

Quick Guide to complete Grants.gov Adobe applications

Grants.gov is transitioning from the use of Pure Edge Viewer (aka ICS Forms Viewer or IBM Workplace Forms Viewer for the Mac) to applications that can only be completed in a version of Adobe Reader compatible with Grants.gov. For compatible versions of Adobe Reader see http://www.grants.gov/help/download_software.jsp#adobe811

Information about installing a compatible version of Adobe Reader (in this case we are using version 8.1.2 as an example) and making the installed Adobe Reader program your default application can be found at the end of this Quick Guide.

There are a number of items to note with this transition.

- > Not all application packages are available in .pdf format.
- > There is no current list of applications that are available in a specific format.
- > One will not know which format an application is in until it is downloaded.
- > Applications will need to be completed in the format in which the agency has made them available.
- > This conversion process is underway. Some agencies have already made the transition to Adobe forms. Others are midway in the process. For example, NIH has posted pilot Adobe forms but has said that “applicants can plan for...receipt dates through December 2008 to use PureEdge forms.”
- > The information added to the forms will not change, nor will the University of Pittsburgh’s internal routing process change.

Please be aware of the following:

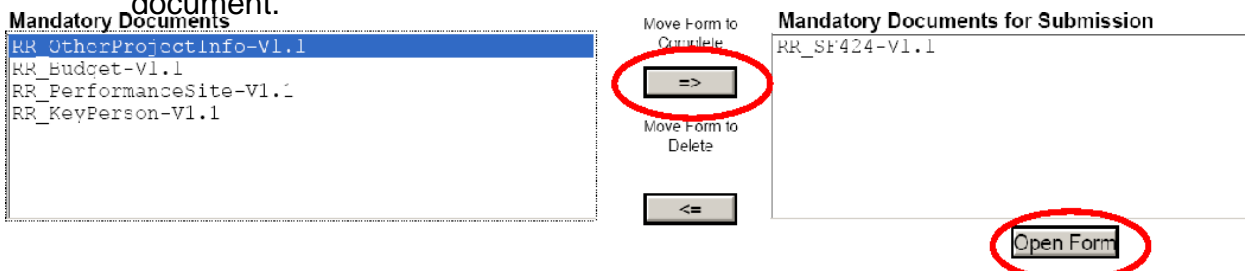
1. Complete the application in the correct program.

If an application is downloaded from Grants.gov and it has a .xfd extension, it must be completed with the Pure Edge Viewer (for PCs) or the IBM Workplace Forms Viewer (for Macs). It is necessary to download this software and install it on your computer.

If an application is downloaded from Grants.gov and it has a .pdf extension, it must be completed with a compatible version of Adobe Reader (http://www.grants.gov/help/download_software.jsp#adobe811). Adobe Professional or incompatible versions of Adobe Reader **cannot** be used to complete the application packages.

2. Navigation in Adobe packages is different.

To open a particular form in the application package, highlight the form, and move it to the right side. Click on the open form button. This will allow you to complete the document.



You can use the next button on the top of a form to access the second page of the form.

Note: This is a University of Maryland document adapted for University of Pittsburgh users.

If you have the view set to single page > continuous, you will be able to use the scroll bar to navigate between pages of a form and between the various forms that you have added to the “Mandatory Documents for Submission” box on the right side of the cover page. To change the view in Adobe Reader, select Page Display under View in the toolbar and then select Single Page Continuous.

3. Order of the forms in the application package

The forms are added to the package in the order in which they are added to the right side. You can scroll down through the package to access a particular form. To change the order of the forms, highlight the name of the form on the cover page, and click the move form to delete. This should not reset the entries in the form, but it is possible that it might.

It is suggested that when starting to work on an application package, you move each of the mandatory forms to the right side, in their original order. Then, if there are any optional forms that you need to use, move those to the right side.

4. Required Fields

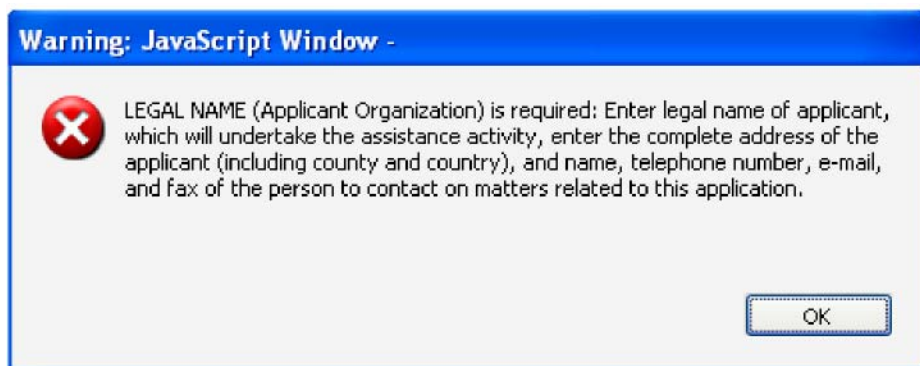
The required fields of the forms are highlighted in yellow and outlined in red. Once you have completed a required field, the highlighting and outline are removed.

