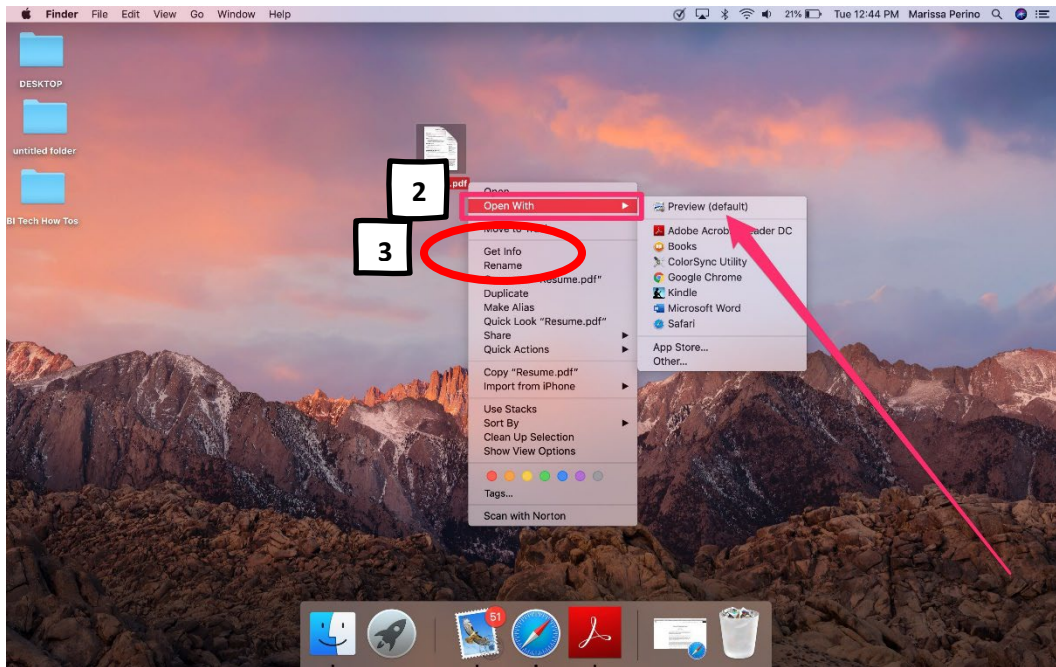
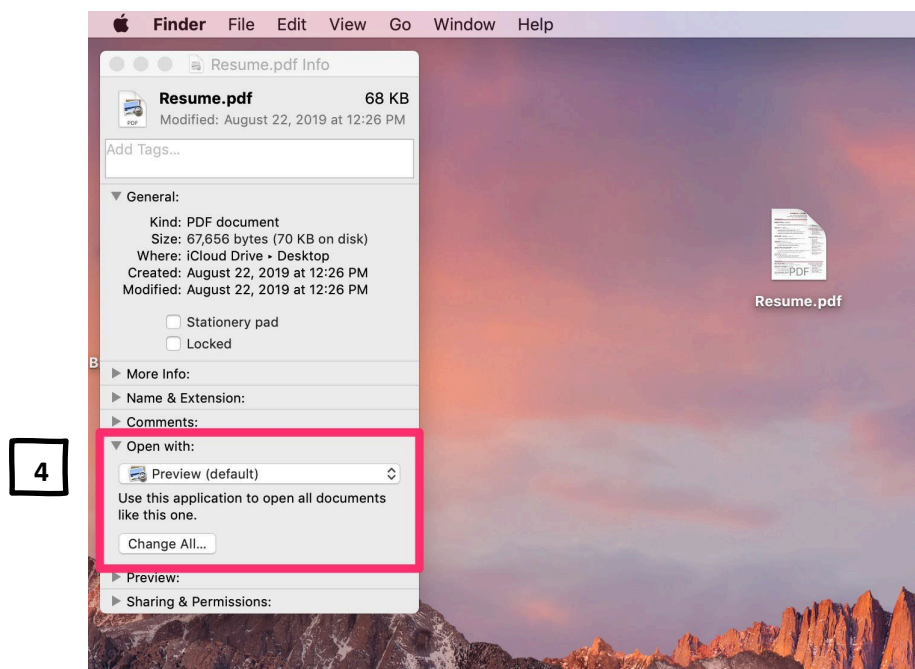


Computer Defaults (Apple/Mac):

1. To override your computer's default PDF reader (e.g. Preview), right-click on any PDF document already saved on your computer.
2. Hover your cursor over **"Open With"** to see your current default viewer.
3. Move your cursor and click **"Get Info"**.

