# **Managing PDFs**

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this page has been moved to https://support.goalexandria.com/knowledge-base/best-practices-for-managing-pdfs/

# Automatically Open PDFs

Save time by setting up your internet browser to automatically open your downloaded PDF reports:

## Chrome

- 1. Go to Chrome Settings > Privacy and Security > Site Settings'
- 2. Scroll down to Content and click Additional Content Settings.
- 3. Find PDF documents and change Default behavior to Open PDFs in Chrome.

#### Safari

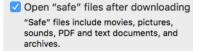
- 1. Go to Safari > Preferences > General.
- 2. Check Open "safe" files after downloading.

### Edge

- 1. Download a PDF to your device from Edge.
- 2. In the bottom left-hand corner, click on the arrow to the right of the PDF name.
- 3. Click Always Open with System Viewer.

#### Firefox

- 1. Download a PDF to your device from Firefox.
- 2. A dialog will pop up asking you what to do with the file.
- 3. Select Open with and choose where you want the PDFs to automatically open.
- 4. Check Do this automatically for files like this from now on.
- 5. Click OK.



Open

Always Open with System Viewer

Open with System Viewer

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