

# Managing PDFs



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**.

☒ Open "safe" files after downloading  
"Safe" files include movies, pictures, sounds, PDF and text documents, and archives.

### 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**.

Open  
Always Open with System Viewer  
Open with System Viewer  
Show in Finder  
Copy Download Link  
Cancel

### 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**.

