



## AggieExpense receipts downloading instead of opening

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This is caused by a browser setting. Please make the necessary updates...

### Google Chrome:

1. On your computer, open **Chrome**
2. At the top right, click the 3 dots
3. Click on **Settings**
4. On the left hand side, click on the **Privacy and Security**
5. Click on **Site Settings**
6. Scroll to the bottom of the page and select **Additional content settings**
7. Under **PDF Documents**, select **Open PDFs in Chrome**

### Mozilla Firefox:

1. On your computer, open *Firefox*
2. Click the menu button and choose **Options** or **Settings** (or you can select **Tools** in the Firefox menu bar and select **Options**. If you do not see the menu bar, press the **Alt** key).
3. Select the **Applications** panel.
4. Find **Portable Document Format (PDF)** in the list and click on the entry to select it
5. Click on the drop-down arrow in the **Action** column for the above entry. In the **Action** section, change the action for how you want to open the file. The **Action** entry will show **Preview in Firefox** when you're using the built-in PDF Viewer.
6. To use an external application to view PDF files, select the entry for the PDF application you wish to use e.g. if you want the PDF to open in Adobe Reader instead of in the Firefox browser window, select **Use Adobe Reader**.
7. To use an available plugin to view PDF files in Firefox, select **Use PDF plugin name (in Firefox)**.
8. If you want to download the PDF files instead of opening them, select **Save file**.
9. If you want the receipt to open in the Receipt Image tab, select **Open in Firefox**

### Microsoft Internet Explorer:

1. Open **Internet Explorer**
2. Click the Internet Explorer **Tools** button and select **Manage add-ons**.

3. For the **Toolbars and Extensions** option, click in the Show drop-down list and select **All add-ons**.
4. Look for the *Adobe PDF Reader* in the extensions list. If you have a PDF reader program other than Adobe Reader, you may need to look for that program's name in the list instead.
5. Select the extension found in step 4 above and click the **Disable** button in the bottom left of the Manage Add-ons window.

To enable the ability for Internet Explorer to open and display PDF files in the Internet Explorer browser window enable the Adobe PDF Reader plug-in (or the extension for your PDF Reader, if you have something other than Adobe Reader installed).

#### **Microsoft Edge:**

1. Open **Microsoft Edge**
2. Go to **Settings**
3. Select **Cookies and site permissions**
4. Select **PDF Documents**
5. Turn off the option **Always open PDF files**