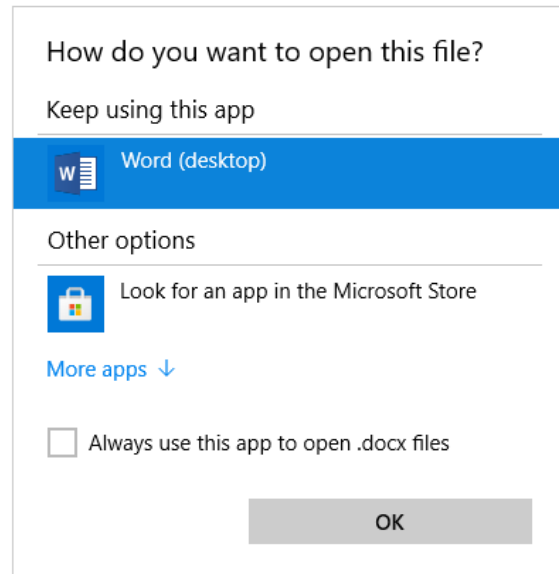


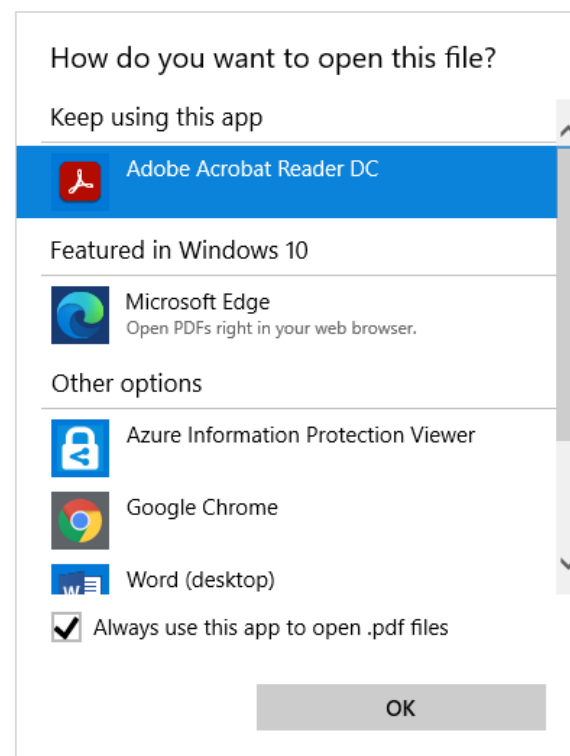
Background

You can set a preferred application to automatically open a downloaded document rather than opening in your preferred web browser.

For example, the **File Note** document file type is a DOCX therefore the preferred application to always open is set to 'Word'.



Another example, the **Decision Notification Form** document type is PDF therefore the preferred application to always open is set to Adobe Acrobat Reader.





Included instructions

- [Set the 'always open' application when downloading a document](#)
- [Set the 'always open' application from a document within the Download folder](#)
- [Set the preferred application to open files](#)

Related Instructions

Visit the PlanSA Support Library – [Request, upload and generate documents](#) for instructions on how to:

