#### STEP 1: GO TO SETTINGS IN CHROME.

|                                 | New tab<br>New wind<br>History<br>Download<br>Bookmark | ow<br>s |               | Ctrl+T<br>Ctrl+N<br>Ctrl+J |
|---------------------------------|--|---------|---------------|----------------------------|
|                                 | Zoom   | - 1     | <b>)</b> 0% + | 13                         |
| Google                          | Print<br>Cast<br>Find<br>More tool:                    | s       |               | Ctrl+P<br>Ctrl+F           |
|                                 | Edit   | Cut     | Сору          | Paste                      |
| I I                             | Settings<br>Help                                       |         |               |                            |
|                                 | Exit   |         | Ctrl+S        | Shift+Q                    |
| Google Search I'm Feeling Lucky |  |         |               |                            |

### **STEP 2: CLICK ON SHOW ADVANCED SETTINGS**

| Chrome                          | Settings  | Search settings |
|---------------------------------|---|-----------------|
| Extensions<br>Settings<br>About | On startup Open the New Tab page Continue where you left off  |                 |
|                                 | Open a specific page or set of pages. E Set pages E Appearance Get themes Reset to default theme Show Home button Always show the bookmarks bar   |                 |
|                                 | Search<br>Set which search engine is used when searching from the <u>omnibox</u> .<br>Google  Manage search engines<br>People   |                 |
|                                 | Person 1 (current)         Image: Construction of the second sec |                 |
| _                               | Default browser<br>Google Chrome is not currently your default browser.<br>Show advanced settings   |                 |

## **STEP 3: CLICK ON CONTENT SETTINGS**

| Chrome     | Settings   | Search settings |
|------------|--|-----------------|
| Extensions | Search   |                 |
| Settings   | Set which search engine is used when searching from the <u>omnibox</u> .   |                 |
| octango    | Google  Manage search engines  |                 |
| About      | People   |                 |
|            | Person 1 (current)   |                 |
|            | ✓ Enable Guest browsing  |                 |
|            | ✔ Let anyone add a person to Chrome  |                 |
|            | Add person Edit Remove Import bookmarks and settings   |                 |
|            | Default browser  |                 |
|            | Google Chrome is not currently your default browser.   |                 |
|            | Privacy  |                 |
|            | Content settings Clear browsing data   |                 |
|            | Google Chrome may use web services to improve your browsing experience. You may optionally disat<br>services. Learn more | ole these       |
|            | Use a web service to help resolve navigation errors  |                 |
|            | Use a prediction service to help complete searches and URLs typed in the address bar                                     |                 |
|            | Use a prediction service to load pages more quickly  |                 |
|            | Automatically report details of possible security incidents to Google  |                 |
|            | ✓ Protect you and your device from dangerous sites   |                 |
|            | Use a web service to help resolve spelling errors  |                 |
|            | Automatically send usage statistics and crash reports to Google  |                 |
|            | Send a "Do Not Track" request with your browsing traffic   |                 |
|            | Passwords and forms  |                 |
|            | Enable Autofill to fill out web forms in a single click. 🏢 Manage Autofill settings                                      |                 |

Offer to save your web passwords. 🎛 Manage passwords

# STEP 4: SCROLL DOWN TO PDF DOCUMENTS, CHOOSE "OPEN PDF FILES IN THE DEFAULT VIEWER APPLICATION", AND CLICK DONE.

| Content settings   |     |
|--|-----|
| MIDI devices full control  |     |
| Allow all sites to use system exclusive messages to access MIDI devices                        |     |
| Ask me when a site wants to use system exclusive messages to access MIDI devices (recommended) |     |
| Do not allow any sites to use system exclusive messages to access MIDI devices                 |     |
| Manage exceptions  |     |
| USB Devices  |     |
| Manage   |     |
| Background sync  |     |
| Allow recently closed sites to finish sending and receiving data (recommended)                 |     |
| Do not allow recently closed sites to finish sending and receiving data                        |     |
| Manage exceptions  |     |
| Zoom Levels  |     |
| Manage   |     |
| PDF Documents  |     |
| Open PDF files in the default PDF viewer application.  |     |
|  |     |
|  | Don |

## STEP 5: GO BACK TO THE SPA FORM YOU WANT TO OPEN/DOWNLOAD.

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