5. Help

To learn more about what information is required in a field, use the mouse to hover over the field and a text box will appear.

6. Warning Screens

If you place your cursor, either by mouse or by tab, into a mandatory field and move to another field before completing the mandatory field, you will get a warning message. There is no way to disable these warnings and still have the application package accepted by Grants.gov. Select OK, or use the enter key to continue working on the application package.



7. Form field limits

Certain fields have limits to the number of characters that can be entered and still print correctly. A small + appears when you have exceeded this limit. Only the information that is visible will be printed by the agency. Avoid entering in more data than will display on the screen.

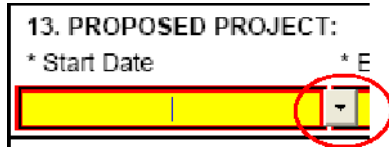
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

If I try to enter in a title that is too long, there is a good chance that I will get a + sign on the form, che+

8. Date fields

The date fields on the form contain drop down calendars which can be used if desired.

13. PROPOSED PROJECT:
* Start Date * E

A screenshot of a form field for a date. The field is highlighted in yellow. To the right of the field is a small calendar icon with a downward arrow, which is circled in red. The text above the field reads "13. PROPOSED PROJECT:" and "* Start Date * E".

If the calendar is not used, dates must be entered in one of the following formats: MMDDYY, MMDDYYYY, MM/DD/YY, or MM/DD/YYYY.

9. Attaching documents

Always refer to the funding opportunity announcement to determine the file format for attachments.

Do **not** use the Document> attach function in Adobe Reader to attach the file. Upon submission, Grants.gov will remove any files attached in this manner. Use **only** the Add Attachment buttons on the forms.

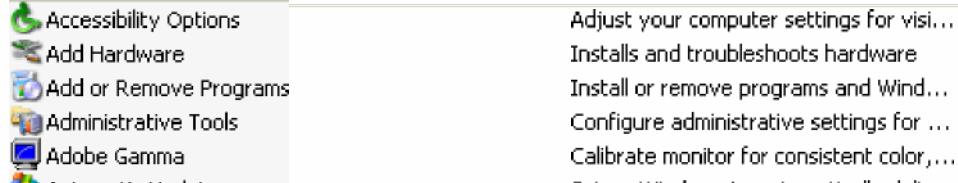
In order for the file to be attached, the file must be closed and not being used by another application.

Installing Adobe Reader 8.1.2 and Setting it as the Default Application to Open .pdf files.

1. Uninstall previous versions of Adobe Reader.

Check to see if you have other versions of Adobe Reader installed on your machine. For PCs:

- > Open the Control Panel from the Start menu.
- > Select Add or Remove Programs.



- > If you see any Adobe Reader other than version 8.1.1/8.1.2, remove the program.

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|---|------|----------|
| 2.  Adobe InDesign CS2 | Size | 180.00MB |
|  Adobe Reader 8.1.1 | Size | 86.60MB |

Download Adobe Reader 8.1.2.

