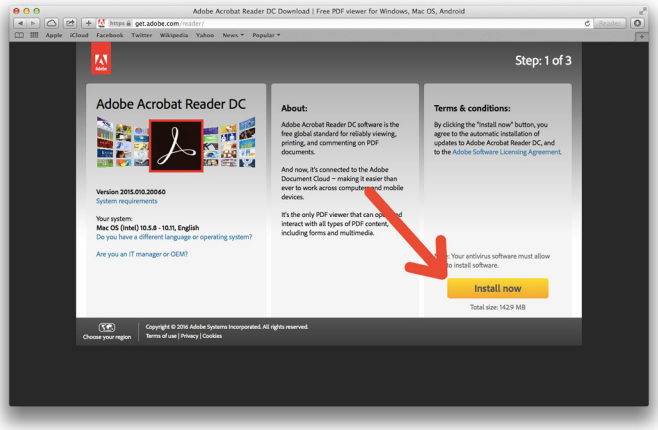
Harris Center
FIFTH ANNIVERSARY SEASON
Three Stages at Folsom Lake College

HOW TO DOWNLOAD AND COMPLETE THE RENTAL DOCUMENTS (Mac)

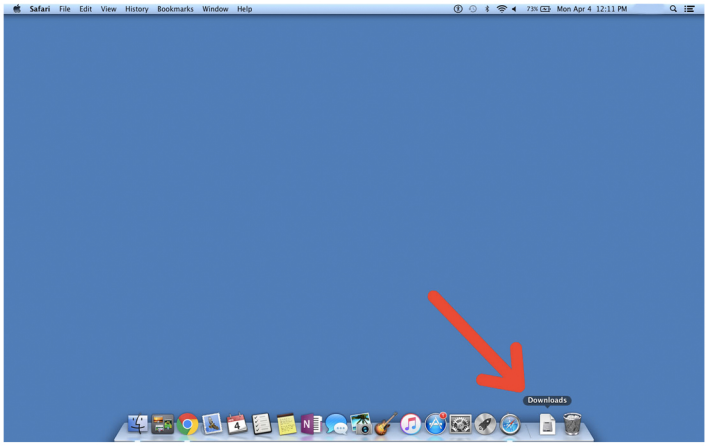


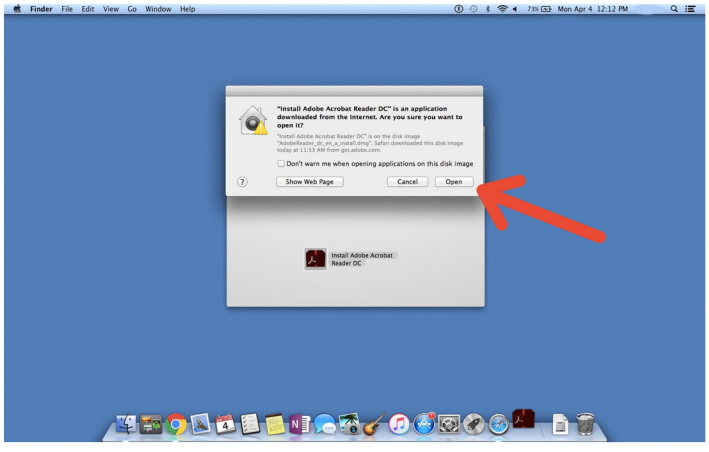
STEP 1:

In order to ensure file compatibility between Mac and Windows, you will need Adobe Acrobat Reader DC. Go to https://get.adobe.com/reader and click on "Install now."

STEP 2:

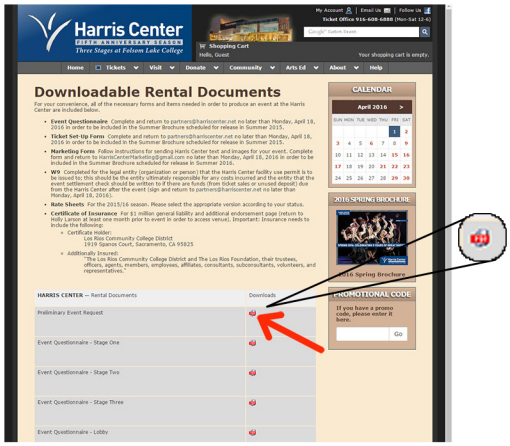
After the download is finished, click on the "Downloads" icon in your dock. The Adobe Reader DC installer will be at the bottom of the list. Click on the installer. A window will open. Double-click on "Install Adobe Acrobat Reader DC." If a warning dialogue box appears, click on "Open."

