## Technology Services

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## How to Change Reader to Adobe Acrobat

The default for PDF's on a Windows 8 device is an app called Reader. The LISD Document Production Center cannot accept documents for production in this format. Here are the steps to change the default to Adobe Acrobat. The document has to be on your

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computer; it can't be in your email.

- 1. Currently all PDF's are **Reader**
- 2. Right Click on the a PDF file
- 3. Select Open With
- 4. Choose default program





5. Select Adobe Acrobat