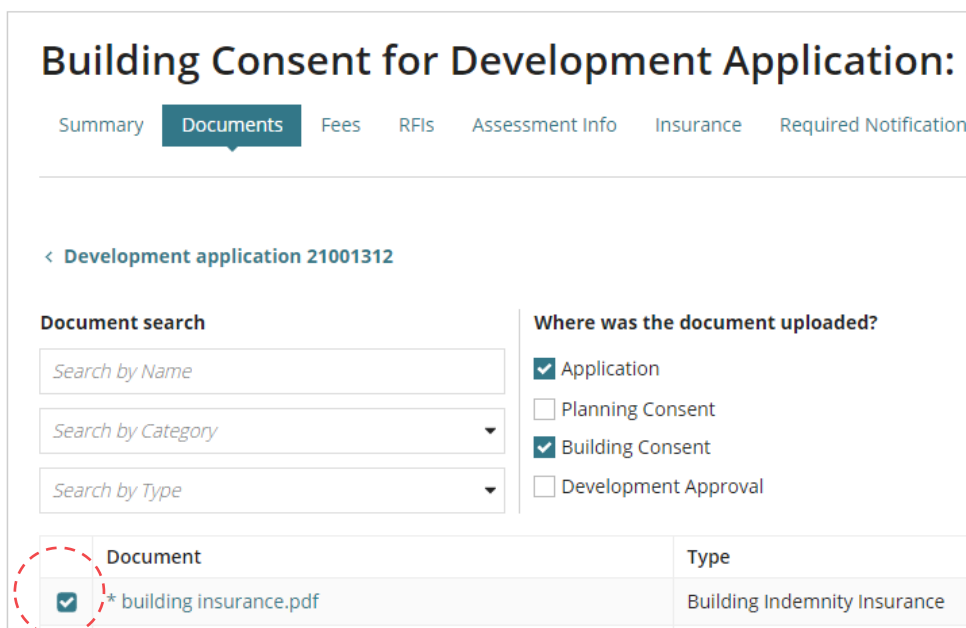
- Download multiple documents and open all at the same time
- Upload and supersede a document.

Set the 'always open' application when downloading a document

3

You can set documents downloaded to your computer to always open in a preferred application. To keep your 'open preferences' complete [Set the 'always open' application from a document within the Download folder](#) instructions.

1. Click on the **Documents** tab.
2. Use the **Search by Type** option or one of the document **Additional document filters** e.g. Decision Documents or Other Documents to locate the documents.
3. Click on the document file name to download.



Building Consent for Development Application:

Summary **Documents** Fees RFIS Assessment Info Insurance Required Notifications

< Development application 21001312

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

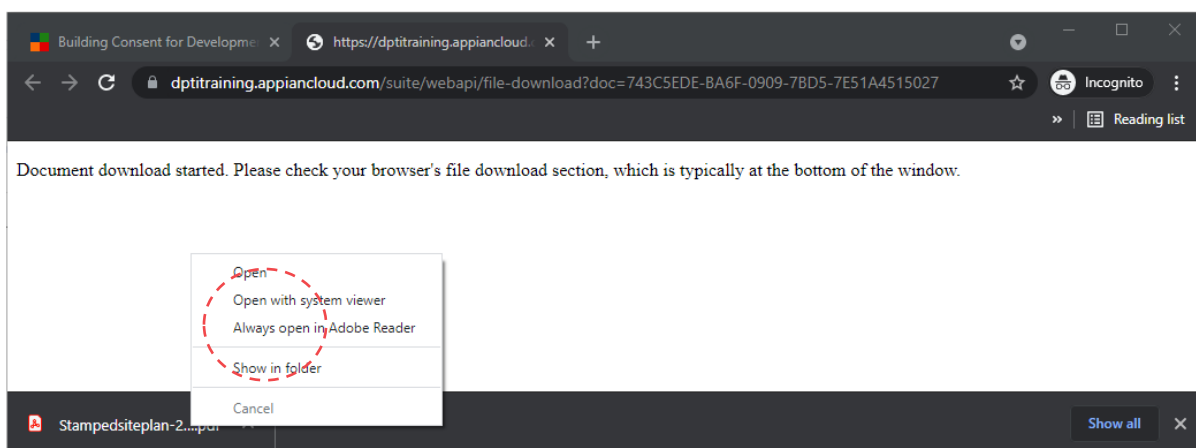
Planning Consent

Building Consent

Development Approval

Document	Type
<input checked="" type="checkbox"/> * building insurance.pdf	Building Indemnity Insurance

4. Left click mouse on the file download and select the **Always open** menu option shown for the document file type – for example PDF or Microsoft Word.



Building Consent for Development Application x https://dptittraining.appiancloud.com x +

dptittraining.appiancloud.com/suite/webapi/file-download?doc=743C5EDE-BA6F-0909-7BD5-7E51A4515027

Document download started. Please check your browser's file download section, which is typically at the bottom of the window.

Open

Open with system viewer

Always open in Adobe Reader

Show in folder

Cancel

Stampedsiteplan-2...pdf Show all x

The document opens in the saved file type, e.g. PDF, Microsoft Word.

