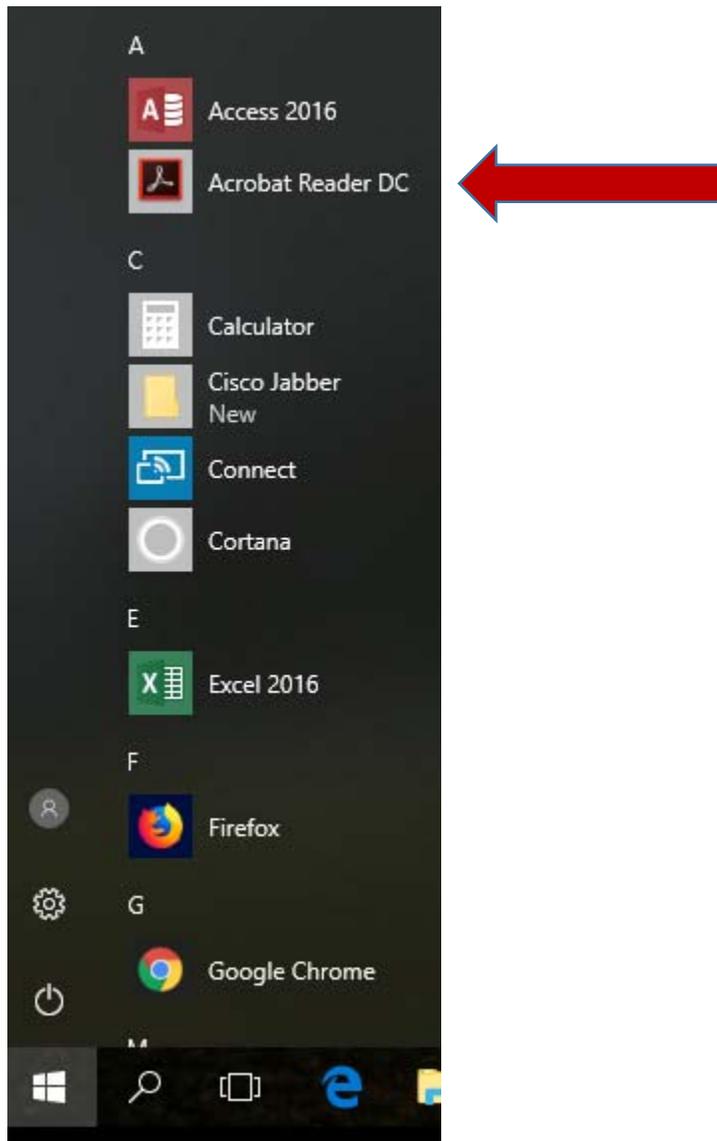


Setting Default PDF Application

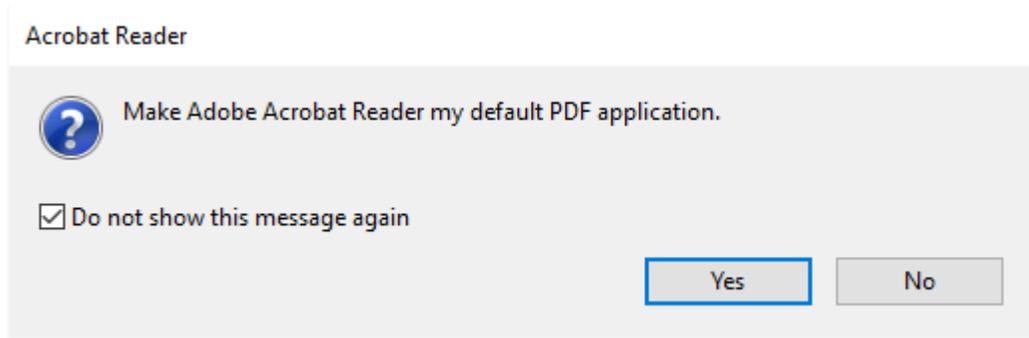
By default, Windows 10 will set your default application for pdf files to be Microsoft Edge. This will cause you problems when trying to open pdf files from a network location. We recommend changing your default pdf application to Adobe Acrobat.

