
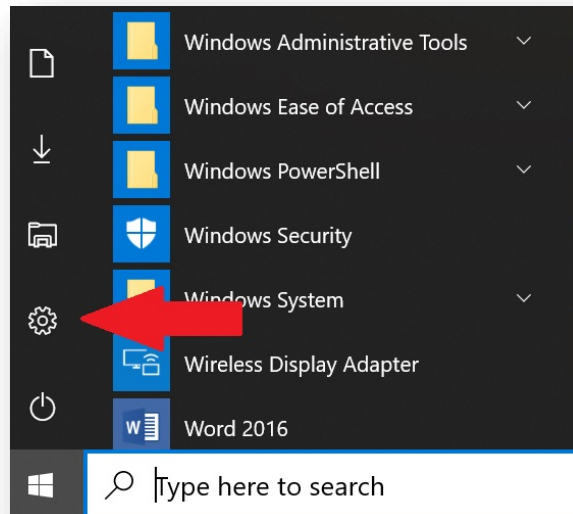


How To RESET Your “.pdf” Default Application to Adobe Acrobat Reader

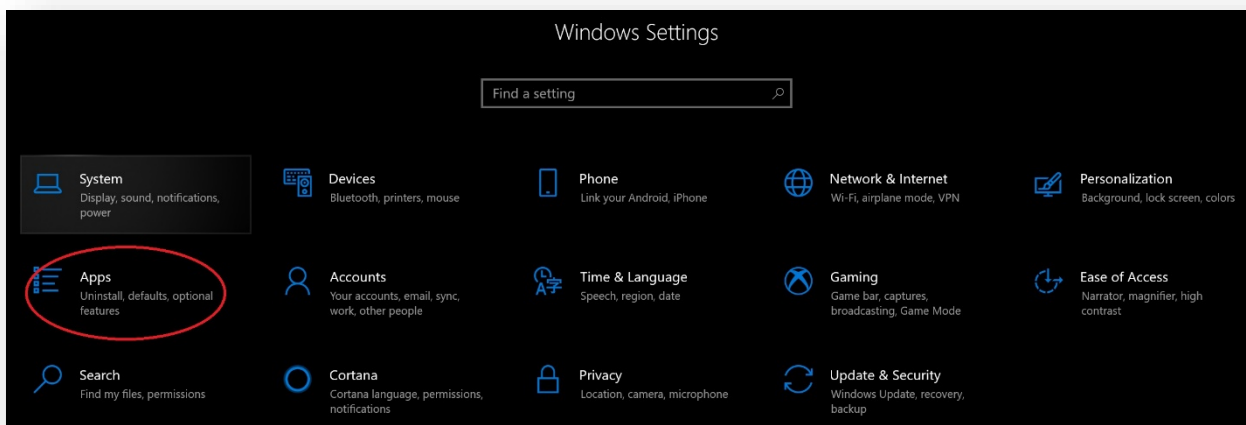
NOTE:

Adobe Acrobat Reader should be the **only PDF reader** application installed on your computer (*unless you were approved for Adobe Acrobat Distiller*). Any other PDF reader is not approved by your I.T. Department and could potentially expose your system and the entire network to malicious software attacks. Please contact your I.T. department if another PDF reader application was inadvertently installed on your system.

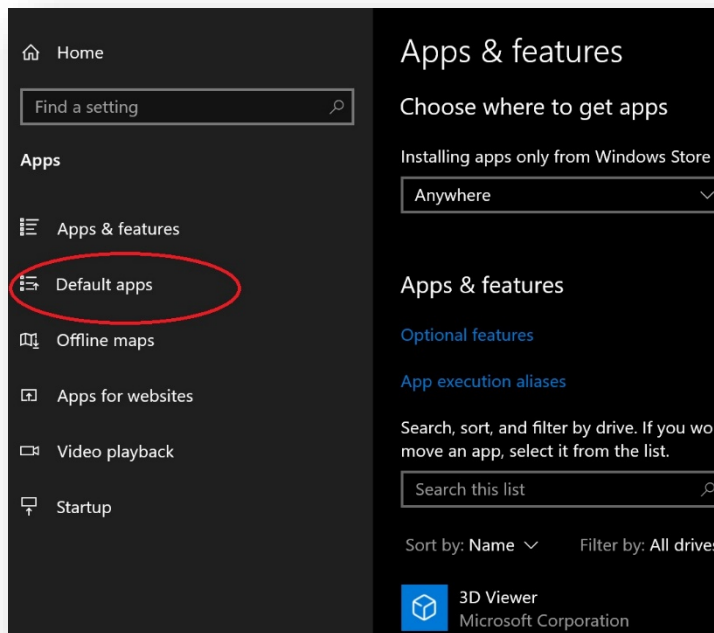
1. On the bottom left of your screen select the “**Windows Icon**” 
2. Select the “**Settings**” icon on the far left of your screen.