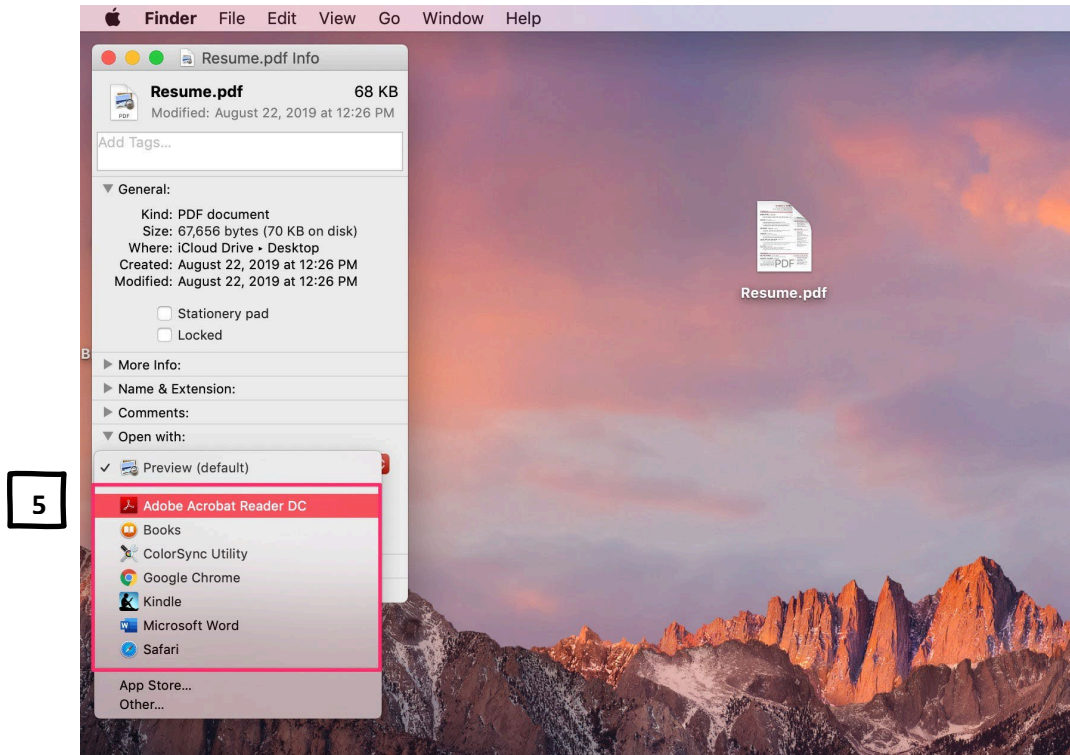


4. Under the "Open with:" tab, you will see your default application displayed in a grey box. (If the tab is closed, click the small grey arrow to the right of it to expand the tab.)

