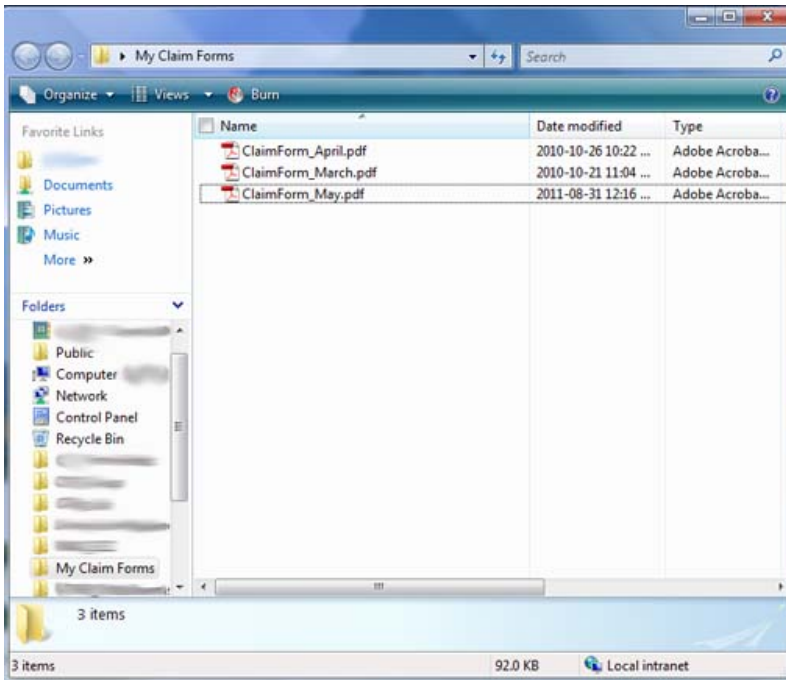
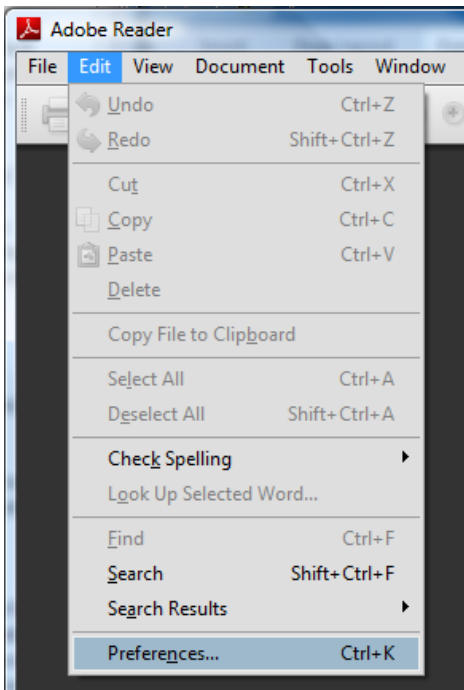


# SETTING UP YOUR SETTINGS WITHIN ADOBE READER

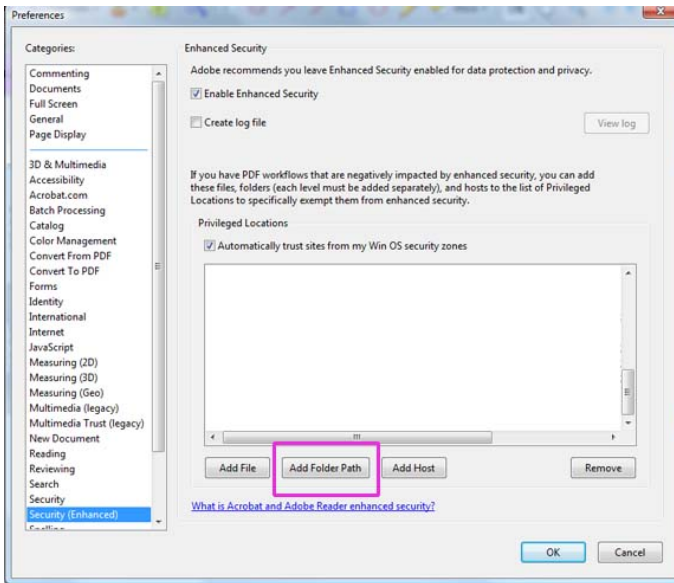
1. Determine which folder on your computer you will save your claim forms. You may use an existing folder on your computer or create a new one. Make sure you know the path and name of your folder.



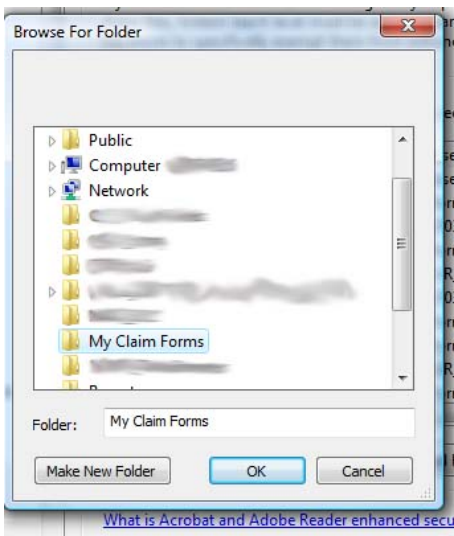
2. Open Adobe Reader, select **Edit/Preferences**.



3. From the list of Categories, select **Security (Enhanced)** and click the **Add Folder Path** button.



4. Browse to the folder where you want to store your claims and select it.



This will add the folder to your list of trusted folders.

5. Click **OK** to close the dialogue box.

Note: you should only have to do this set-up once. However if you save your claim forms to another folder, you will have to repeat this process, so Adobe Reader will recognize the new folder path.

For Mac Users: To open your claim form, do not double click on the file. You must open the form through Adobe Reader using the File/Open command.