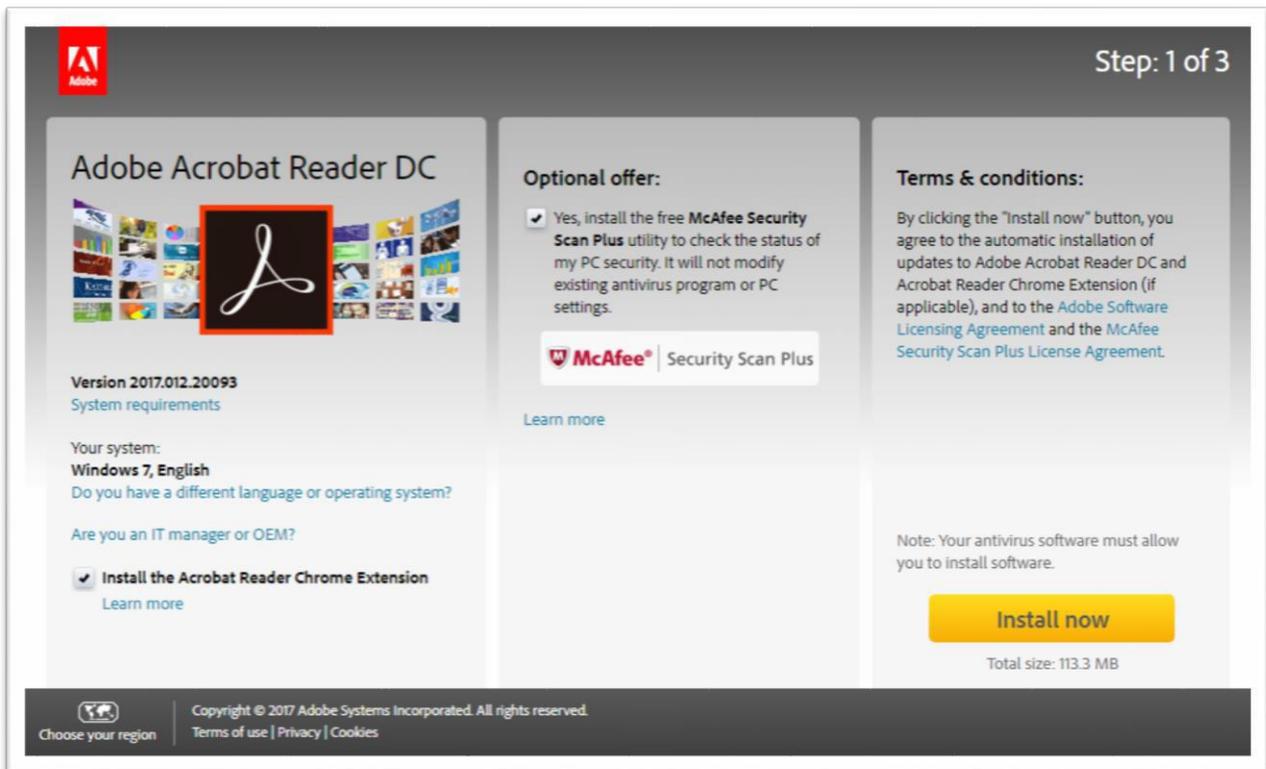**Ohio** | **Department of Taxation**

Dear Taxpayer,

Many of our fillable .pdf documents contain calculations based upon the information you key into the form. If you are a Windows 10 user, you <u>may not</u> see these forms properly. Unlike previous versions, Windows 10 comes bundled with a .pdf viewer. The .pdf viewer is fine for viewing information on the form that does not change; however, this does not work with information you enter on the form. To ensure the form functions properly and prints the information you enter correctly, please follow the steps below to download Adobe Acrobat Reader DC and set as your default program.

Step 1 – Get Reader

Adobe Reader can be downloaded at https://get.adobe.com/reader.

