

## ***How to use the Vocab form***

If you are having trouble with the vocab form follow this trouble-shooting tip.

First. **UPDATE YOUR SOFTWARE!** Make sure you have the most up to date software/operating system for your computer.

Next. **Make sure have the most up to date ADOBE READER.** If you aren't sure, click the adobe reader install button on you our site. Don't worry it's safe and doesn't cost anything. Trust me, 99.9% of you already have Adobe Reader on your computer already, this is just updating it.

### ***I typed on the form, but when I hit print (or saved it) it was blank. What do I do?***

Save the document to your computer FIRST. If you simply open the doc on the web it COULD give you problems. Honestly, this only seems to happen with a small group of people, but if you're one of the lucky ones having this issue, try this.

#### ***If you're using a MAC***

- Open the Vocab Form on the website
- Right click on the form
- Click Save As
- Give it a name and save it on your computer somewhere
- Now, open the PDF in your documents NOT on the web.
- You should be able to type, save and/or print now.
- DON'T use the Print>save as PDF method. Use the SAVE AS method.

#### ***If you're using a PC***

- **Click** the link or Icon representing the PDF file. Depending on your Internet browser and the settings for the PDF reader program, the PDF file may automatically download and open in your browser. If you receive a prompt for opening or saving the PDF file instead, skip to step 4.
- As you move your mouse cursor over the document, a small toolbar should appear.
- Once you've located the toolbar, **click** the icon that looks like a computer diskette to save the file. If the toolbar is not available or visible, look in your browser's File menu (press the Alt key to make the menu bar visible) or the Tools menu options (usually accessible by clicking an icon near the top right of the browser window) for a **Save as** or **Save page as** option.
- A window should appear, prompting you to specify the location in which you'd like to save the file. Selecting the Desktop option makes it easy to find the PDF file later.
- If you like, you may rename the file at this point. If not, skip this step.
- Click **Save** or **Ok** to save the PDF file.

The above solution is the most common way to solve the problem, but it's only one way. If it doesn't work for you...make sure you did it correctly. Then if it still doesn't work...find another way. Trust me, I've been doing it this way for many years so I know it can and will work as literally thousands of other students have found a way to make it happen and turn their work in. I'm confident you'll find a way too!!