

## HOW TO CHANGE YOUR DEFAULT APPS

Just because you installed your favorite application on your computer doesn't mean Microsoft will turn it into the default app for a certain type of file. For example, if you would like Google Chrome to be your default browser (rather than Microsoft Edge) or prefer to use Photo Gallery as your default image viewer and editor (rather than Photo Viewer), or want to ditch Adobe Reader as your preferred PDF reader, here's how to do it:

1. Go to **Start > Settings > Apps** (or use the keyboard shortcut **Windows key + I** and choose **Apps**).
2. Click **Default apps** in the pane on the left.
3. You can set defaults for certain types of files right here, like photos, music, videos, documents, and so on.

The app you want to set as Default should ideally already be installed on your computer, but if it isn't, you can find apps directly in the Windows Store or download them from the Internet.

Scroll down in that list and you will get advanced controls to set apps as default based on the file type, or check an app's settings to find which file types it opens by default.

Note that you can **reset** all of your defaults to the Microsoft recommendations with a click on the button at the bottom of the list.