Once there, you will be presented with a screen similar to the one below in **Fig. 1**.
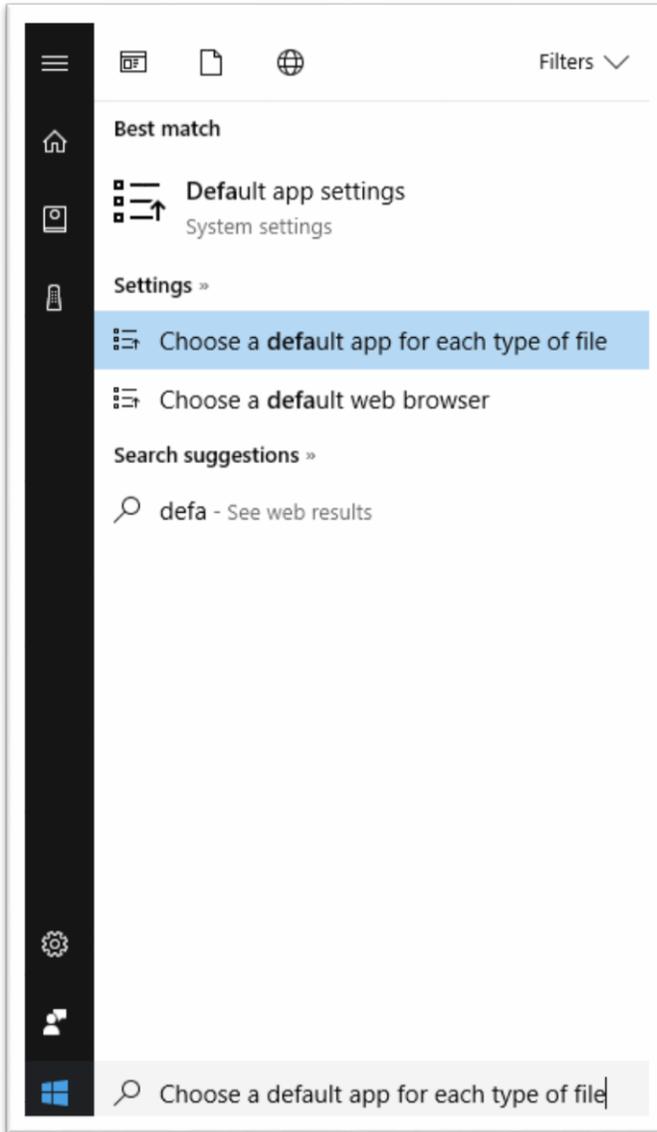

Fig. 1

The optional offer located in the center of the page is not required to install Adobe Acrobat Reader DC. Clicking the yellow "Install now" button in the lower right section will download the file and run typical Windows installation, requiring you to approve the installation, etc. Please complete the installation and continue to Step 2.
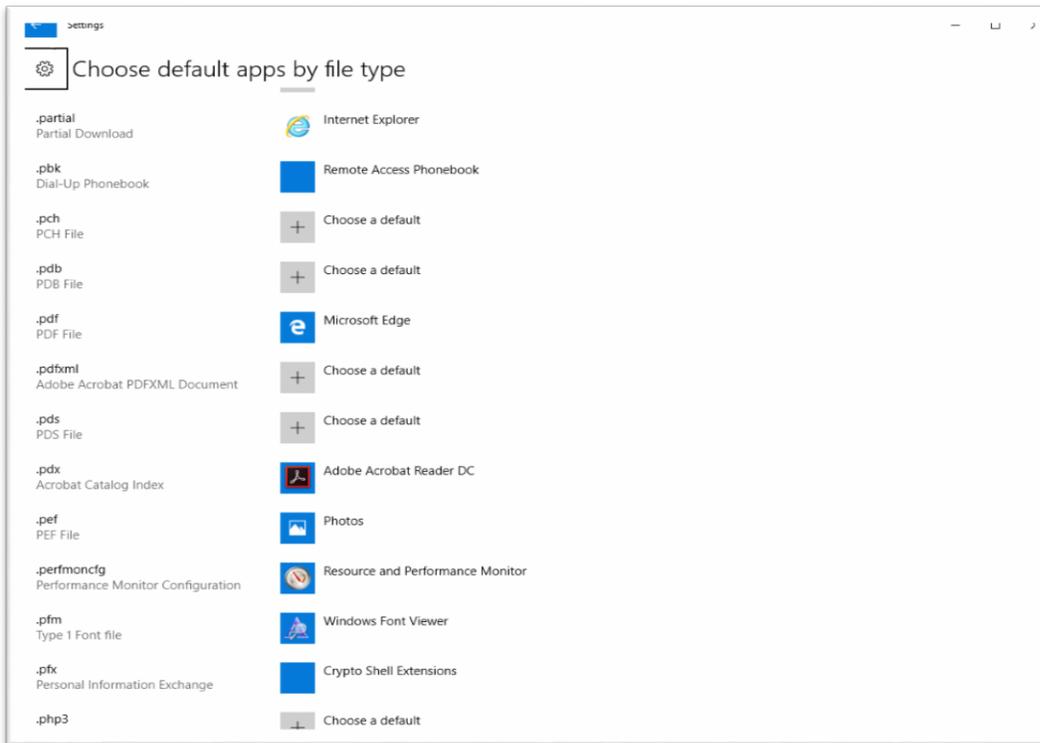
Step 2 – Set Default .pdf Application

