**How to Install Adobe Reader XI on Windows**

Close all versions of Reader. Close any browser that is displaying a PDF

Your antivirus software must allow you to install software

Installing Adobe Reader XI is a two-step process. First, download the installation package; then install Reader XI from that package file. You do not have to remove older versions of Reader before installing Reader XI

Go to <https://get.adobe.com/reader/>

Click on [Install now]

Follow the browser-specific instructions below:

|  |
| --- |
| Brower |
| Firefox | Internet Explorer | Chrome |
| 1. When the Opening dialog box appears, click [Save File]
2. Press Ctrl+J to open the download Library. When the download Library window appears, double click the .exe file for Reader
3. If prompted to open the executable file, click [OK]
4. When you see the confirmation message that the installation is complete, click [Finish]
 | 1. When the file download message appears at the bottom of the browser window, click [Run]
2. When you see the confirmation message that the installation is complete, click [Finish]
 | 1. When the downloaded file appears at the bottom of the browser window, click the .exe file for Reader
2. When you see the confirmation message that the installation is complete, click [Finish]
 |

**How to Install Adobe Reader XI for Mac OS**

(You need Mac OS 10.6.4, 10.7.2, 10.8 or later to run Reader XI)

Your antivirus software must allow you to install software

Installing Adobe Reader XI is a two-step process. First, download the installation package; then install Reader XI from that package file. You do not have to remove older versions of Reader before installing Reader XI

Go to <https://get.adobe.com/reader/>

Click on [Install now]

Follow the browser-specific instructions below:

|  |
| --- |
| Brower |
| Firefox | Safari | Chrome |
| 1. When asked whether to save the .dmg file, select [Save File]; click [OK]
2. In your Downloads window (Tools>Downloads), double-click the .dmg file
3. Double-click **Install Adobe Reader** to start the installation
4. When asked if you are sure that you want to open the file, Click [Open]
5. When prompted, enter your user name and password
6. When you see the confirmation message that the installation is complete, click [Finish]
 | 1. In your Downloads window (Window>Downloads), double-click the .dmg file
2. Double-click **Install Adobe Reader** to start the installation
3. When asked if you are sure that you want to open the file, Click [Open]
4. When prompted, enter your user name and password
5. When you see the confirmation message that the installation is complete, click [Finish]
 | 1. When the file appears at the bottom of the browser, click the file. If you don’t see the file, choose Downloads from the Chrome menu
2. Double-click **Install Adobe Reader**
3. When asked if you are sure you want to open the file, click [Open]
4. When prompted, enter your user name and password
5. When you see the confirmation message that the installation is complete, click [Finish]
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**How to set Adobe Reader as your default program for opening CASA court and CRB reports.**

Save the Court Report file (CASA\_CourtReport\_DynLC.pdf), the Amended Court Report file (CASA\_CourtReportAmend\_DynLC.pdf) and the CRB Report file (CASA\_CRBReport\_DynLC) to your desktop or a folder where you can find it.

After you have installed Adobe Reader XI, right click on the Court Report file and select [Open with]. Select [Choose default program…]. Select Adobe Reader and click [OK].

Repeat this step with the Amended Court Report and CRB Report files.

**A note about Windows 10 (Microsoft Edge)**

If you are using Microsoft Edge (Windows 10) as the default browser, it is also the default PDF viewer. The CASA reports may not open or work properly in PDF Viewer. To change the default PDF Viewer to Adobe in Windows 10, click on the Start Menu. Select *Settings*, *System*, *Default Apps*. Scroll down and click on *Choose default apps by file type*. Scroll down and look for .*pdf* on the left side. Click on the Microsoft Edge icon to the right which will open the ‘Choose an app’ box. Select *Adobe Reader* as default to open PDF files.