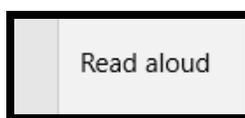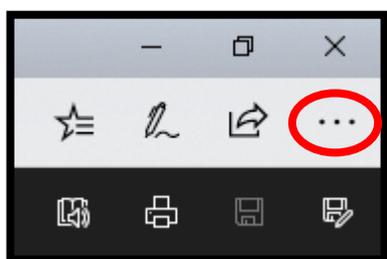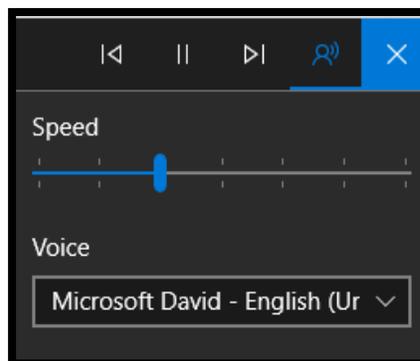# How to use Microsoft Edge PDF Reader

1. Locate a PDF in your file and double-click on it to open it in Edge. The PDF file should have an **e** on it if Edge is the default app for PDFs. If not, instructions on how to make Edge the default app for PDFs is included in the next section.
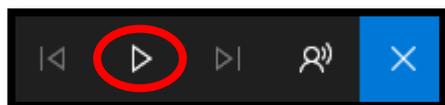

2. Click on the settings icon (…) to open settings and select Read aloud from the list. If you do not have Read aloud in your list, then you will need to install Windows updates. Instructions on how to install updates is included in the next section.

   a. To customize, click on the Voice Settings icon and choose a voice and reading speed
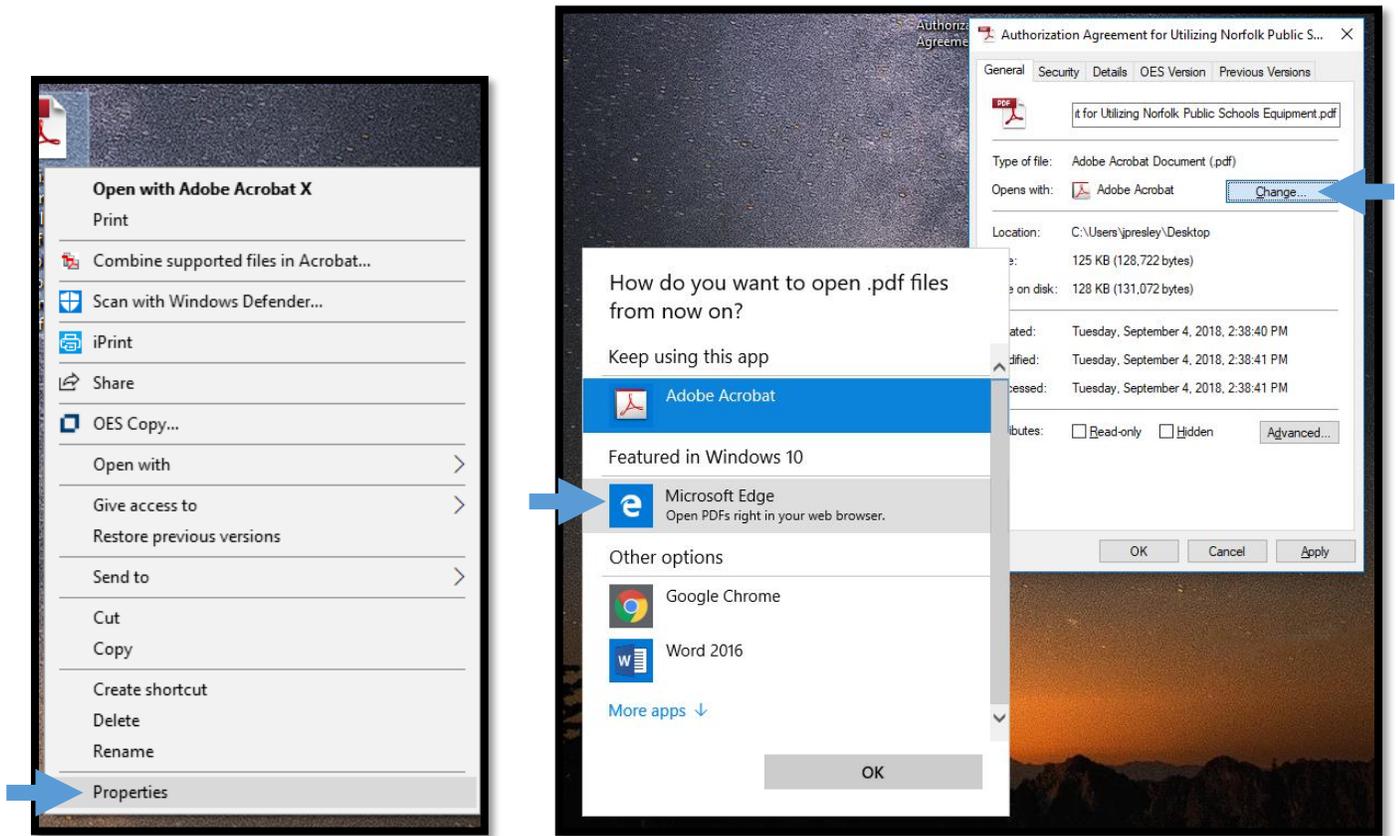

