

**CANINE COMPANIONS FOR INDEPENDENCE
PUPPY RAISING PROGRAM
MONTHLY PROGRESS REPORT**

Helpful Hints

I. Make sure that you have *at least* Adobe Reader Version 8 installed on your computer!

1. To download and install the most current version of Adobe Reader (it's free!):
 - Go to http://www.caninecompanions.org/national/puppy_reports.html and click on the [Adobe Reader 8](#) link
 - OR
 - Go to www.adobe.com and click on the [Get ADOBE READER](#) link.
2. If your computer's operating system is not Windows XP, then you will need to click on the **"Different language or operating system"** link and follow the prompts. If you do have the Windows XP operating system, then you can click the **"Download now"** button. *Before clicking this button, be sure to unselect any additional software that will be installed, such as **Photoshop Album Starter Edition**, unless you are sure that you want it installed on your computer!*

II. To Obtain the Puppy Report Form

1. Go to the CCI website at http://www.caninecompanions.org/national/puppy_reports.html
2. Right-Click (or Control-Click on a Macintosh) on the [Puppy Progress Report](#) link and select the option to "save target as" or "download file" to save the file to your computer's desktop.

III. To Submit the Completed Form Electronically

1. Open the Puppy Report Form that you have saved on your computer

NOTE: If you get an error message which begins with "The PDF form requires a newer version of Adobe Reader", or if the "Adobe Reader" indicator in the upper right-hand corner has a number less than 8, then you need to install a newer version. See Section I for details.

2. Fill in the form
3. Save the completed form to your computer
4. E-mail the completed form to your Regional Puppy Program Manager

Special Instructions For Mac Users: before opening the Puppy Report Form: select the file, do a right-click (or option-click), and choose "Open With Adobe Reader 8". Otherwise, the form will open with Preview and you will not be able to fill out the form correctly.

To permanently set your Mac computer to open pdf files with Adobe Reader 8 instead of Preview, you can do a right-click (or option-click) and select "Get Info", then choose Adobe Reader 8 as the default software. See Fig. 1 and Fig. 2 below:

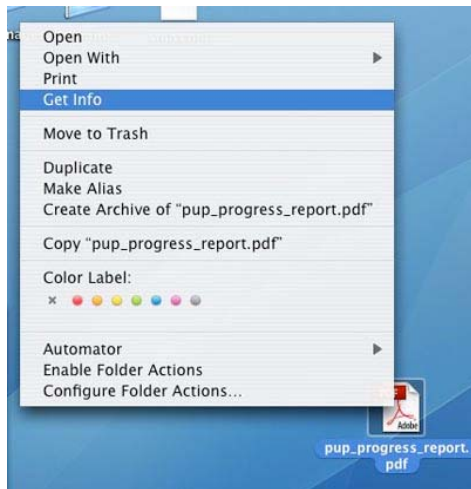


Fig. 1

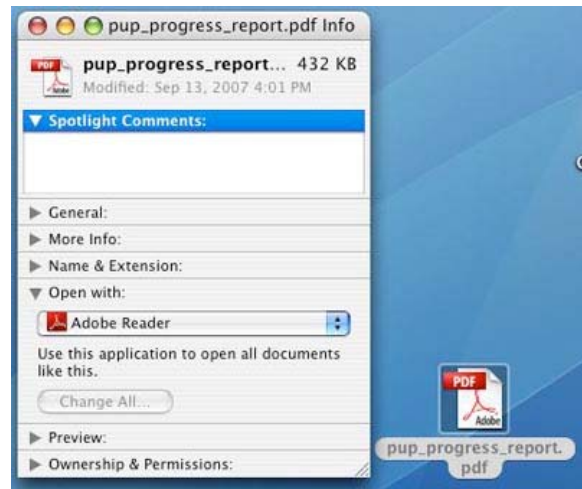


Fig. 2

IV. To Submit the Completed Form Manually

1. Follow steps 1 & 2 in Section III above
2. Print out the completed form
3. Fax or mail the completed form to your Regional Puppy Program Manager.

NOTE: If you would prefer not to fill out the form on your computer, then you can open the form, print it out, and fill it out manually.