Instructions to Install and set Adobe Acrobat Reader the default opener of PDFs on a MAC

- 1. If you already have Adobe Acrobat Reader installed please skip to step 4
- 2. Download Adobe Acrobat Reader by CLICKING HERE
- 3. Install Adobe Acrobat Reader following the prompts
- 4. Once Acrobat is installed, locate a PDF on your Mac
- **5. Right-Click** (**Control+Click**) on the PDF file and choose **Get Info** (*You can also press Command+I to pull up this same dialog box*)
- 6. Once the Information panel opens, look for Open With: section
- 7. In the drop down menu, choose Adobe Acrobat Reader
- 8. Click the Change All... button to set all PDFs to open with Adobe Acrobat Reader.
- 9. You will have to chose OK to verify the changes.
- 10. Close all dialog boxes as this should take care of the issue from here on



Instructions to Install and set Adobe Acrobat Reader Jack as the default opener of PDFs on a Windows 10 PC.

- 1. If you already have Adobe Acrobat Reader installed please skip to step 4
- 2. Download Adobe Acrobat Reader by CLICKING HERE
- 3. Install Adobe Acrobat Reader following the prompts
- 4. Once Acrobat is installed, locate a PDF on your PC
- 5. Right-click the thumbnail of a PDF file, and then choose **Properties**.

| <mark>₽</mark> `_ pdf | | | | |
|--------------------------------|--|--|--|--|
| Open | | | | |
| Move to OneDrive | | | | |
| | | | | |
| Edit with Adobe Acrobat | | | | |
| Combine files in Acrobat | | | | |
| 🖻 Share | | | | |
| Open with > | | | | |
| Žip and Share (WinZip Express) | | | | |
| 🗐 WinZip > | | | | |
| Restore previous versions | | | | |
| Send to > | | | | |
| Cut | | | | |
| Сору | | | | |
| Create shortcut | | | | |
| Delete | | | | |
| Rename | | | | |
| Properties | | | | |

6. In the file's Properties dialog box, click **Change**.

| pdf | ADW1501.pdf | |
|---------------|---------------------------------------|--|
| Type of file: | PDF File (.pdf) | |
| Opens with: | Microsoft Edge <u>C</u> hange | |
| Location: | C:\Users\prabhat\Desktop | |
| Size: | 55.9 KB (57,330 bytes) | |
| Size on disk: | 56.0 KB (57,344 bytes) | |
| Created: | Today, August 26, 2019, 3 minutes ago | |
| Modified: | Friday, August 17, 2018, 3:17:02 PM | |
| Accessed: | Today, August 26, 2019, 3 minutes ago | |
| Attributes: | Read-only Hidden Advanced | |

Note:

If your computer settings are managed by a system administrator, you may not see the Change button. Sign in using an administrator account or contact your administrator to get the button enabled. 7. Do one of the following: If you have Acrobat DC or both Acrobat DC and Acrobat Reader DC, choose Adobe Acrobat DC and click OK.



- 8. If you have only Acrobat Reader DC, choose Adobe Acrobat Reader DC and click OK.
- 9. In the Properties dialog box, click **OK**. Now, the PDF files open in Acrobat Reader DC or Acrobat DC.





Instructions to Install and set Adobe Acrobat Reader the default opener of PDFs on a Windows 7 PC.

- 1. If you already have Adobe Acrobat Reader installed please skip to step 4
- 2. Download Adobe Acrobat Reader by CLICKING HERE
- 3. Install Adobe Acrobat Reader following the prompts
- 4. Once Acrobat is installed, locate a PDF on your PC
- 5. Right-click the thumbnail of a PDF file, and then click **Properties**.



6. In the file's Properties dialog box, click Change.

| 🔁 sample.pdf Properties | | | | |
|-------------------------|--|--|--|--|
| General Secu | rity Details Previous Versions | | | |
| PDF | sample.pdf | | | |
| Type of file: | Adobe Acrobat Document (.pdf) | | | |
| Opens with: | Adobe Acrobat Change | | | |
| Location: | C:\Users\afs-nbenedicto\Desktop | | | |
| Size: | 2.95 KB (3.028 bytes) | | | |
| Size on disk: | 4.00 KB (4,096 bytes) | | | |
| Created: | Today, November 29, 2018, 4 minutes ago | | | |
| Modified: | Today, November 29, 2018, 4 minutes ago | | | |
| Accessed: | Today, November 29, 2018, 4 minutes ago | | | |
| Attributes: | Read-only Hidden Advanced | | | |
| Security: | This file came from another computer and might be blocked to help protect this computer. | | | |
| | OK Cancel Apply | | | |

7. Choose Adobe Acrobat Reader or Adobe Acrobat, and then click OK.

| Open with | | | | |
|--|--|---------------------------------|--|--|
| Choose t File: sa | he program you want to use to open this file: ample.pdf | | | |
| Recommende | d Programs | | | |
| Adobe Ac Adobe Sy | robat stems Incorporated Adobe System | at Reader DC ms Incorporated | | |
| Google Ch Google In | rrome Word (deskto c. Microsoft Cor | poration | | |
| Other Program | ns | v | | |
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| Always use the selected monram to open this kind of file | | | | |
| Browse | | | | |
| | | | | |
| | | OK Cancel | | |

8. In the Properties dialog box, click **OK**.

