# Downloading PDFs by Default

## Google Chrome:

Click the dots in the upper right corner to open the menu, then go to **Settings**, followed by **Privacy and security** from the three bars in the top left corner.

New tab			Ctrl+T			
New window	N		Ctrl+N	:	You and Google	
New Incogn	ito windov	v Ctrl+	Shift+N	白	Autofill	
History			×	_	Autonii	
Downloads			Ctrl+J	0	Privacy and security	
Bookmarks			E.		Appearance	
Zoom	- 100	% +	53	Q	Search engine	
Print			Ctrl+P		3	
Cast					Default browser	
Find			Ctrl+F	U	On startup	
More tools			E.			
Edit	Cut	Сору	Paste	Adva	anced	*
Settings						
Help			•	*	Extensions	Ľ

## From there, go to **Site Settings**

#### Privacy and security

Î	Clear browsing data Clear history, cookies, cache, and more	•
$\circledast$	Privacy Guide Review key privacy and security controls	٠
٩	Cookies and other site data Third-party cookies are blocked in Incognito mode	×
0	Security Safe Browsing (protection from dangerous sites) and other security settings	۲
T	Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more)	•
¥	Privacy Sandbox Trial features are on	

Under Content, expand Additional content settings and select PDF documents.

Addit	tional content settings	^
40	Sound Sites can play sound	*
	Ads Block ads on sites that show intrusive or misleading ads	•
Q	Zoom levels	*
(IIII	PDF documents	*
Y	Protected content IDs	•
	Insecure content Insecure content is blocked by default on secure sites	•

## Select the radio button labelled **Download PDFs**

← PDF documents
Sites sometimes publish PDFs, like documents, contracts, and forms
Default behavior
Sites automatically follow this setting when you visit them
Ownload PDFs
O Den PDFs in Chrome

## Microsoft Edge:

Click the three dots at the top right corner to open the menu, then click **Settings**. From the menu in the top left corner, select **Cookies and other site permissions**.

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	New tab	Ctrl+T	
	New window	Ctrl+N	
ß	New InPrivate win	dow Ctrl+Shift+N	
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Ē	Collections	Ctrl+Shift+Y	
D	History	Ctrl+H	
$\underline{\downarrow}$	Downloads	Ctrl+J	
B	Apps		>
3	Extensions		
Ś	Performance		
Ø	Print	Ctrl+P	
Ø	Web capture	Ctrl+Shift+S	
C	Web select	Ctrl+Shift+X	
Ē	Share		
තී	Find on page	Ctrl+F	
An	Read aloud	Ctrl+Shift+U	
_	More tools		>
ŝ	Settings		
0	Help and feedbac	k	>
_	Close Microsoft Ec	dge	

Under All permissions, select PDF Documents. Mark the radio button labelled Always download PDF files.



#### Firefox:

Open the menu by clicking the three bars in the top right corner, then go to **Settings**.



# Under **General**, scroll down to **Applications**. Locate **Portable Document Format** (**PDF**), and use the drop-down menu to the right to select **Save File**

O Search file types or applications				
Content Type	Action			
AV1 Image File (AVIF)	Qpen in Firefox			
Extensible Markup Language (XML)	🖄 Save File			
₹ irc	Always ask			
🖉 ircs	Always ask			
mailto	Use Pick an app (default)			
Portable Document Format (PDF)	💄 Save File			
😍 Scalable Vector Graphics (SVG)	单 Open in Firefox			
🕑 WebP Image	Always ask			
	🖄 Save File			
	Use Windows default application			
	Use other			

## Always Open Files after Download

#### Chrome, Edge, and Firefox:

Once a file has been downloaded, it can be located in the download bar (top right corner in Edge and Firefox, bottom left in Chrome). Right clicking on the file name will allow you to select the option to always open the file by default after downloading.

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	Transfer of Cus		Show in folder	ļ
æ	PS-Temporary-Staf.		Cancel	J
	,			

#### Chrome







Firefox

## Safari:

Under General settings, check Open "safe" files after downloading

	General	
General Tabs AutoFill Passwords	Q A D Search Security Privacy Websites Extens	o ෯ැ ions Advanced
Safari is not your d	default web browser. Set Default	
Safari opens with:	A new window	٥
New windows open with:	Start Page	٥
New tabs open with:	Start Page	٥
Homepage:	https://www.apple.com/startpage/	
	Set to Current Page	
Remove history items:	After one year	٥
Favorites shows:	☆ Favorites	٥
File download location:	Downloads	٥
Remove download list items:	After one day	٥
	✓ Open "safe" files after downloading	
	"Safe" files include movies, pictures, sounds,	