How to...

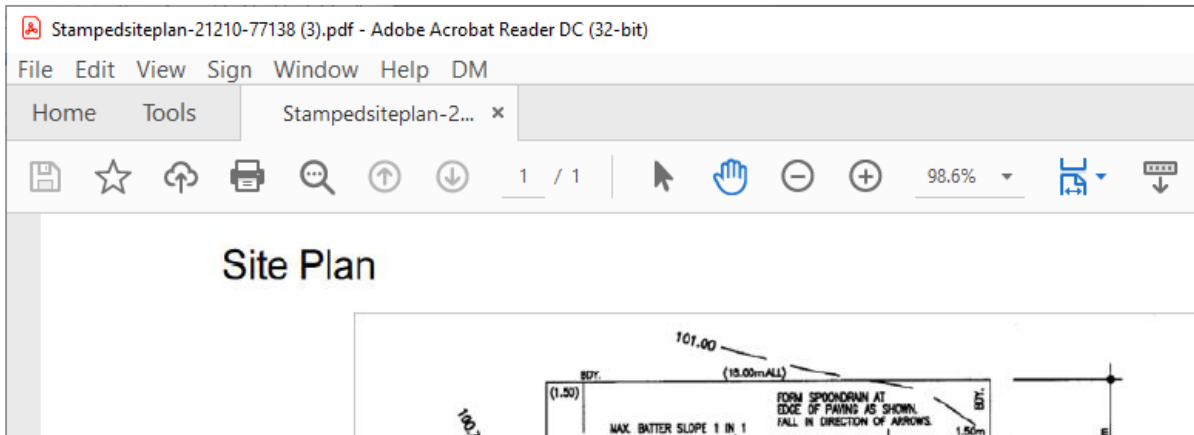
Set a document to always open with a preferred application



Government of South Australia
Attorney-General's Department



Version 1.1
Software version 3.28.0



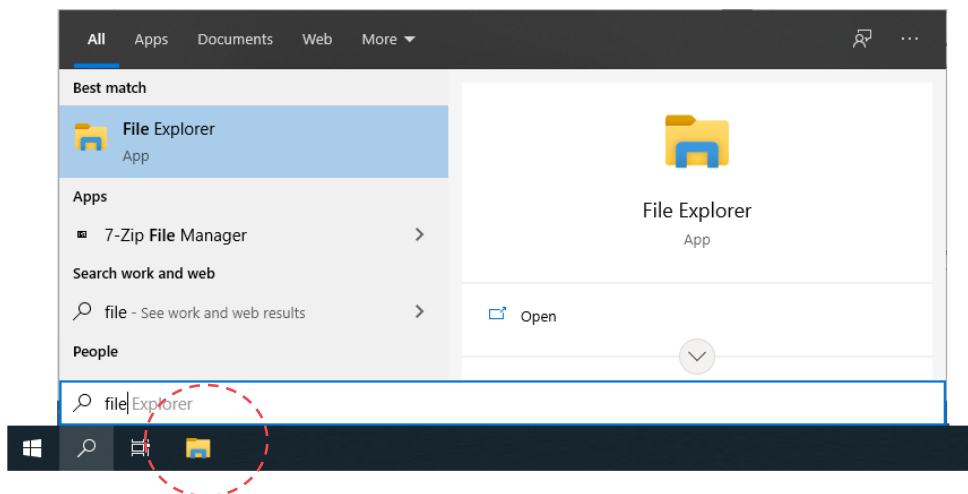
Set the 'always open' application from a document within the Download folder

You can set your document files to always open in a preferred application (e.g. Bluebeam, Adobe Reader, and Microsoft Word etc.) following the file download to your computer.