1. From the Start Menu open Acrobat Reader DC (or Acrobat Pro, if available)

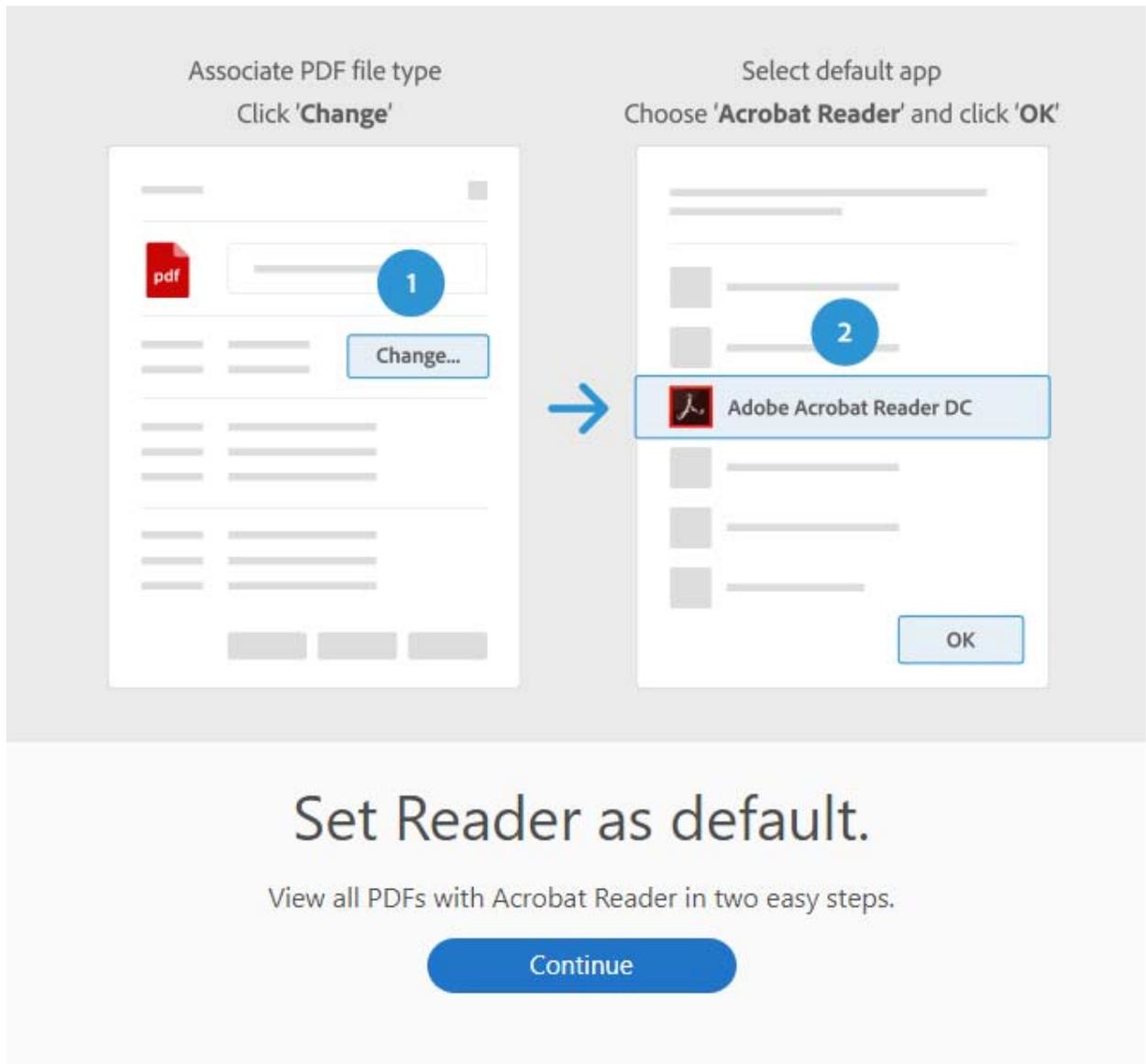


Setting Default PDF Application

2. When the application opens, check the box "Do not show this message again" and click Yes.

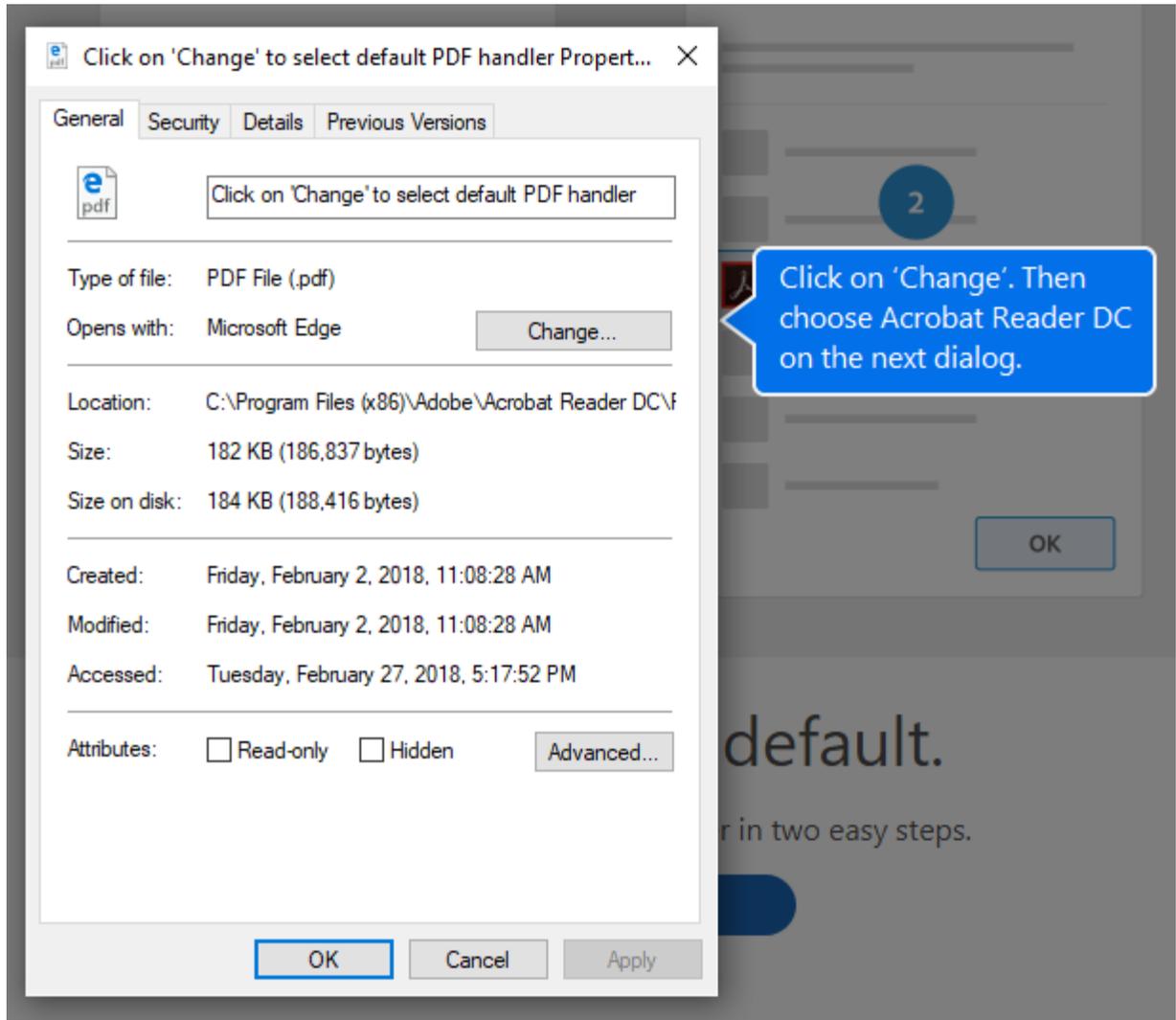


3. In the next window, click Continue

A diagram illustrating the two-step process to set Acrobat Reader as the default PDF application. The first step, titled "Associate PDF file type", shows a window with a "pdf" icon and a "Change..." button, with a blue circle containing the number "1" pointing to the "Change..." button. A blue arrow points to the second step, titled "Select default