## Downloading .pdf forms from the osp.msstate.edu site

## Mozilla Firefox

Quick instruction on how to download the .pdf version of the IAS:

- 1. Open our site osp.mstate.edu in Firefox.
- 2. Open the hamburger option in the extreme top right hand corner of Firefox (Open Application Menu) and select Settings.
- 3. Scroll down to Files and Applications and select the Application Content Type Portable Document Type (PDF).
- 4. In the Action column click the drop down and choose how you want Firefox to handle the PDF. Select *save file* and this will allow you to download the file to your computer.
- 5. Once your selection is clicked it will save your choice. Go back to the link on the OSP site and the IAS should download as normal.

## **Google Chrome**

- 1. Open our site osp.mstate.edu in Chrome.
- 2. Open the customize and control Google Chrome option in the extreme top right hand corner of Chrome (three dots) and select Settings.
- 3. On the left hand menu, choose Privacy & Security.
- 4. In the Privacy & Security section, select the Site Settings.
- 5. In the Site Settings list, scroll to the bottom and choose Additional Content Setting then PDF Documents.
- 6. Click the white radio button and turn on to *download PDF instead of automatically opening them.*
- 7. Once your selection is clicked it will save your choice. Go back to the link on the OSP site and the IAS should download as normal.

## Microsoft Edge

- 1. Open our site osp.mstate.edu in Edge.
- 2. Open the settings and more option in the extreme top right hand corner of Edge (three dots) and select Settings.
- 3. On the left hand menu, choose Cookies & Site Permissions.
- 4. In the Cookies & Site Permissions section, scroll down to the section All permissions.
- 5. In the All permissions list, scroll down and click PDF Documents.
- 6. Click the white radio button and turn on to *Always download .pdf files.*
- 7. Once your selection is clicked it will save your choice. Go back to the link on the OSP site and the IAS should download as normal.