

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 1098-T tax statements.

Required Setting: Enable All Features

To view 1098-T statements In Adobe Acrobat Reader, a user must click **Enable All Features**.

The screenshot shows the Adobe Reader interface with a 1098-T tax statement open. A yellow warning bar at the top reads: "Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Learn More.](#)" A red arrow points to the "Enable All Features" button in the top right corner of the document area. The tax statement is for the year 2013 and is labeled "Copy B For Student". It includes fields for filer information, student information, and various tax-related amounts and checkboxes. The right sidebar shows the "Export PDF" tool.

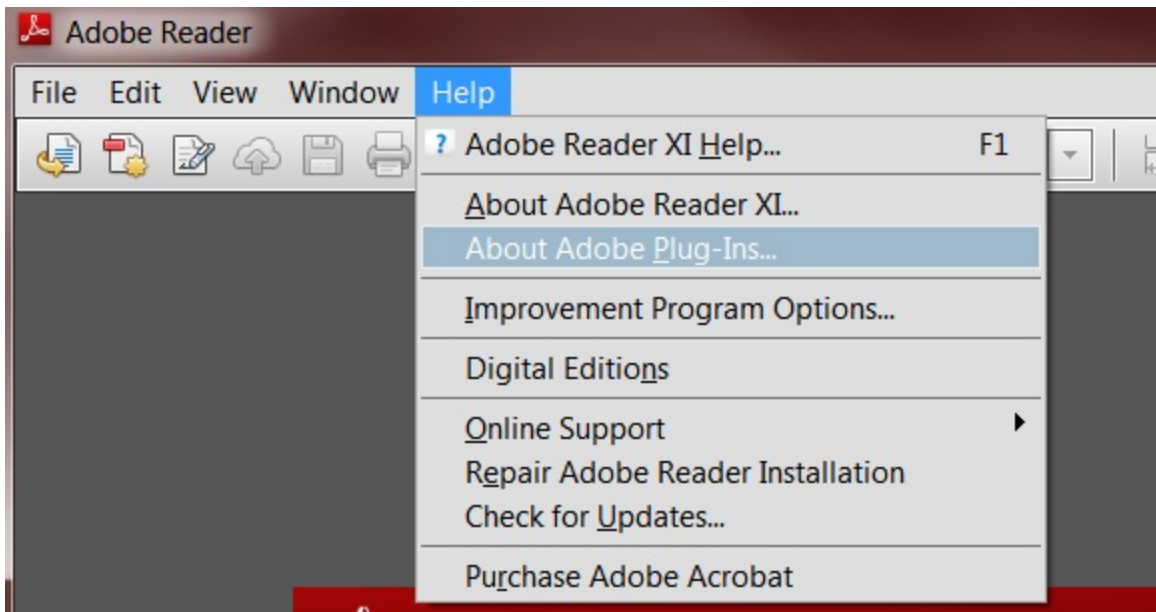
CORRECTED		2013		Tuition Statement	
FILER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone number		1 Payments received for qualified tuition and related expenses \$	OMB No. 1545-1574	This is important tax information and is being furnished to the Internal Revenue Service.	
FILER'S federal identification no.		2 Amounts billed for qualified tuition and related expenses \$	Form 1098-T		
STUDENT'S name	STUDENT'S social security number	3 If this box is checked, your educational institution has changed its reporting method for 2013 <input type="checkbox"/>	Copy B For Student		
Street address (including apt. no.)		4 Adjustments made for a prior year \$	5 Scholarships or grants \$	This is important tax information and is being furnished to the Internal Revenue Service.	
City or town, province or state, country, and ZIP or foreign postal code		6 Adjustments to scholarships or grants for a prior year \$	7 Checked if the amount in box 1 or 2 includes amounts for an academic period beginning January - March 2014 <input type="checkbox"/>		
Service Provider/Acct. No. (see instr.)	8 Checked if at least half-time student <input type="checkbox"/>	9 Checked if a graduate student <input type="checkbox"/>	10 Ins. contract reimb./refund \$		

