

## Quick Reference: Downloading Forms



Due to the special features utilized in dynamic forms (such as the Staff Performance Management Planning and Evaluation Form, SMART Goals Worksheet, or Career Development Worksheet), the forms cannot be previewed in most web browsers (Firefox, Chrome, Internet Explorer, Safari, etc.) or email preview panes.

Users may experience an error beginning with "Please wait..."

To avoid delays, simply download the form; you will be able to view and fill the form without downloading new/extra software. See below for instructions on how to download the form to your computer based upon your web browser.

Click on your web browser to go directly to the section you need:



[Firefox](#)



[Chrome](#)



[Internet Explorer](#)



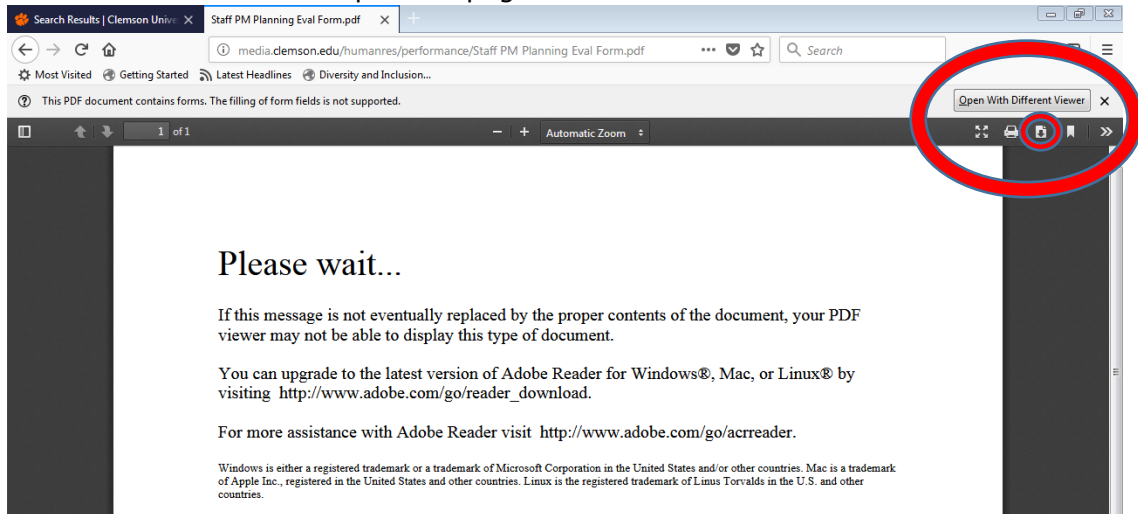
[Safari](#)

**Special Note:** The form is designed for use in Adobe Acrobat (version 9 or later), and Adobe Acrobat Reader and may not function in other PDF viewer software.

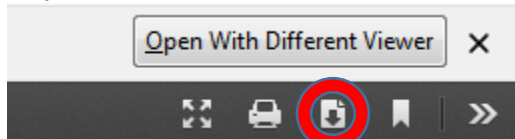
# Quick Reference: Downloading Forms

## Firefox:

- Click on the form link to open the page.



- If you receive the 'Open With Different Viewer' option in the top right corner of your screen, click it to open the form with Adobe Acrobat or Adobe Reader.
- If you do not receive the 'Open With Different Viewer' option in the top right corner of your screen, click the 'Download' button in the top right corner of your screen.



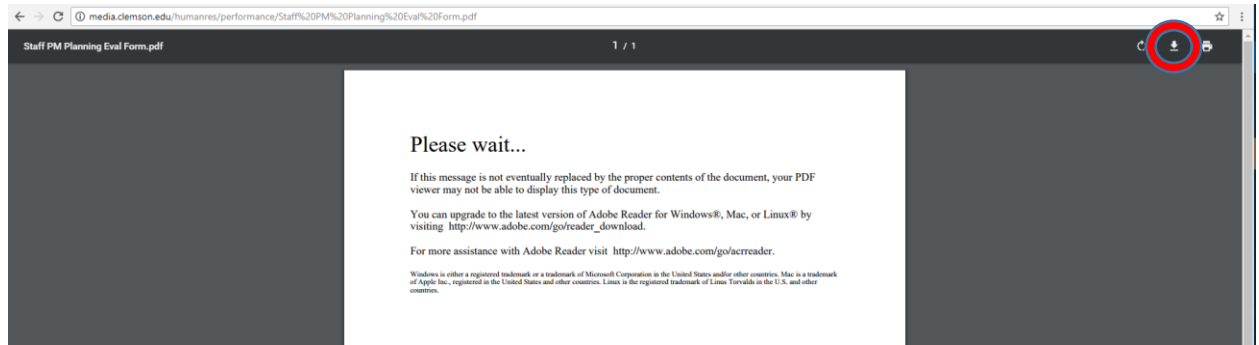
- Save the form to your computer.
- Open the file from your computer and complete the form.


**Don't Forget!!!** You will need to re-save the form containing your changes!

# Quick Reference: Downloading Forms

## Chrome:

- Click on the form link to open this page.



- Click on the Download button  in the top right corner of your screen.
- Save the file to your computer.
- Open the file from your computer, and complete the form.

