Using the Adobe Reader 10 Toolbar in the Online Pay Statement

After you upgrade to the Adobe 10 (Adobe X), you may not see the Adobe Reader toolbar, which allows you to save or print your pay statements. There are a couple of options to allow you access to these Reader functions:

1) Navigate on the online pay statement until you see the hovering Adobe toolbar

OR

2) Change your Adobe Reader settings so that the Adobe Reader toolbar is always seen at the top of the pay statement instead of the hovering toolbar

You only need to implement one of these two options to use the Adobe toolbar – which one is a matter of personal choice.

Navigate on the online pay statement until you see the hovering Adobe toolbar

1) There are two scrollbars shown when you display the toolbar. Move the right-most scrollbar down as far as it will go.
2) When you do this, you should see a gray toolbar hovering in the middle of the screen. As you move your cursor around, it may disappear again, but moving the cursor back to the middle of the pay statement should show the hovering toolbar again.
3) If you want to see the toolbar at the top of the statement, click on the Adobe symbol on the hovering toolbar. This will move the toolbar to the top of the pay statement. The toolbar will appear at the top of the document for this session only. If you return to the pay statement (or any other PDF form), the browser will revert to have the hovering toolbar.

Navigation

Pay Statement
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nd Announcements

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Name   :
Personnel No:

Pay Area   :
Cost Center :
Period Begin: 03/01/2011
Period End   : 03/31/2011

THE UNIVERSITY of TENNESSEE
Payroll Earnings

Tax Marital Status:
No. of Exemptions :
Additional W/H Tax:

Current Period:
Year-To-Date :

Gross Pay   Net Pay

| Contributions Amount   YTD | Gross Pay   Rate   Hours   Amount | Deductions   Amount |

Regular Pay

Click to show the Adobe Reader Toolbar at the top of the screen.

Navigation

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1 / 1   91.1%   Comment

Name   :
Personnel No:

Pay Area   :
Cost Center :
Period Begin:
Period End   :

ERSITY of TENNESSEE
Payroll Earnings / Deduction Statement

Tax Marital Status:
No. of Exemptions :
Additional W/H Tax:

Gross Pay -   Taxes - Deductions =   Net Pay

Current Period:
Year-To-Date :

| Contributions Amount   YTD | Gross Pay   Rate   Hours   Amount | Deductions   Amount |

Regular Pay

The Adobe Toolbar appears at the top of the screen for this session only.

Change Your Adobe Reader Settings

1) Open the Adobe Reader on your desktop
2) Click **Edit >> Preferences**
3) Under the Categories column, click on **Internet**
4) Uncheck the box for **Display in Read Mode by Default**
5) When you navigate to your pay statement again, the Adobe Reader toolbar should appear above the pay statement. It will also appear at the top of any other PDF file you view from within your web browser.

Preferences

Categories:

Commenting
Documents
Full Screen
General
Page Display

3D & Multimedia
Accessibility
Forms
Identity
International
Internet
JavaScript
Measuring (2D)
Measuring (3D)
Measuring (Geo)

Web Browser Options

☑ Display PDF in browser

C:\Program Files (x86)\Adobe\Reader 10.0\Reader\AcroRd32.exe

☑ Display in Read Mode by default

☑ Allow fast ___ iew
☐ Allow specula ___ loading in the background

Internet Opti ___

Connection ___

Open Adobe Reader from your desktop and remove the check for "Display in Read Mode by default".

| Inbox | Applications | Reports | **Employee Self-Service** | PI Reporting Self-Service | User Administration |

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The Adobe Toolbar appears at the top of the screen for all PDF files.

Name   :
Personnel No:

Pay Area   :
Cost Center   :
Period Begin:
Period End   :

ERSITY of TENNESSEE

Payroll Earnings / Deduction Statement

Tax Marital Status:
No. of Exemptions :
Additional W/H Tax:

Gross Pay -   Taxes - Deductions =   Net Pay

Current Period:
Year-To-Date :

Contributions Amount   YTD   Gross Pay   Rate   Hours Amount   Deductions   Amount
                                     Regular Pay