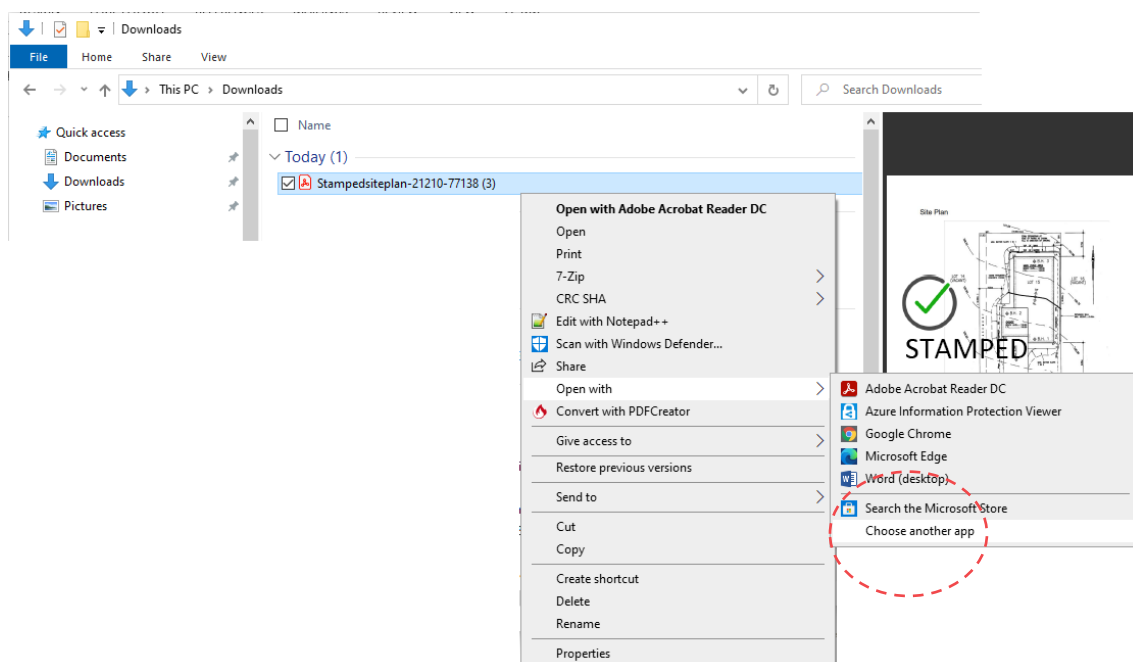
1. Click on **File Explorer** from the windows ribbon.

Alternative

Start typing 'File Explorer' and select from Best match.



2. Click on **Downloads** from the left-hand navigation.
3. Right-click on the file and follow pathway **Open With > Choose another app**.

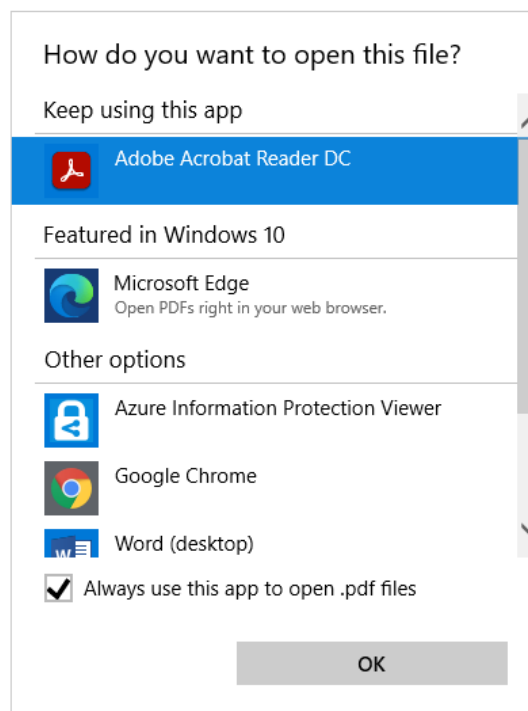


Set the preferred application to open files

Adobe Acrobat Reader will show as selected under 'Keep using this app' when 'Always open in Adobe Reader' performed when following [Set the 'always open' application when downloading a document](#) instructions.

You can find 'default applications' or 'explore more apps to locate your preferred application' under **Other options**.

4. In the **Other options** list locate the document reader application you require (e.g. BlueBeam) or 'keep using Adobe Acrobat Reader'.
5. Click **Always use this app to open .pdf files** to set your preference.
6. Click **Ok** to complete.



Application required is not visible

Scroll down until **More apps** ↓ is shown and then select to show more applications.

