

Adobe Acrobat Reader DC Upgrade with Screen Shots

If you still have Acrobat Reader XI on your computer, you need to upgrade it to Acrobat Reader DC. You can tell if you have already upgraded by going to the Windows search bar and typing in Acrobat. If Acrobat Reader DC pops up as an application (as seen in Figure 1) you do not need to update as you already have the latest version of Acrobat Reader.

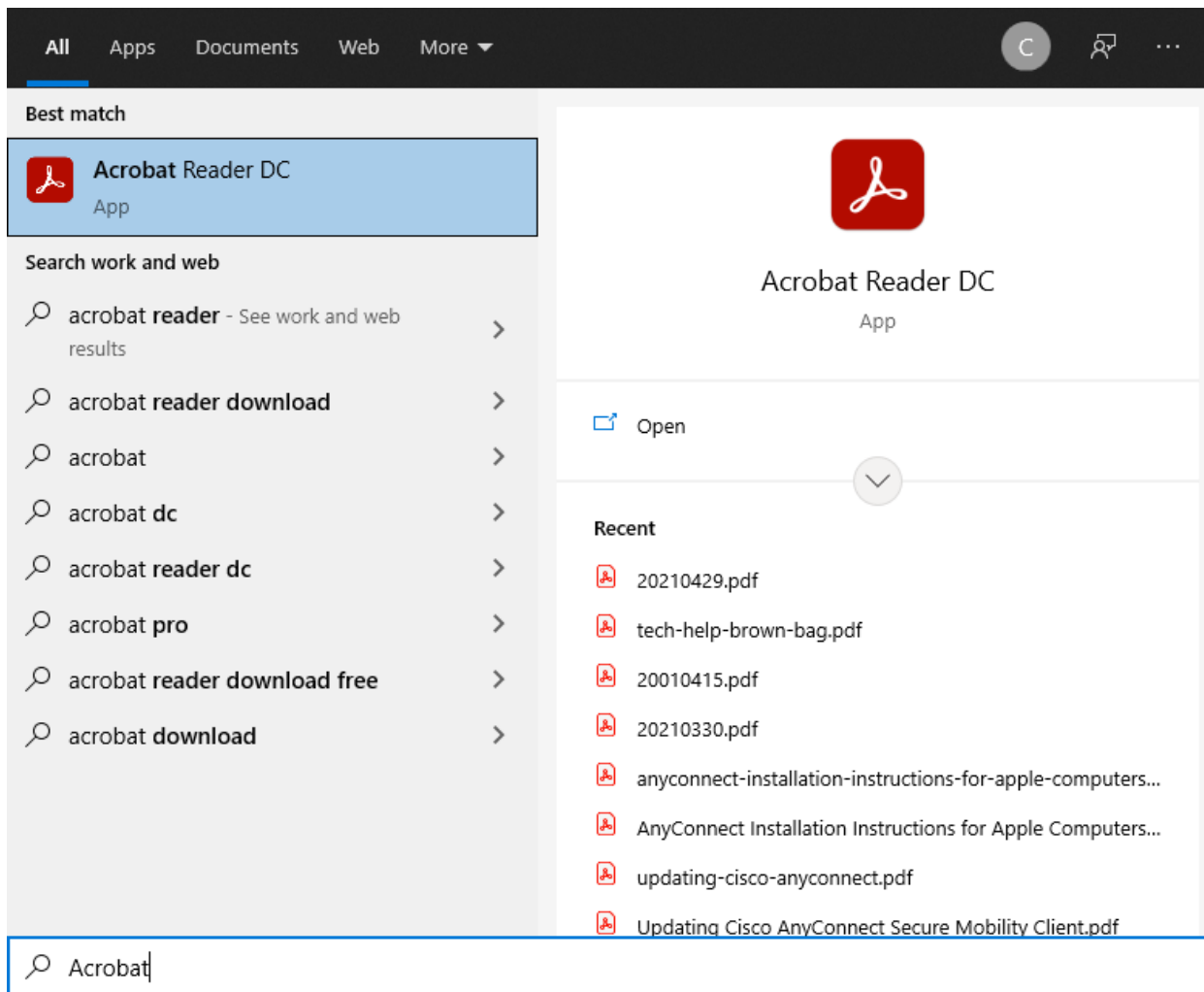


Figure 1

If you need to upgrade:

Go to the Windows search bar and search for **Software Center** as seen in Figure 2.

