

Using Adobe Acrobat Reader DC

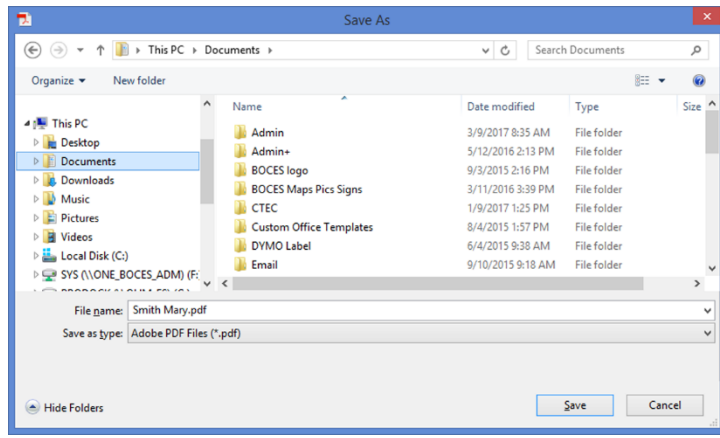
Screenshots from the Adobe Acrobat Reader DC.
(You may need to update your Adobe Reader to fill-in and save forms.)

Free Adobe Reader downloads at <http://get.adobe.com/reader>.

To Save Form

Click File > Save As... > click Choose a Different Folder....
Use side panel to navigate to where you'd like to save.
In File name: box, type name you'd like to save as
(for **employment applications**, use last name first name
(i.e, Smith Mary)), then click Save.
(You may want to make a folder to save your file in.)

Figure 1.



(To see Menu Bar at top, you may need to click F9 on your keyboard first.)

If you don't see some of the Toolbar Items shown in Figure 3., use the View menu to Show/Hide items and click items you'd like; there are also useful items in Toolbar Items section.

Figure 2.

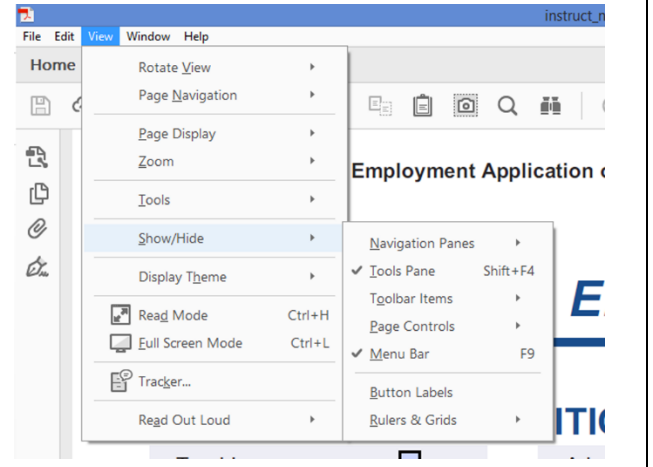


Figure 3.

To **highlight form fields** (show in light blue), go to Edit in top menu bar, then click Preferences > Forms > Highlight Color > then click checkbox by "Show border hover color for fields".

