

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

Helpful Hints

I. Make sure that you have Adobe Reader, Version 8 or higher, installed on your computer!

If you do not have Adobe Reader, please go to www.adobe.com and click "Download Adobe Reader," (the exact wording and location on the Adobe page may vary) to install the free Adobe Reader software.

II. To Obtain the Puppy Report Form

1. Go to the CCI [Puppy Report web page](#).
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. (OR - click "File" and then "Save As" if you have the form already open in your web browser).

III. To Submit the Completed Form Electronically

1. Open the Puppy Report Form that you have saved on your computer, using Adobe Reader (version 8 or higher).
2. Fill in the form.
3. Save the completed form on your computer.
4. E-mail the completed form to your Regional Puppy Program Manager.

Note: If you are a Mac user, you need to right-click (Option-click if you have no right mouse button) on the PDF file and select "Open with" and then select Adobe Reader to open the file. Adobe Reader is a free download from www.adobe.com, and it does not come pre-installed on a new Mac. Even if your Mac has Adobe Reader installed, you will need to do the "Open with" step to open your PDF form in Adobe Reader.

(On a Macintosh computer, PDF files are automatically opened using an Apple program called Preview. If someone fills out a PDF form using Preview, CCI staff will not be able to view or print the information on that form correctly.)

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.