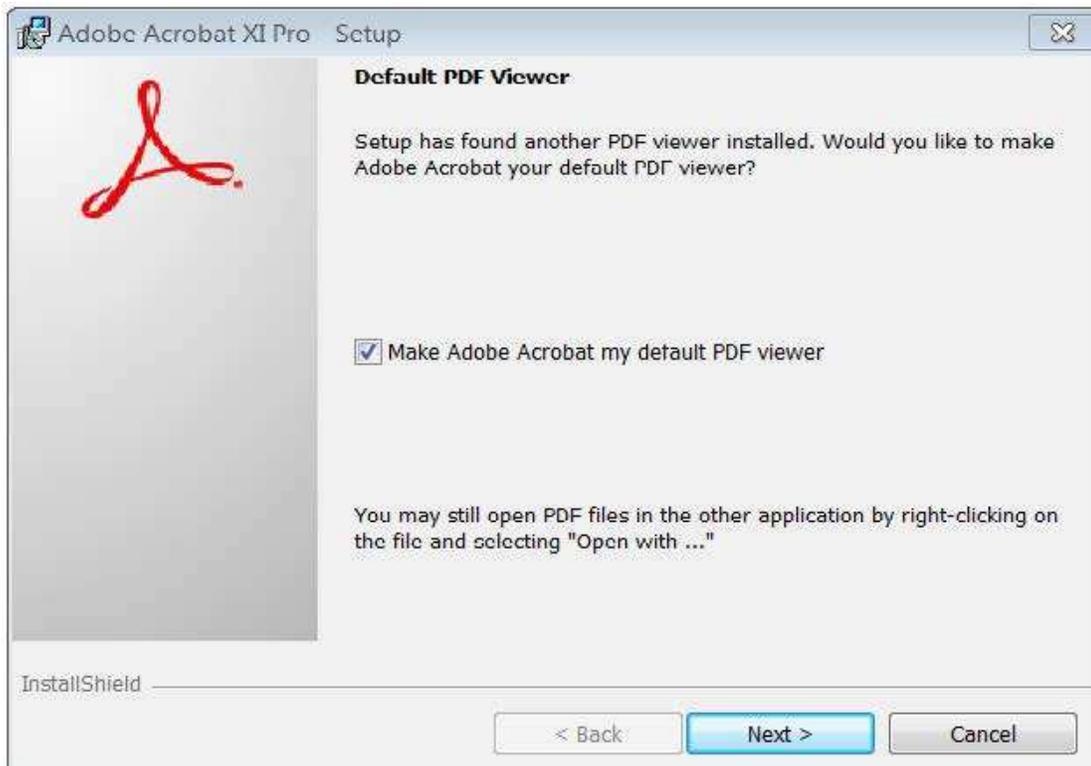# Informational Postings
Technical Help

How do I select the default PDF Viewer?

Beginning with Adobe Reader version 11 and Adobe Acrobat version 11, it is now possible to have both Adobe Acrobat and Adobe Reader installed on the same system at the same time. The most typical scenario is having Adobe Reader 11 (or above) installed by default and at a later time install Adobe Acrobat 11 (or above).

While installing Adobe Acrobat, a message will display indicating that "Setup has found another PDF viewer installed." That other PDF viewer is Adobe Reader and Reader is currently the Default PDF Viewer. At this point in the installation, a decision to leave Adobe Reader as the Default PDF Viewer or make Adobe Acrobat the new Default PDF Viewer needs to be determined.

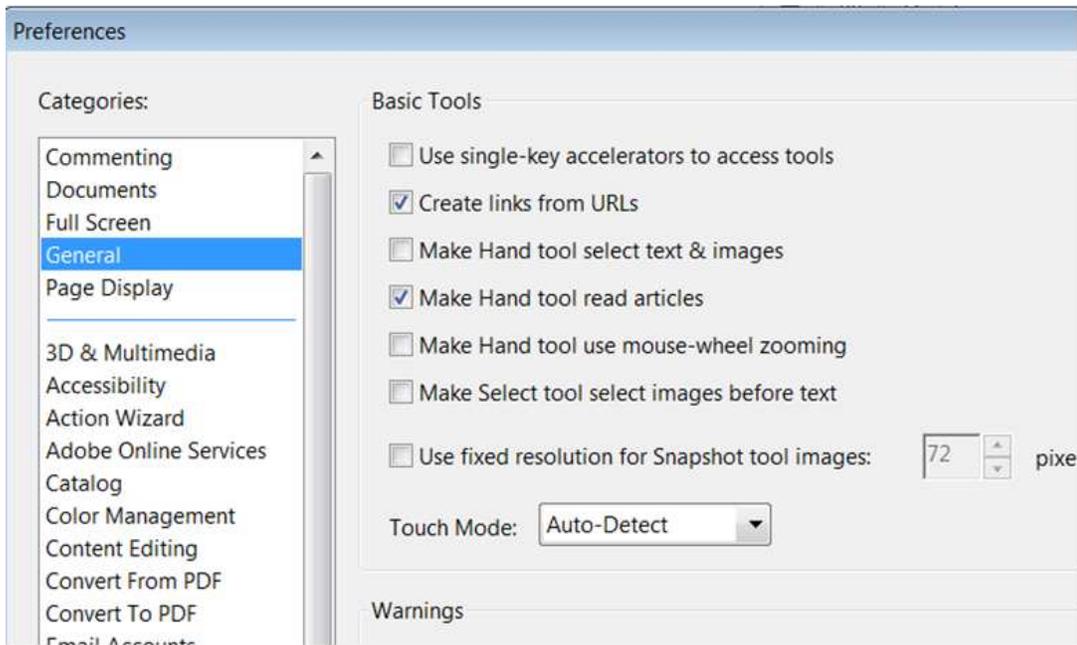The recommendation is to allow Adobe Acrobat be the new Default PDF Viewer as shown:

Failure to select Adobe Acrobat as the new Default PDF Viewer during installation is that if Reader is uninstalled, which is typical of most to do after installing a licensed copy of Acrobat, the computer may not recognize Acrobat as the only Default PDF Viewer. If this occurs, local and web applications will lose their ability to open PDF files.
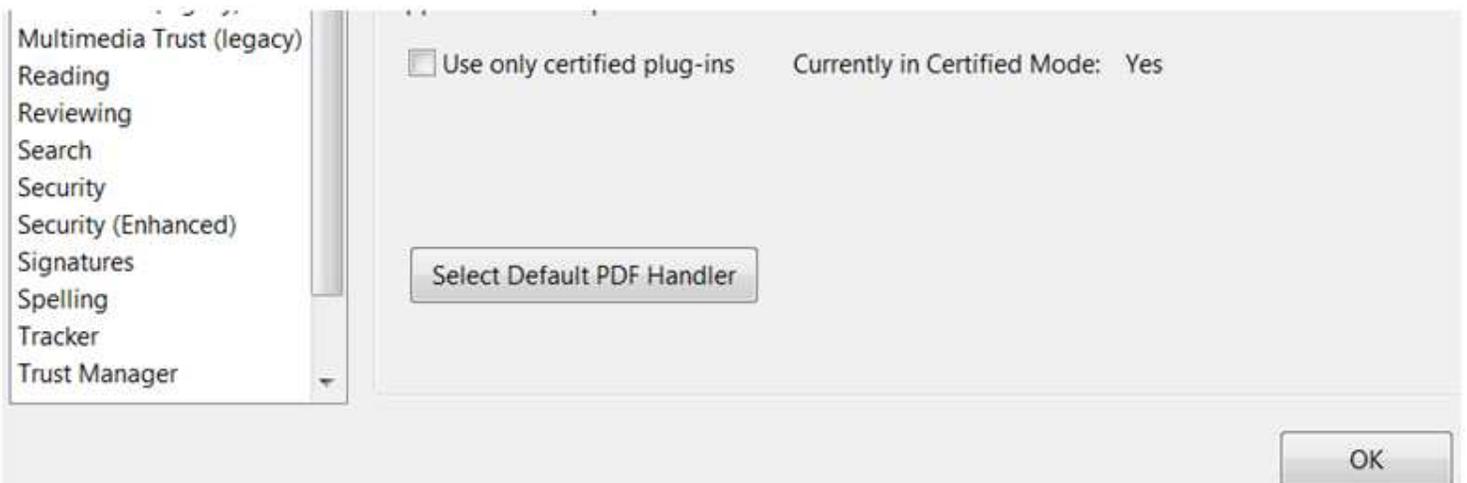
If the Default PDF Viewer was not specified at installation time, the Default PDF Viewer can be selected manually in Acrobat as follows:

1) Open Adobe Acrobat
2) Select "Edit" then Select "Preferences"
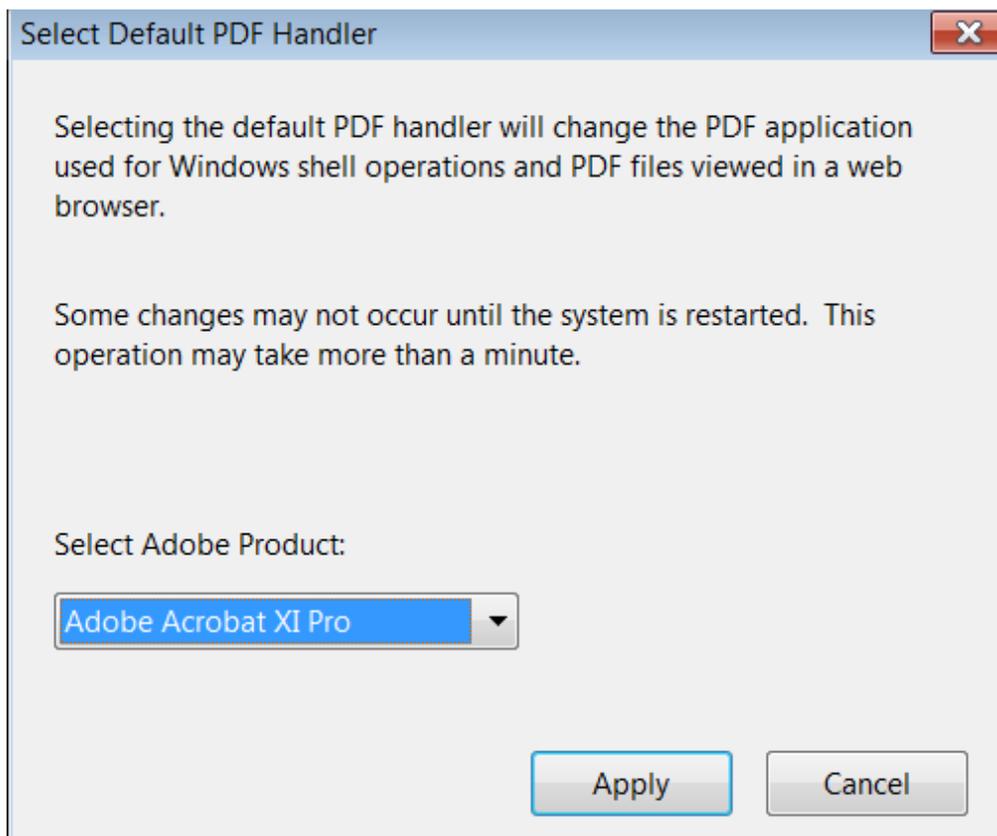3) The Preferences screen will display.