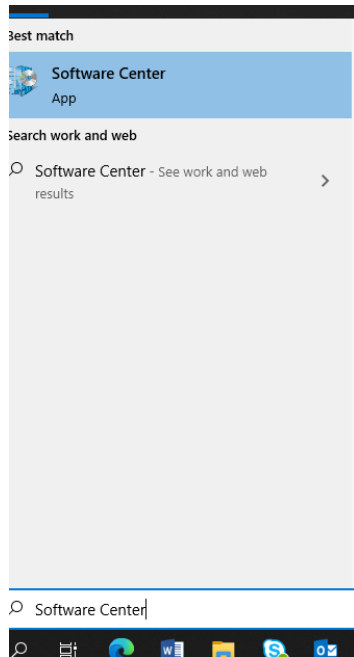


Figure 2

In Software Center click on the tile labeled **Acrobat Reader DC** as seen in Figure 3.

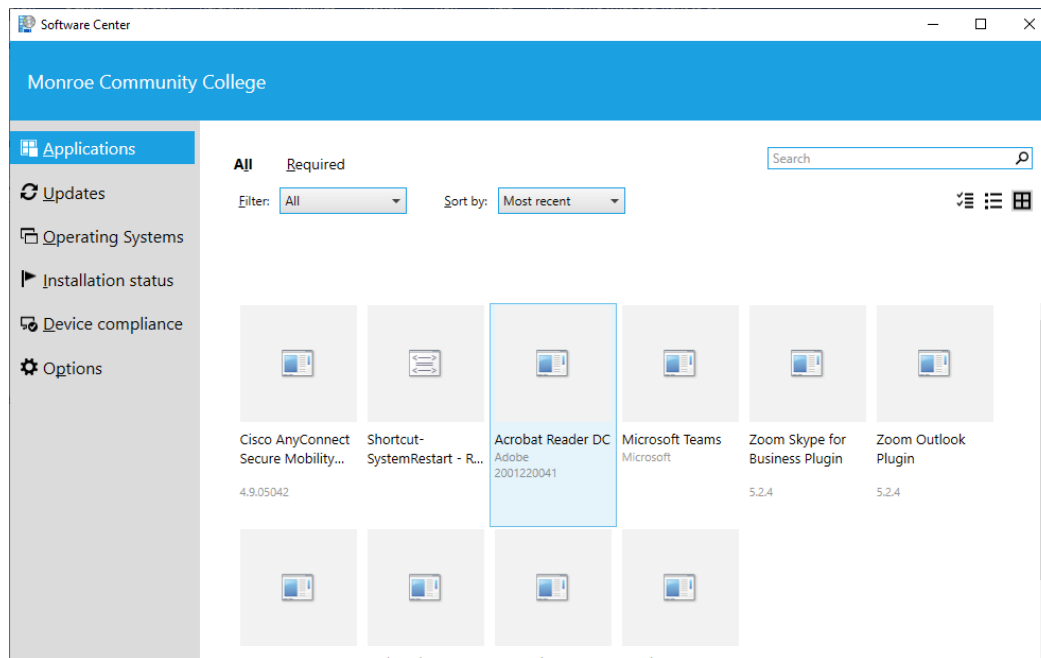


Figure 3

On the next page click the **Install** button.

The installation will remove Acrobat Reader XI and install Acrobat Reader DC.

When you upgrade to Adobe Acrobat Reader DC, the system changes the default program for pdf's to Microsoft Edge. To change it back:

Click on the Windows start button in the lower left-hand corner as seen in Figure 4.



Figure 4

Next, click on **Settings** (gear icon) as seen in Figure 5.

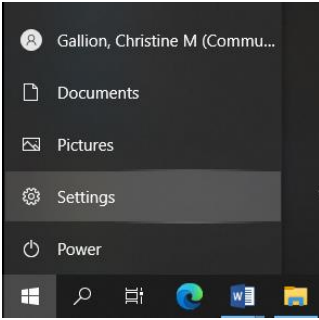


Figure 5

In settings, click on **Apps**.

On the left side of the page click on **Default Apps** as seen in Figure 6.

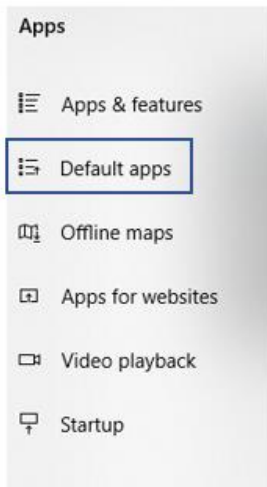


Figure 6

Scroll down and click on the blue words **Choose default apps by file type**, as seen in Figure 7.

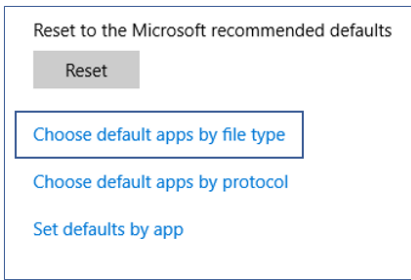


Figure 7

Hover over the right-side edge of the Settings window and a scroll bar will appear. Move the bar 2/3rds of the way down the scroll bar, as seen in Figure 8.