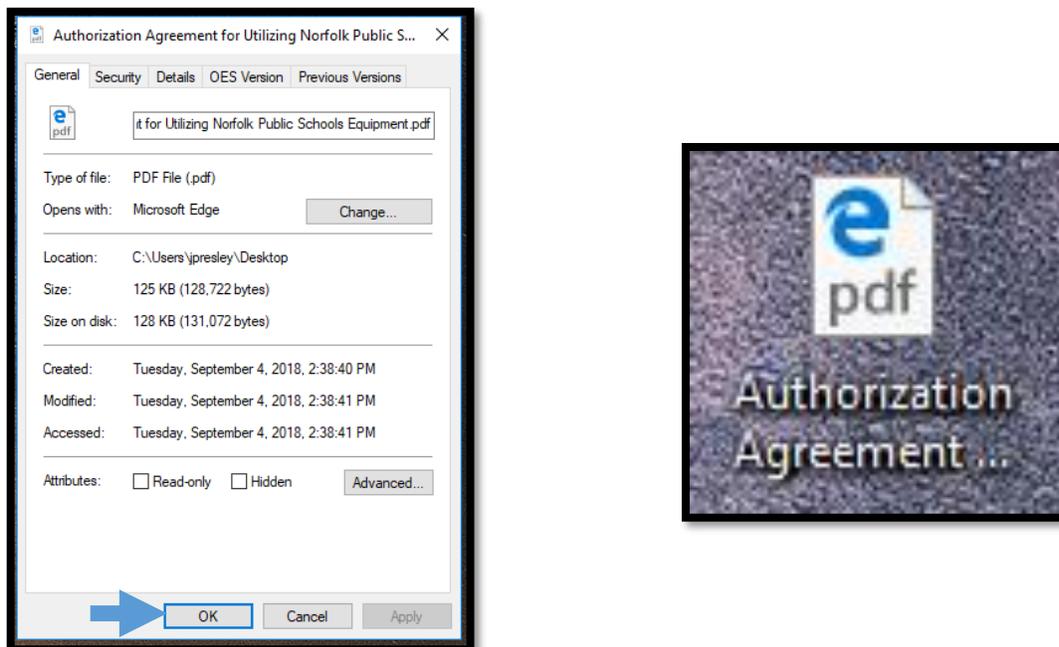   b. Click the Play icon and it will begin to read the text while highlighting

2. Click on the document to make the toolbar disappear or reappear
3. Edge will work online and offline

How to Make Microsoft Edge the Default PDF App

1. Locate a PDF file and right-click on it. Select Properties at the bottom of the list. Click Change in the Opens with section. Select Microsoft Edge from the list.
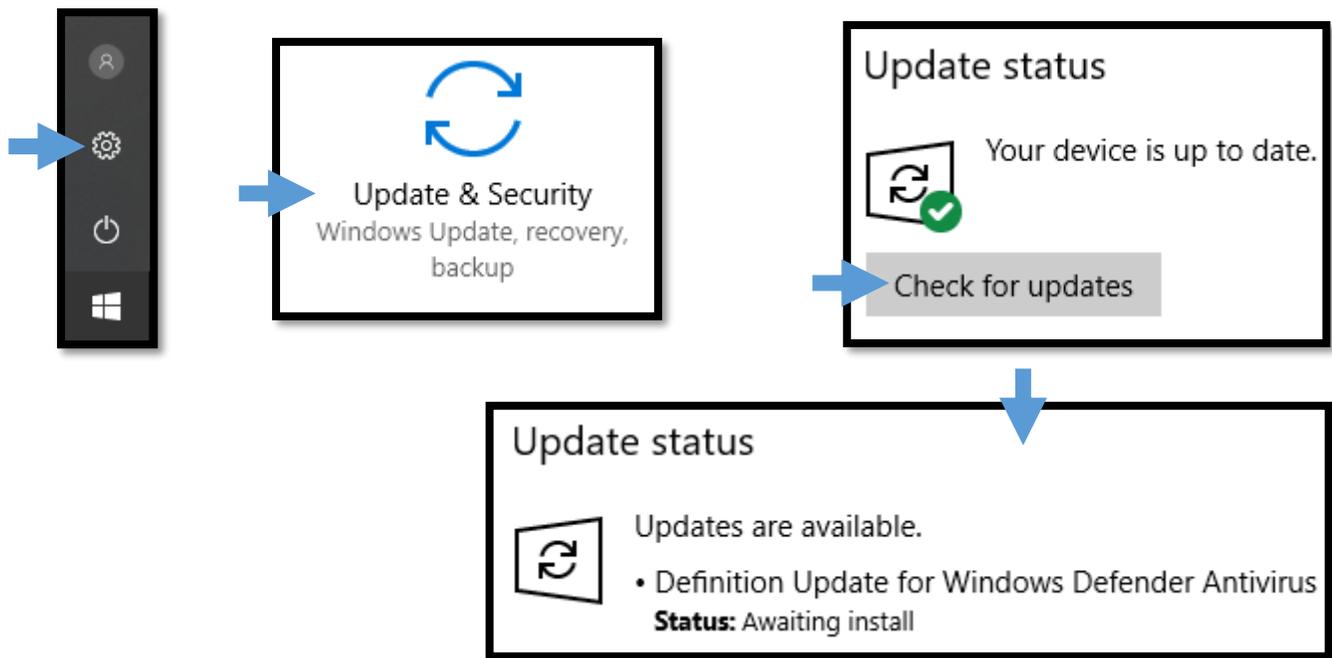

2. Click OK. The PDF file symbol will change to an **e** and it will now open with Microsoft Edge.

Created by Janette Presley, NPS Assistive Technology Specialist on 2/4/2020

How to Install Windows Updates

1. Go to Settings and click on Update & Security. Then click on Check for updates. Updates will automatically begin to install.

2. After allowing any updates to install, the Update status would indicate the device is up-to-date. However, one more check is required. Click on Check online for updates from Microsoft Update. Additional updates should appear and will automatically install. When complete, Microsoft Edge should be up-to-date and show all features that are permitted by NPS.