

## Changing/Setting the Default Application for Your Mac Files ... by Sandro V Cuccia

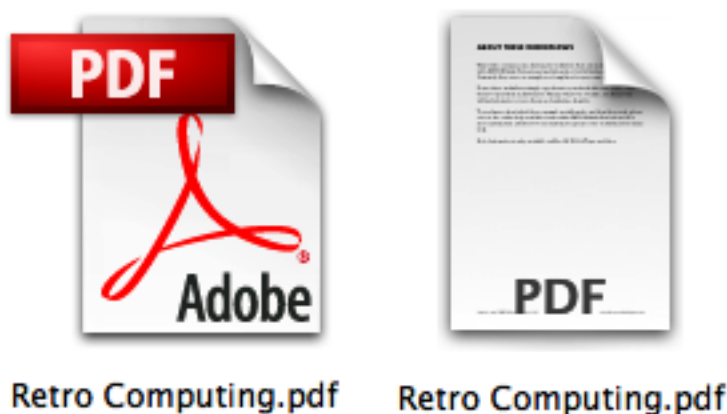
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This easy procedure will allow you to change which application will launch when you double-click on a file icon to open it. A typical example is where PDF files launch into *Adobe Reader* when you double-click on the file icon. Most Mac users prefer using the *Preview* application instead of *Adobe Reader*. *Preview* is a great little PDF reader/annotator and JPEG viewer application that comes pre-installed on every Macintosh.

This procedure presents a scenario where you want to set your Mac to open up *Preview* instead of *Adobe Reader* for all your PDF files.

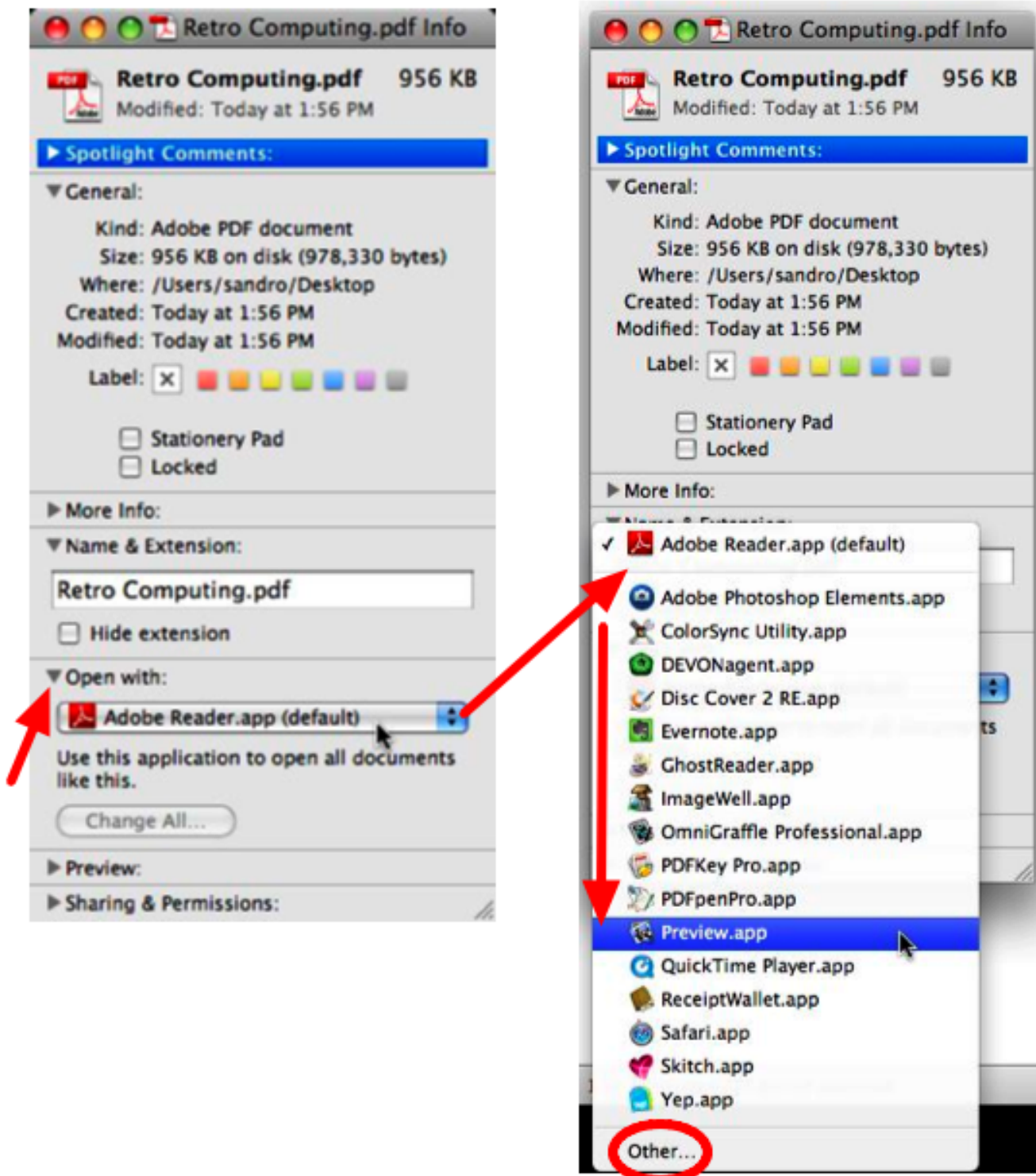
Please note that this is just one scenario. There may be others. For example, you may want your JPEG image files to open into *Photoshop* or *iPhoto* instead of *Preview*. You would follow the same general procedure as listed below.

