

Setting Adobe Acrobat as Default PDF Viewer

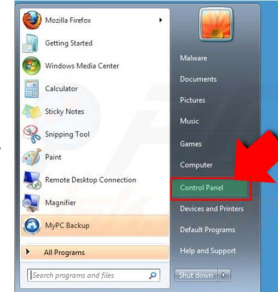
OPENING THE CONTROL PANEL

Windows users (4 different methods):

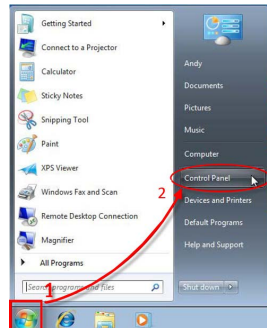
1. Click the windows key on your keyboard.



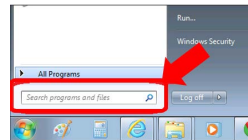
Click on "Control Panel" in the right-hand side toolbar.




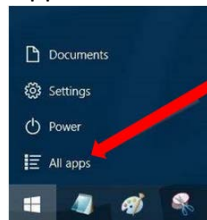
2. Open the start menu by selecting the circle located in the bottom left corner of the screen. If you can see "Control Panel" on the right-hand side of the vertical toolbar, click on it.



3. Open the start menu by selecting the circle located in bottom left corner of the screen. In the field that reads "Search programs and files," type "Control Panel." Click on the result.

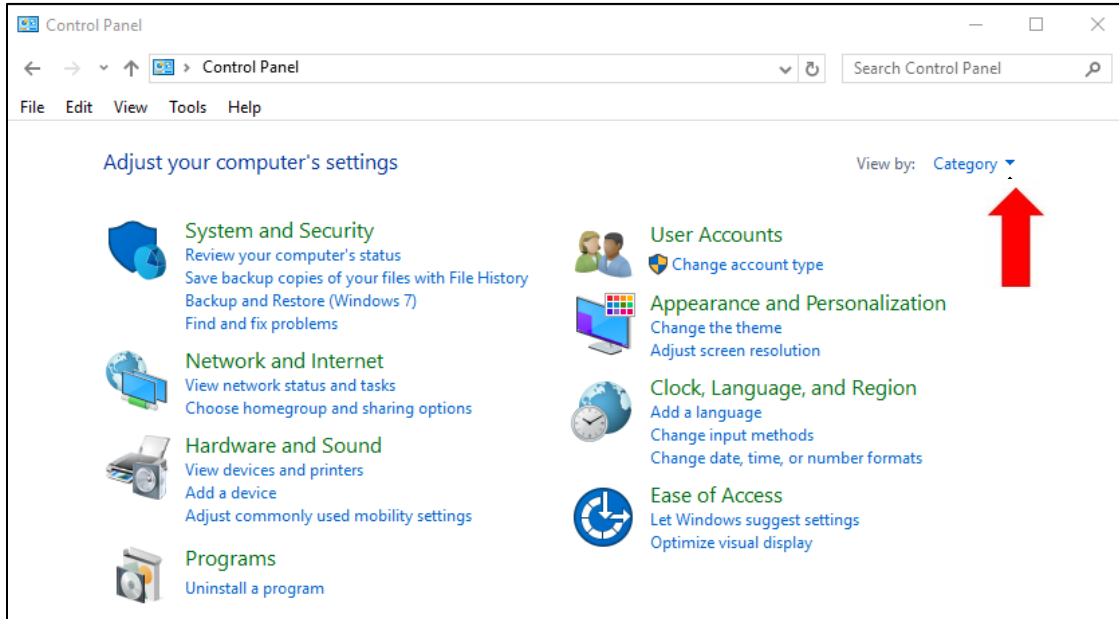


4. If you are using Windows 10 and none of the other methods worked, open up the start menu by selecting the rectangle located in bottom left corner of the  screen and click on "All Apps."

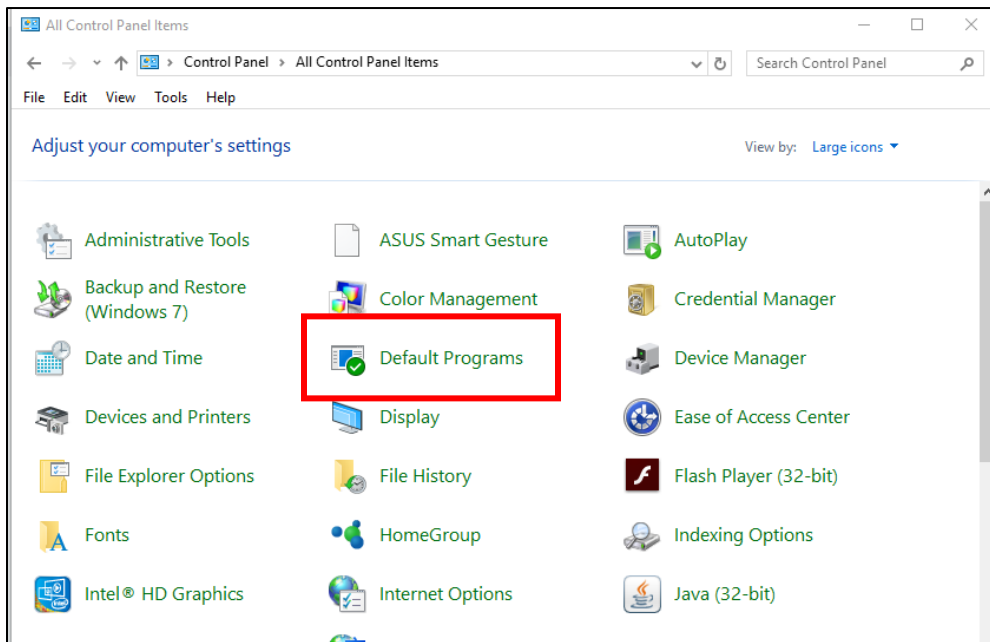


On the All Apps screen, scroll to find "Windows System." The Control Panel icon is in the category/folder "Windows System." Once located, double click on the icon to open the Control Panel.