Plug-In Installation

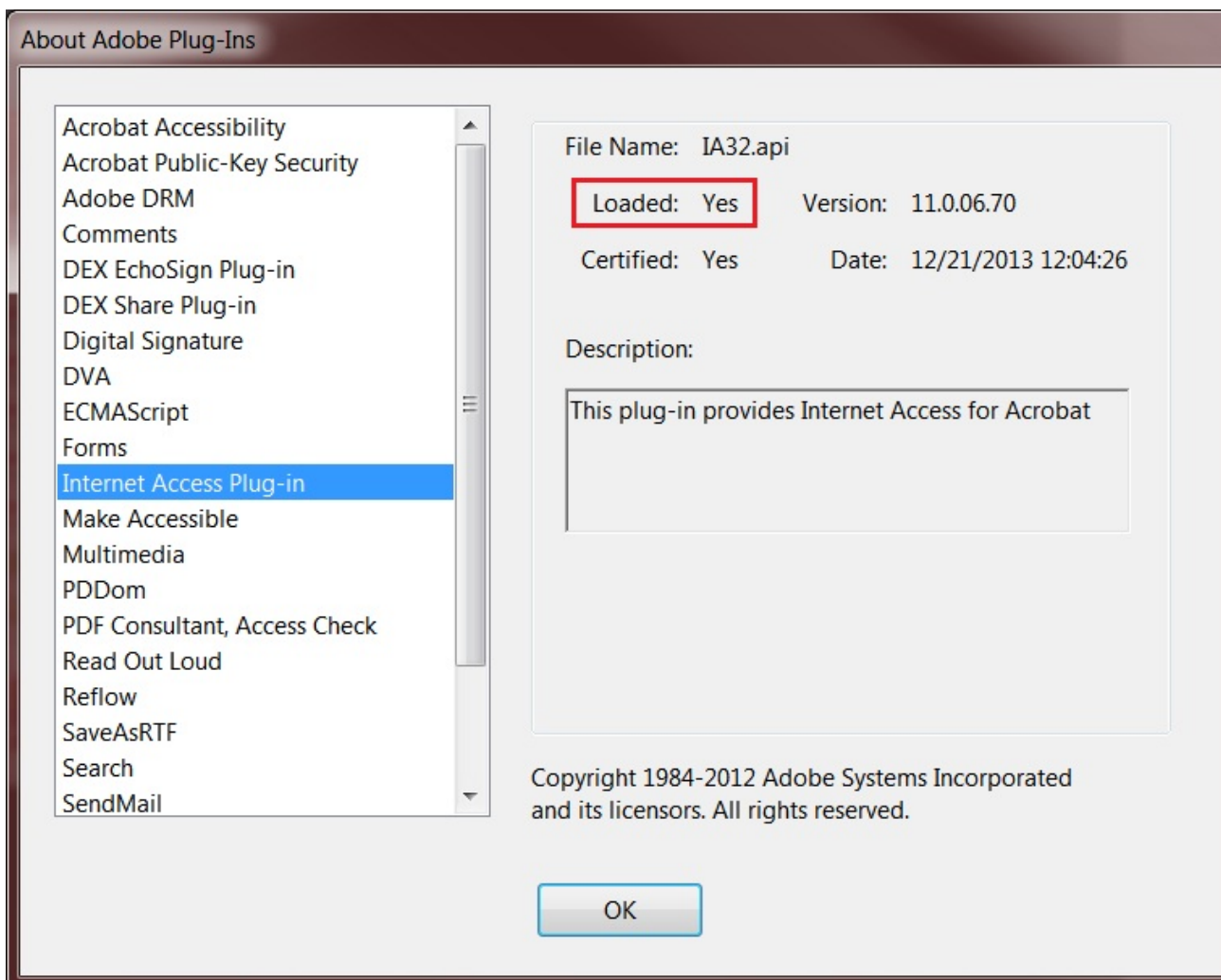
Users who have difficulty viewing PDFs in a browser should verify that the Adobe Plug-in has been installed successfully and enabled.

