

## Tips on setting up Adobe Acrobat Reader

### Downloading Acrobat Reader XI

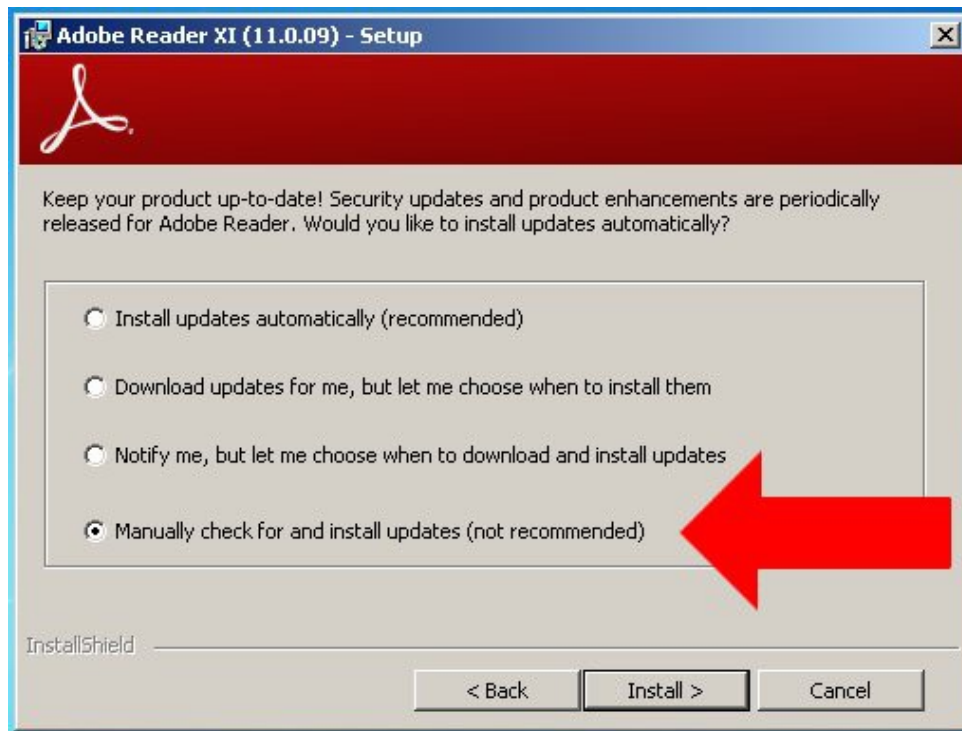
1. Visit Adobes website
2. Choose your system
3. Select your language
4. Deselect the offer to download McAfee Antivirus before you click DOWNLOAD

### Installation

Once downloaded start the installation by double clicking on it.

At the third page during the installation, you will be prompted on how Adobe should manage updates.

MAKE SURE YOU TURN THIS OFF – as below



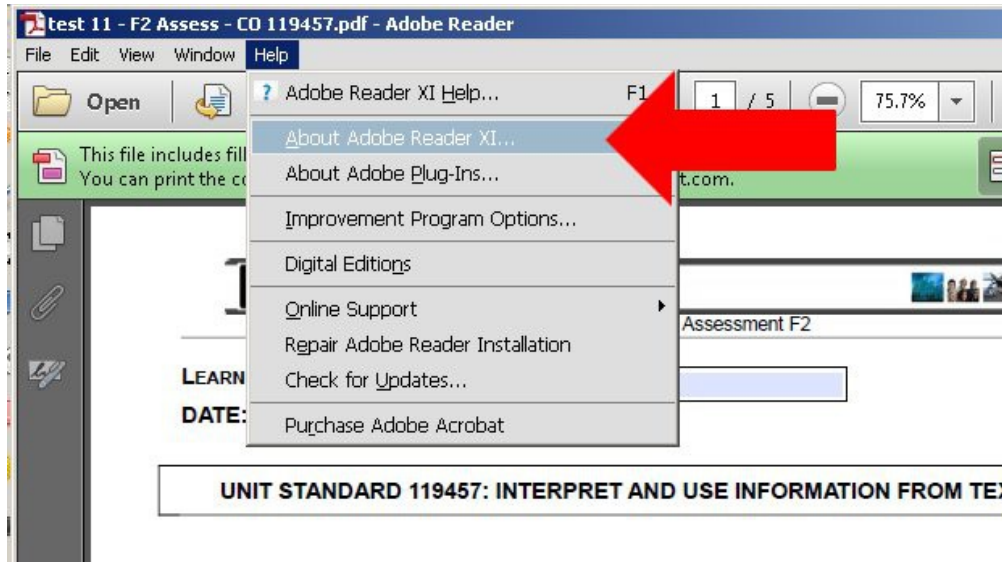
Then proceed with the rest of the installation.

NEXT PAGE...



Once it is installed, launch Acrobat Reader XI and check the version that you have now installed.

Goto HELP → About Adobe Reader XI



A popup will show the version number at the top. This is to verify that you are using the version that School of Shipping recommends.



NEXT PAGE...

Lastly when you save you pdf after completing your assessment, avoid changing any of the settings inside Adobe.

If you do change a setting, the PDF might end up being flattened, meaning that no changes can be made to it. However, in this state, not even your Mentor will be able to mark your assessment. This is especially important when using the PRO version of Adobe Acrobat XI.

When you save your assessment, please put your First Name and Lastname in front of the existing filename.

**IMPORTANT: Avoid deleting or changing the existing filename. It is an important syntax School of Shipping uses to help us track assessments on the system.**

If you are not running Version 11 of Acrobat Reader, please contact your I.T department and forward them this quick howto.

Should you have any issues and questions, contact us at [info@schoolofshipping.co.za](mailto:info@schoolofshipping.co.za)

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