



# South West Music School Application Form 2019-20

## Technical Guidance

### Which programme / application should I use to fill out the form?

Please use Adobe Acrobat Reader for filling out the SWMS Application Form.

This is a **free** programme that can be downloaded from the internet.

Make sure you download Acrobat Reader **only** from the following web address:

<https://get.adobe.com/uk/reader/>

Be aware that if you search for Acrobat Reader on Google (or a similar) search engine, you are likely to be offered alternative competing products that may not work well with our forms. These are usually marked "Sponsored" and appear at the top of the search listings.

### Why can't I use Preview (on Apple) or Sumatra/Foxit (on PC) to complete the form?

Use of PDF readers / editors other than Adobe Reader has proved to be problematic. While you may not have experienced any issues with them as general PDF viewers, we've run into numerous compatibility issues when people have used them for completing PDF forms.

### How can I guard against data loss when filling out a form?

There's nothing more frustrating than carefully filling out a form, only to have the computer crash, or to accidentally click "Cancel" instead of "OK" when closing or saving a form. Losing data is frustrating and time-consuming. For this reason, we recommend the following:

- 'Save' the form fairly soon after starting it, and then quite frequently thereafter.
- When saving the form for the first time, rename it according to the instructions in the form (appears at the end of the application form) so as not to confuse it with any copies you have of the unedited form.
- Before you save and then close the form, it might be a good idea to copy the long answers you've given under musical and instrument details into a Word document – just in case!