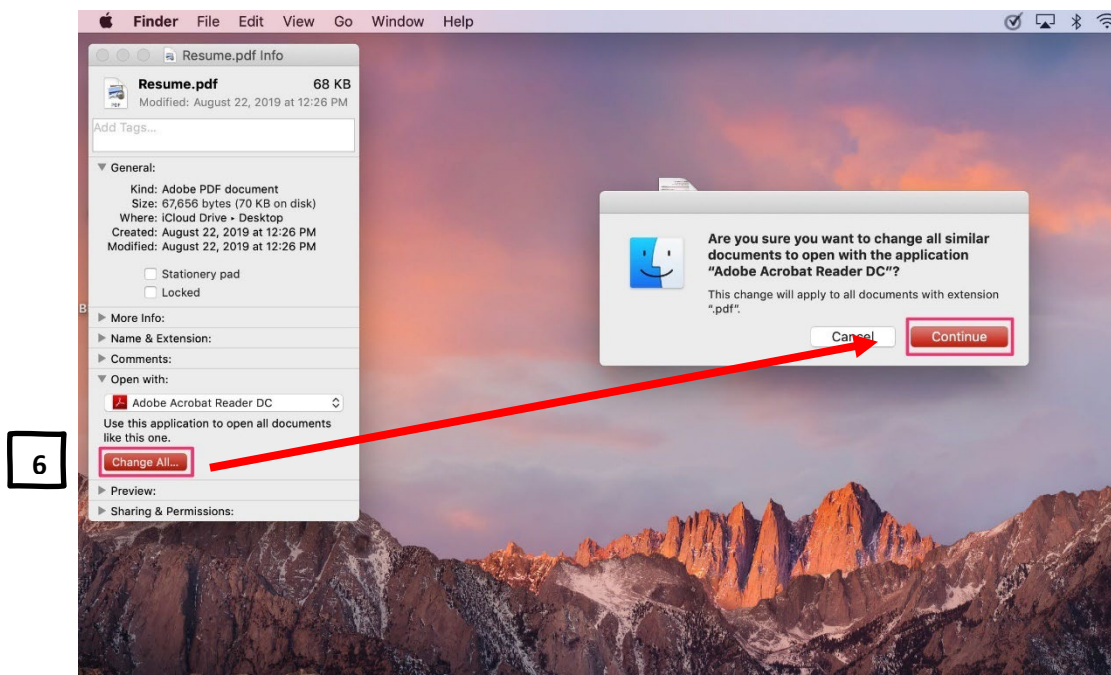


5. Click the box with the name of your current default PDF viewer and select **“Adobe Acrobat Reader DC”** from the menu.

Please note, if Adobe is not listed as a choice, you will need to download the free version of the application from the Internet and repeat steps 1 – 5. (<https://www.adobe.com/acrobat/pdf-reader.html>)



6. Once you've selected Adobe and it's displayed in the box, click the **“Change All...”** button. This will open a pop-up verifying that you want to make the change. Click **“Continue”** to confirm.

