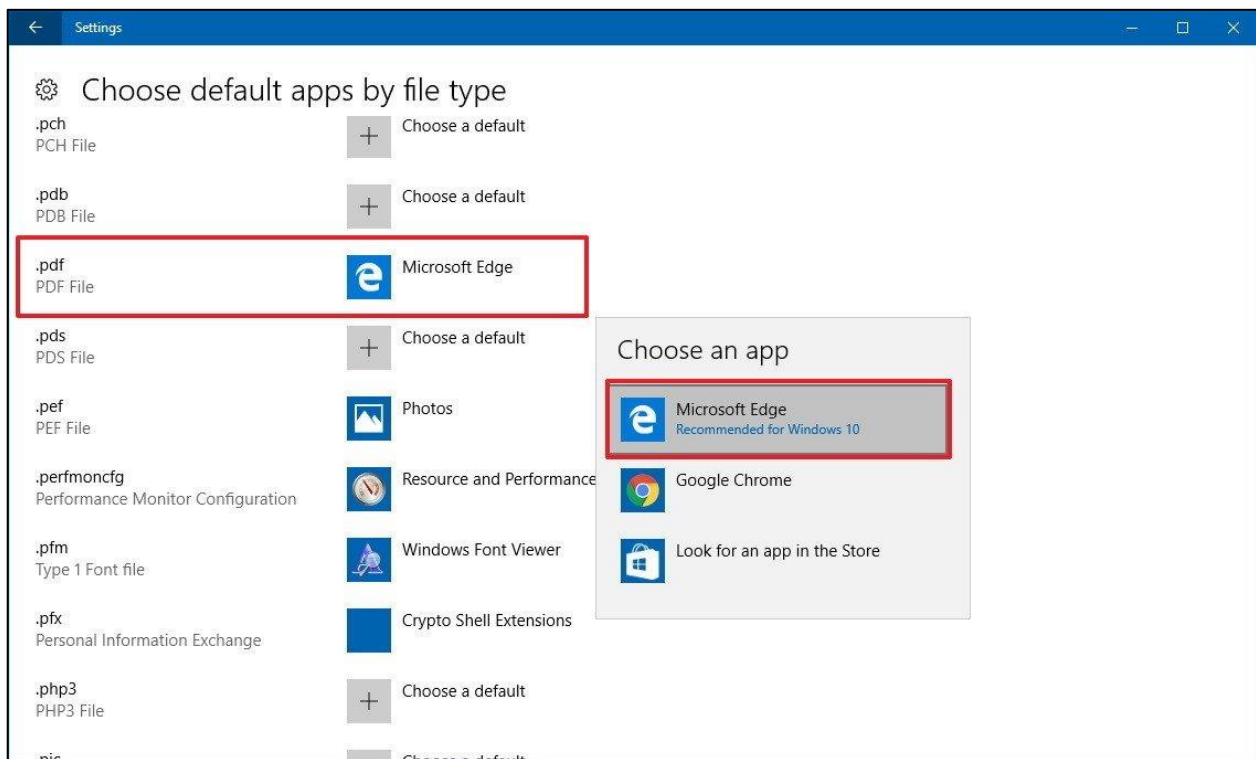# How to set Microsoft Edge as your default PDF reader

Although by default, Windows 10 sets Microsoft Edge as your default PDF reader, if you've been using another software to handle this type of document, you can quickly set the browser as your preferred PDF reader.

