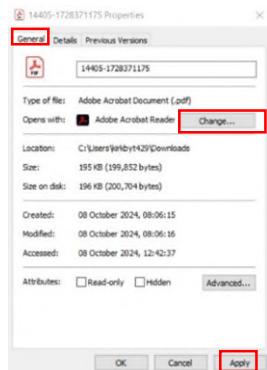


Default PDF Setting Instructions.

Step 1: Acrobat Reader Settings

Ensure that Adobe Acrobat Reader is the default handler / reader for PDFs. To do this:

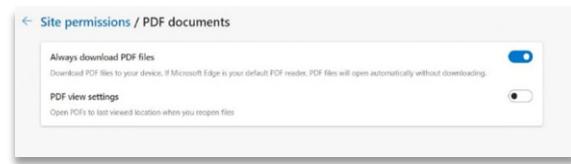
1. Right click on any PDF file in your document / desktop.
2. Click properties.
3. In the general tab where it says 'Opens with:' click on change.
4. Select Acrobat Reader 2020.
5. Click ok.
6. Click apply.
7. Click OK.



This will default **all** PDFs to open in Acrobat. However Chrome and MS Edge automatically default to opening in a browser regardless of this, so the following also needs to be actioned in Edge and Chrome:

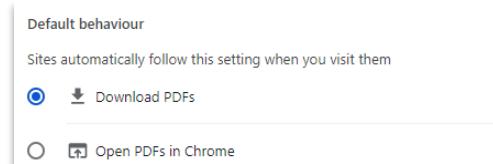
Step 2: Microsoft Edge Settings

1. Open MS Edge
2. type **edge://settings/content/pdfDocuments** in the address bar.
3. ensure that the 'always download PDF Files' is selected.
4. Deselect PDF view settings. See *image below*.
5. Close Edge



Step 3: Chrome Settings

1. Open Chrome
2. Type **chrome://settings/content/pdfDocuments**
3. ensure that 'download PDFs' is selected. See *image below*.
4. Close Chrome.



There may be further requirements to follow the steps above on future Software Centre releases of Edge and Chrome.

For Non-MOD devices Adobe Acrobat Reader is available as a free download

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