


Viewing PDFs in Adobe Reader

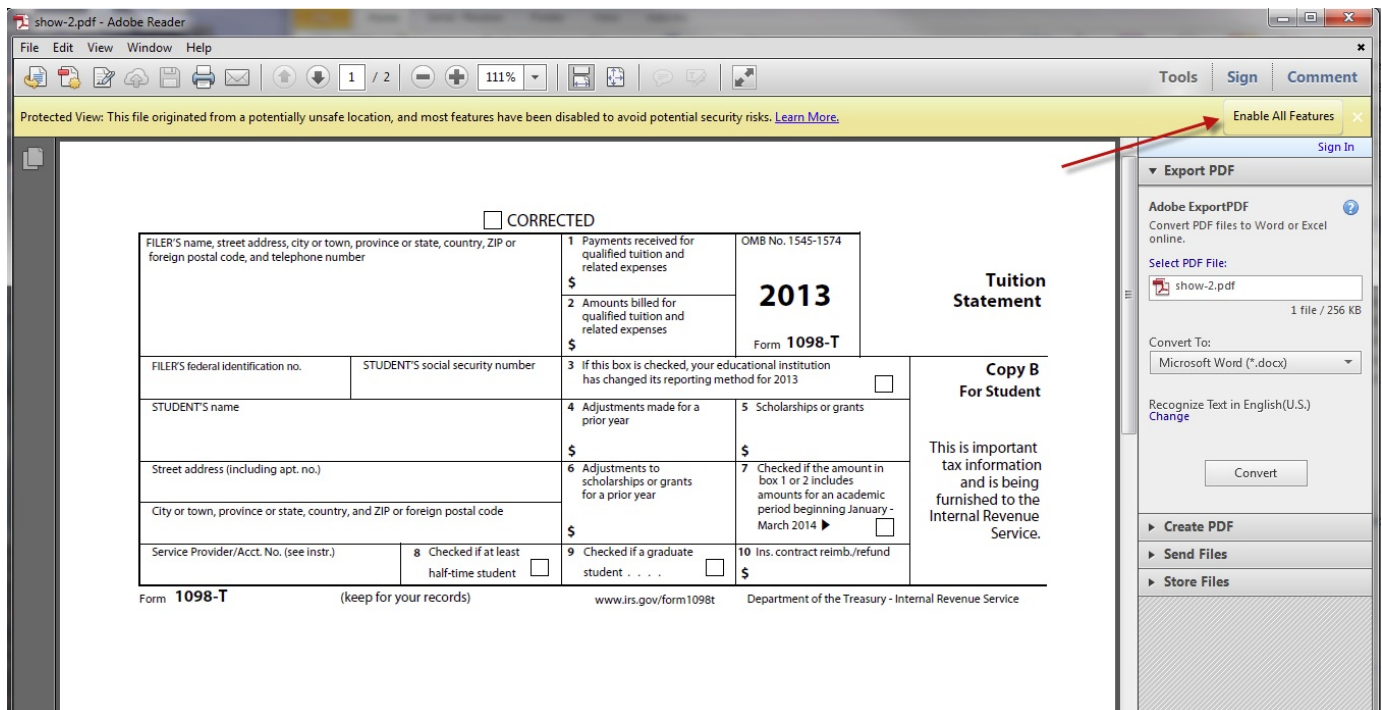
 Please note that this information is subject to change without notice and does not imply a statement of support for any particular browser, reader, or version. Your browser's help or documentation may be more current, and will always supersede this information. As browsers frequently change, you may 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**.



