

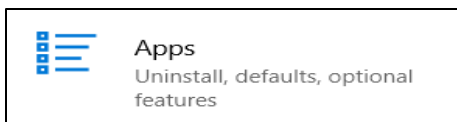


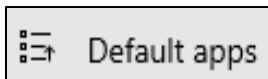
Set Adobe Acrobat Reader as Default PDF Viewer

1. Windows

- Select the *Start* button 
- Select *Settings* 
- Select *Apps*



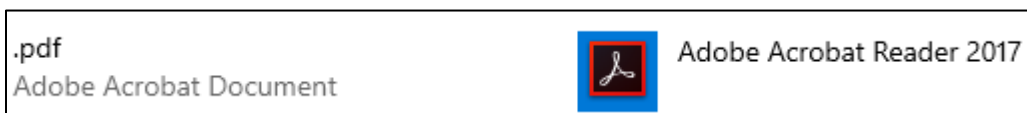
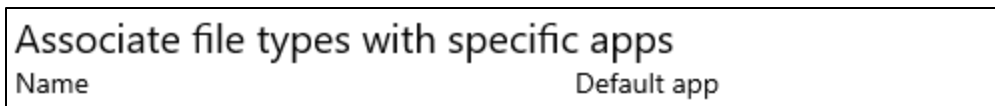
- Select *Default Apps* from the left navigation



- Scroll and select *Choose default apps by file type*



- Scroll down to *.pdf* under *Name*
- Click on the current default (often Edge) and select *Adobe Acrobat Reader*



2. Chrome

- Select the three vertical dots in the top right corner of the browser window
- Depending on the version of Chrome you are using:
 - Select *Settings > Site Settings*
 - Select *Settings > Advanced > Content Settings*
- Select *PDF documents*
- Next to *Download PDF files instead of automatically opening in Chrome*, move the button to the right (it will turn blue)