4) Select the "General" Category

5) Locate the "Select Default PDF Handler" button near the bottom of the General screen:

6) Select the "Select Default PDF Handler" button and the Select Default PDF Handler screen will display:

Select Default PDF Handler

Selecting the default PDF handler will change the PDF application used for Windows shell operations and PDF files viewed in a web browser.

Some changes may not occur until the system is restarted. This operation may take more than a minute.

Select Adobe Product:

Adobe Acrobat XI Pro

Apply   Cancel

7) In the Select Adobe Product box, Select "Adobe Acrobat XI Pro" (or later) and Select "Apply"
8) Adobe Acrobat is now defined as the Default PDF Viewer.
9) If Adobe Reader is installed after Acrobat, the Reader installation will automatically select Reader as the Default PDF Viewer and not prompt to select a Default PDF Viewer during the installation.

How do I associate TAB files with Notepad in Windows 7?
Some of the Informational Postings reports are in .TAB format. Windows 7 does not have a file association with any application to open TAB files and therefore, it will need a file association created.
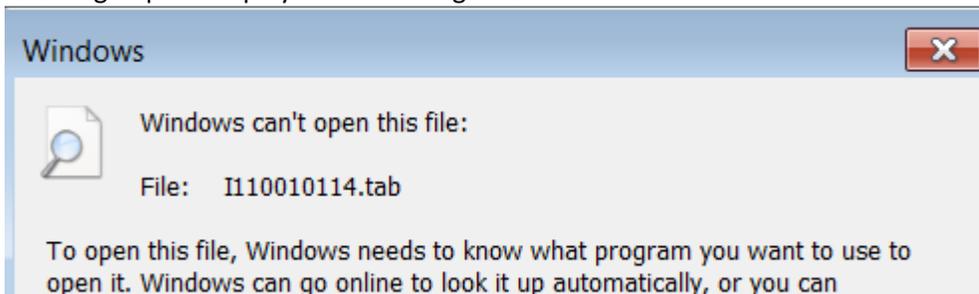
The easiest method of associating an unknown file type with an application in Windows 7 is to create this association by selecting the desired application using the "Open With" feature.

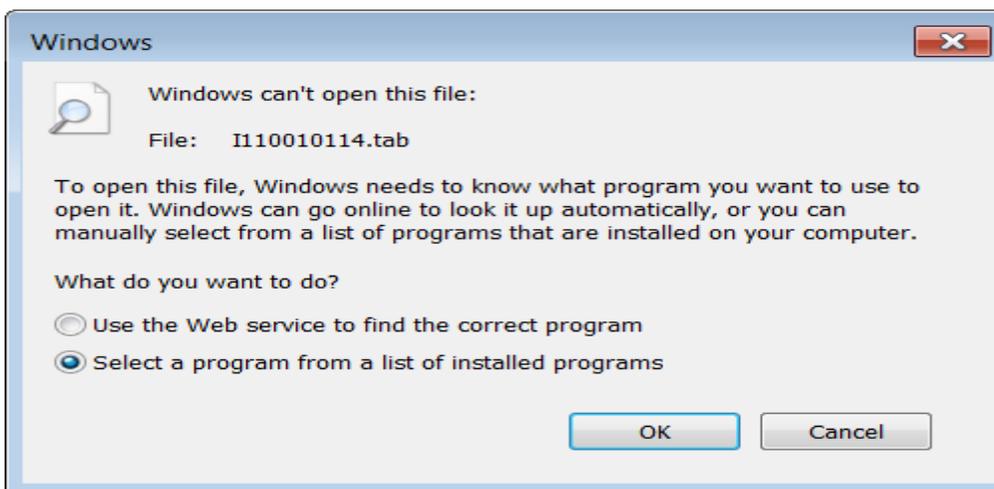To accomplish this task, we will permanently associate .TAB files with Notepad in the following example:
1) Attempting to open the "Index of Customers (TAB)" report found in the Downloads section of Informational Postings results in no file association with .TAB files:
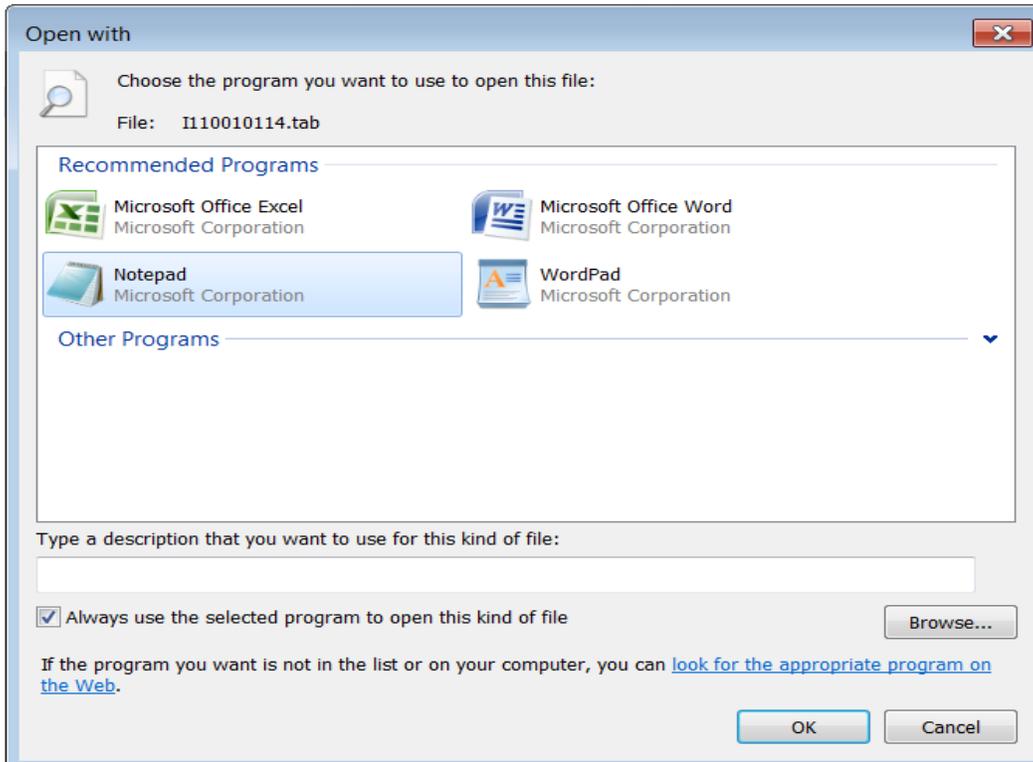
Selecting "Open" displays the following screen:

2) To create the File Association, Select the option "Select a program from a list of installed programs"

3) Select "OK" and the Open With screen will display:

4) We have found that in most cases, Notepad provides the best formatting for .TAB files so in this example, Select "Notepad"
5) To make this file association permanent, leave the checkmark in the option "Always use the selected program to open this kind of file" and Select "OK"
6) Anytime a .TAB file is selected, Notepad will open that file.

How do I Remove the Green Download Arrow in Firefox?
With recent versions of Firefox, there is a download arrow button placed in the Navigation Bar.

When a download occurs, this button changes to green and as the download proceeds, the green arrow enlarges and fades in and out.
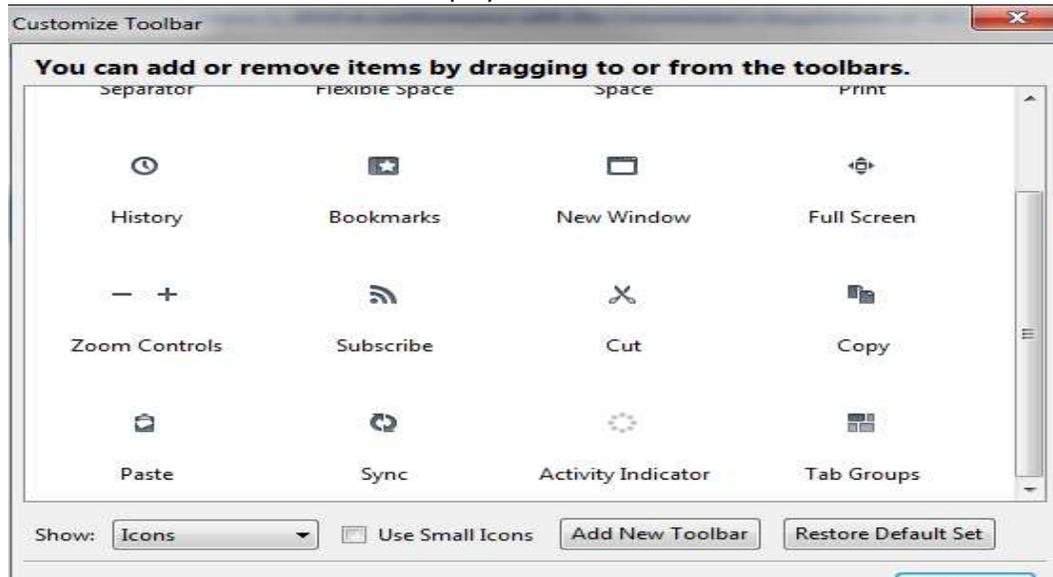
Many find this feature annoying.

To rid Firefox of this issue, perform the following:
1) Right-Click the arrow in the Navigation Bar

2) From the drop-down menu that appears, Select "Customize"

3) The Customize Toolbar screen will display:

4) Move the cursor to the arrow in the Navigation Bar and the cursor will change to a hand.

5) Left-Click the mouse and drag the arrow from the Navigation Toolbar into the Customize Toolbar screen.

6) Release the left mouse button and the arrow will appear in the Customize Toolbar screen and will be permanently removed from the Navigation Bar.