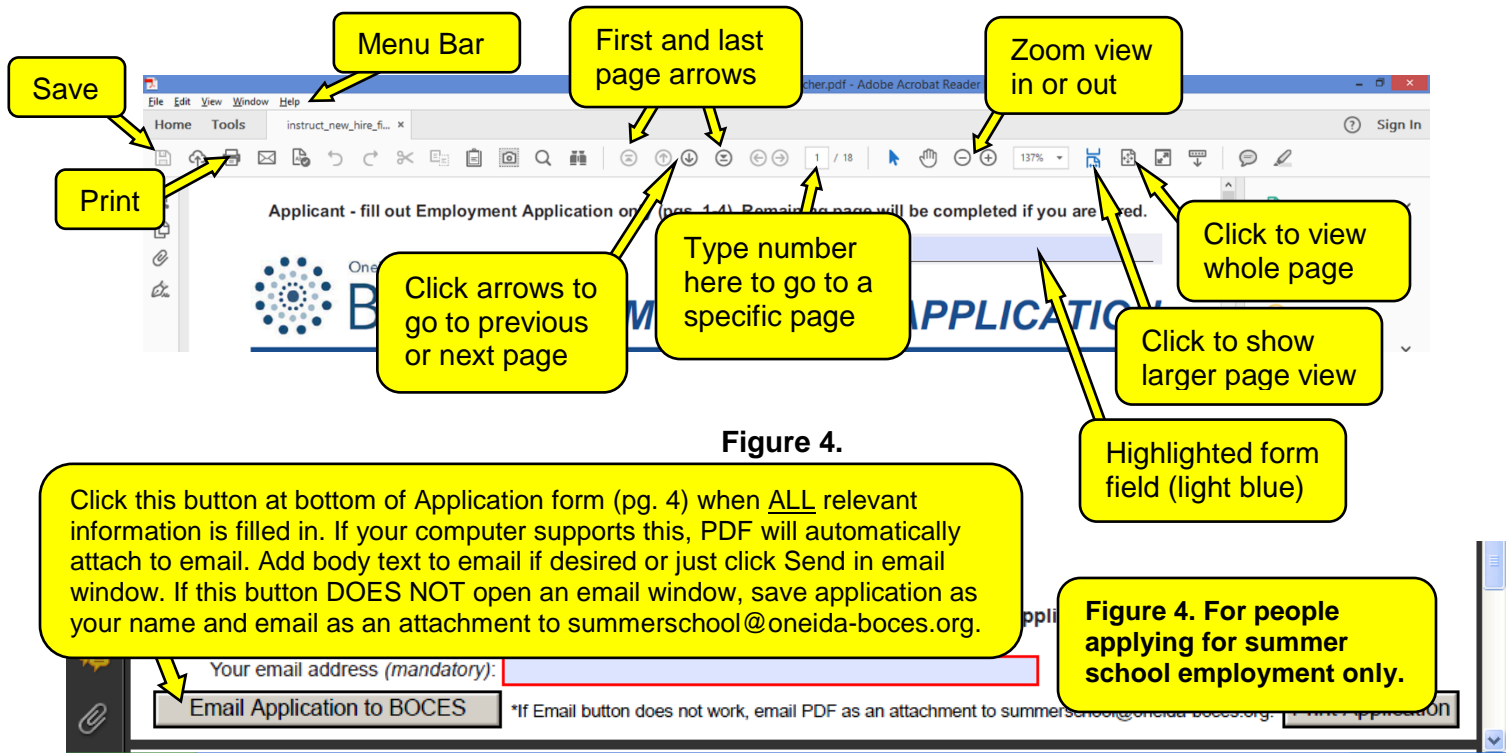


Figure 4.

Click this button at bottom of Application form (pg. 4) when ALL relevant information is filled in. If your computer supports this, PDF will automatically attach to email. Add body text to email if desired or just click Send in email window. If this button DOES NOT open an email window, save application as your name and email as an attachment to summerschool@oneida-boces.org.

Figure 4. For people applying for summer school employment only.

Your email address (mandatory):

Email Application to BOCES

*If Email button does not work, email PDF as an attachment to summerschool@oneida-boces.org.

Using Adobe Acrobat Reader X

Screenshots from the Adobe Acrobat Reader X, which is an older version of Reader.
(You may need to update your Adobe Reader to fill-in and save forms.)

You will see this if you have a version that can save.



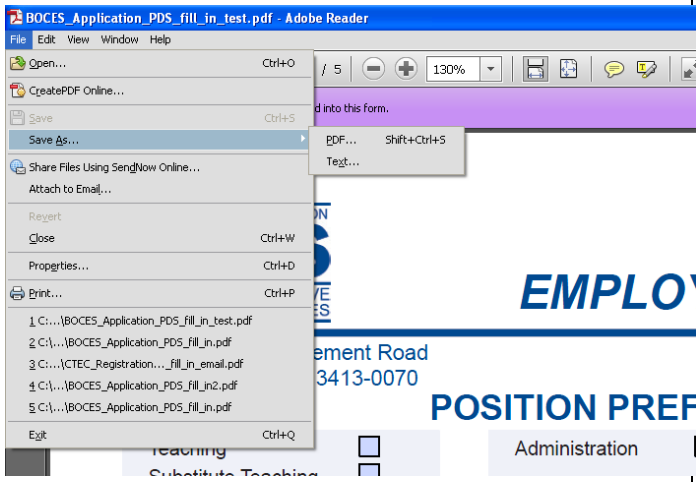
Free Adobe Reader downloads at <http://get.adobe.com/reader>.