app", which shows a window with a list of applications. The "Adobe Acrobat Reader DC" application is highlighted with a blue circle containing the number "2" and a blue box. An "OK" button is visible at the bottom right of the second window. Below the diagram, the text "Set Reader as default." is displayed, followed by "View all PDFs with Acrobat Reader in two easy steps." and a large blue "Continue" button.

Setting Default PDF Application

4. Click "Change..." on the following window



Setting Default PDF Application

5. Select Adobe Acrobat Reader DC (or Adobe Acrobat Pro, if available) and click OK.

How do you want to open .pdf files from now on?

Keep using this app



Microsoft Edge

Open PDFs right in your web browser.

Other options



Adobe Acrobat Reader DC



Google Chrome



Word 2016

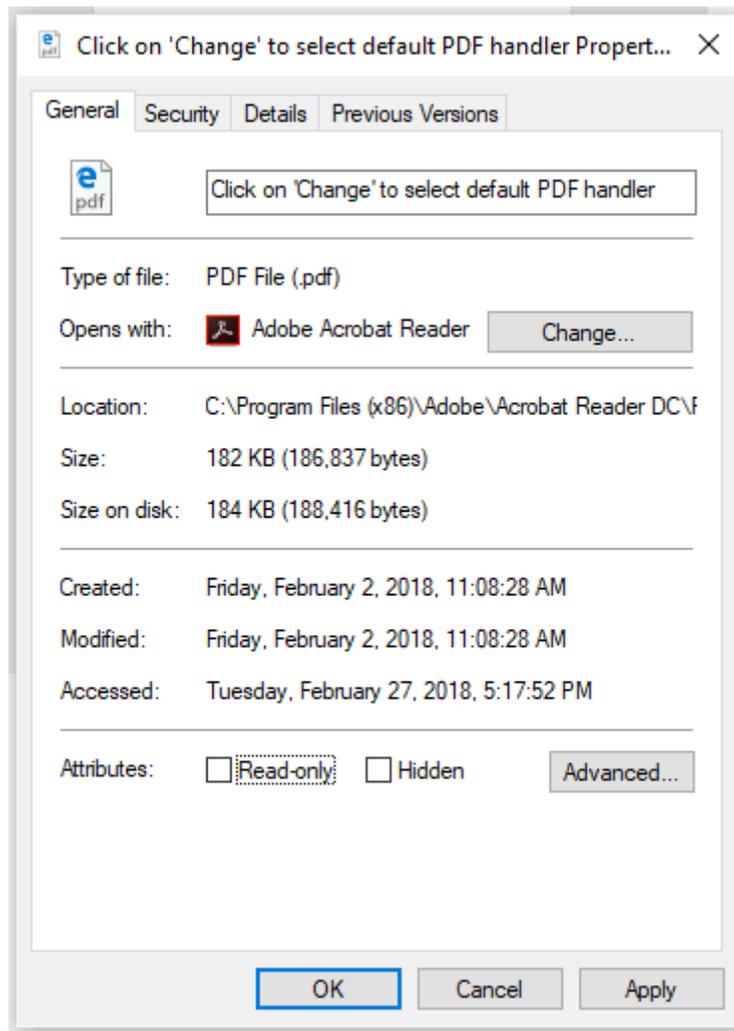


Look for an app in the Store

OK

Setting Default PDF Application

6. Click OK on following window



7. Congratulations, you have now set your default pdf application!

We anticipate that when certain Windows updates get applied to your computer the default pdf application will revert back to Windows Edge and you may need to repeat these steps so please keep these instructions handy.

Please contact the DoIT Service Desk should you need assistance or would like information regarding the purchase of Acrobat Pro.