**Don't Forget!!!** You will need to re-save the form containing your changes!

# Quick Reference: Downloading Forms



## Internet Explorer:

- Click on the form link to open the page.



- Right click on the 'Please wait...' message.
- Click 'Save as.'
- Save the form to your computer.
- Open the file from your computer, and complete the form.

**Don't Forget!!!** You will need to re-save the form containing your changes!

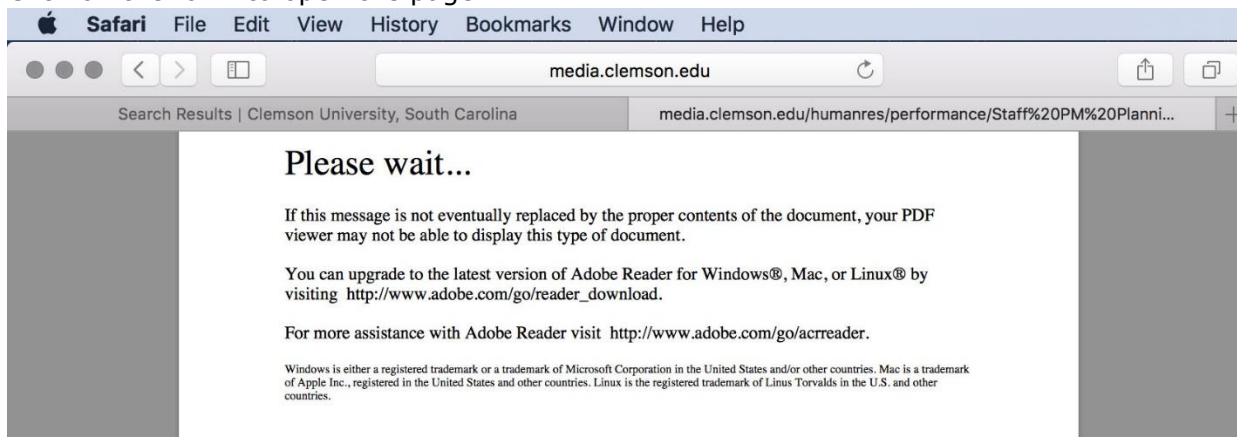
# Quick Reference: Downloading Forms



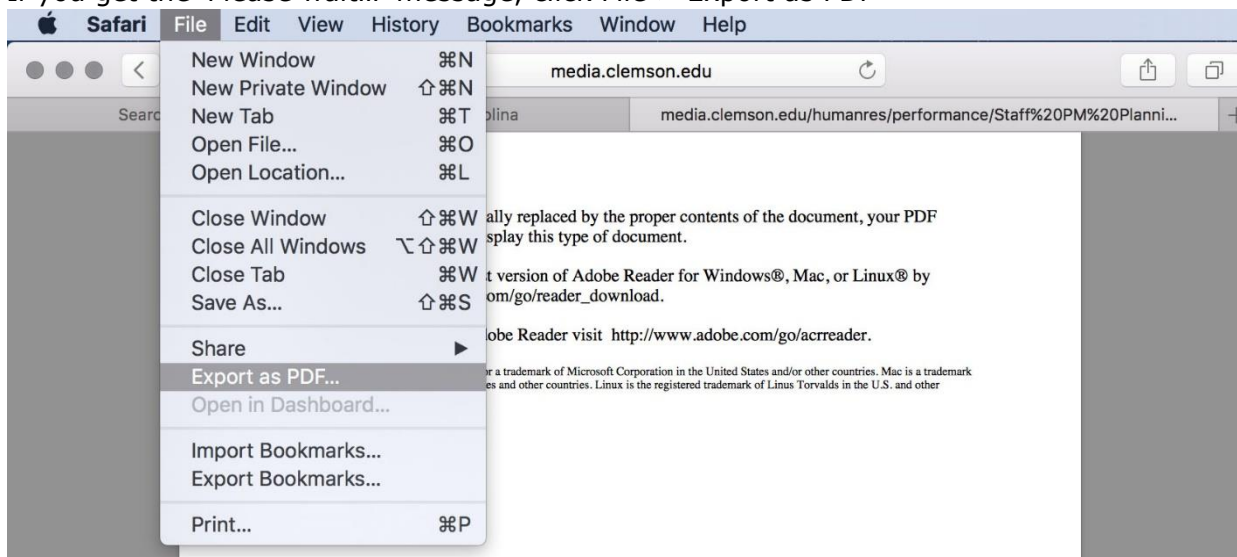
## Safari:

*\*Please note: We have not been able to test this form on Adobe Reader for Mac. If you experience problems using the form with Adobe Reader on a Mac, we recommend using Adobe Acrobat Pro on Mac or using Adobe Acrobat or Adobe Reader on a Windows-based computer. Please ensure that the form downloaded before attempting use. Preview will not work properly.*

- Click on the form to open the page.



- If you get the 'Please wait...' message, click File > Export as PDF



- The form should open in Adobe Acrobat or Adobe Reader (whichever is installed on your machine).
- Save the form to your computer.
- Open the file from your computer, and complete the form.

**Don't Forget!!!** You will need to re-save the form containing your changes!