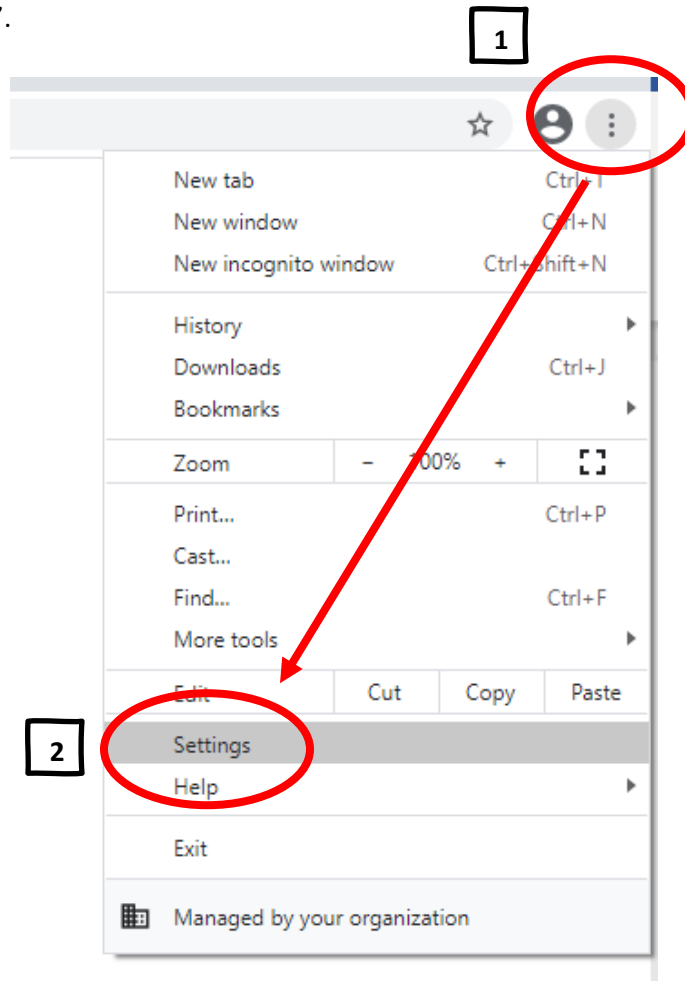


7. Save and/or download a blank version of the form to your desktop.

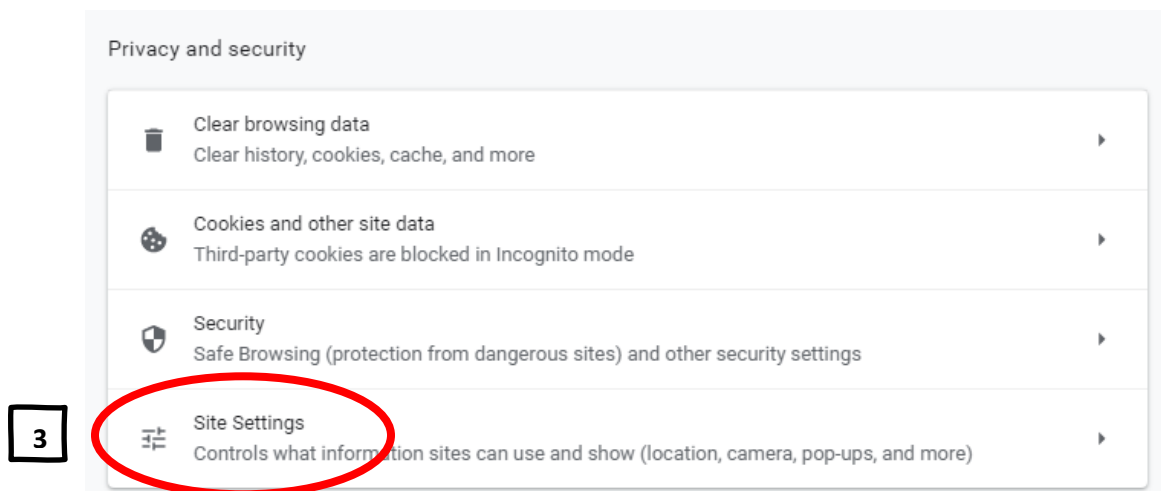
Please note, Mac users may continue to experience performance issues with the form. Currently, the Ohio Public Defender and the Court do not support the use of billing programs and/or court forms on a Mac.

Web Browser Default - Google Chrome (Apple/Mac):

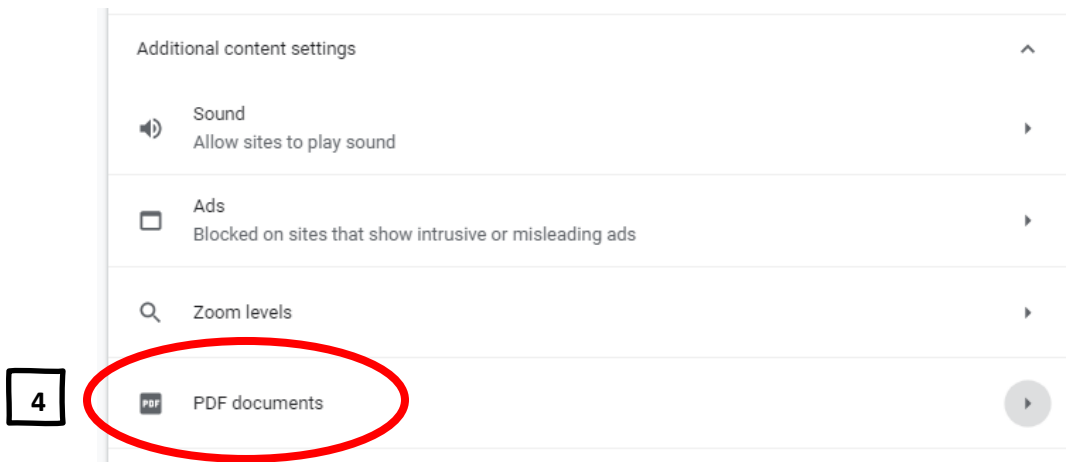
1. To automatically download forms and override Google Chrome's default PDF reader, open Google Chrome and click on the icon with the three vertical dots in the top right-hand corner of the screen.
2. Click "Settings".



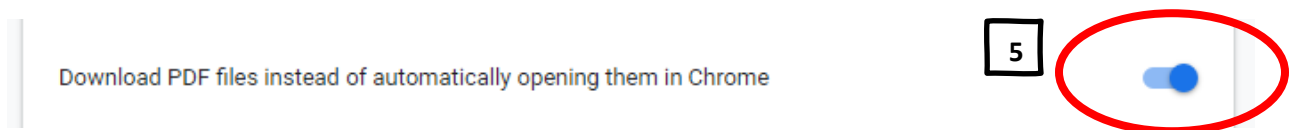
3. Click on "Site Settings".