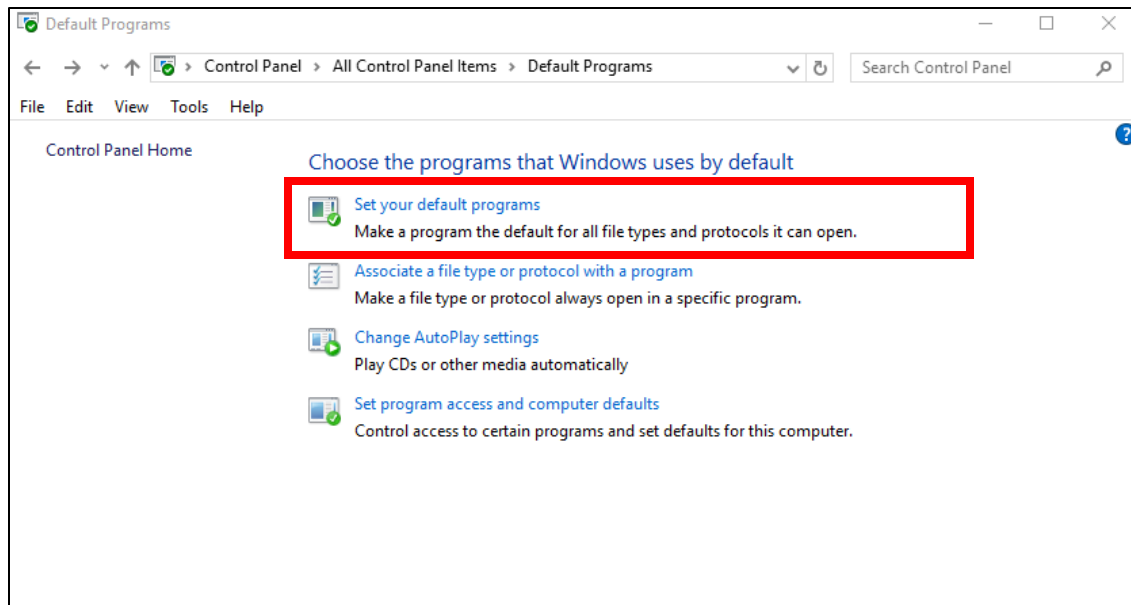
In the Control Panel, change the “View by” from category to large icons.



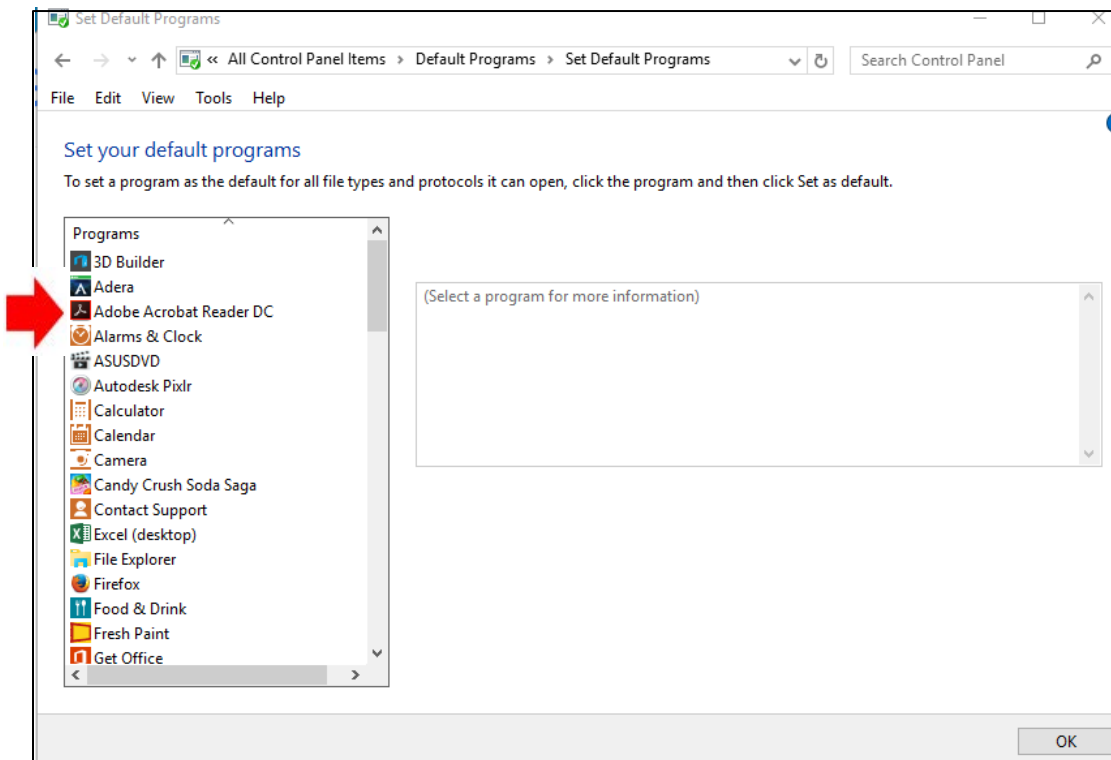
Click on “Default Programs.”



Click on the first option, "Set your default programs."



Click once on Adobe Acrobat Reader DC so it becomes highlighted.



Choose the first option on the lower right side, "Set this program as default." Click "OK" button.

