

COURT OF APPEAL FOR BRITISH COLUMBIA

How to Use PDF Fillable Forms

Last Updated: February 26, 2024

Table of Contents

- 1.0 Adobe Reader Required to Use PDF Fillable Forms..... 2
 - 1.1 Why Does the PDF Fillable Form not Open on our Website?..... 2
 - 1.2 How to Use PDF Fillable Forms..... 2
- 2.0 Google Chrome 3
 - 2.1 How to download/save PDF form with Chrome. 3
- 3.0 Microsoft Edge 4
 - 3.1 How to download/save PDF form with Edge..... 4
- 4.0 Mozilla Firefox 5
 - 4.1 How to download/save PDF form with Firefox 5
- 5.0 Apple and Mac Users 5

COURT OF APPEAL FOR BRITISH COLUMBIA

1.0 Adobe Reader Required to Use PDF Fillable Forms

You will require the latest version of free [Adobe Reader](#) in order to use PDF fillable forms.

- If you need to **update** your Reader software, please ensure you remove the old version of Reader before installing the new one.
- You may also want to be sure that your computer is not starting Adobe Acrobat instead of Reader when opening the forms.

1.1 Why Does the PDF Fillable Form not Open on our Website?

When you view a PDF fillable forms in Chrome, Firefox, Edge or other browsers each browser uses their built in PDF viewer, whatever add-ons you might have, and whether or not Adobe Reader is installed.

This error message may occur:

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

This is why forms aren't going to behave the same as if you download and save to your computer and open them in Adobe Reader.


1.2 How to Use PDF Fillable Forms

The best option to use PDF fillable forms is by downloading and saving to your computer hard drive, then you can open the form using the free Adobe Reader application (not your browser's Adobe extensions). Instructions on how to do this with Chrome, Edge, Firefox and Mac are below.

COURT OF APPEAL FOR BRITISH COLUMBIA

2.0 Google Chrome

2.1 How to download/save PDF form with Chrome.

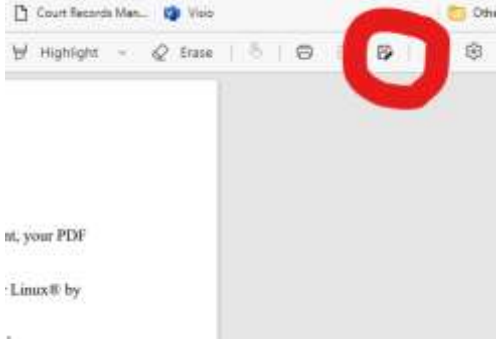
Step	Action	Completed
1	Click on form	
2	<p>This message may appear:</p> <p>Please wait...</p> <p>If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.</p> <p>You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.</p> <p>For more assistance with Adobe Reader visit http://www.adobe.com/go/acrreader.</p> <p><small>Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.</small></p>	
3	<p>Right click and select Save as or click on download icon on browser toolbar:</p> 	
4	Navigate to the location you want to save form on your computer.	
5	Close browser.	
6	Go to the location the PDF fillable form has been saved.	
7	Open form, fill in and save with unique file name.	
8	E-file, e-mail or print and file at Registry once complete and final.	

Disclaimer: Instructions are based on current configurations of browser site settings; these may change.

COURT OF APPEAL FOR BRITISH COLUMBIA

3.0 Microsoft Edge

3.1 How to download/save PDF form with Edge.

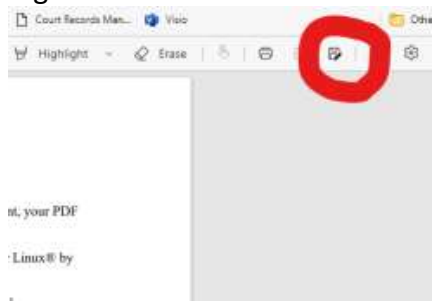
Step	Action	Completed
1	Click on form	
2	This message will appear: <p>Please wait...</p> <p>If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.</p> <p>You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.</p> <p>For more assistance with Adobe Reader visit http://www.adobe.com/go/acreader.</p> <p><small>Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.</small></p>	
3	Right click and select Save or click on Save icon on browser toolbar: 	
4	Navigate to the location you want to save form on your computer.	
5	Close browser.	
6	Go to the location the PDF fillable form has been saved.	
7	Open form, fill in and save with unique file name.	
8	E-file, e-mail or print and file at Registry once complete and final.	

Disclaimer: Instructions are based on current configurations of browser site settings; these may change.

COURT OF APPEAL FOR BRITISH COLUMBIA

4.0 Mozilla Firefox

4.1 How to download/save PDF form with Firefox

Step	Action	Completed
1	Click on form	
2	This message may appear: <p>Please wait...</p> <p>If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.</p> <p>You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.</p> <p>For more assistance with Adobe Reader visit http://www.adobe.com/go/acreader.</p> <p><small>Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.</small></p>	
3	Right click and select Save or click on Save icon on browser toolbar: 	
4	Navigate to the location you want to save form on your computer.	
5	Close browser.	
6	Go to the location PDF fillable form has been saved.	
7	Open form, fill in and save with unique file name.	
8	E-file, e-mail or print and file at Registry once complete and final.	

5.0 Apple and Mac Users

[5.1 How to fill out a PDF form on a Mac.](#)