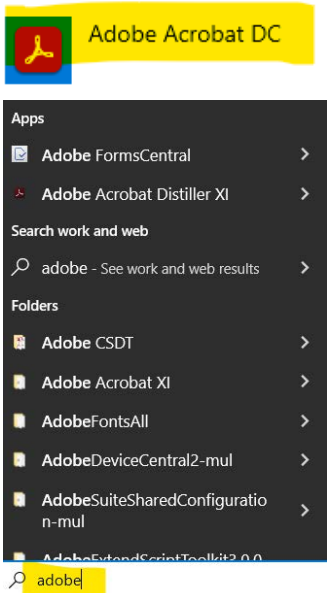| SOP Name:	Excede – Setting Default PDF Viewer		
SOP Identifier:	Click or tap here to enter text.		
SOP Author: *Name & title*	Amanda Walker	Original SOP Date:	1/27/2022
SOP Version #:	1	Last Updated:	Click or tap to enter a date.

Departments:			
Primary Department:	ALL	Departmental Focus:	ALL
Other Team(s):	Click or tap here to enter text.		
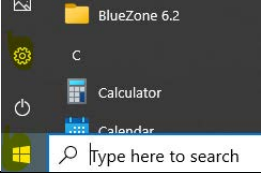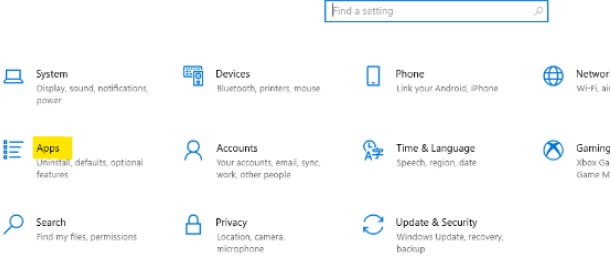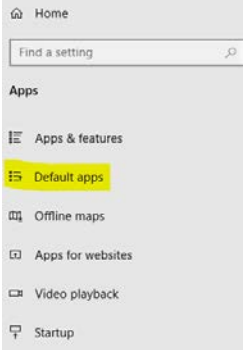
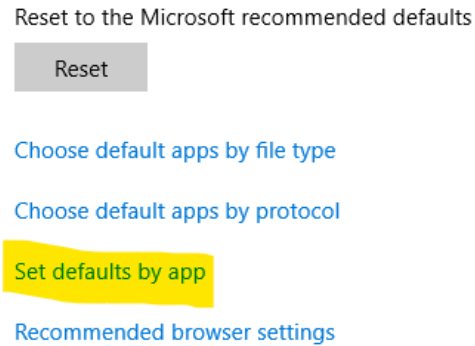| Roles:			
Role 1:	ALL	Role 4:	Choose an item.
Role 2:	Choose an item.	Role 5:	Choose an item.
Role 3:	Choose an item.	Role 6:	Choose an item.

Purpose:
Setting Default PDF viewer to PDF-Xchange Viewer for Excede program

Step #:	1	Step Owner (Role):	
Cross Ref. SOP(s):			
Additional Docs:			

- **ONLY** follow these steps if you have Adobe Acrobat DC. **DO NOT** make these changes if you have Adobe Acrobat Pro.
- To find your current Adobe Version:
  - Click the Windows Start Icon
  - Type Adobe, the search field will automatically appear
  - Your version will display at the top of the list

Step #:	2	Step Owner (Role):	All
Cross Ref. SOP(s):			
Additional Docs:			

- Click on Windows Start Button
- Choose Settings, gear icon

Step #:	3	Step Owner (Role):	All
Cross Ref. SOP(s):			
Additional Docs:			

- Click on Apps

Step #:	4	Step Owner (Role):	All
Cross Ref. SOP(s):			
Additional Docs:			

- Click on Default Apps

Step #:	5	Step Owner (Role):	
Cross Ref. SOP(s):			
Additional Docs:			

- Scroll to the bottom and Choose "Set defaults by app"

Step #:	6		Step Owner (Role):	
Cross Ref. SOP(s):				
Additional Docs:				

- Click on your current Adobe Program name (varies by user)
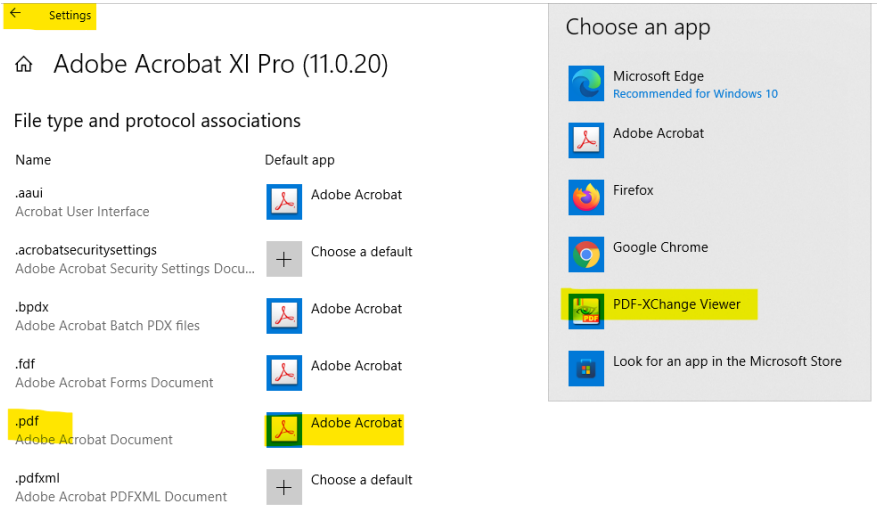- Click Manage

Set your default programs
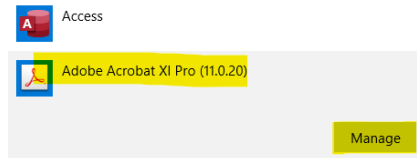
Step #:	7		Step Owner (Role):	
Cross Ref. SOP(s):				
Additional Docs:				

- Under Name go to the .pdf option
- Click on current Adobe Program Name
- Choose PDF-Xchange Viewer
- Click the Back arrow upper Left next to word Settings
- Close Settings window
- If you are currently logged into Excede, log out and log back in for the change to take effect

Step #:	8		Step Owner (Role):	
Cross Ref. SOP(s):				
Additional Docs:				

- After this change is made **ALL** of your PDF's that you create or receive will open in PDF-Xchange Viewer. If you want them to open in your current program of Adobe Acrobat DC you will have to:
  - Right click on the file name
  - Choose Open with
  - Choose Adobe Acrobat
    - If you have a signature setup in your current Adobe you will want to open new documents this way