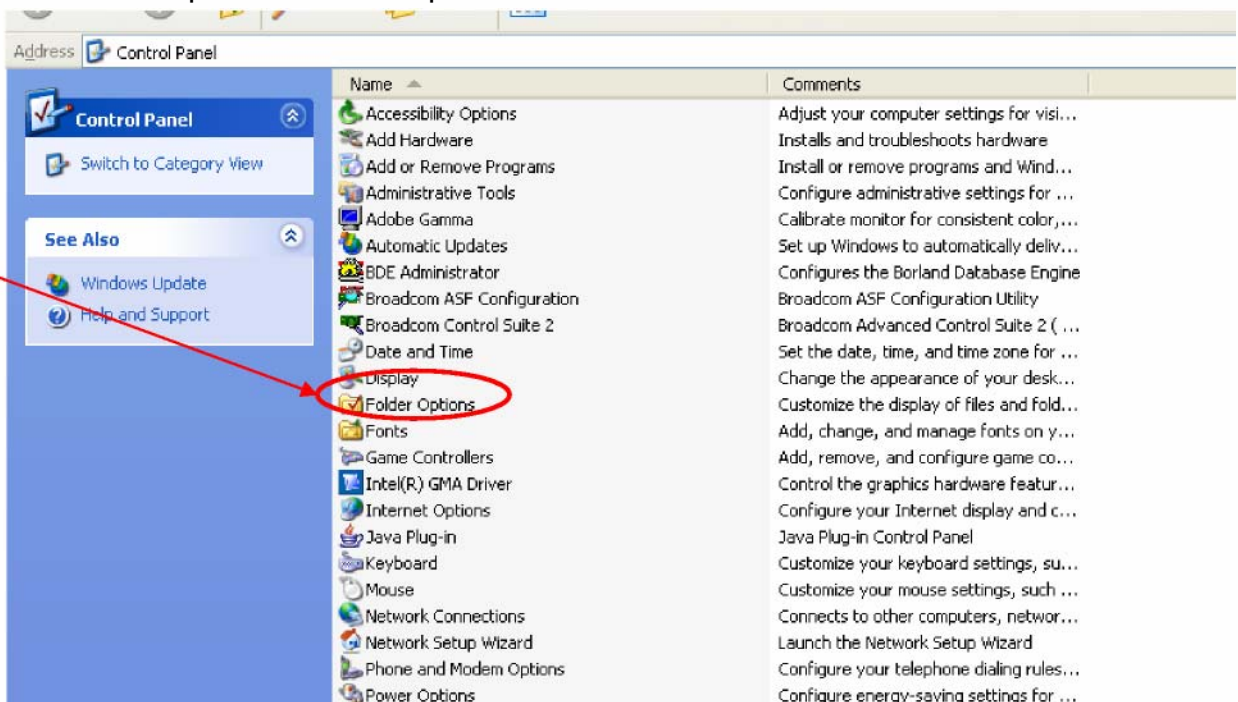
- > You can access Adobe Reader 8.1.2 from the Adobe website.
http://www.adobe.com/products/acrobat/readstep2_allversions.html
- > Select your Operating System and select Adobe Reader 8.1.2 to download.
- > If given the option, save the installation file to your desktop.

3. Install Adobe Reader 8.1.2

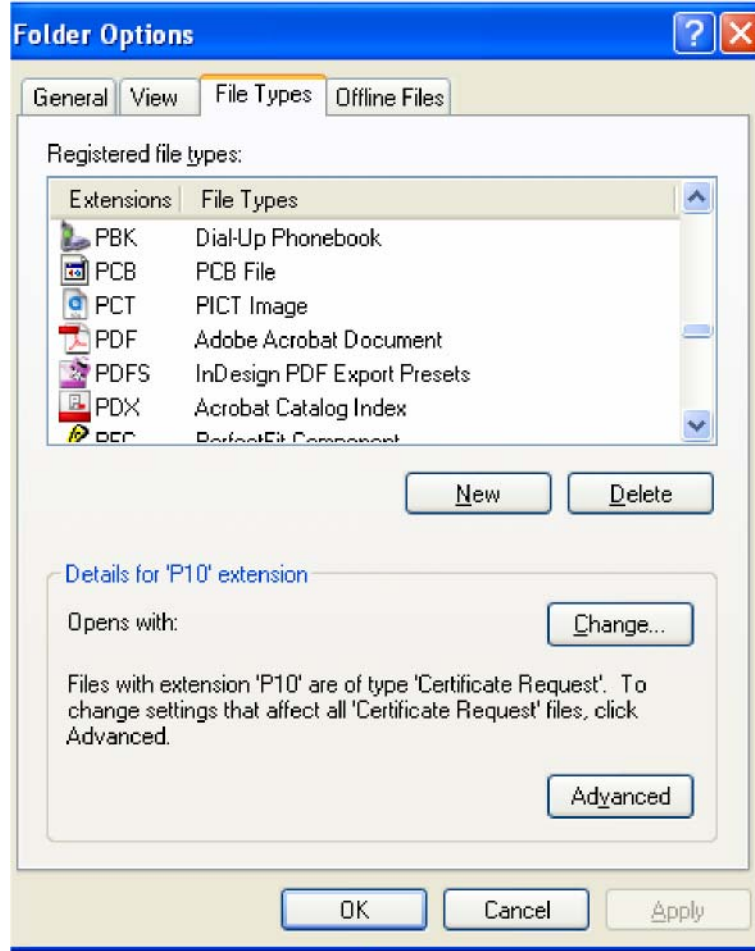
- > Run the Installation program
- > If given the option during installation and set up, select Adobe Reader 8.1.2. as the default program to open .pdf files