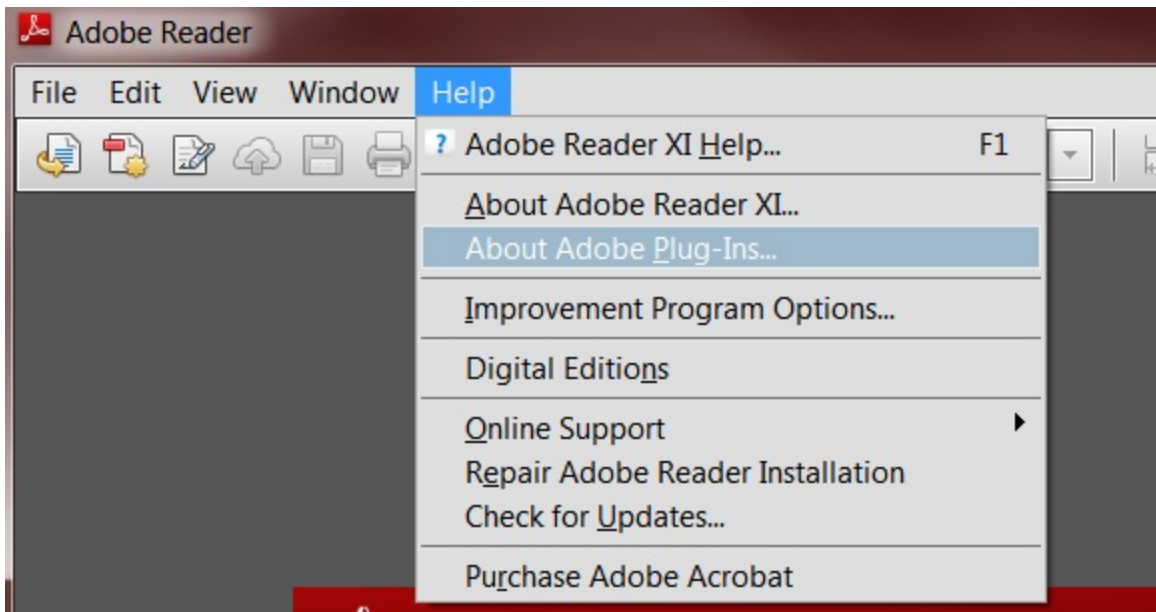
The screenshot shows the Adobe Reader interface with a 1098-T tax statement open. A yellow warning bar at the top reads: "Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. [Learn More.](#)" The "Enable All Features" button is highlighted with a red arrow. The tax statement is for the year 2013 and is labeled "Copy B For Student". It includes fields for FILER'S name, address, and contact information, as well as various tax-related fields such as "Payments received for qualified tuition and related expenses", "Amounts billed for qualified tuition and related expenses", "Adjustments made for a prior year", "Scholarships or grants", and "Checked if at least half-time student". The form is identified as Form 1098-T and is provided by the Department of the Treasury - Internal Revenue Service.

Plug-In Installation

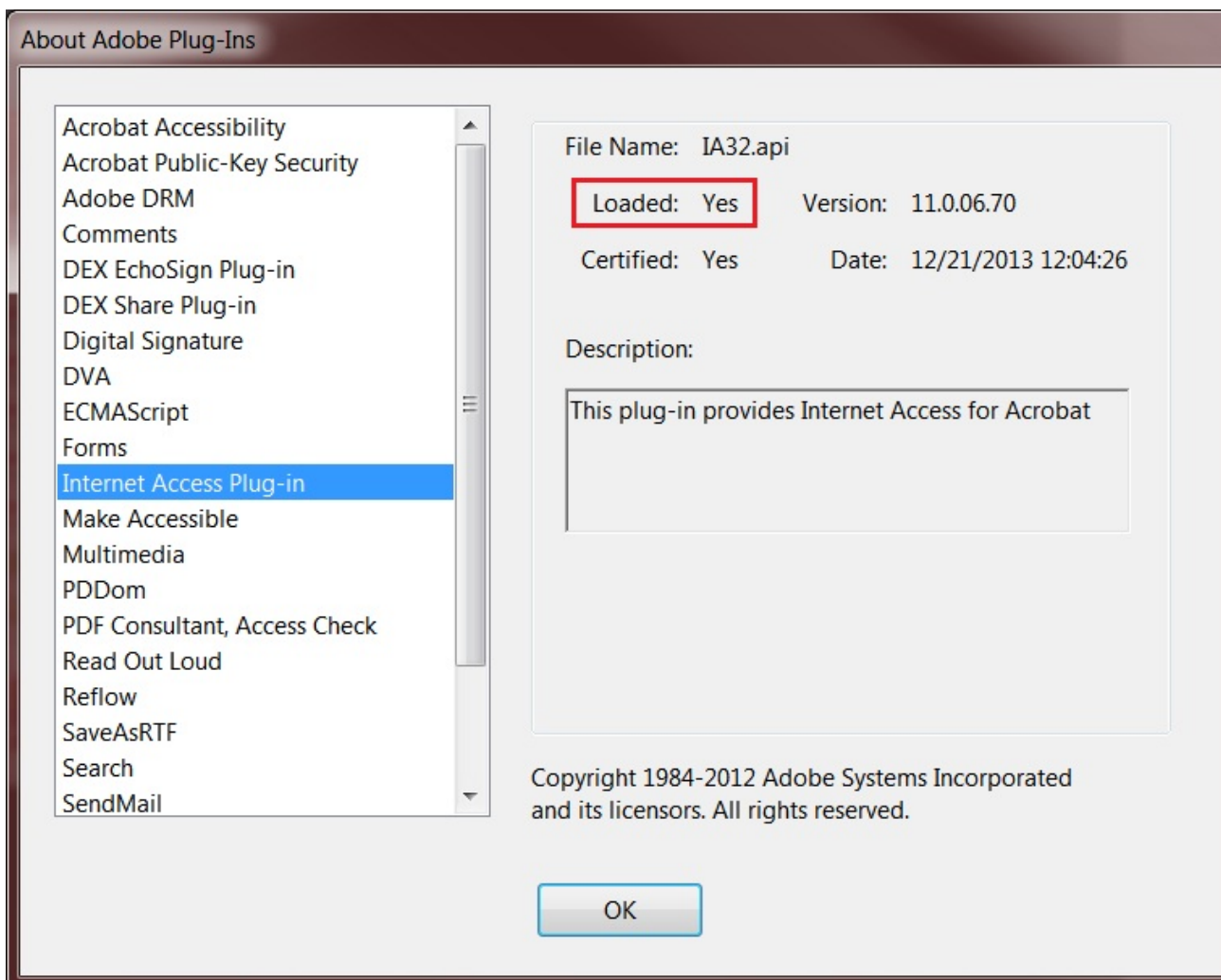
Users who have difficulty viewing PDFs in a browser should verify that the Adobe Plug-in has been installed successfully and enabled.

