

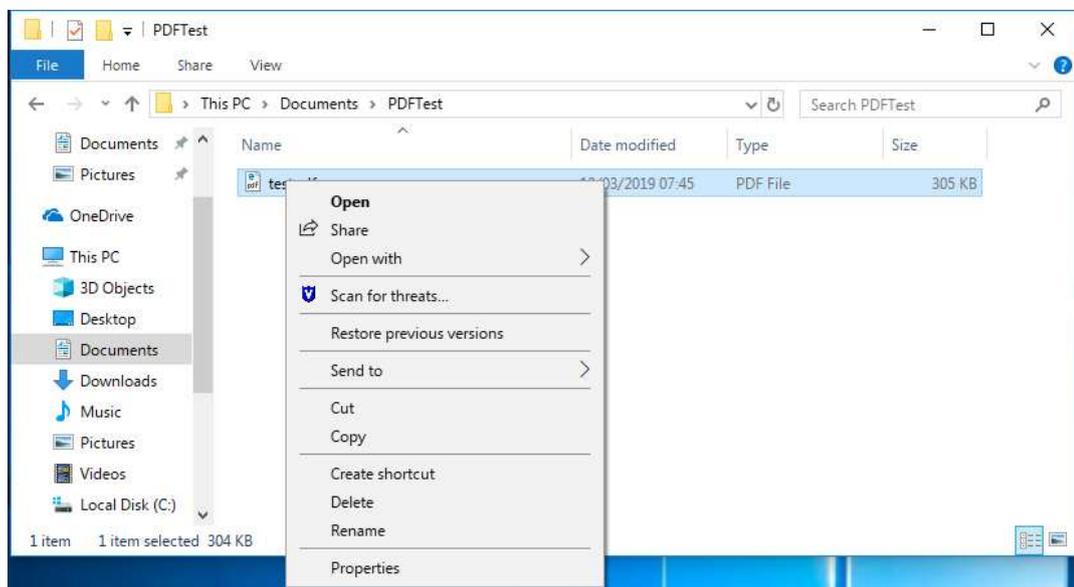
How to manually set Adobe as default PDF Program

By default, Windows 10 will always try to use Microsoft Edge to open PDF Files (Very popular with Twinkl). By using Edge to manage PDF Documents it often results in the documents not opening properly, or fail to print, or even clog up printer queue so no printing comes through.

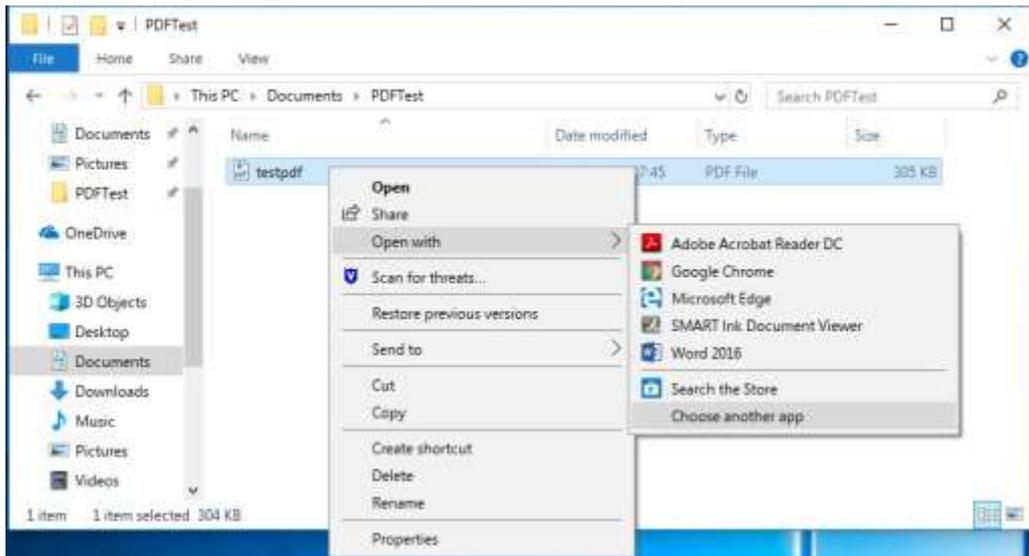
Most DL Solution supported networked systems are automatically set to open PDF documents with Adobe reader. However, Windows 10 can sometimes revert the system back to opening PDF documents with Edge.

