

HOW TO CHANGE THE DEFAULT APPLICATION "PREVIEW" THAT IS USED AS DEFAULT FROM MAC TO OPEN PDF AND WORD FILES.

Step 1. Right-click on the icon of the file to be printed and then click on the option "Get Info" as illustrated in Figure 1

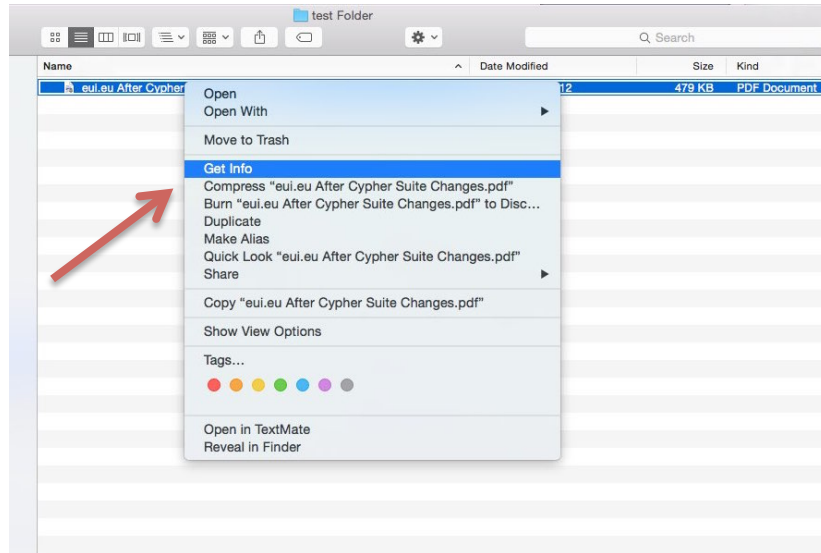


Figure 1

Step 2. In the dropdown menu under the label *Open with:* Choose the program corresponding to the file you need to print. If you need to print a pdf document you must choose the program Adobe Reader¹⁾. If you have a word document you have to choose a word processor (Microsoft Word or similar) as illustrated in Figure 2.

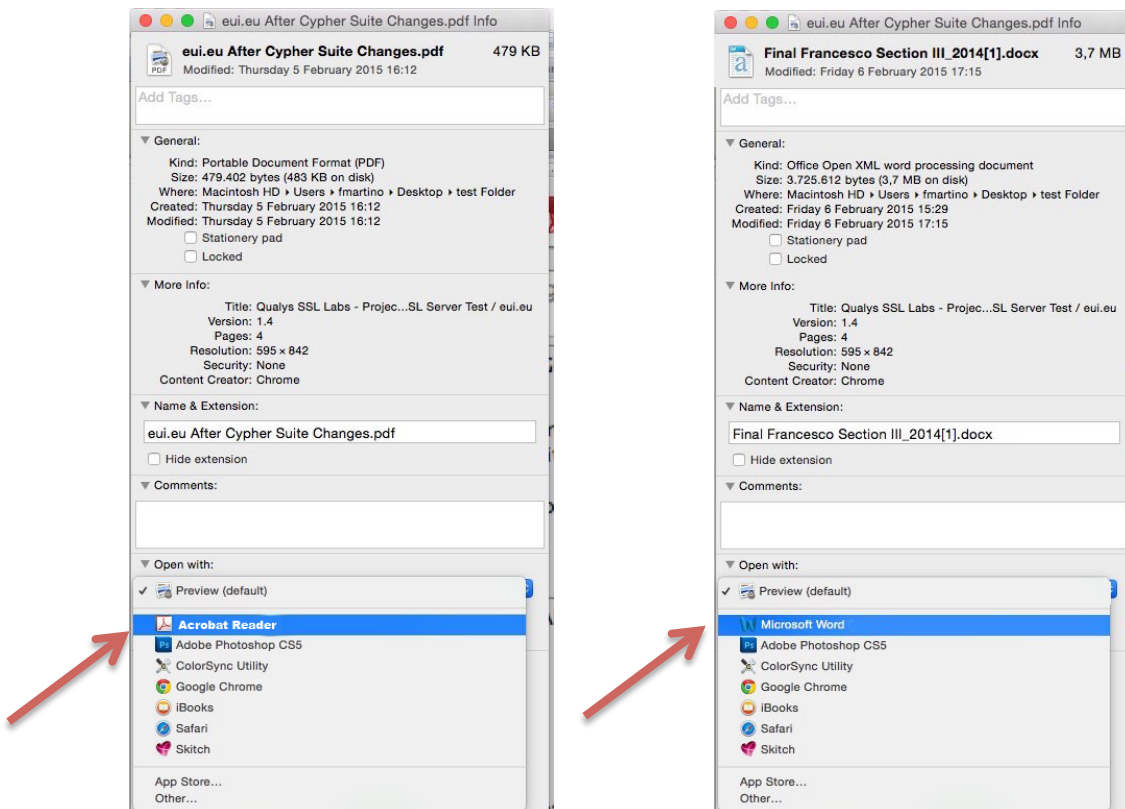


Figure 2

¹⁾ get it for free here : <https://get.adobe.com/uk/reader/>

Step 3. After selecting the right application, click on the tab "Change All .." as illustrated in Figure 3

