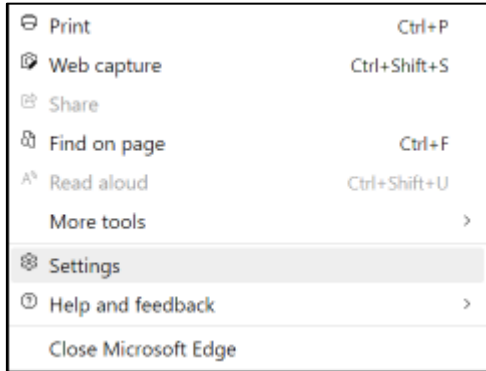


Modifying Internet Browser Settings to view Adobe PDFs

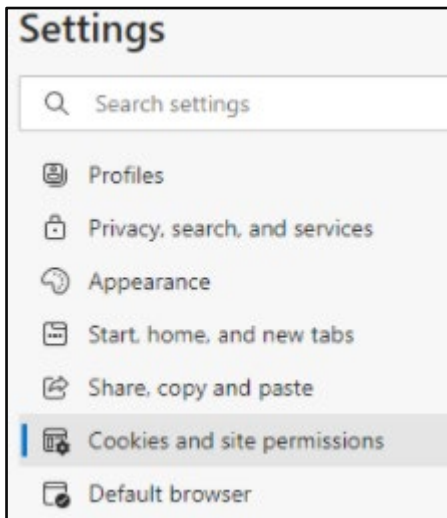
Before following any of these settings, you must already have Adobe Acrobat Pro or Adobe Reader installed on your computer and set as the default PDF viewer.

➤ For Microsoft Edge, follow these steps to change your pdf viewer.

1. Open the main menu in Microsoft Edge and select “Settings”.



2. Select “Cookies and site permissions” from the left panel menu or use the “Search settings” field and enter “PDF”.



3. Under the “All Permissions” category, select “PDF documents”.



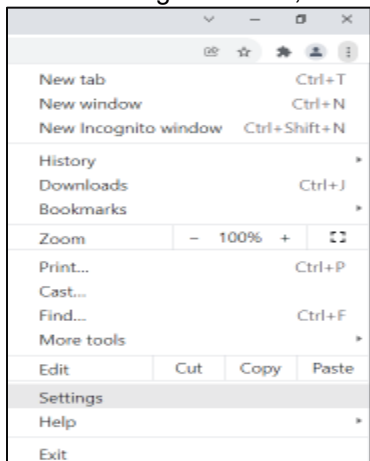
4. Enable the “Always download PDF files” option.



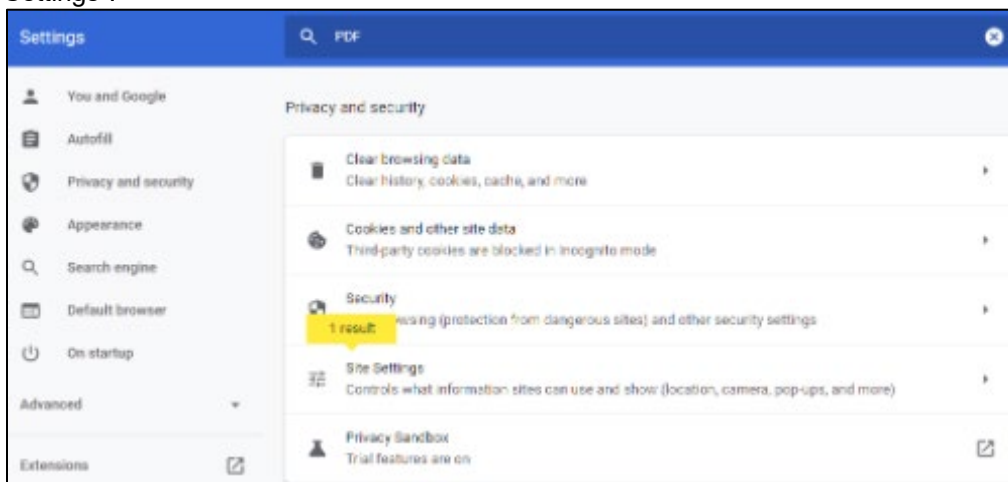
NOTE: When Microsoft Edge is elected as the default internet browser, Windows may automatically update the default PDF files to be viewed in Microsoft Edge. To correct this, open the Windows Start menu and enter “**Choose default apps by file type**”. Select the appropriate option from the results and then the “**Choose default apps by file type**” window will open. Scroll through the list for “**.pdf Adobe Acrobat Document**” and update default to Adobe Acrobat Reader or Adobe Acrobat Pro.