For Windows:

1. Select *Help > About Adobe Plug-Ins...*



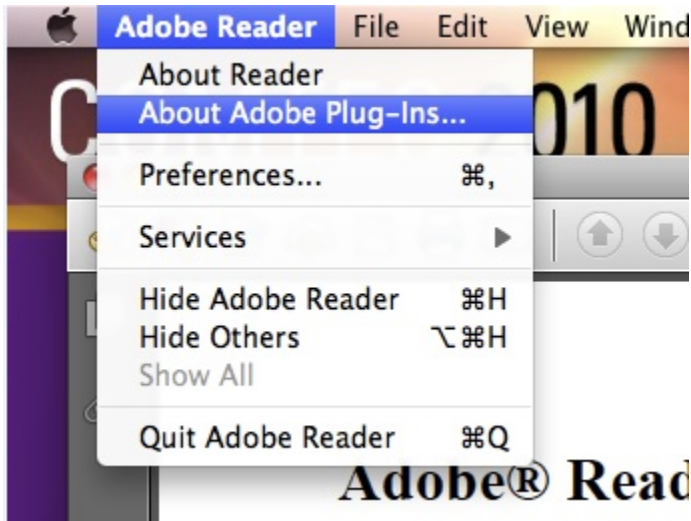
2. Select the **Internet Access Plug-in** option. Ensure that the API Loaded status is **Yes**.



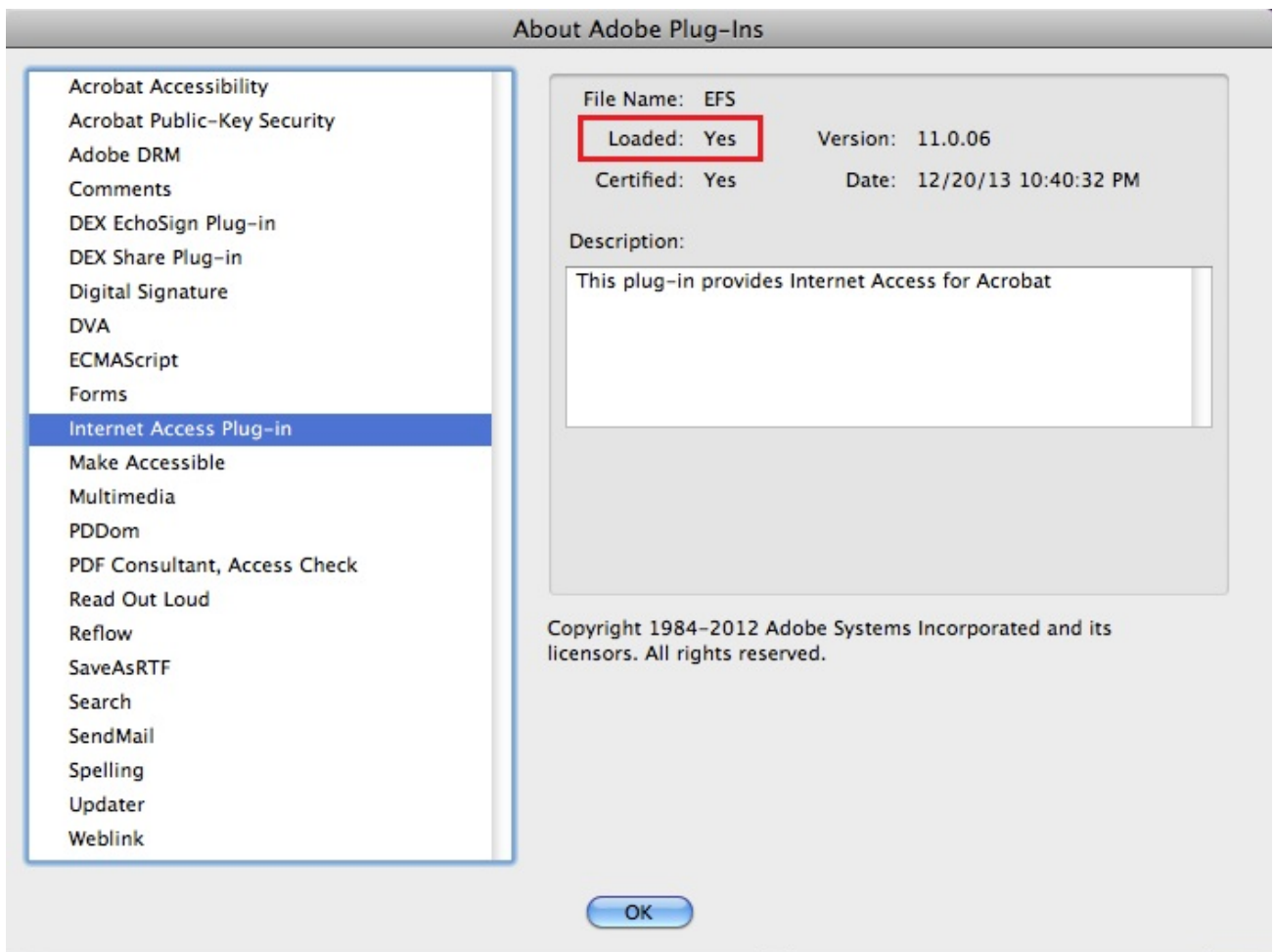
For Mac:

1098-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...*



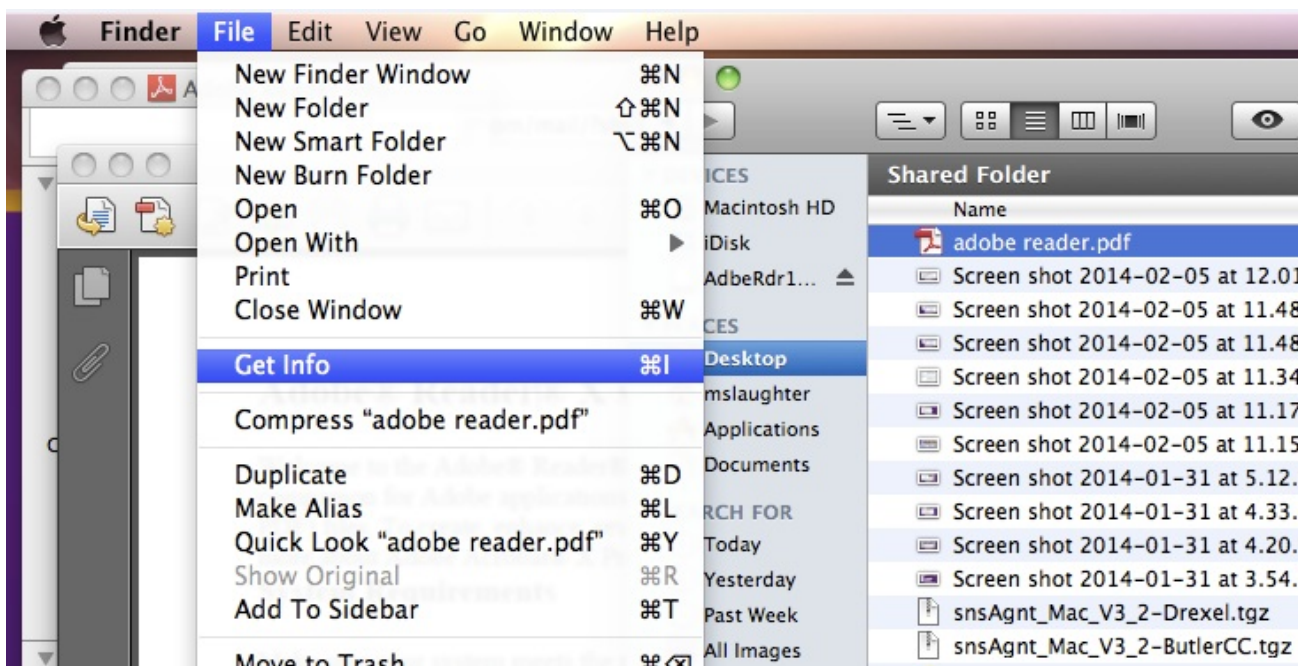
2. Select the **Internet Access Plug-in** option. Ensure that the API Loaded status is **Yes**.