For Windows:

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



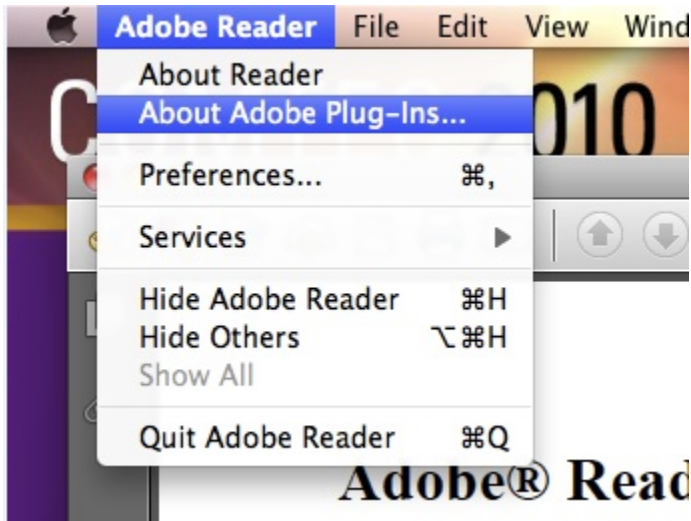
2. Select the **Internet Access Plug-in** option. Ensure that the API Loaded status is **Yes**.



