Changing Default Programs

Windows gives the ability to control what program will open a particular file type, if you have multiple programs that could open it. To change the program that opens a file, perform the following. We will use a PDF document as our example, and these settings are from Windows 8, so your machine may look different, but the steps will be very similar.

1. From your Start screen, search for "file type." You will need to sort by "Settings" (1). Click on the option "Make a file type always open in a specific program" (2).
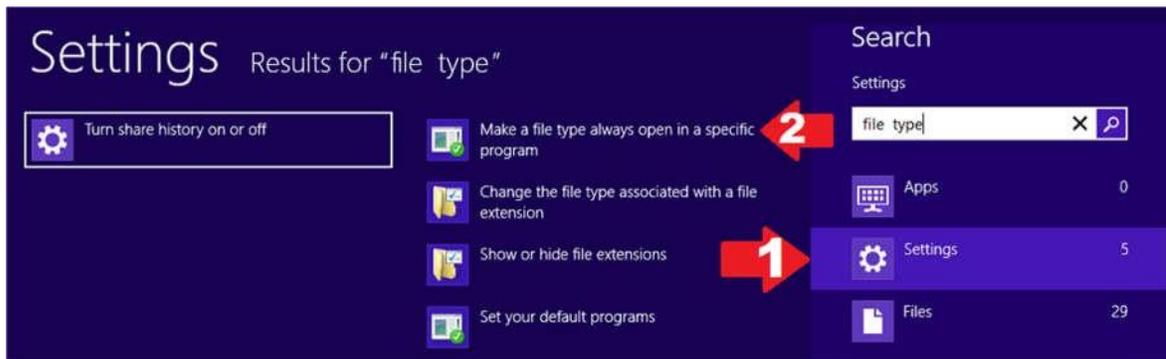
2. In the list that appears, locate ".pdf" and select it. Press the "Change Program" button on the right side of the screen.
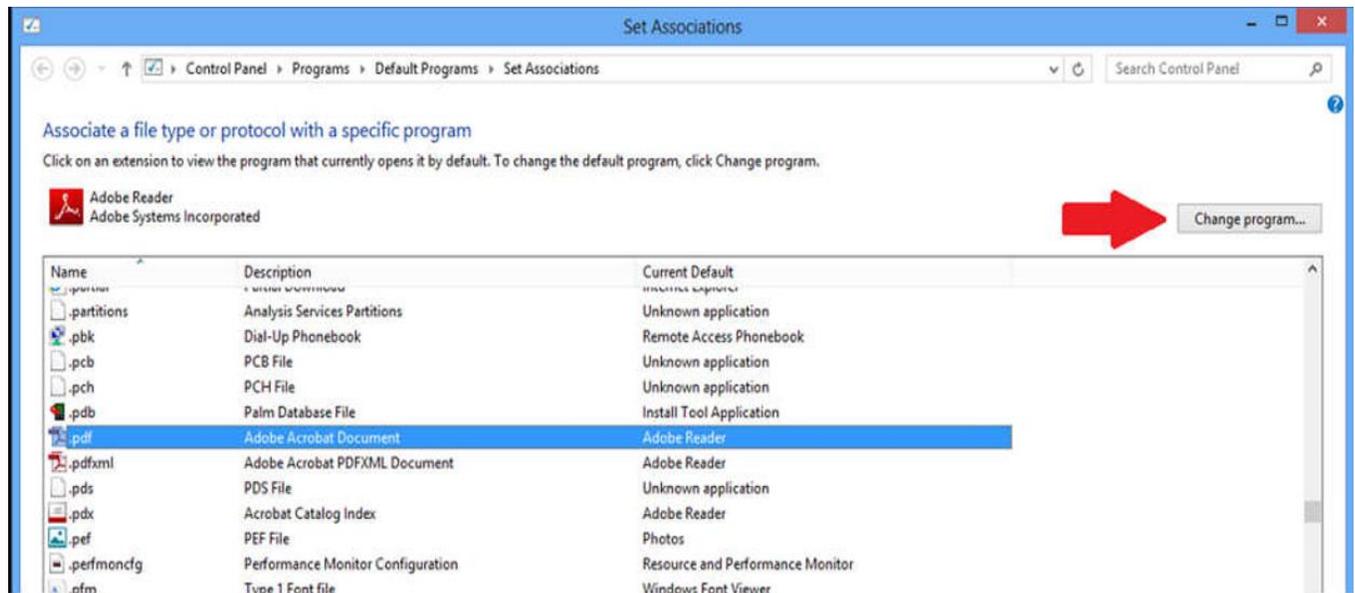
3. In the list that appears, select the program you wish to be the new default. You may need to use the drop-down to view more options.

How do you want to open this type of file (.pdf)?

Keep using Adobe Reader

Reader

Word (desktop)

Foxit PhantomPDF 5.5.6

Internet Explorer

Microsoft Visual Studio Version Selector

If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.