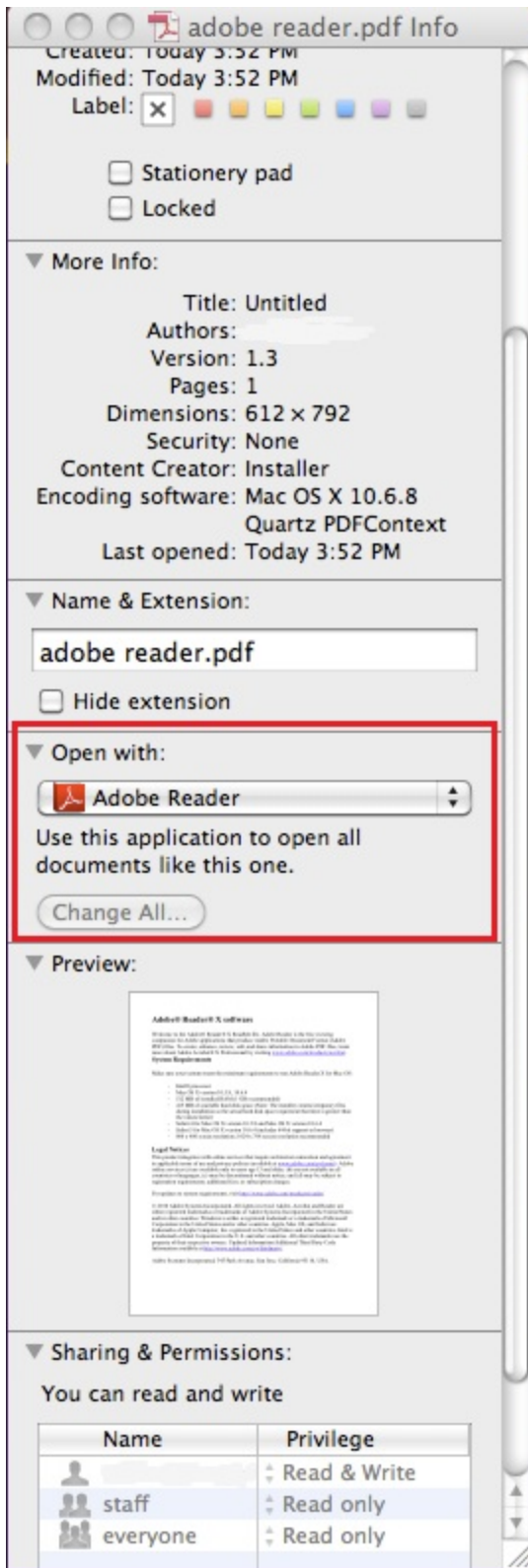
Set Adobe Reader as the default PDF reader

1. Open the Finder and select a PDF file.

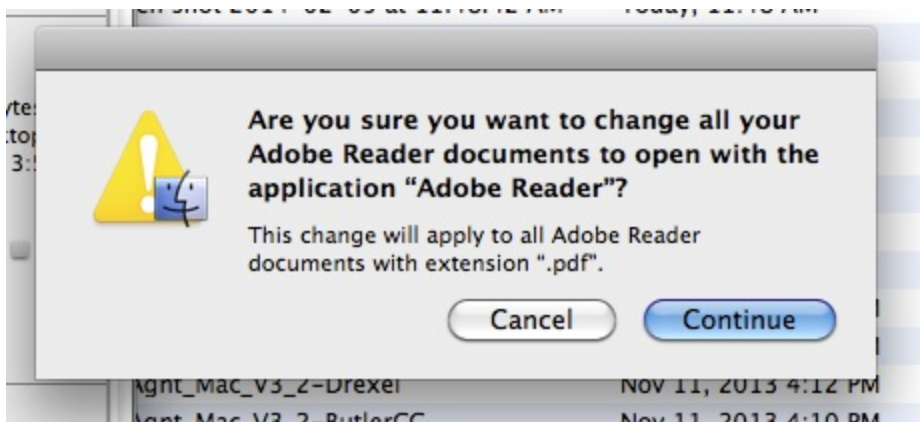
2. Select the PDF file and select *File > Get Info*.



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



Additional helpful links from Adobe:

[Acrobat Help : Can't View PDF on the web](#)

[Acrobat Help : Troubleshoot Safari plug-in | Acrobat X, Reader X](#)

[Acrobat Help : Display PDF in browser | Acrobat, Reader XI](#)