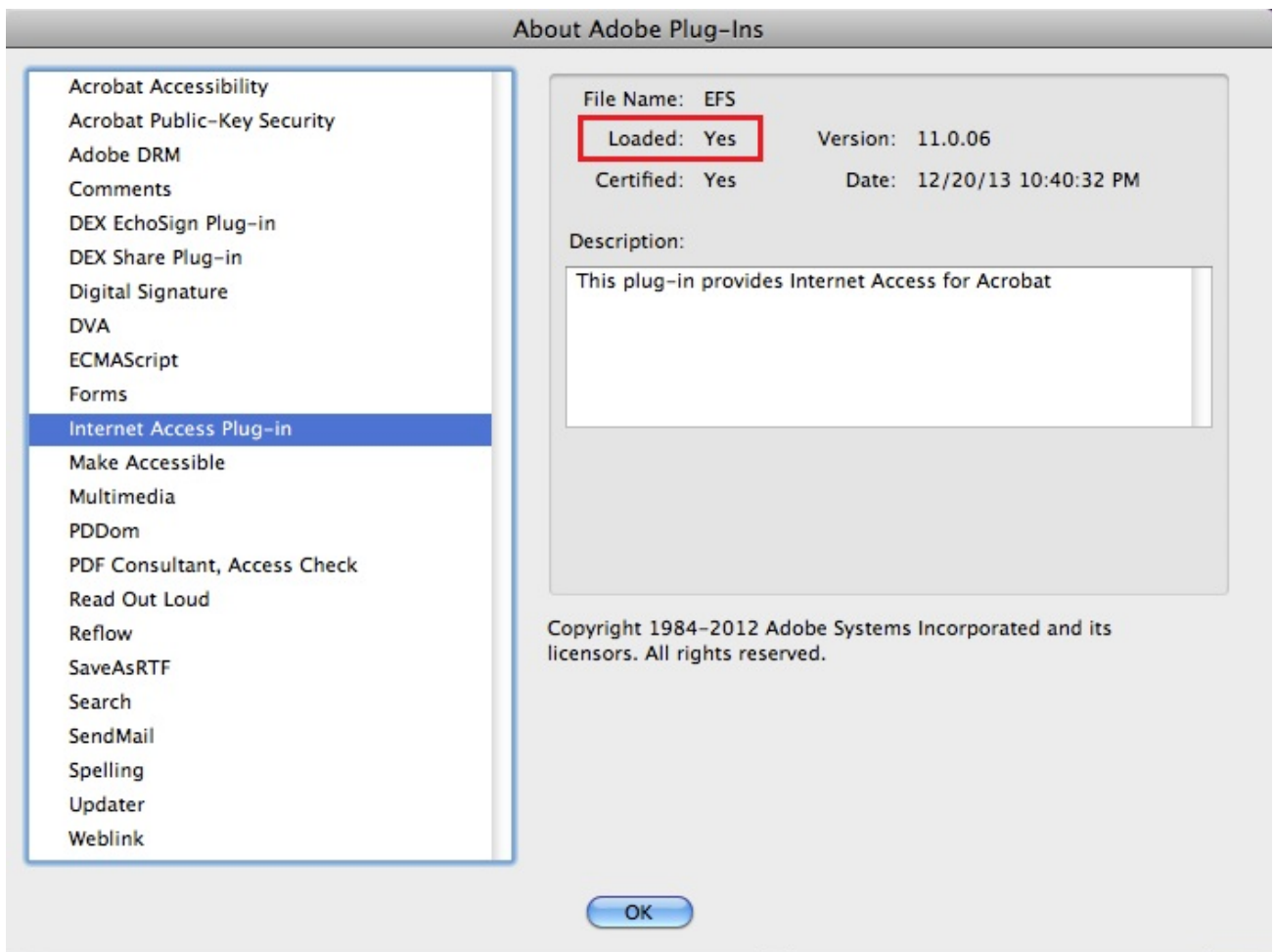
For Mac:

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...*



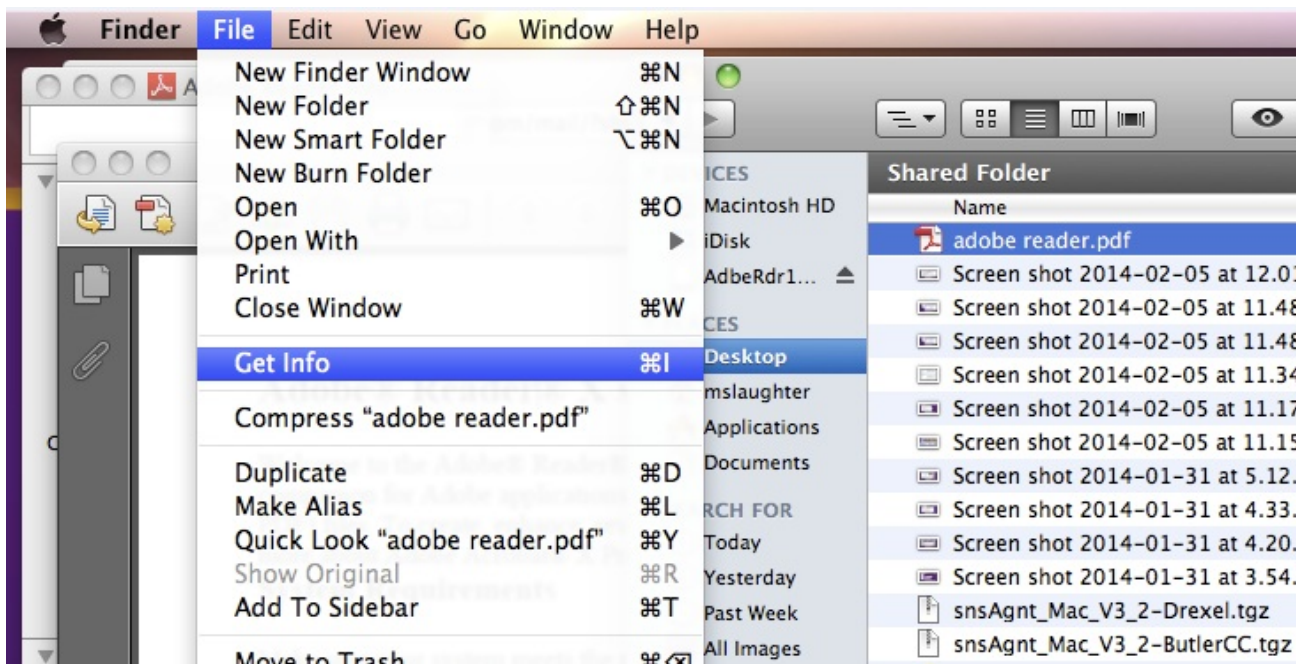
2. Select the **Internet Access Plug-in** option. Ensure that the API Loaded status is **Yes**.



