

MAC User Instructions

If you have received these instructions, you need to open a writeable and savable Client Tax Organizer Adobe File. Because you are opening this document on a MAC, additional instructions can be necessary. Why? Because Apple Computers do not use Adobe Acrobat as the default PDF Viewer. They use an application called “Preview”. **While you can use Preview to open the Adobe file, if you do so, when you send us your file via secured email or via Command Center upload, we will not be able to see any of the data you enter into the text fields.** We have created these instructions to assist you with opening Adobe PDF Files. Follow the below steps to open the Client Tax Organizer documents. Please contact taxservices@firstcommand.com for additional help and/or questions.

Steps to Opening an Adobe Document on a MAC

1. Check to ensure Adobe Acrobat is installed on your computer.

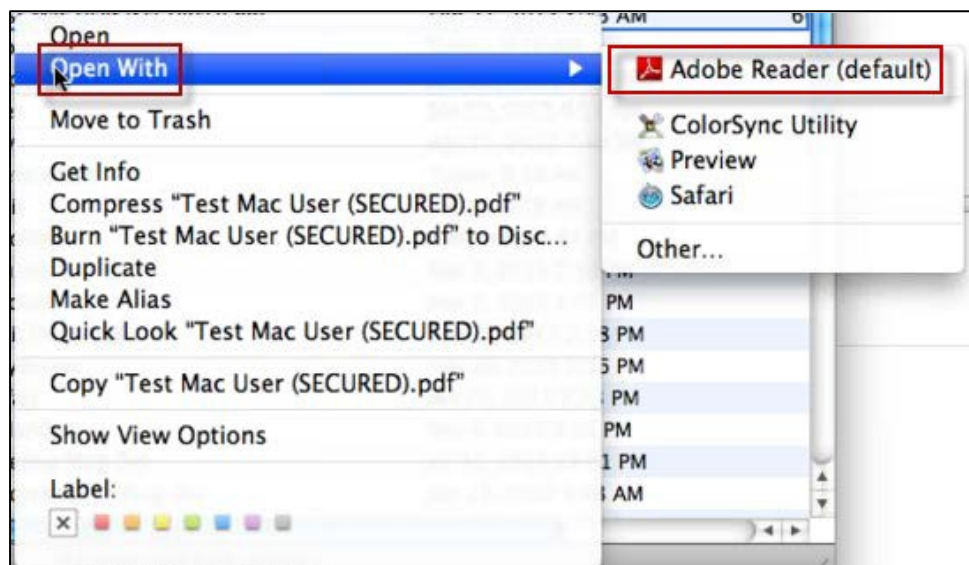
You only need to have Adobe Reader (FREE VERSION) installed. You can confirm this by going to your ‘Applications’ folder. All Applications are listed in alphabetical order, so Adobe should appear at the top of the list, if it is installed. If you need to install the program, click the link below to Download the latest FREE Version.

[Download Adobe Reader for Macintosh Now!](#)

2. Open the Adobe PDF File using Adobe Reader.

Right click on the document link in the First Command Tax Services website.

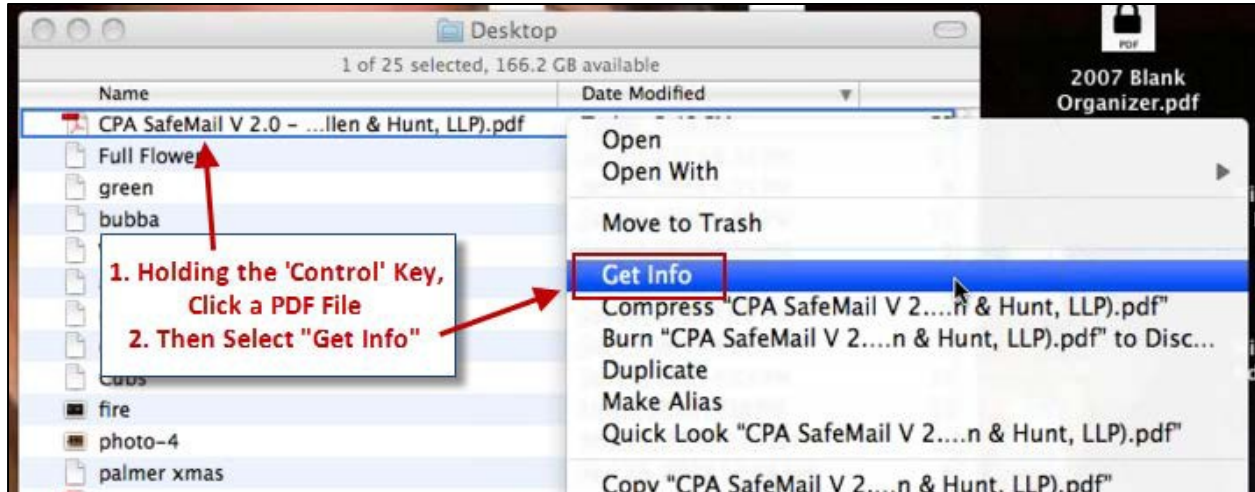
A secondary window will appear. Select “Open With” and choose Adobe from the dropdown Menu. See the Screen Shot below.