4. Make sure Adobe Reader 8.1.2 is the default program to open .pdf files

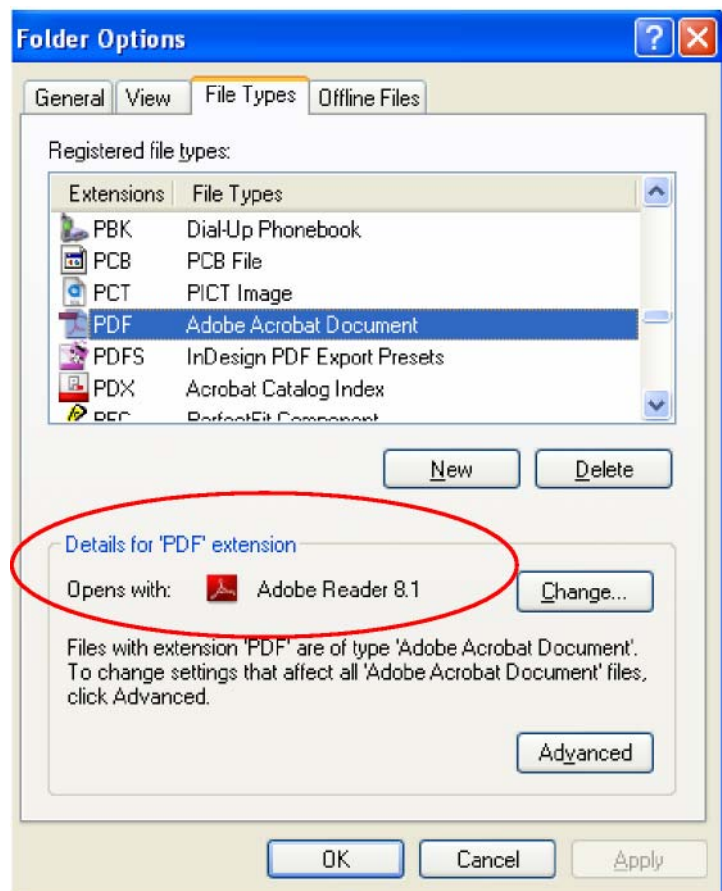
- > Open the Control Panel under the Start Menu.
- > Open the Folder Options Icon



- > In Folder Options, select the File Types Tab and then scroll down to pdf.



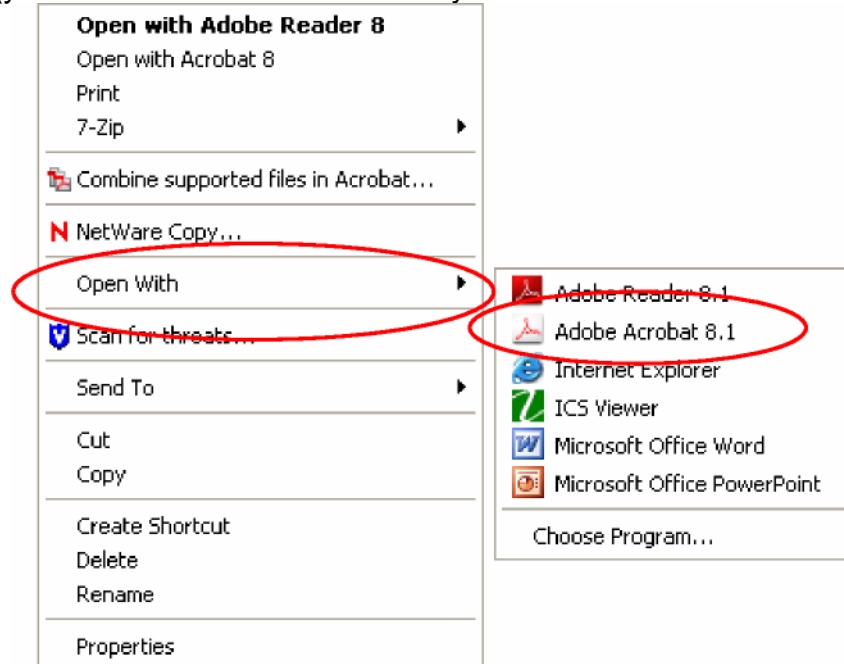
- > In the Details section of the screen, check that it says Opens with Adobe Reader 8.1.2 or 8.1.1
- > If it does, click OK.
- > If it does **not**, click Change, and select Adobe Reader 8.1.2 or Adobe Reader 8.1.1 from the list of programs and click Apply.



5. If you need to open a .pdf file with Adobe Professional

If you want to edit a file in Adobe Professional, you will have to:

- > Make sure that all Adobe Reader files are closed.
- > Right Click on the file.
- > From the Option list notice that Adobe Reader is bolded and the default.
- > Move your mouse to Open With and select Adobe Acrobat from the list (your version of Professional may be a different number).



6. Issues with opening Adobe Reader and Adobe Professional Files

When you have a .pdf file open, the next .pdf file that you open will open in the same program.

For example, if you are editing a .pdf file with Adobe Professional and try to open a .pdf file in Reader, you will not be able to. You will have to save the file that you are working on and close the program. Then you can open the other file in Reader.

The opposite is also true. If you are working on a file in Reader, you will not be able to open a file with Adobe Professional until you close the Adobe Reader file.

Note: This is also true if you have a .pdf file open in an Internet browser window – you will not be able to open a file with Adobe Professional until you close your Internet browser window.