Firefox may exhibit an issue where the Download button does not function and the Tariff Menu Tree items do not respond.
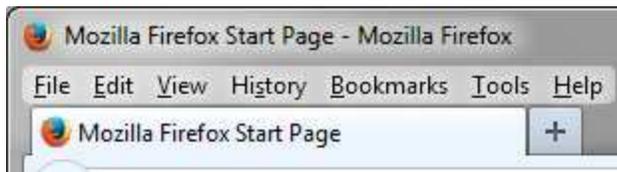
To enable this functionality, please perform the following:

1) Open Firefox.

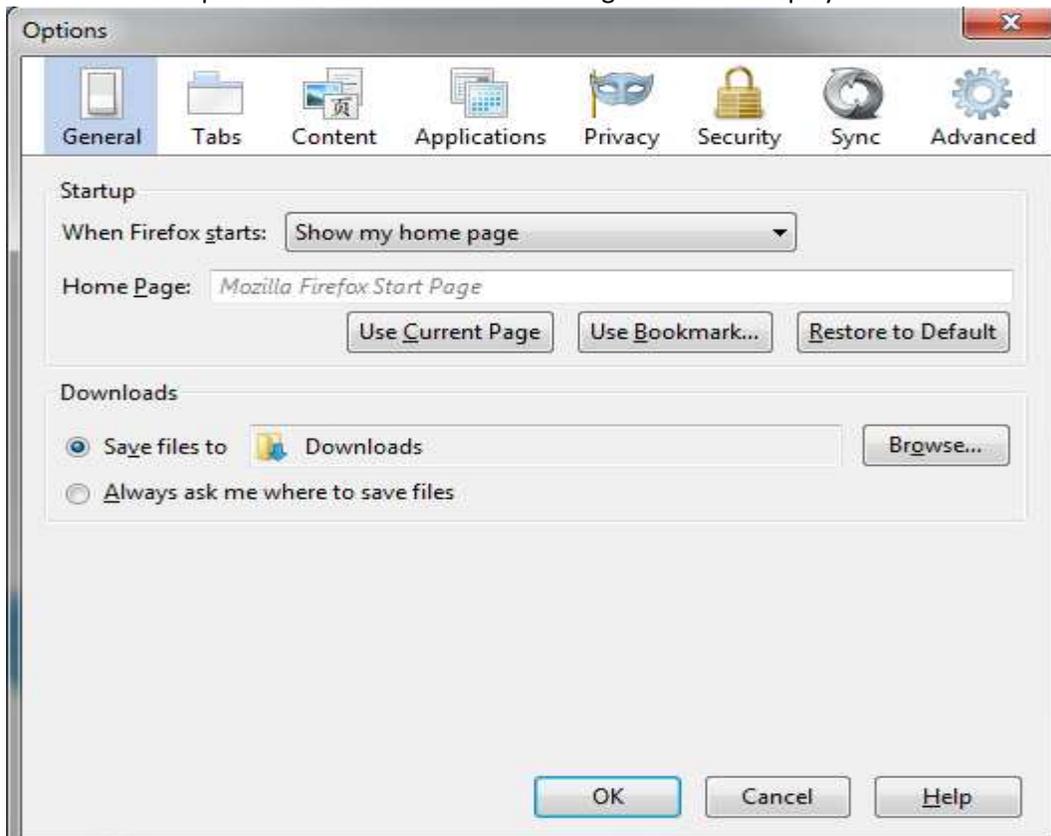2) If there is an Orange Firefox button in the top left corner of the Firefox Start Page window:

   a. Left-Click the arrow pointing down and a drop-down menu will display.
   b. Proceed to Step 4.

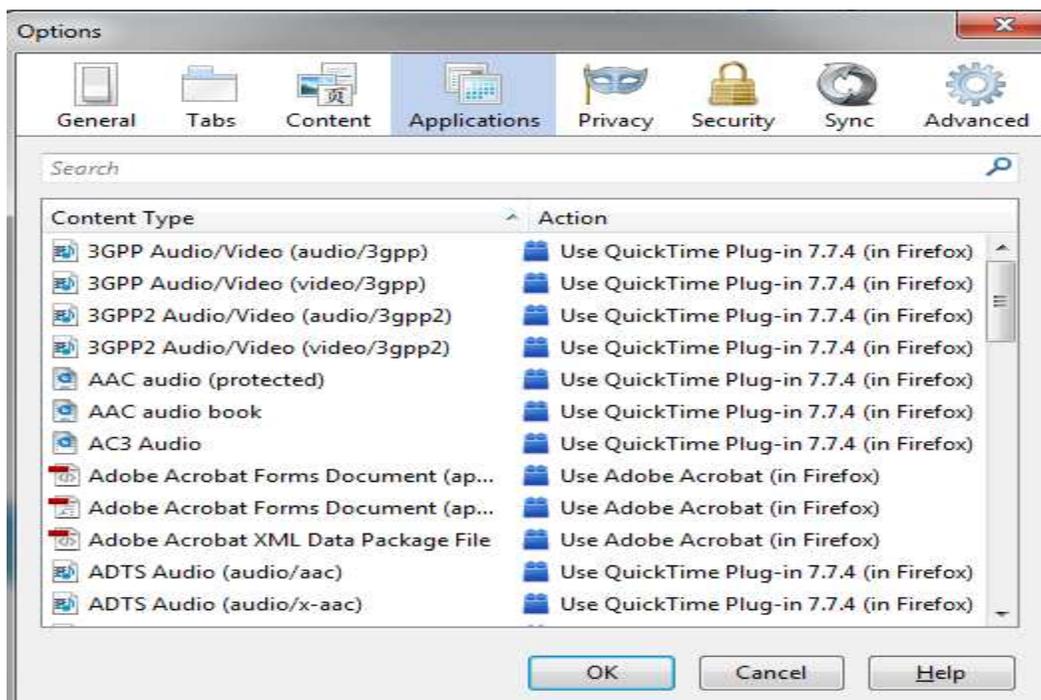3) If there is a Menu Bar in the top left corner of the Firefox Start Page window:

   a. Left-Click the Tools selection and a drop-down menu will display.
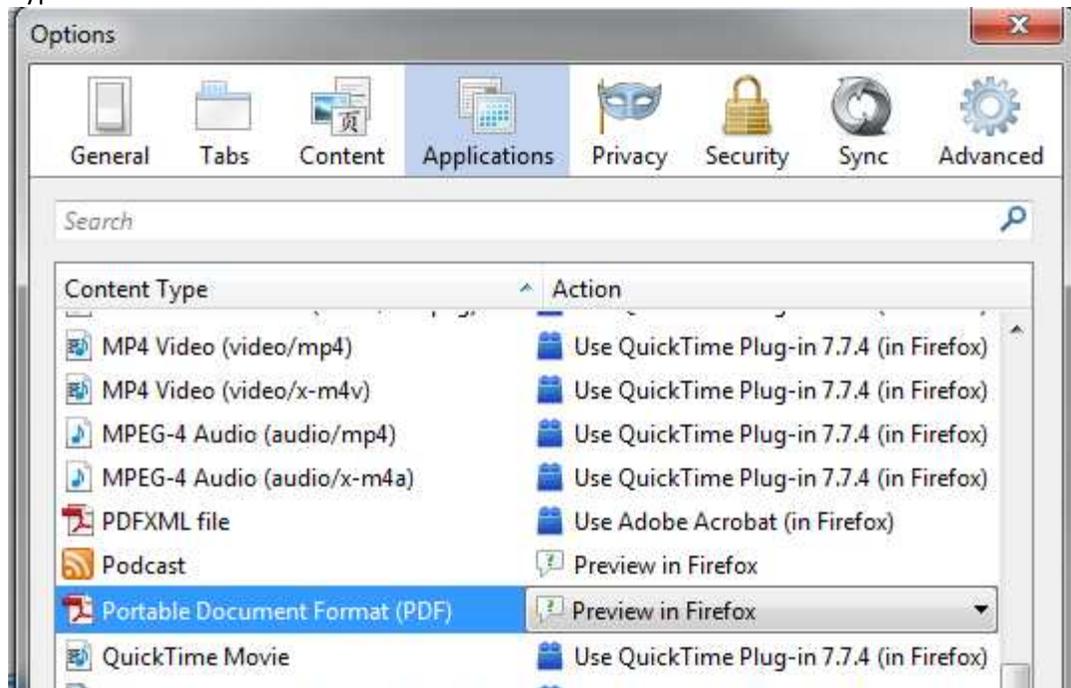   b. Proceed to Step 4.

4) Left-Click the "Options" selection and the following screen will display:

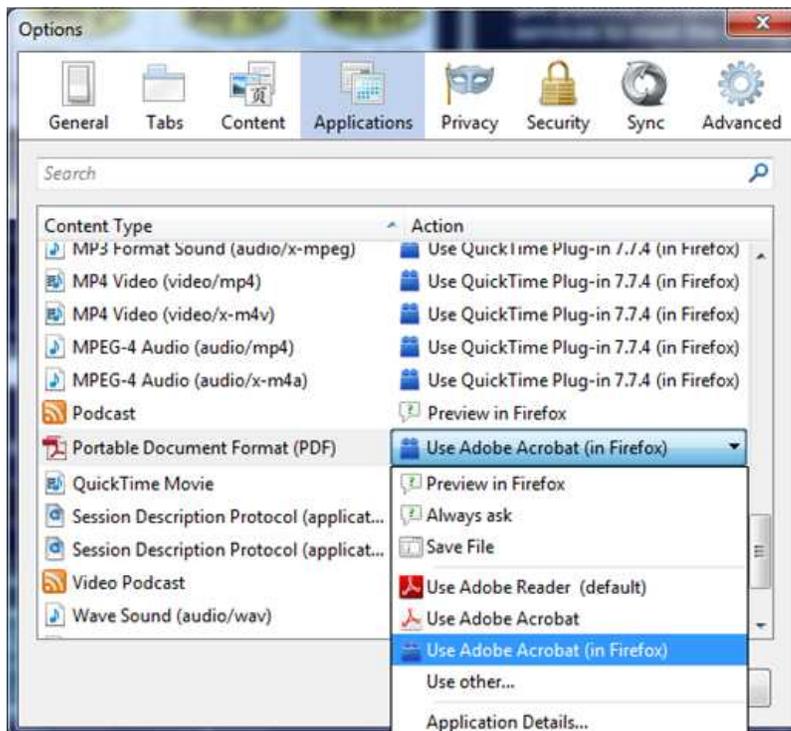5) Select the "Applications" tab and the following screen will display:

a. Scroll down until the Portable Document Format (PDF) is displayed in the left Content Type column:
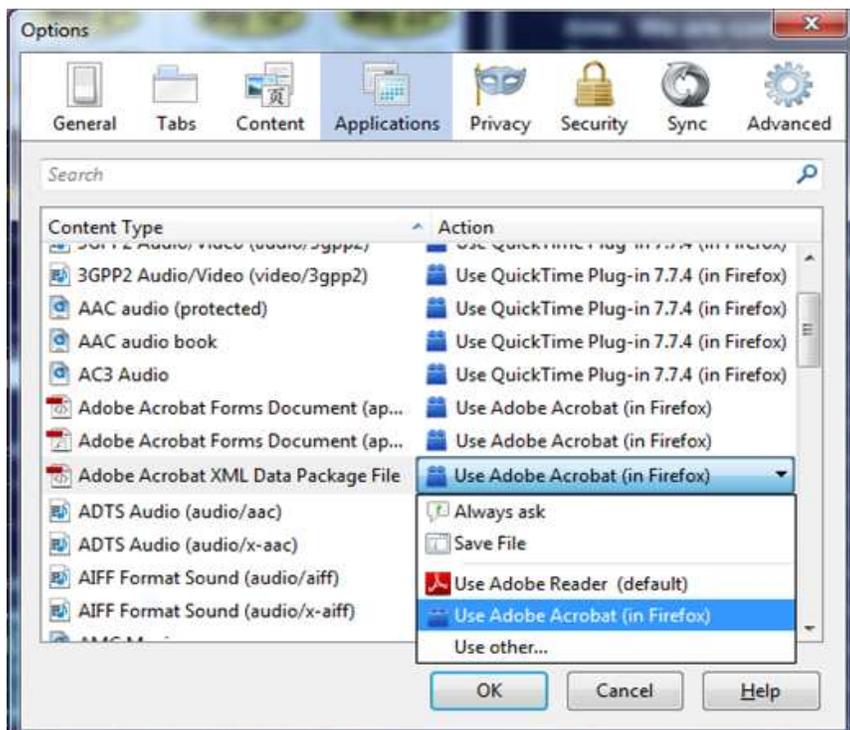

b. In the right Action column, left-click the down arrow to the right of the "Preview in Firefox" selection and a drop-down menu will display.

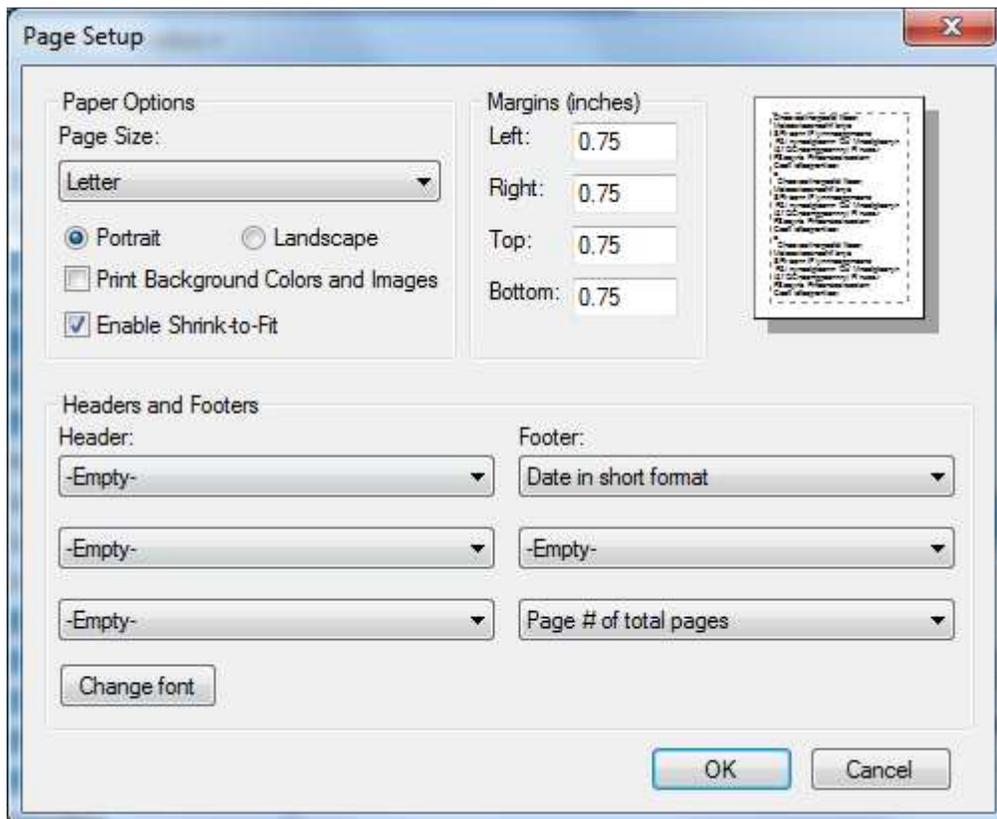i. Select "Use Adobe Acrobat (in Firefox)" if it is listed:

ii. Select "Use Adobe Acrobat (in Firefox)" if it is listed:

c. Select "OK"

d. Close Firefox.
e. Open Firefox.
f. Access InfoPost and the Download button and the Tariff Menu Tree items are now functional.
g. Please note that with this change, links within a document may not work and will need to be copied into the URL Box:

How do I Set the Margins on the Browsers for Printing in Informational Postings?