Want to Set Adobe as Your Default PDF Viewer?

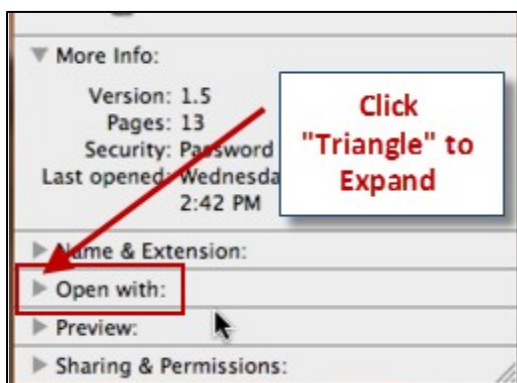
Apple's "Preview" is the default application for opening a number file types, including PDF's. While versatile, Preview will NOT allow you to open encrypted Adobe files. Please follow the below instructions to set Adobe Acrobat as the default application for opening PDF files.

1. Single Click on any PDF file, while holding the CONTROL Key

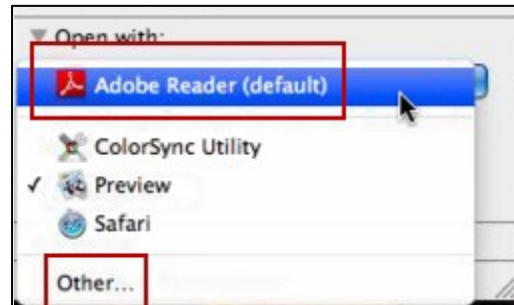


2. Select "Get Info" from the menu.

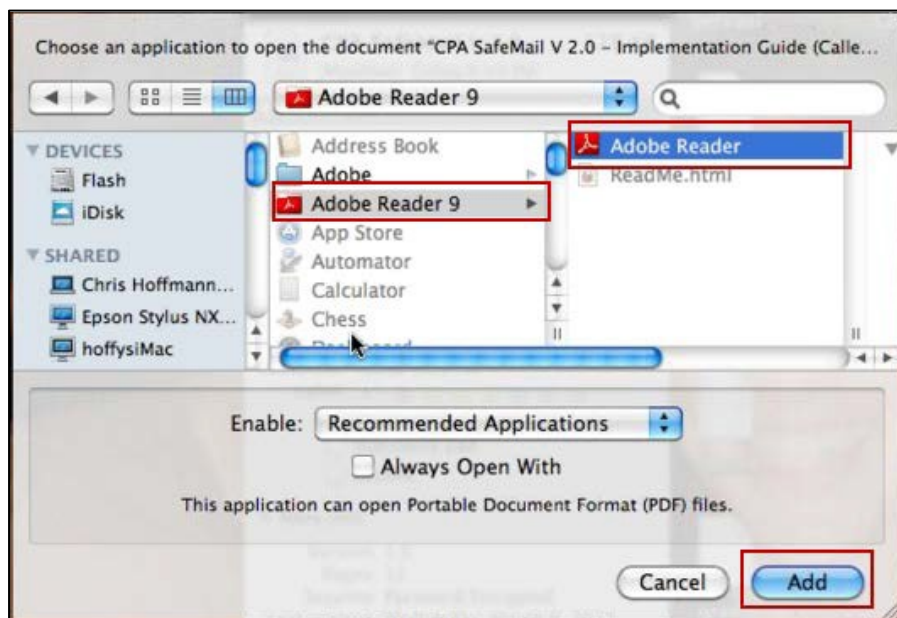
3. Under the heading "Open with:" the current default application for opening PDF's is listed. If there is no application listed you may need to click the 'Triangle' to the left of "Open with:" so that it points downward to reveal the current setting.



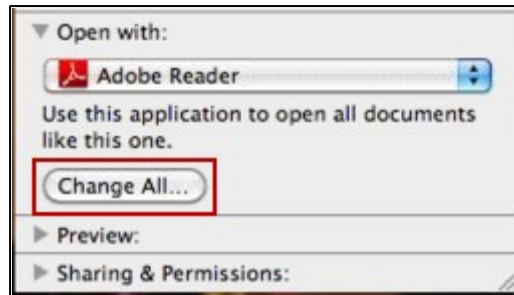
4. Click on the Application listed to open a menu displaying additional Applications. In this menu, locate the Adobe Version you wish to use. If Adobe is not listed or an old version of the software is listed, select “Other” from the bottom of the menu.



5. Navigate through your Applications folder to locate the Adobe Version you want to use and Click to highlight it. Then click the “Add” button to select.



6. Once you are back in the information window, click the “Change All” button so that all subsequent PDF files will be opened with Adobe Acrobat.



7. Click the 'Continue' button to confirm that you would like to change your Settings. Now all PDF files will be opened in Adobe Acrobat