You can manually set the computer to use Adobe Acrobat Reader to open PDF files by following these steps.

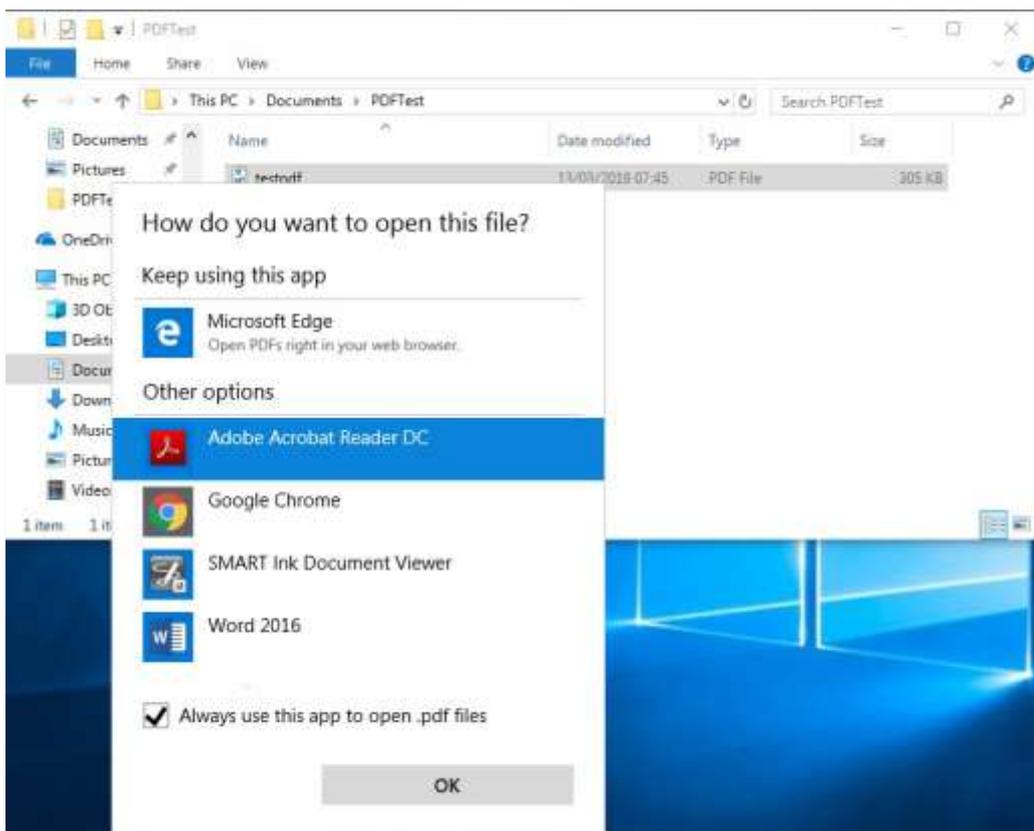
1. Using Windows Explorer, navigate to a PDF Document. Hover the mouse pointer over the document and **right click** on the Mouse to open an option menu



2. From the dropdown menu select **Open With** and then select **Another App** from the sub menu.



- From the choice box. Select **Adobe Reader** as the program and ensure you tick the box labelled **Always use this app to open .pdf files**. Click **OK**



- The file will now open in Adobe Reader and also set this as the default program for opening future PDF Documents. If done correctly, the icon of PDF Documents should now look like the Adobe icon.