IE V 10:

- Click on the 'spoked' wheel (Tools) on the top right, or press Alt and X

-

- Hover the mouse over the word **Print** and then click on **Page setup…**
- Set the Margins to **0.75**
- Check the Enable Shrink-to-Fit box
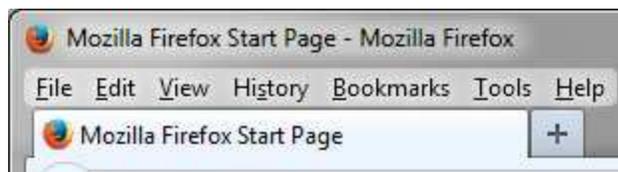- Set Headers and Footers according to your preferences

- Click OK

Firefox ESR:

- If there is an Orange Firefox button in the top left corner of the Firefox Start Page window:
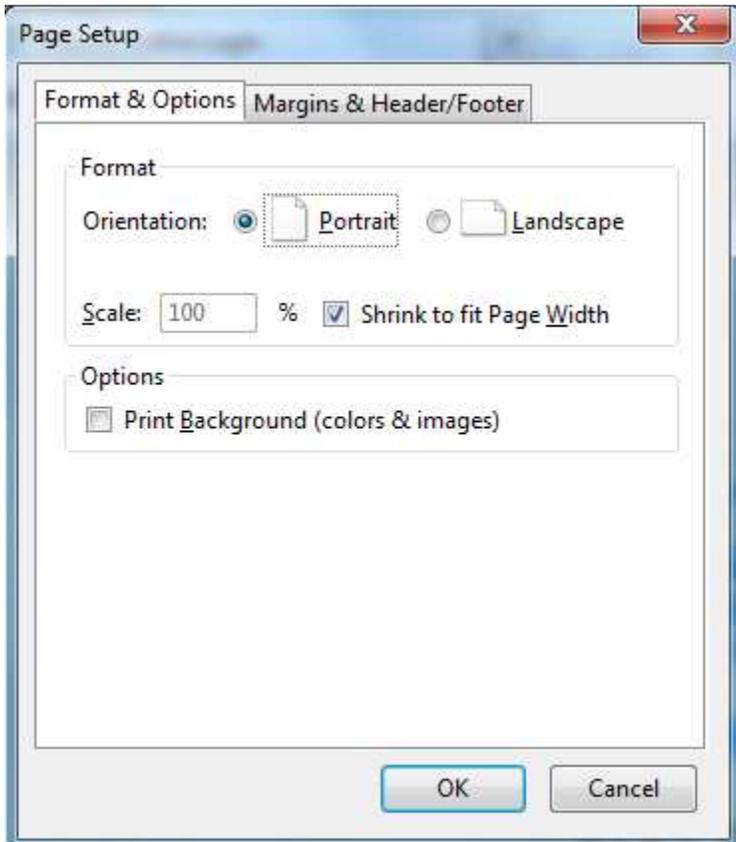

Left-Click the arrow pointing down and a drop-down menu will display.

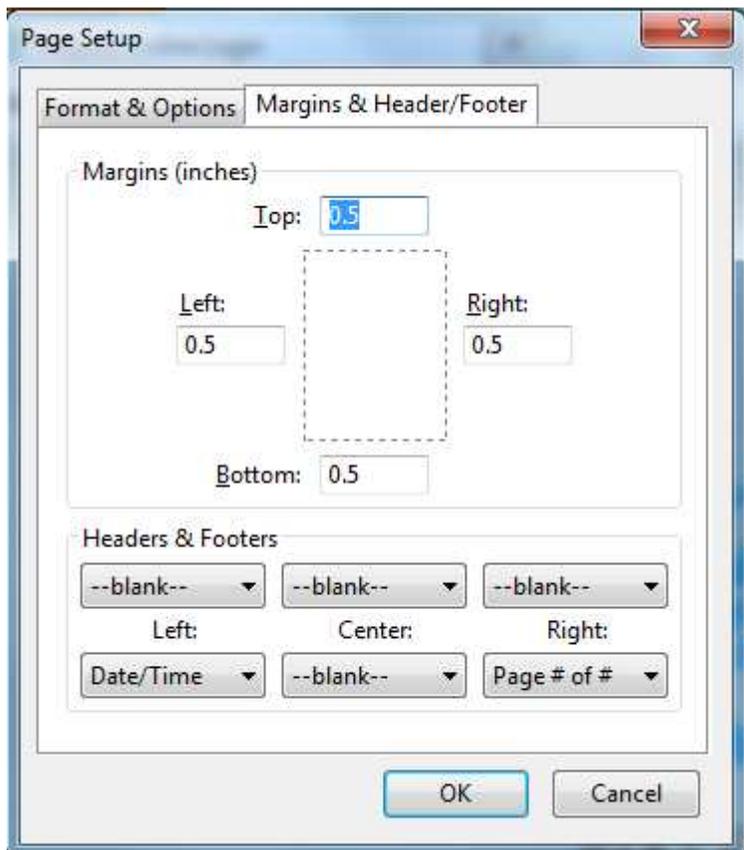- If there is a Menu Bar in the top left corner of the Firefox Start Page window:

Left-Click the Tools selection and a drop-down menu will display.

- Hover the mouse over the word **Print** and then click on **Page Setup…**

- On the Format & Options tab check the 'Shrink to fit Page Width' box

- Click on the Margins & Header/Footer tab

- Set the margins to **0.5**

- Set Headers & Footers according to your preferences

- Click OK