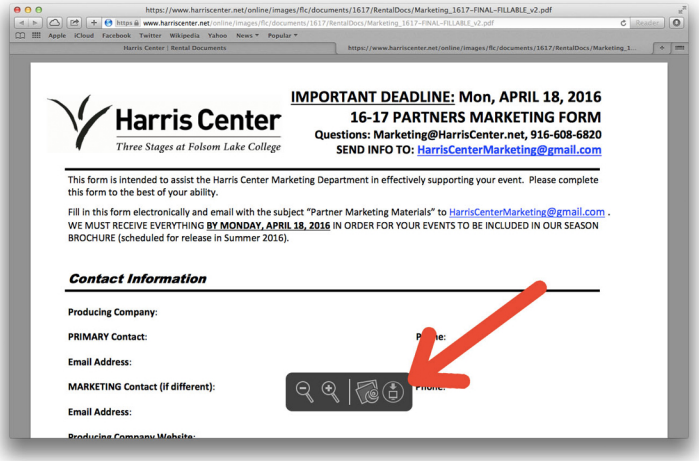




STEP 3:

Now that Adobe Acrobat Reader DC is installed, go to the Rental Documents page and click on the PDF icon next to the form you want to download.





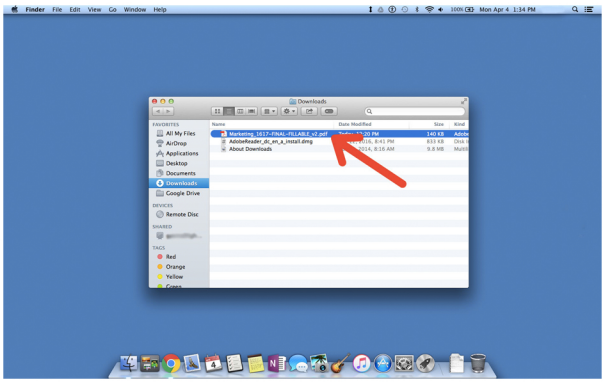
STEP 4:

The PDF will open within an in-broswer viewer. Hover your mouse cursor at the bottom of the page and click on the icon on the right to download the PDF to your computer.

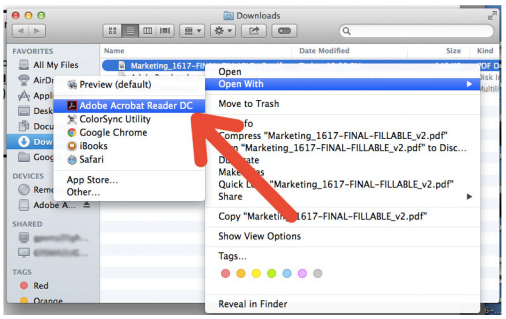
STEP 5:

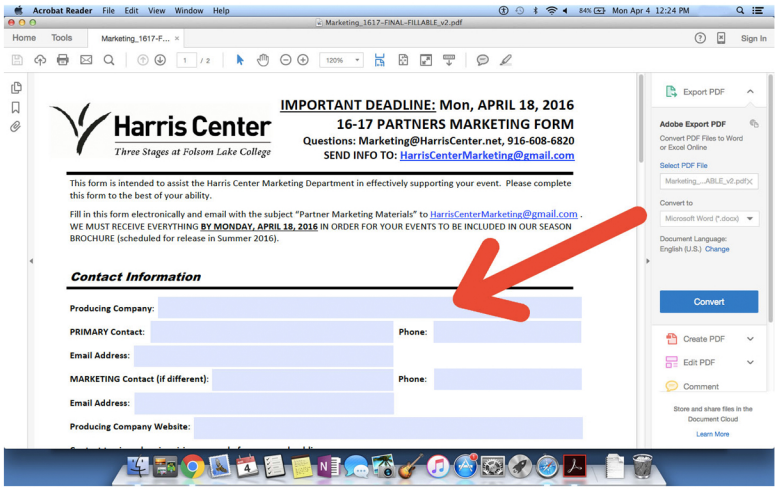
The PDF will now be in the bottom of your downloads. Hold down the Command key (⌘) and click on the file.

You will now see the file within Finder. Hold down the Control key and click on the file.