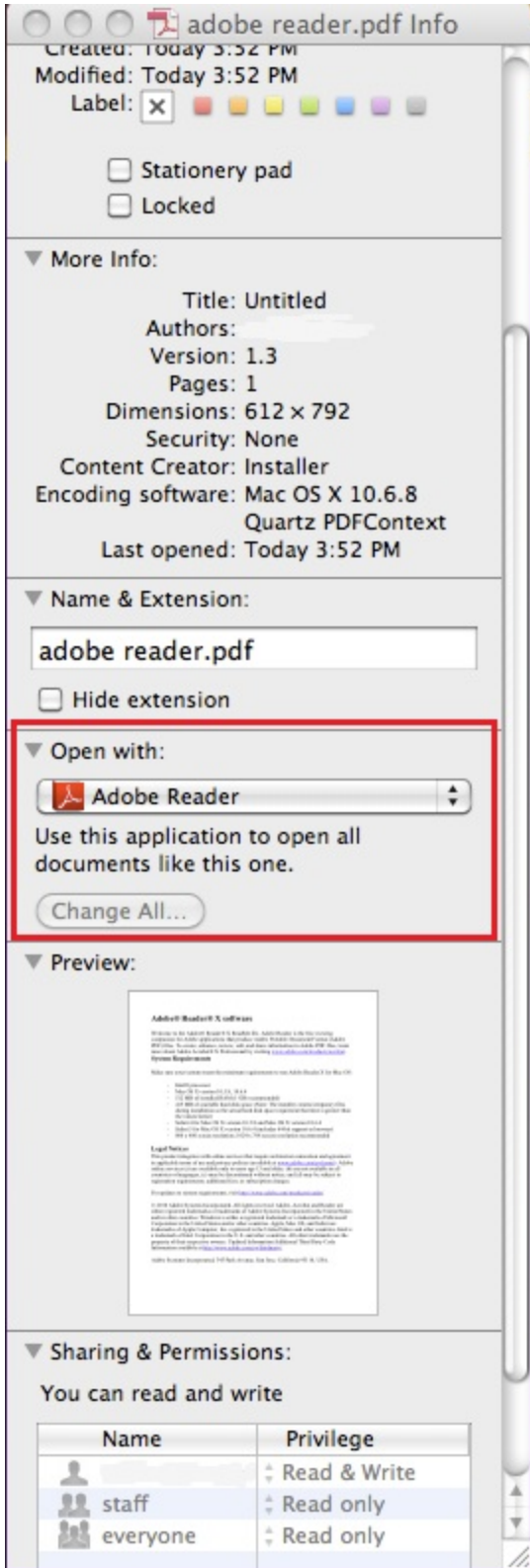
Set Adobe Reader as the default PDF reader

1. Open the Finder and select a PDF file.

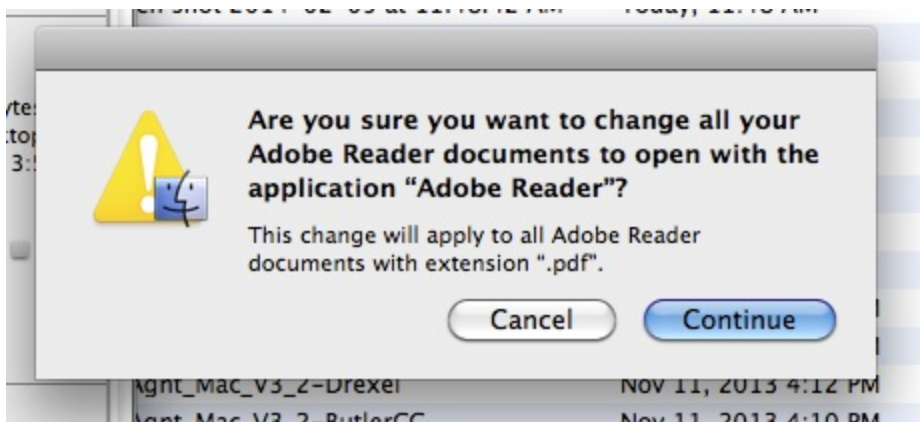
2. Select the PDF file and select *File > Get Info*.



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](#)