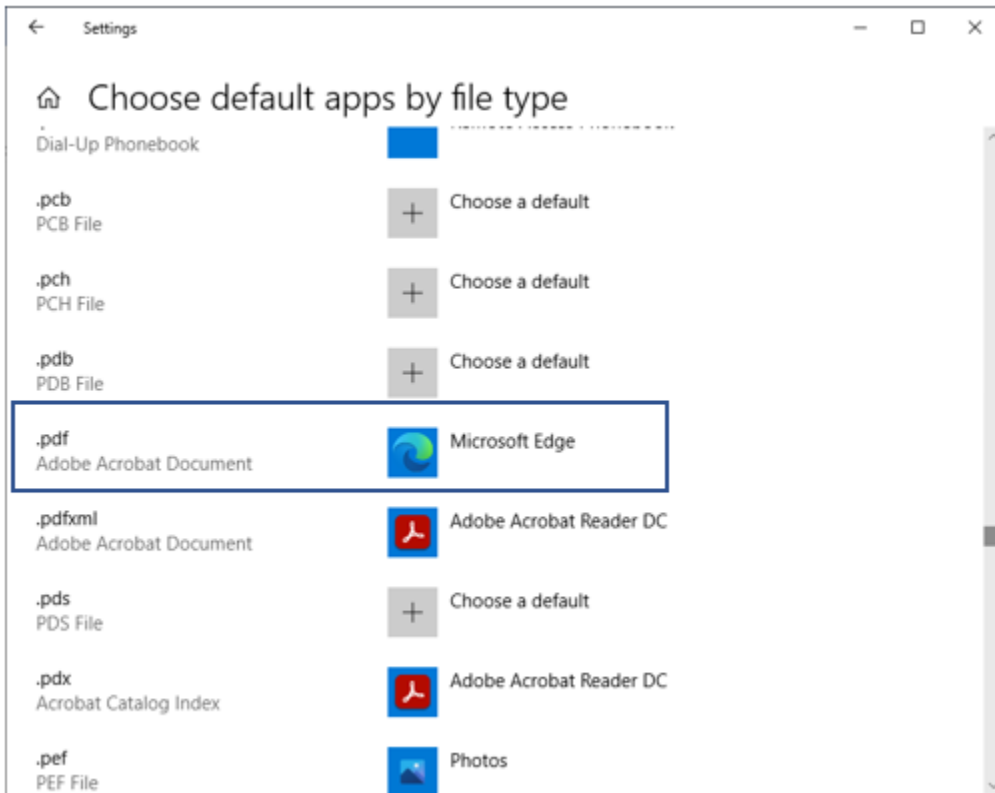


Figure 8

Find .pdf in the list on the left-hand side (they are in alphabetical order).

Click on the program listed to the right.

A list will pop up, select **Adobe Acrobat Reader DC**, as seen in Figure 9.

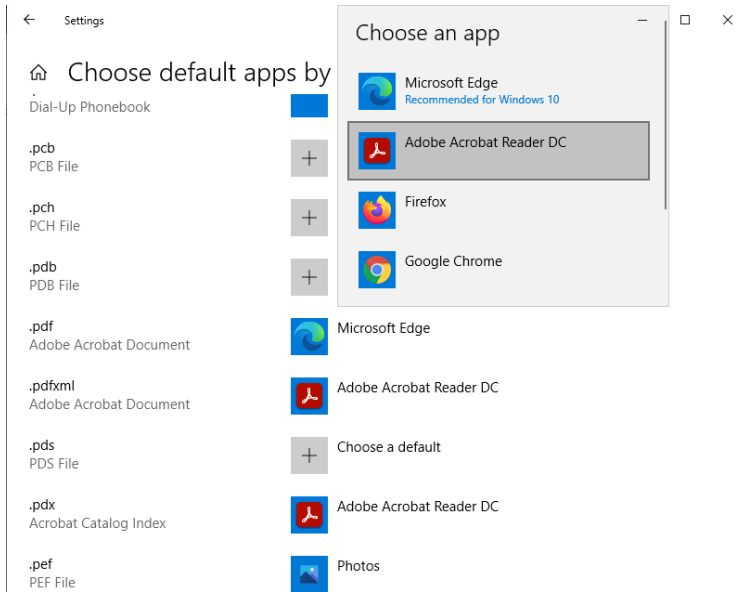


Figure 9

If you have any difficulties upgrading please contact Technical Support at 585-292-8324, option 3.