

How to Open the SCBGP Project Profile Template

USDA dynamic templates need to be downloaded and opened from your computer, rather than from the web browser. Make sure you download the template.

Go to the Agricultural Marketing Service page of the USDA website for SCBGP (link below)

- <https://www.ams.usda.gov/services/grants/scbgp/apply>
- Scroll down to **Current Application Resources** and find the Project Profile Template (pdf)
- Click on Project Profile Template (pdf)
- This will open the Template in Adobe Acrobat but will give you a “Please wait...” message.
- Click on the download icon at the upper right of the Adobe Acrobat page

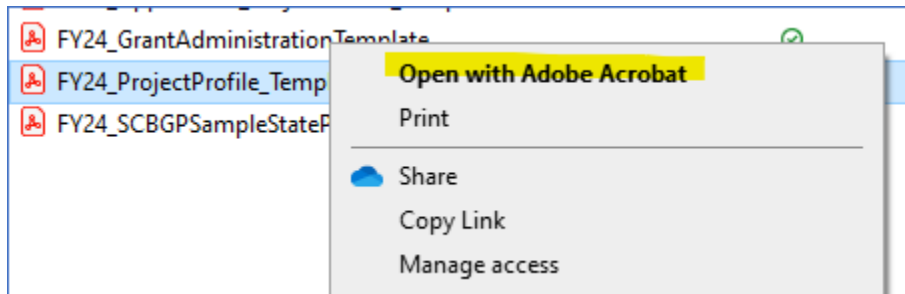


- Click “Save” (saves to downloads) or choose a destination to save the Template to, then click “Save”

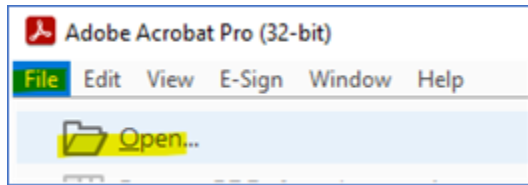
OR.....

- Hover cursor over “Project Profile Template (pdf)”
- Right Click on link
- Choose “Save link as...”
- Save to destination of your choosing on your computer (desktop, documents, etc.)

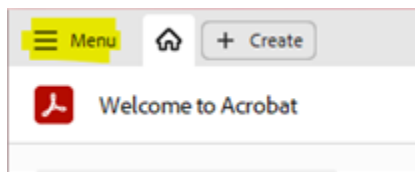
After downloading the template file, the user can try “**right clicking**” the file from the destination you saved it to and **selecting “Open with Adobe Acrobat.”**”




Or, they can first run the Adobe application (this works for all versions including the free Acrobat reader) and open the file from within the Adobe application. This is what it looks like in the original interface.



In the new Adobe interface, the “Open” command is under the “hamburger” menu.



How to save your Performance Progress Report in its dynamic format:

- Save the Adobe Template with all its dynamic formatting. Do not “Print to PDF” as this will strip the form of its functionality and make revisions or amendments more difficult. Use File, then Save, (from a keyboard use Ctrl + S), or click Save from the “hamburger”  menu in the new Adobe Acrobat interface.