➤ **For Google Chrome, follow these steps to change your pdf viewer.**

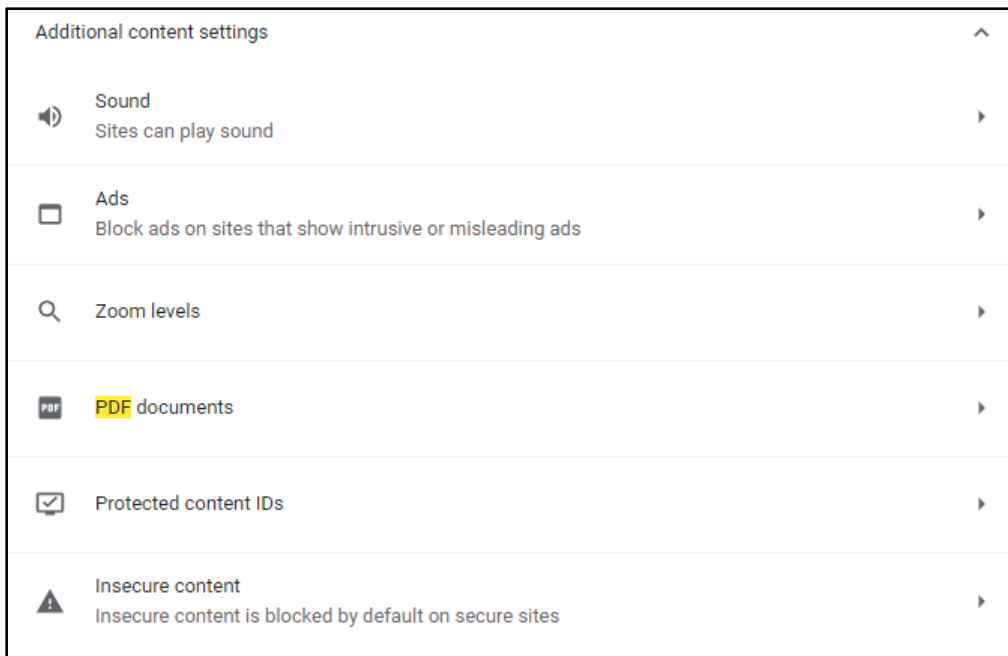
1. While in Google Chrome, select “Settings” from the main menu.



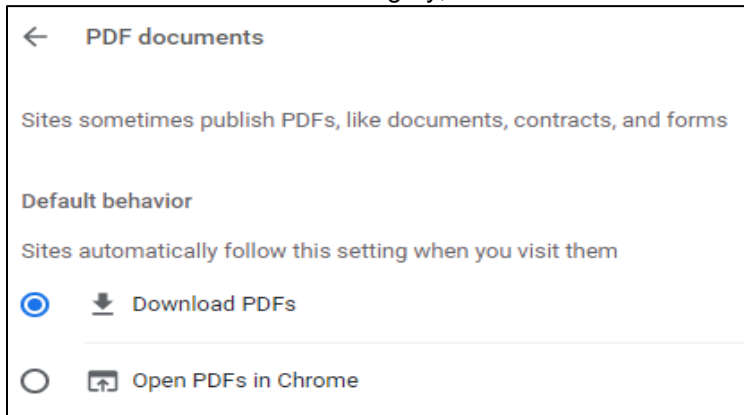
2. In the “Search settings” field, enter “PDF” and the results should populate “Site Settings” option. In the case where this does not happen, select “Privacy and security” option from the left panel menu and then select “Site Settings”.



3. Under the “Content” category, select “Additional content settings”. Locate and select “PDF documents” from the list.

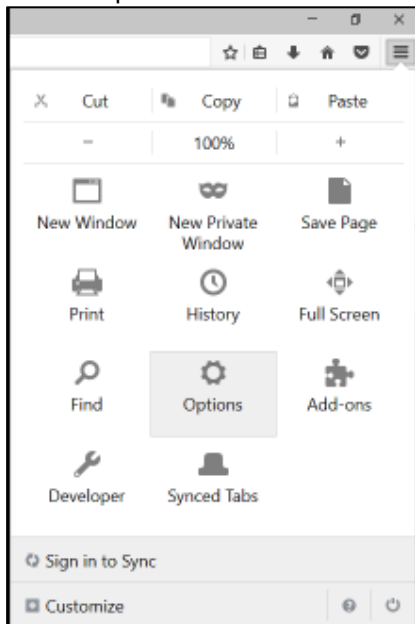


4. From the “Default behavior” category, select “Download PDFs”.

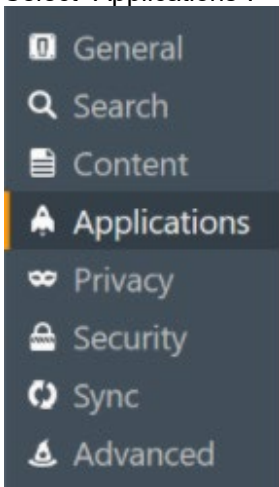


➤ **For Firefox, follow these steps to change your pdf viewer.**

1. Select “Options” button from the main menu.



2. Select “Applications”.



3. Under the “Portable Document Format (PDF)” option, select “Use Adobe Acrobat DC (default)” or “Use Adobe Acrobat Reader DC (default)”.