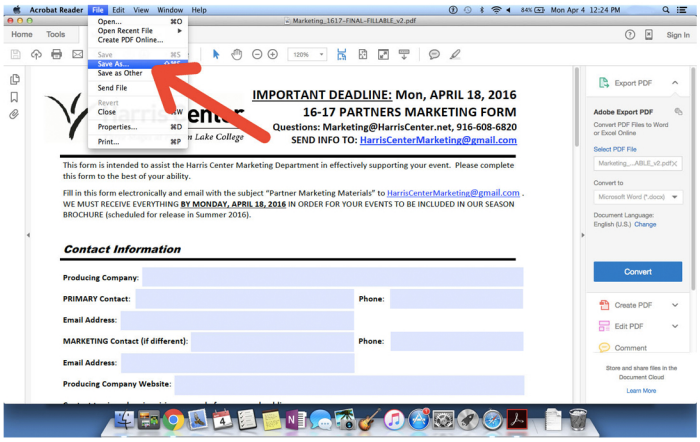
In the menu that appears, hover over “Open With” and select Adobe Acrobat Reader DC.





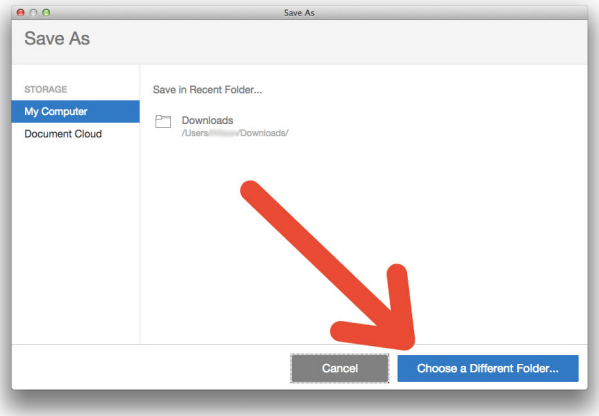
STEP 6:

These PDFs are fillable forms. Click inside the text fields and type to fill in your information.



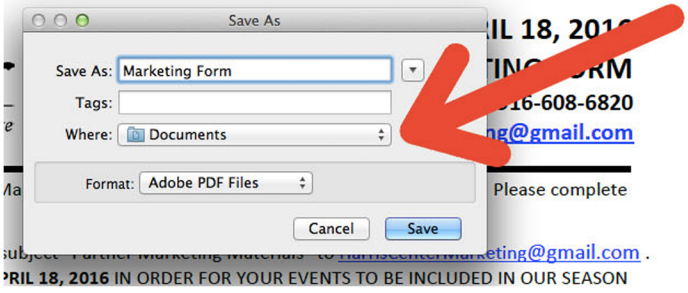
STEP 7:

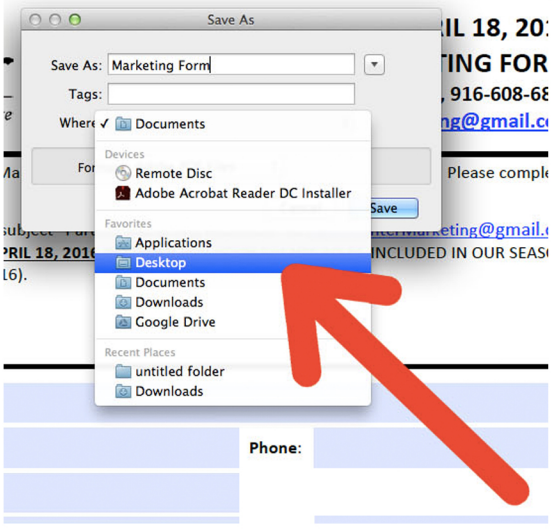
After you have finished filling in your information, go to the upper left and click on "File," then select "Save As..." in the dropdown menu to save a new copy of your completed form.



In the box that appears, select "Choose a Different Folder..." (see image to left).

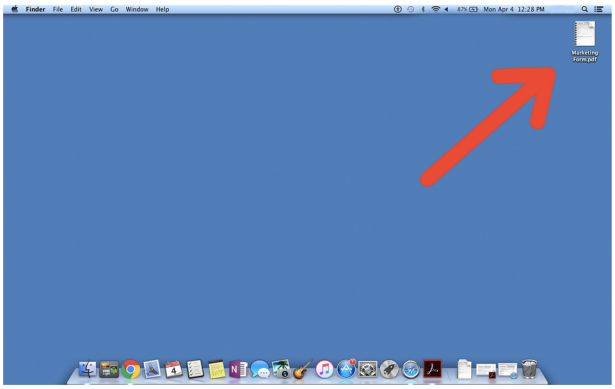
In the Save As box, name your file and click on "Documents" in the "Where:" field (see image below).





Select "Desktop" and then click on "Save" (see image to left).

There will now be an icon added to your Desktop with the name of the file (see image to right).



Now that you've completed your forms, you can attach them in an email to send to us!