4. Scroll down to “Additional content settings” and click “PDF documents”.



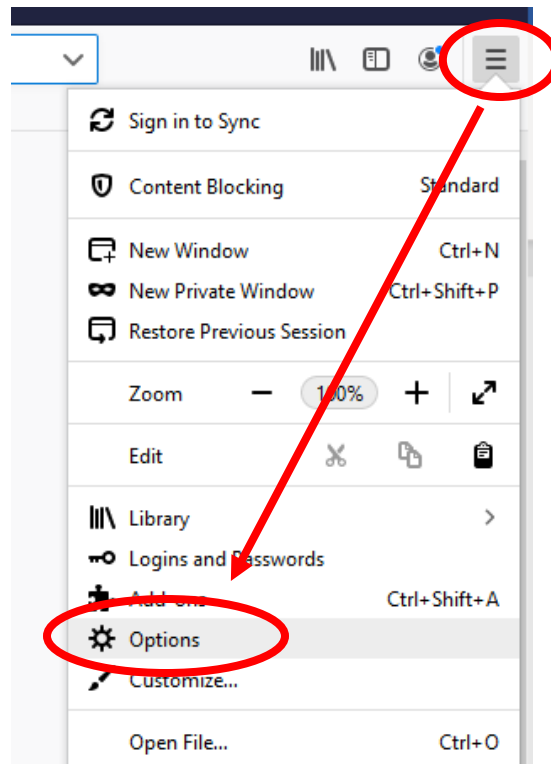
5. Turn the “Download PDF files instead of automatically opening them in Chrome” setting on.



6. Go back to the court’s website and click on the form. The form should automatically download. Save a blank version of the downloaded form to your desktop.

Firefox (PC/Windows):

1. To automatically download forms and override Firefox's default PDF reader, open Firefox and click on the icon with three horizontal lines in the top right-hand corner of the screen.

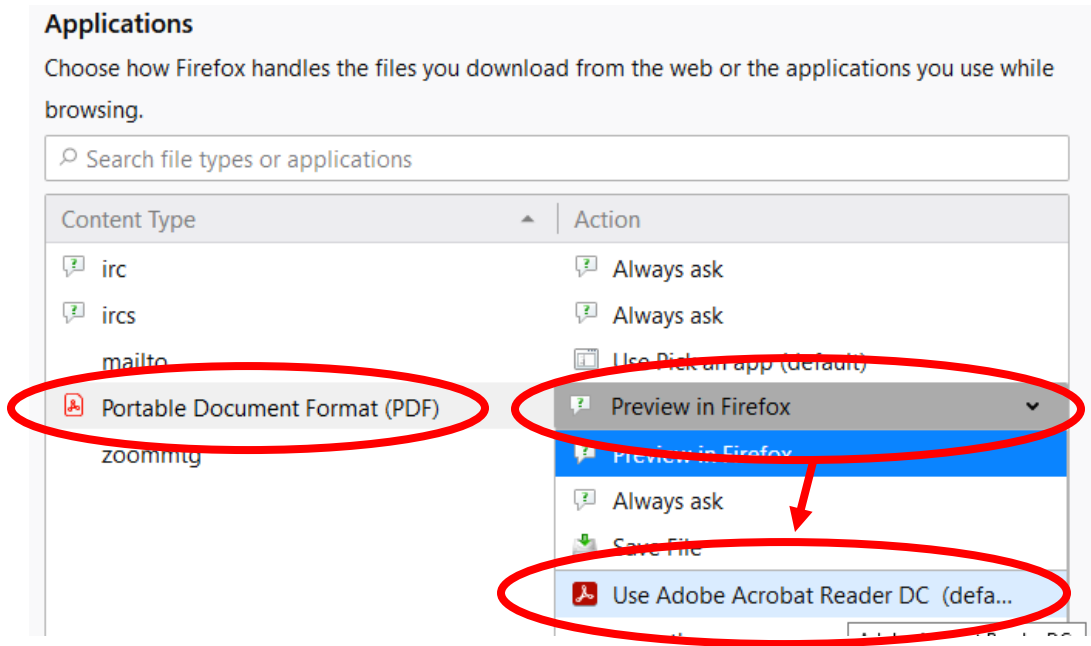


2. Click "Options".
3. Scroll down to "Files and Applications".
4. Under Downloads, select "Save files to" and "Downloads".



5. Under Applications, look for the Portable Document Format (PDF) file type. In the column to the right, click on the application associated with the PDF file type. (It will be different for each user.) From the menu of choices, select “Use Adobe Acrobat Reader DC”.

Please note, if Adobe is not listed as a choice, you will need to download the free version of the application from the Internet and repeat steps 1 – 5. (<https://www.adobe.com/acrobat/pdf-reader.html>)



7. Go back to Firefox’s home screen and type in the court’s website (<https://drj.fccourts.org>). Click the “Forms” tab and open the Appointed Counsel Fee Application form. The form should automatically download. Save a blank version of the downloaded form to your desktop.