



## Browser Download/Save Instructions

### CHROME:

- Click the download icon.  (upper-right corner of browser window)
  - Option 2: Right-click the link and choose “Save link as...”
- Save the PDF to your local drive (C:)/Desktop folder/Downloads folder.
- Open the PDF by first navigating to the save location on your local drive (File Explorer may help)
- Open the PDF using your system’s PDF application (Adobe Reader, Adobe Acrobat, Foxit, etc.)

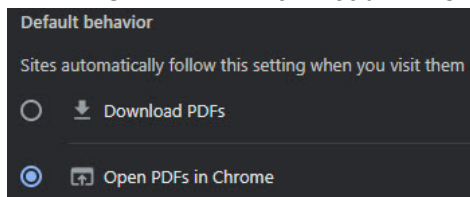
### EDGE:

- Click the save icon.  (upper-right corner of browser window)
  - Option 2: Right-click the link and choose “Save link as.”
- Save the PDF to your local drive (C:)/Desktop folder/Downloads folder.
- Open the PDF by first navigating to the save location on your local drive (File Explorer may help)
- Open the PDF using your system’s PDF application (Adobe Reader, Adobe Acrobat, Foxit, etc.)

## Update User Preferences to ALWAYS download/save PDF files

### CHROME:

- Click the three stacked ellipses on the browser window (upper-right corner)
- Choose *Settings*.
- Select *Privacy and security*.
- Select *Site settings*.
- Scroll down and click on *Additional content settings*.
- Select *PDF documents*.
- Choose the *Download PDFs* option.



### EDGE:

- Click the three horizontal ellipses on the browser window (upper-right corner)
- Choose *Settings*.
- Select Cookies and site permissions.
- Under the *All permissions* section, Select *PDF documents*.
- Toggle on the *Always download PDF files* option.

