Open Report PDFs Automatically

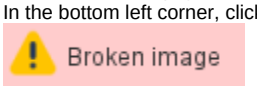
Tip for: 10.24.16

> Check out our Managing PDFs article for updated information on how to open PDFs automatically in each internet browser.

Reports in Alexandria generated in Circulation, or accessed through Operation Management, will download as PDFs to your computer. Did you know you can set your browser preferences to open these files for you?

To have **Chrome** open pdfs automatically:

- Go to chrome://plugins in Chrome
- Enable **Chrome PDF Viewer**
- Download a PDF (e.g. in Circulation, Patron pane > Actions menu > History)
- In the bottom left corner, click the arrow next to the downloaded file

- Choose Always Open With System Viewer

Learn more for Chrome

You can choose how **Firefox** handles different file types:

- Go to Firefox Preferences
- On the left, click Applications
- Find **Portable Document Format (PDF)** and set its Action

Learn more for Firefox

To configure **Safari** to open PDFs automatically:

- Go to Safari Preferences, General
- Check the box to **Open “safe” files after downloading**

Learn more for Safari

For **Internet Explorer**:

- Open IE Preferences
- On the left, click **Internet**
- Check the box to **Display PDF in browser**
- You may also need to **Manage Add-ons** and **Enable Adobe PDF Reader**.

Learn more for IE here And here