Click on the Windows Start Menu using the Windows logo in the bottom left corner of the screen, then type "def" in the search box at the bottom of this menu. This will bring up the option to "Choose a default app for each type of file". This is shown in **Fig. 2** below.
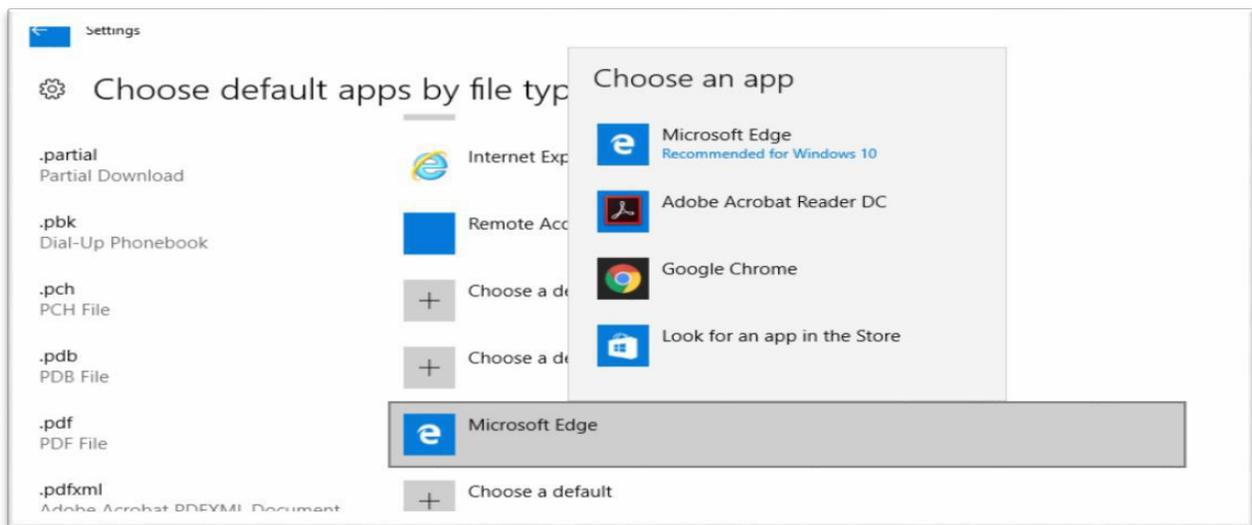

Fig. 2

Choosing this option will bring up the window shown in **Fig. 3** below. You will need to scroll down this list until you find the .pdf extension in the left list.
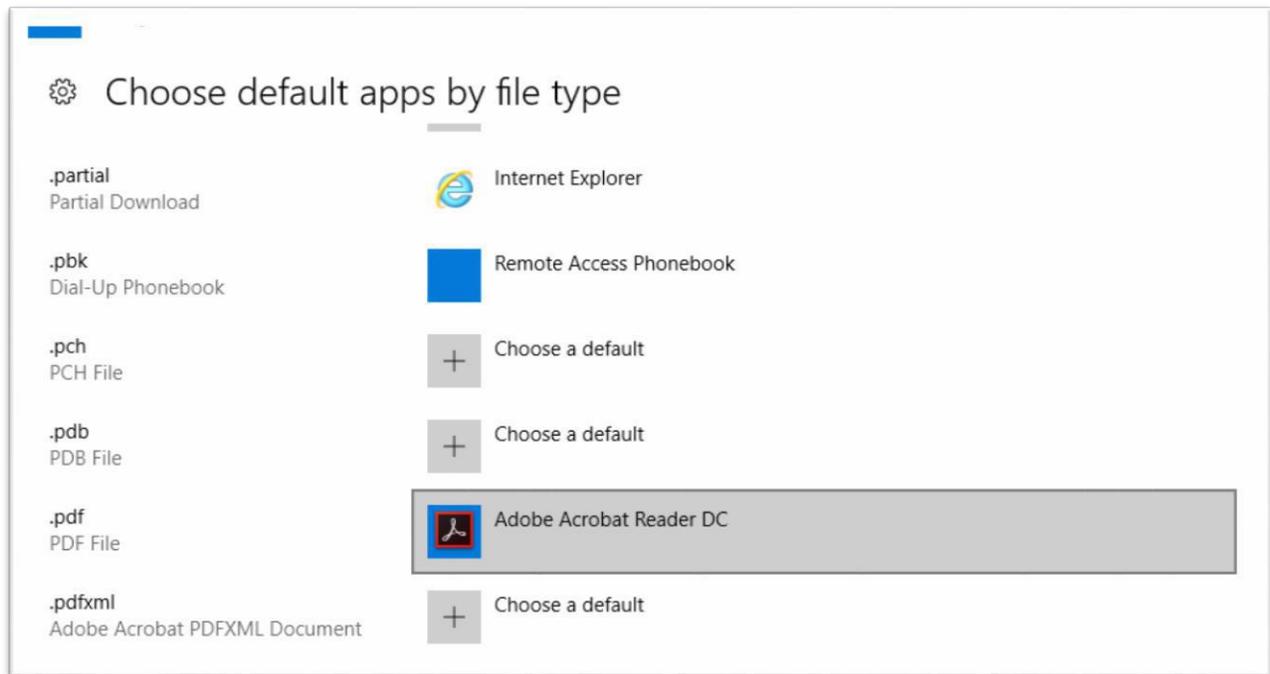

Fig. 3

Click on "Microsoft Edge" to the right if the .pdf extension in the list. This will present you with a list of compatible programs that will open .pdf files. See **Fig 4**.

Fig. 4

You will need to select "Adobe Acrobat Reader DC" from this list. Upon completion, your screen should look similar to what is shown below in **Fig. 5**.

Fig. 5

You can now close this window. Adobe Acrobat Reader DC is now set as your default application to open .pdf files.