# ADOBE ACROBAT READER INSTALLATION INSTRUCTIONS

\*\*If you have Adobe Professional and/or can Electronically Sign Documents already, you do not need to install Adobe Reader\*\*



These instructions were made for Windows OS. Mac OS maybe different.

Uncheck the 3 boxes unless you want to install these items. (No Support given for these 3 items)

### Download Adobe Reader

Opening readerdc_en_xa_crd_install.exe	$\times$
You have chosen to open:	
readerdc_en_xa_crd_install.exe	
which is: Binary File (1.2 MB)	
from: https://admdownload.adobe.com	
Would you like to save this file?	
Save File Cancel	

- 1. To proceed, open your download folder and locate the Adobe Reader Installer file, named like "readerdc[xxx]\_install.exe".
- 2. Double-click on the installer to complete the installation. For additional help, <u>click here</u>.

Once you have installed Adobe Acrobat Reader, you need to make Adobe as your default program for \*.pdf files. There are several ways you can associate \*.pdf files with Adobe Acrobat Reader and make it your default program/app.

## Method 1

Go to the Search Window and Type "File Type". Then click on "Choose a default app for each type of file"



Scroll down until you find ".pdf"

← Settings	Choose an app	×
命 Choose default apps by Partial Download	Adobe Acrobat Reader DC	
<b>.pbk</b> Dial-Up Phonebook	Firefox	
.pcb PCBFile +	Google Chrome	
.pch PCH File +	e Microsoft Edge	
.pdb PDB File +	Look for an app in the Microsoft Store	
.pdf Adobe Acrobat Document	Adobe Acrobat Reader DC	
.pdfxml Adobe Acrobat PDFXML Document +	Choose a default	
.pdl PDL File	PowerDirector for Dell	
.pdlcp PDLCP File	PowerDirector for Dell	

Select Adobe Acrobat Reader. Adobe Acrobat Reader is now set as your default pdf program.

### Method 2

Click the start button and click on settings



Type "File Type" and select "Choose a default app for each type of file"

Settings						-		×
		Windows	Settin	igs				
	O	100se a default app for each type of file		×	]			
		5 Choose a default ap	p for eac	h type of file				
	旦	Syst Choose file types an each app	d protoc	ols opened by	s, mouse			
		Phone Link your Android, iPhone	⊕	Network & Int Wi-Fi, airplane m	ernet ode, VPN			
	¢.	Personalization Background, lock screen, colors		Apps Uninstall, default features	s, optional			
	8	Accounts Your accounts, email, sync, work, family	A字	Time & Langu Speech, region, d	age late			
	Settings	Settings	Settings Windows Choose a default app for each type of file Choose a default app for each type of file Choose a default app Choose a default app Cho	Settings: Windows Setting Choose a default app for each type of file Syst is Choose a default app for each Syst is Choose file types and protoco each app power Phone Unk your Android, IPhone Personalization Background, lock preen, colors Source Counts Source Count	Settings Windows Settings Choose a default app for each type of file Syst is Choose a default app for each type of file Syst is Choose file types and protocols opened by Case Data Data Phone Link your Android, IPhone Personalization Background, look screen, colors Personalization Sackground, look screen, colors Parsonalization Sackground, look screen, colors Parsonalization	Settings <ul> <li></li></ul>	Settings            Windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows Settings             windows             windows             windows             windows            windows             windows             windows             windows             windows            windows             windows             windows             windows             windows             windows             windows             windows             windows             windows             windows             windows             windows <td>Settings     -     -     -     -     -       Windows Settings       Onese a default app for each type of file       State     State     -</td>	Settings     -     -     -     -     -       Windows Settings       Onese a default app for each type of file       State     State     -

Scroll down until you find ".pdf"



Select Adobe Acrobat Reader. Adobe Acrobat Reader is now set as your default pdf program.

## Method 3:

Open File Explorer: Type "File Explorer" in the search window. Click on File Explorer App



Go to the location where you downloaded the .pdf file you would like to open. For this example, we used the desktop.

Pin to Qatch. Copy	Share View Cut Paste Copy path Paste Poste shortcut	Move Copy 10* 10*	New Tem •	Properties	Select all Select none		177		× ^ ¶
a	lpboard	Organize	New	Open	Select				
+ + + +	> This PC > Desktop	•			Y	ů	Search Desktop		P
🖈 Quick access	Folder	(A)	Date modified 4/19/2020 4:54 Pf	Type A File folder	Size				
<ul> <li>OneDrive</li> </ul>	information-ar	nd-consent-for-treatment-420.pdf	4/17/2020 12:19 9	M Adobe Acrobat D.	. 19 KB				
Documents Pictures This PC Docktop Documents Docum									
2 items	elected 18.5 KB							F	

**<u>Right</u>** click on the file you would like to open. Go to Open With, then to Choose Another App.



Choose Adobe Acrobat Reader from the list

A Curry Copy Path      Copy Path      Pathe inortout     Pathe inortout     Copy Path     Pathe inortout     Copy Pathe     Pathe inortout     Copy     Copy	New Item * Desp access * New Tolder New Select all Properties & Select all Properties & New Select all Properties & New Select all Properties & Select all Properties & Select all Select all & Select all Select all & Select all Select all & Select all & Select all Select all & Select all & Se		informatio
+ + I > This PC > Desktop	v 6	Search Desktop	<u>م</u>
Cuick access     Conserve     Conserve	How do you want to open this file? Keep using this app Adobe Acrobat Reader DC		
This PC To Deperts Deptop O Documents	Other options		
↓ Devnloads Music Pictures Videos	Gaogle Chrome C Microsoft Edge		
≦_ OS(C) ∰ Network	Look for an app in the Microsoft Store		
items 1 item selected 18.5 KB	ок		

Check the box for "Always use the app to open .pdf files"

Hotte Share View						0	
Copy Paste Bortcut     Clipboard	Move Copy to to Organize	New tem •	Properties • Open • Open •	Select all Select none Invert selection Select			informatio
→ · · ↑ 🖬 > This PC > Desktop				~ Ö	Search Desktop	م	
Quick access     Quick access     Golder     Golder     Attachments     Dotuments	^ d-consent-for-treatment-4.20.pdf	How do yo Keep using t	u want to oper his app • Acrobat Reader DC	this file?			
This PC 3D Objects Desktop		Other option	15				
Documents Downloads Music Pictures		Googl	e Chrome oft Edge				
■ Videos		Look f	or an app in the Mic	rosoft Store			
items 1 item selected 18.5 KB		Always us	e was app to open .	OK			

Click on OK. It will now open Adobe Reader with the file you selected to associate.