

## **Mandatory Software for the 'Pro Suite'**

### **Mandatory: Adobe Acrobat Reader**

Note: You will not be able to open the Documents unless you have the latest Acrobat Reader version installed on your workstation. Please click on the logo below to download the free latest version of Acrobat Reader onto your workstation.



Other PDF software applications will NOT work. Also please note that if you are using an operating system other than Microsoft Windows, it may be bundled with its own PDF viewer. This will also NOT work.

### **How to get PDF files to open using Adobe Acrobat in Internet Explorer or Mozilla Web Browser**

1. Open Control Panel (icon view) and select "Default Programs". Click the link labelled "Associate a file type or protocol with a program", and wait for a couple of seconds to load all file types
2. Scroll down the list to see .PDF entry
3. Click on ".PDF" entry, and then click the "Change program" button
4. A pop-up will appear that will let you choose an app from the list
5. If the default app is not listed in this window, then you can select either Internet Explorer, Mozilla, or Adobe Acrobat if you prefer not to use a browser to open the PDF document
6. Click this link to browse to the program that you want to set as the default PDF reader, and then choose the "Open" button to set it as the default

## **Internet Explorer' Web Browser**

To access 'Internet Explorer' click on your windows start button or search button at the bottom Left corner of your screen and then start typing the words 'Internet Explorer'. Click the 'Internet Explorer' option on the drop-down menu.

You are then in the 'Internet Explorer' Browser and can continue to the Login page.

**Note:** You can right-click on the 'Internet Explorer' drop-down menu option to either Pin it to your taskbar or Pin it to your Start page where it can be opened.

## **Mozilla Firefox Browser**

Mozilla Firefox version 4 and upwards. Mozilla is available for most operating systems such as Windows, Linux, Unix and Apple Macintosh.



[Download Firefox](#)

**Please Note:** If you are using the Firefox Browser, it is essential to change its own .pdf Reader for the latest authorised version of the Adobe Acrobat (.pdf) Reader.

**How to change the Firefox .PDF Reader in Firefox Browser to the latest authorised version of the Adobe Acrobat (.pdf) Reader**

In the Firefox Web Browser:

1. Click OPEN MENU
2. Click on OPTIONS
3. Scroll down to APPLICATIONS
4. Select PORTABLE DOCUMENT FORMAT (PDF)
5. Select USE ADOBE ACROBAT READER DC (default)
6. Close the TAB and continue accessing the 'Productivity System'

## **Google Chrome**

Google Chrome is available for most operating systems such as Windows, Linux, Unix and Apple Macintosh.



[Download Google Chrome](#)

**Please Note:** If you are using the Google Chrome Browser, it is essential to enable the download of PDF files in Adobe Acrobat instead of automatically opening them in Chrome.

## **How to enable the download of PDF files in Adobe Acrobat**

In the Chrome Browser:

1. Go into Chrome Control Sidebar (3 dots)
2. Select Settings
3. Under Privacy and Security - Click on "Site Settings"
4. Click 'Additional Content Settings'
5. Click 'PDF Documents'
6. Enable "Download PDF files instead of automatically opening them in Chrome"

## **Microsoft Edge**



Microsoft Edge (legacy) is no longer supported. Make sure you have installed the latest Microsoft Edge identified by the logo below. It is available for most operating systems such as Windows, Linux, Unix and Apple Macintosh.



[Download Microsoft Edge](#)

**Please Note:** If you are using the Microsoft Edge Browser, it is essential to enable the download of PDF files in Adobe Acrobat instead of automatically opening them in Edge.

## **How to enable the download of PDF files in Adobe Acrobat**

In the Microsoft Edge Browser:

1. Go into Edge Control Sidebar (3 dots)
2. Select Settings
3. Enter the following into the browser pane  
edge://settings/content/pdfDocuments
4. Enable 'Always open PDF files externally'  
or
5. Select Settings
6. Select 'Site Permissions' in the lefthand pane
7. Select 'PDF Documents'
8. Enable 'Always open PDF files externally'

## **Opera**

Opera is available for most operating systems such as Windows, Linux, Unix and Apple Macintosh.



[Download Opera](#)

**Please Note:** If you are using the Opera Browser, it is essential to enable the download of PDF files in Adobe Acrobat instead of automatically opening them in Opera.

By default, Opera opens a PDF file in the browser window instead of saving it to the downloads folder. To change how Opera treats PDF files in the browser, follow the steps below.

1. Open the Opera Internet browser
2. Click the Opera menu button in Opera. button in the upper-left corner
3. Select Settings from the drop-down menu that appears
4. In the Settings window, under Privacy and security, click the Site Settings option
5. Scroll down to the Site Settings screen to find and click the PDF documents option
6. Next to Download PDF files instead of automatically opening them in Opera, click the toggle switch to set to the On Toggle on switch in Opera. or Off Toggle off switch in Opera. position. Opera downloads a PDF when the toggle switch is set to On and displays a PDF in the browser when set to Off
7. Toggle switch for Opera PDF document settings
8. Close the Settings tab.