ALL SAINTS' C OF E PRIMARY SCHOOL





All Saints IT Support 2020

~ 1. Firstly locate a PDF file. Then right click on the file and go to 'Open with'. In the drop down that appears, click on the bottom option of 'Choose another app' > Staff How To Guides > PDF Files Search PDF Files √ م \sim Laptop Name Date modified Type Size Notebooks Connecting to VI 742 KB Open School Hub 2019 PHP Turning off proxy 2,639 KB Move to OneDrive 5 SharePoint 🖻 Share S All Saints Primary Scho Open with Adobe Acrobat Reader DC Scan with Sophos Anti-Virus 👩 Google Chrome 💻 This PC 💶 Add to archive... Microsoft Edge 📜 3D Objects 🚾 Add to "Connecting to VPN.rar" SMART Ink Document Viewer Desktop Compress and email... Word 2016 Documents Compress to "Connecting to VPN.rar" and email Search the Store Downloads MagicISO Choose another app 💧 Music Always available offline Pictures Sync 📑 Videos Restore previous versions Admin Share (A:) Send to Local Disk (C:) Cut Local Disk (E:) Copy 👳 Central Resource Librai Create shortcut 👳 Pupil Assessment Fold Delete

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2. In the new popup that has opened, click on 'Google Chrome' and then ensure that the tick box at the bottom (Always use this app to open .pdf files) its checked. Once this is done click 'Ok'.

How do you want to open this file? Keep using this app Microsoft Edge Open PDFs right in your web browser. Other options Adobe Acrobat Reader DC Google Chrome SMART Ink Document Viewer Word 2016 w \sim Look for an ann in the Store Always use this app to open .pdf files OK

3. You will then see that the file types have now changed from the 'Edge PDF' icon to the 'Google Chrome' logo. This will then be the default program to open up PDF documents.

Name	Date modified	Туре	Size
Connecting to VPN	04/11/2019 11:24	PDF File	742 KB
🕞 Turning off proxy at home	04/11/2019 11:02	PDF File	2,639 KB
Name	Date modified	Туре	Size
Name Connecting to VPN	Date modified 04/11/2019 11:24	Type Chrome HTML Do	Size 742 KB

Please Note:

When printing PDF documents please **do not** print them from Microsoft Edge as this will cause the large photocopiers to jam. Once the photocopiers are jammed we will then need to be reset and the job list reset meaning that any logged print jobs being lost.

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Thank You.

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