To Save Form

Click File > Save As... > PDF.

In File name: box, type name you'd like to save as (For **employment applications**, use last name first name (i.e, Smith Mary)), then click Save. (You may want to make a folder to save your file in.)

Figure 1.



If you have Reader X and don't see some of the Toolbar Items shown in Figure 3., use the View menu to Show/Hide items (see Figure 2. below). (You may need to select View > Tools first.)

Figure 2.

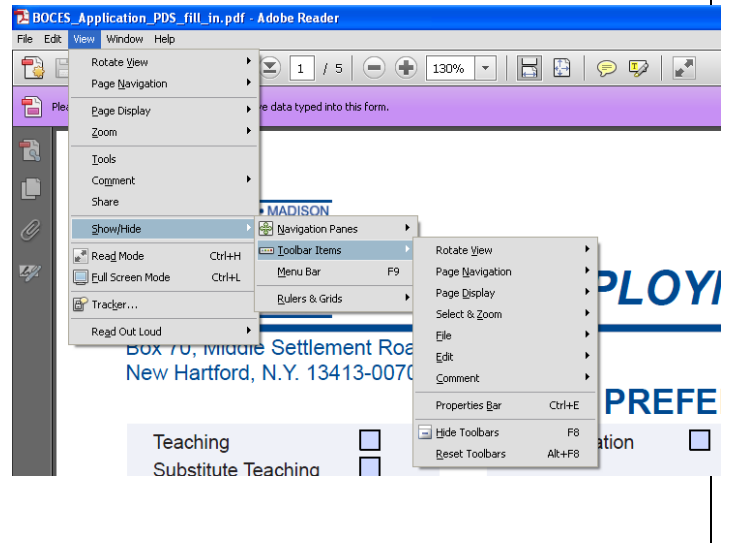


Figure 3.

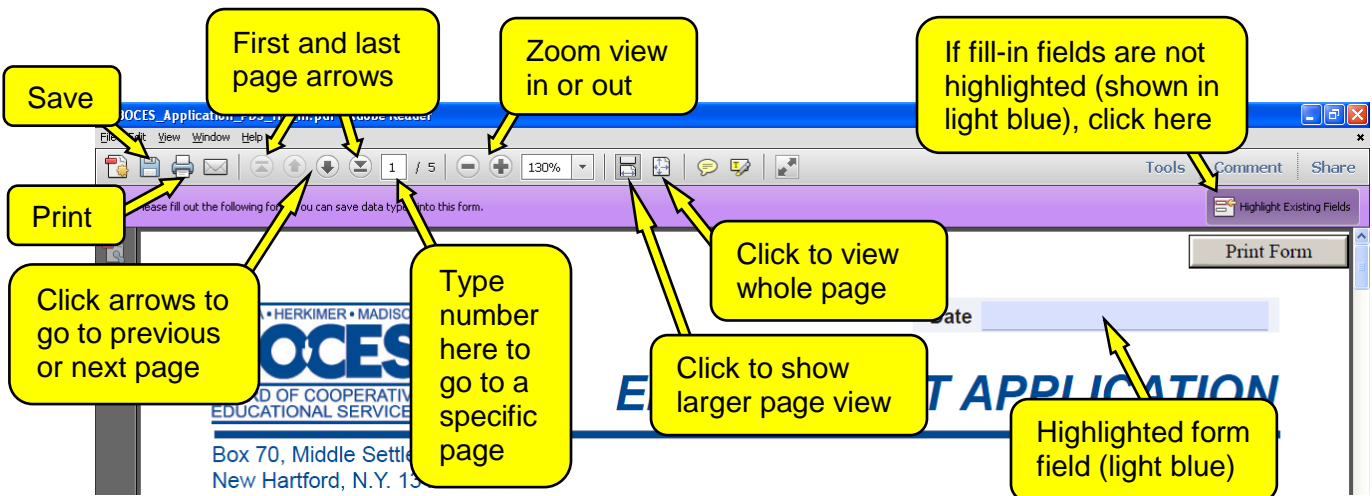


Figure 4.

Click this button at bottom of Application form (pg. 4) when ALL relevant information is filled in. If your computer supports this, PDF will automatically attach to email. Add body text to email if desired or just click Send in email window. If this button DOES NOT open an email window, save application as your name and email as an attachment to summerschool@oneida-boces.org.

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Print Application