Viewing PDFs in Adobe Reader

Please note that this information is subject to change without notice and does not imply a statement of support for any particular browser, reader, or version. Your browser's help or documentation may be more current, and will always supersede this information. As browsers frequently change, you may wish to test configuration options on the latest versions commonly used by your institution and students.

Version Requirement
Adobe Reader 8.0 or newer is required to view 1099-T tax statements.

Required Setting: Enable All Features
To view 1099-T statements in Adobe Acrobat Reader, a user must click Enable All Features.

Plug-In Installation
Users who have difficulty viewing PDFs in a browser should verify that the Adobe Plug-in has been installed successfully and enabled.

For Windows:
1. Select Help > About Adobe Plug-ins...

2. Select the Internet Access Plug-in option. Ensure that the API Loaded status is Yes.

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Forms

[Internet Access Plug-in]
Make Accessible
Multimedia
PDFObject
PDF Consultant, Access Check
Read Out Loud
Reflow
SaveAsRTF

File Name: IA32.apli
Loaded: Yes
Version: 11.0.60.70
Certified: Yes
Date: 12/21/2013 12:04:26
Description:
This plug-in provides Internet Access for Acrobat
For Mac:

TOG8-T statements cannot be viewed using the Apple Preview PDF Viewer. Users must download Adobe Acrobat Reader and set it as the default PDF viewer.

1. Open Adobe Reader and select Adobe Reader > About Adobe Plug-ins ...

2. Select the Internet Access Plug-in option. Ensure that the API Loaded status is Yes.

Set Adobe Reader as the default PDF reader

1. Open the Finder and select a PDF file.
2. Select the PDF file and select File > Get Info.

3. Click the arrow to the left of Open With to expose the application list.
4. Choose either Adobe Acrobat or Adobe Reader from the application list.
5. Click the Change all button to save the changes.
6. When asked if you want to change all similar documents, click Continue.