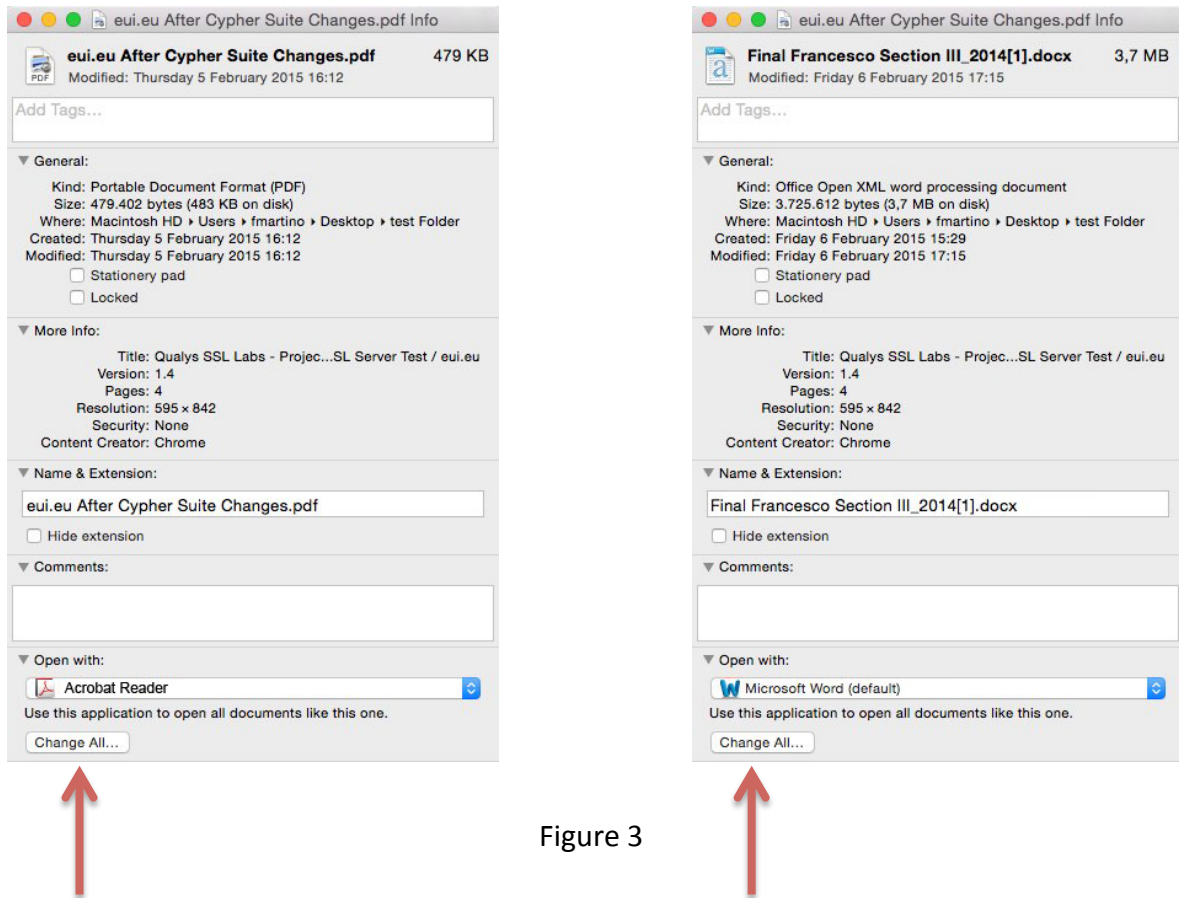


Figure 3

Step 4. Click the tab "Continue" in order to confirm that all documents with .pdf or .docx extension will open with the application "Adobe Acrobat" or "Microsoft Word as illustrated in Figure 4.

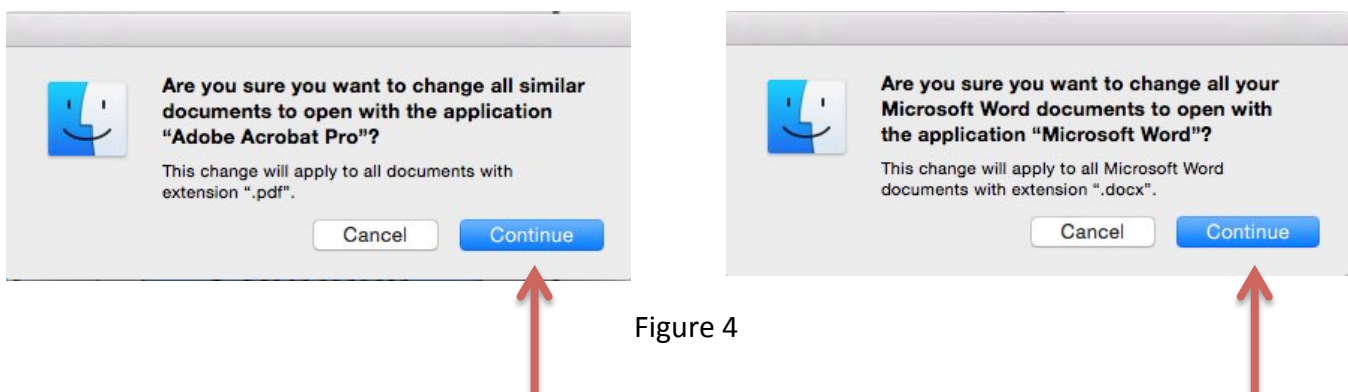


Figure 4