### 1. Select any PDF file on your system by clicking on it once.



Most of the time - at least in OSX Leopard - the icon will clearly be identified as a PDF file. There are other situations where you may not be able to identify a file as a PDF just by looking at the icon. The only other ways to know are to either open the file and see if it launches *Adobe Acrobat* (or *Preview*) or you can see a file extension of ".pdf" attached to the file name, as in this figure. In order to see file extensions, though, you would have had to specifically enable this feature via the Finder Preferences.

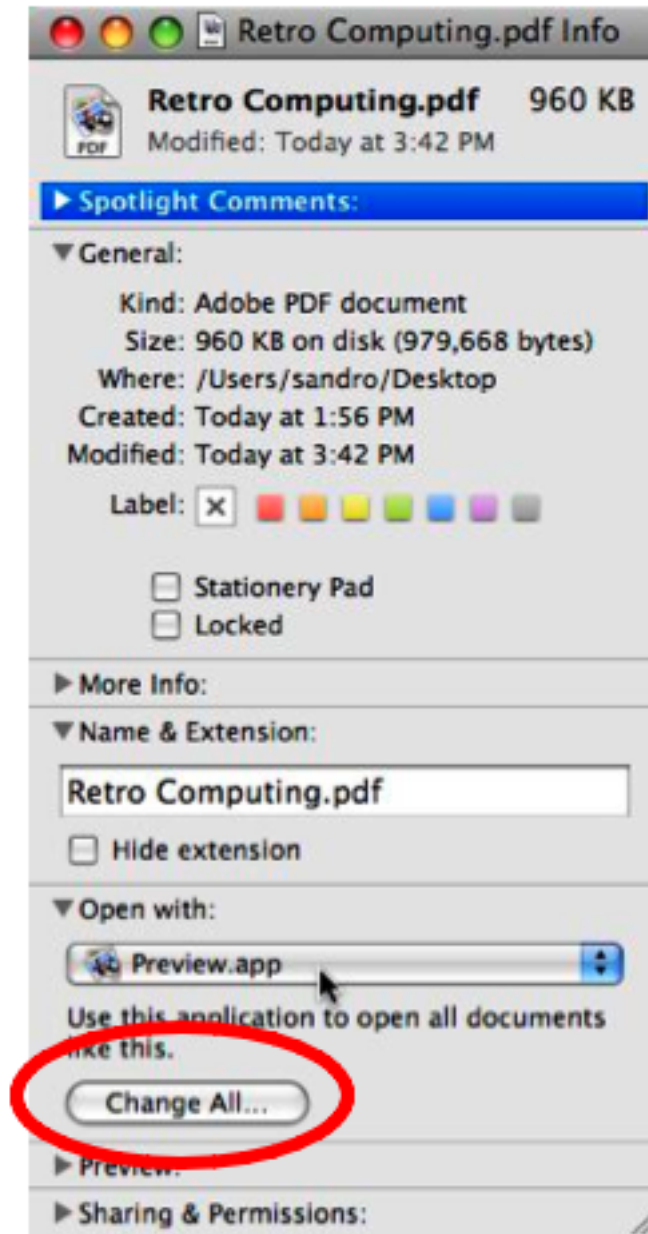
2. With the file icon selected, go to menu:FILE>GET INFO ... to open the INFO panel for the file.



The GET INFO panel is a very handy feature of your Mac operating system. Here, you can retrieve a great deal of information on the selected file. Looking down the panel, locate the "Open with:" section. If not already expanded, open that section by clicking on the little down-pointing disclosure triangle.

This will reveal a pop-up menu that shows applications on your Mac that can most likely deal with the format of the file you selected. In this example, this PDF file is set to open *Adobe Reader* by default. Change it by popping open the menu and scrolling down to select *Preview.app*. If you do not see *Preview.app*, you may locate it via the "Other..." menu item at the very bottom of the menu.

### 3. Set your Mac to have ALL similar (PDF) files open into Preview



In step 2, you set *Preview.app* as the default application to launch this ONE file that you selected back at the beginning. However, if you want ALL PDF files on your Mac to open into *Preview*, you need to click on the **CHANGE ALL...** button, as illustrated above.

You may now close the GET INFO panel, and you're done!