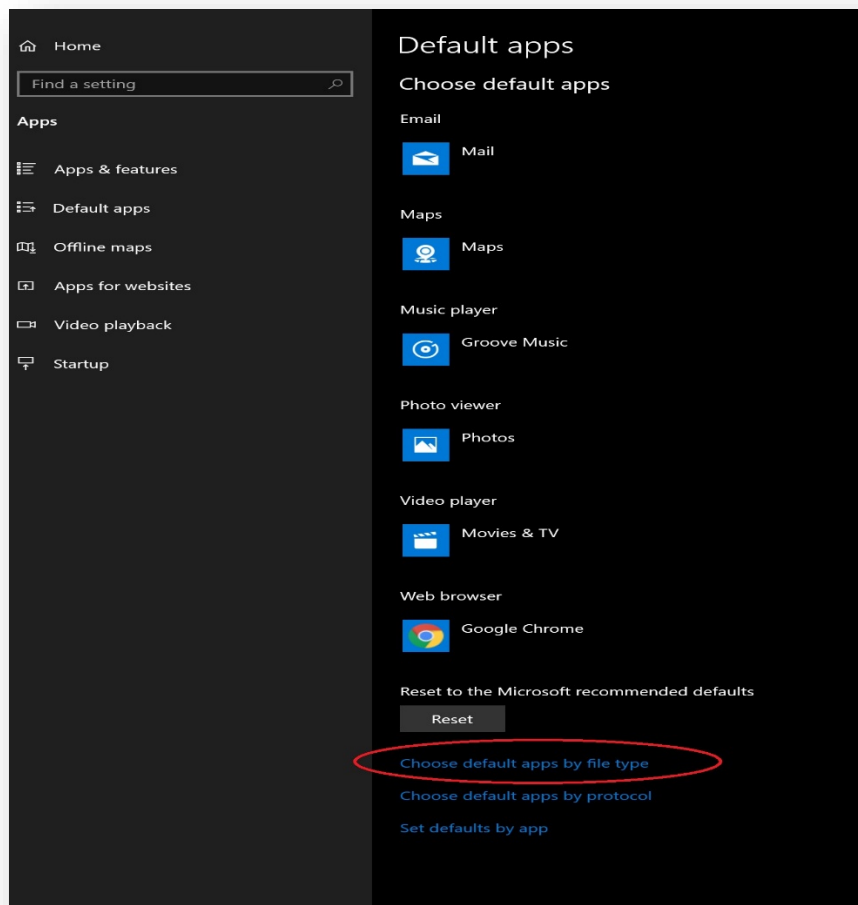
3. Select the “**Apps**” icon.



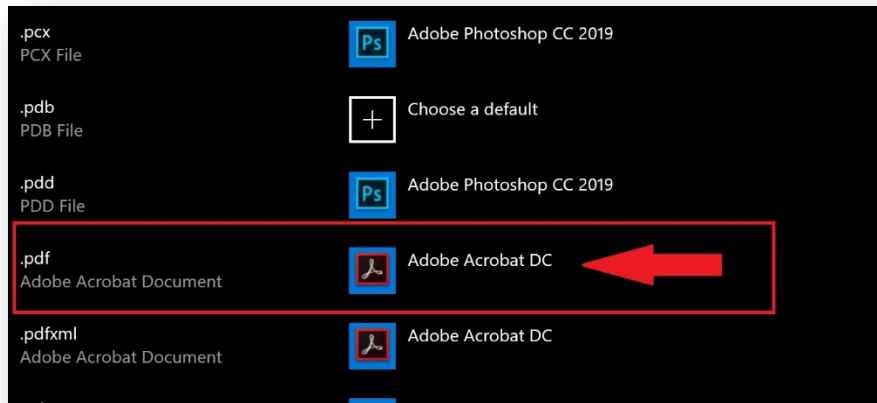
4. Select **“Default Applications”** on the left side of your screen.



5. On the bottom of your screen select **“Choose default apps by file type”**.



- On the left of your screen is a list of file types in alphabetical order. Use your mouse's scroll wheel and scroll down to the ".pdf" file type. Then select the application directly to the right side of the ".pdf" file type.



- On the "Choose an app" pop up menu, select "**Adobe Acrobat Reader DC**". Then close out settings by selecting the "X" icon on the top right of your screen.

