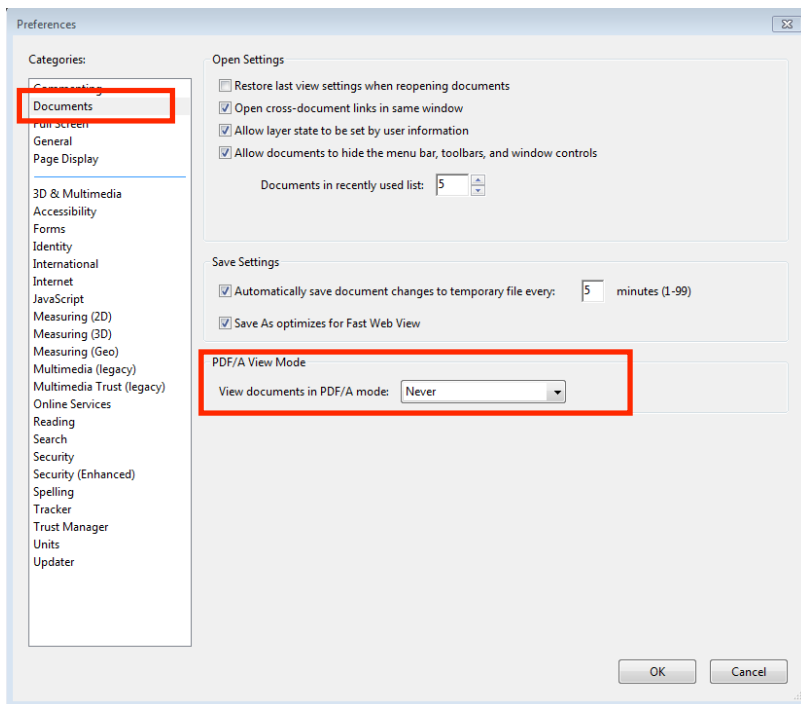
OIT – Client Services
CSU, Stanislaus

Having problems editing the Special Consultant Payment form? If you've opened the file from the web and notice a blue bar at the top of the form that looks as follows:



In most instances a small setting within the Adobe Reader Application will resolve this issue. Follow these instructions to modify the setting and allow Reader to edit the file.

- Click on Start, then All Programs, and select open Adobe Reader from the list.
- With Adobe Reader open and active:
 - Click the Edit Menu, then Preferences
 - In the new Dialog select “Documents” from the categories field on the left
 - Set PDF/A View Mode to: NEVER as shown below.



- Click OK to confirm change, then Close Adobe reader
- Navigate to Special consultant Payment form, and open it. You should now be able to edit the file. You will also notice that the blue bar at the top of the window is no longer displaying.

If you continue to have problems editing the files, please contact the helpdesk via email at: helpdesk@csustan.edu or give us a call at ext. 3687