

Important Information for all Grants.gov Applicants of Federal Funding

As you may be aware, the Grants.gov initiative has begun a progressive change in form sets from ones that use the PureEdge ICS Viewer software to ones that use Adobe Reader 8.1.1. You can tell which a specific package is by saving it to your hard drive. If it has an .xfd extension, it is a PureEdge file, if it has a .pdf extension it is in Adobe format. The latest word is that Agencies will not be allowed to post new PureEdge applications after May 1, 2008 and no PureEdge applications will be accepted after December 30, 2008. This means that the transition will be accelerating through 2008 from PureEdge to Adobe. The following information is relevant only to applications that are in Adobe format.

Though Grants.gov programmers are working on a solution, there are currently some troublesome issues around these new Adobe form sets. Please read the following information so that you can avoid these problems. **Not following these instructions could result in an invalid submission and a missed deadline.**

The problem : A new Adobe application form set will not be able to be submitted to G.g if it has EVER been opened and saved by a non-Adobe Reader 8.1.1 version. This has been well documented by several institutions.

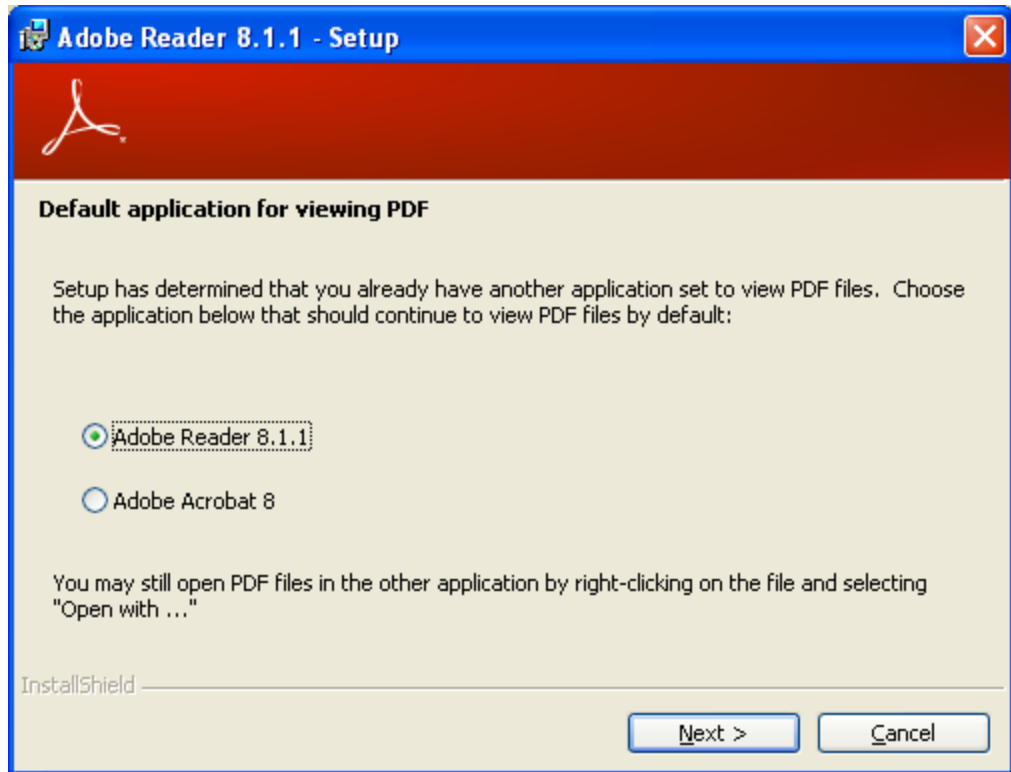
Do not use the link in Grants.gov to download Reader because it links to a newer version that will not work. They have been informed and will likely change it. To be safe until you see that their link is correct use this link: http://ardownload.adobe.com/pub/adobe/reader/win/8.x/8.1.1/enu/AdbeRdr811_en_US.exe

There are 3 aspects to this problem:

1. You **MUST** have Adobe Reader 8.1.1 installed on your machine as the DEFAULT application assigned to open files with a PDF extension.

To do this:

- a. Installing 8.1.1 Reader new or over an existing version of Reader: choose to have 8.1.1 be your default application for opening PDFs.



- b. After it is installed, take the extra step to MAKE SURE Windows knows it should be the default:

On a PC running Windows XP, this is an option settable from Windows Explorer (which is NOT the same as Internet Explorer.) Here's how to start Windows Explorer: Press the Start button in the lower left corner of the screen. Then select these menu options: Programs --> Accessories --> Windows Explorer OR Right click on the Start button and choose "Explore"

Within the Windows Explorer program, select the Tools menu, then the Folder Options sub-menu, then the File Types tab. On that tab, scroll down within the Registered file types to the PDF Extension and click it. Below, under Details for 'PDF' extension, it should say Opens with: Adobe Reader 8.1 or some other program. If that line does not say Adobe Reader 8.1, click the Change button on that line, and on the new window that appears choose Adobe Reader 8.1 from the list of Recommended Programs, or from the list of Other Programs, or click the Browse button to find its executable file, which is probably AcroRd32.exe, usually located here: C:\Program Files\Adobe\Reader 8.0\Reader

For Macs or PC operating systems other than XP, contact OIT Help Desk. Tell them you want to set your operating system to always open PDF's with a specific version of Reader.

2. Many people have other Adobe products on their computer such as Adobe Acrobat or Professional in order to edit or create PDF files. This can cause problems when opening a Grants.gov Adobe Forms Package. If you have another version of Adobe Acrobat or Reader open on your PC when you open an Adobe G.g application package, OR if you have had another version of Adobe Acrobat/Reader open and HAVE CLOSED IT, Windows will remember and automatically open the next PDF in the first opened or currently open version, no matter what default setting you have. In some cases it will even reset your default settings. Even if you THINK you have it open in 8.1.1, you may not. Suggestions:
 - a. MAKE SURE that **before** you save your application package, you verify that the package has been opened in Reader 8.1.1 by looking under Help/About Adobe...it should say Adobe Reader 8.1.1 - if it says ANYTHING else, close the file WITHOUT saving.
 - b. You also should be able to right click on the file and choose "Open with Adobe Reader 8.1. But again, CHECK as above to make sure you have the right version open. Before opening any G.g Adobe application package, CLOSE all other Adobe products that you may have running on your computer. This includes the situation where you have opened a PDF from another email or application.
 - c. It is recommended that you **DO NOT** open these type of PDFs by double-clicking on them from an email or a website. Save them to your hard drive first and then open with a right click or open the Reader 8.1 explicitly and choose to open your application package.
3. Your Adobe Reader might be set to update itself automatically. This will cause a real problem at this time, though pending Grants.gov testing, it may change. For now it is important to follow these steps to prevent this from happening:
 1. Open up Reader
 2. Help/Check for Updates...
 3. It will show updates available.
 4. Select Preferences
 5. Uncheck "Automatically check for Adobe Updates"
 6. Press OK
 7. Click Cancel