

Instructions for Installing Adobe Reader

In order to view the posters and to personalize them, you must either use Version 8 or 9.1 of the free Adobe Reader. If you have a lower version of Adobe Reader on your computer, you must first uninstall that version. If you use the incorrect version of the free reader, you will not be able to update the information on your poster after you close and reopen it. Although the posters will work in Version 8, OGE recommends that you install Version 9.1.

To uninstall Version 7 (or other older version) of the free Adobe Reader:

- Left-click on the Start button.
- Left-click on Control Panel (Windows XP) or click on Settings then Control Panel (Windows 2000).
- Double-click on Add or Remove Programs. If you do not have administrator rights, you will not be able to remove the program. Contact your agency's IT staff for assistance.
- When a new window opens, select the Adobe Reader from the list of programs and click Remove.
- Adobe Reader has now been removed from your computer.

To install Adobe Reader 9.1, go to www.adobe.com, and download the free reader. Also download and install any updates to the reader as they become available.

To download the posters to your computer:

- Right-click on the hyperlink title of the poster.
- Left-click on Save Target As. (Depending upon the browser you are using, this may appear as Save Link As or Save Linked Content As.)
- A Save As window will prompt you to save the poster to a directory on your computer.
- Select a directory and give the poster a unique name such as "Expose and Disclose Poster.pdf." Click the Save button.
- Open the poster from your directory.
- Fill out the information fields on the poster and save your changes. **CAUTION:** When you save the data you enter on the form, do not use the option named Save A Copy. This option will prevent you from making any further changes to the form.

NOTE: These posters may need to be resized depending on the size of the paper to which you want to print. Check to ensure that the size of the poster is the correct size for your needs and resize if necessary.

If you are using Adobe Pro, you can alter the size and placement of the fields in which your information will be entered.

To download all of the posters, scroll to the bottom of the page and find the link "Download All Posters." Follow the instructions above to save them to your computer.

To download only a particular series of posters, scroll to the hyperlink title of the series. Follow the instructions above to save them to your computer.