



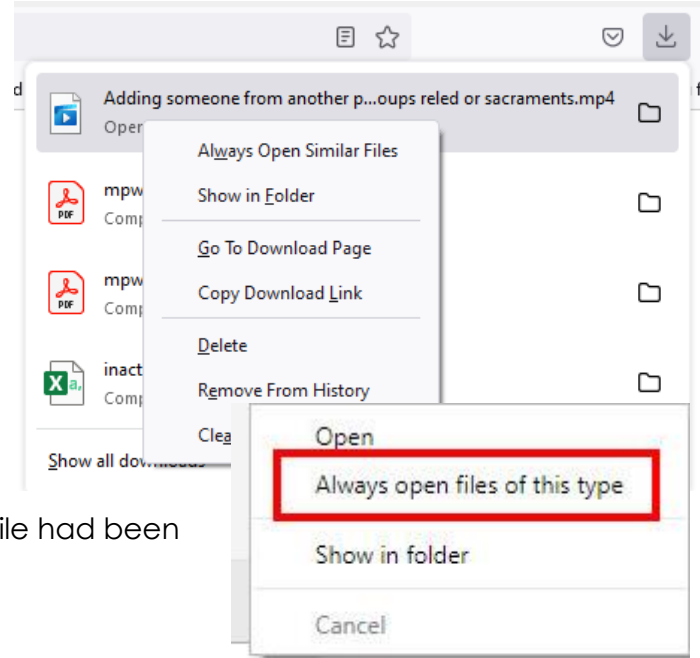
# Opening Excel/PDFs automatically in your browser

These instructions should work with other file types



## Firefox

1. Download a PDF or Excel file in Firefox.
2. Click the downward pointing arrow in the upper right corner.
3. Right click on the file you've just downloaded.
4. Select **Always open similar files** or **Always open in Adobe Acrobat**.

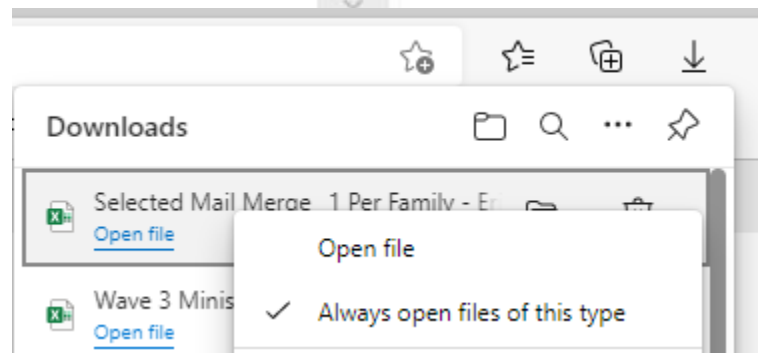


## Chrome

1. Download a PDF or Excel file in Chrome
2. At the bottom of the page where it shows what file had been downloaded, click on the arrow next to the file
3. Select **Always open files of this type**

## Edge

1. Download a PDF or Excel file in Edge
2. Click the downward pointing arrow in the upper right corner.
3. Select **Always open files of this type**



## Purging downloaded files

**Cleaning up the Library:** In all 3 browsers, files are downloaded through a library. You can open the library while in Firefox, Chrome or Edge by pressing Ctrl + J. Each library has a clear downloads button which doesn't clear the download file. It simply clears the library of the list of downloaded files. Firefox and Chrome have a readily visible button. Edge hides theirs under the ... button.

**Cleaning up the downloads file:** Click the yellow folder button on your taskbar. Click on Downloads. Delete files you no longer need.

## Windows 10 can be tricky with PDFs.

1. Click the **search** option on your taskbar.
2. Type **Default** and choose the **Default Apps** option at the top of the search results.
3. Scroll down to the bottom and click **Choose default apps by type**.
4. Scroll through the list until you get to PDF and change it to **Adobe Acrobat DC**.