Simply go to **Settings** > **Apps** > **Default apps**, click the **Choose default apps by file type** link. Then scroll down and click the app that is currently set a default for **.pdf**, and select **Microsoft Edge** from the list.
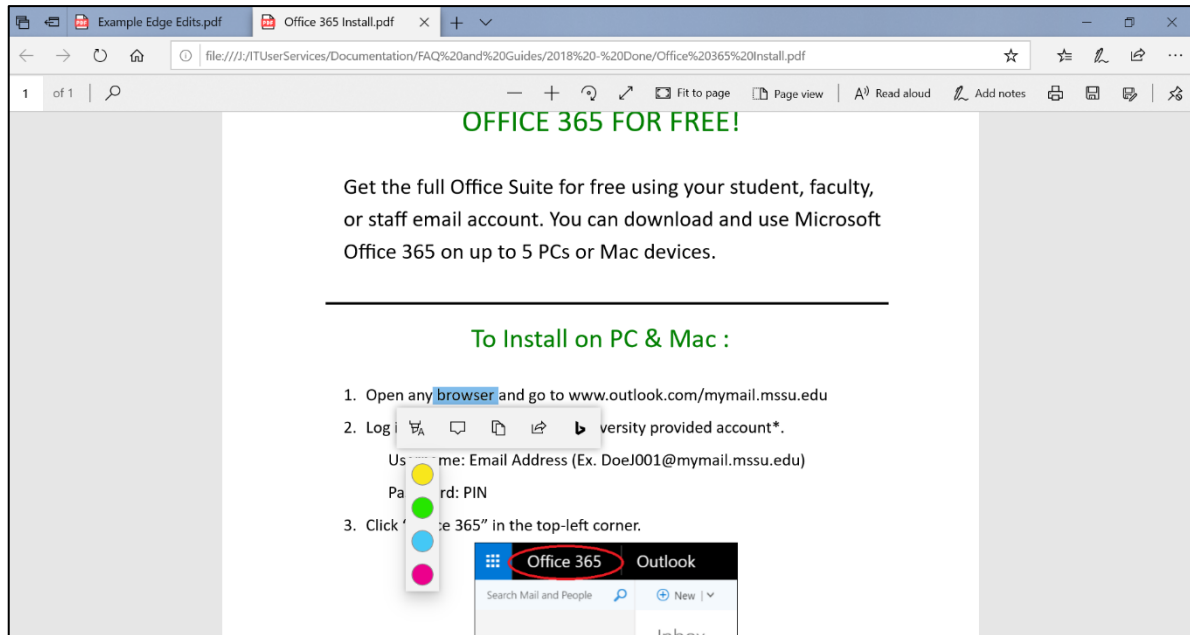

Once you've completed the steps, you can simply double-click a PDF document, and it'll open in the web browser.

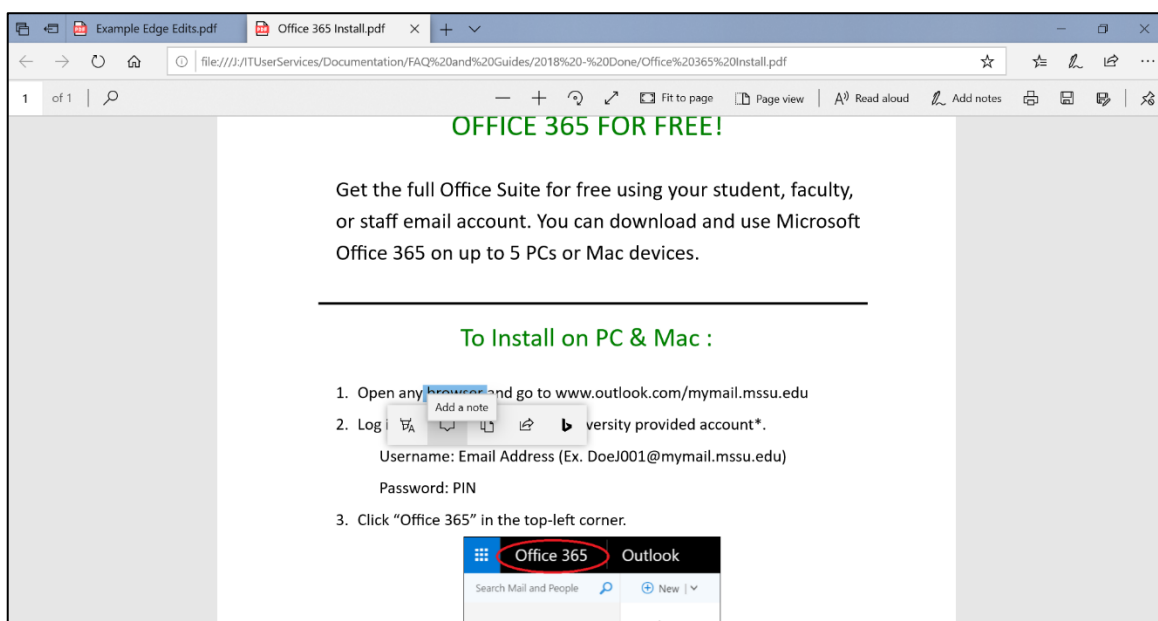# How to annotate a PDF document using Microsoft Edge

Microsoft Edge includes support for PDF annotation with a highlighter, notes, and the ability to ask Cortana.

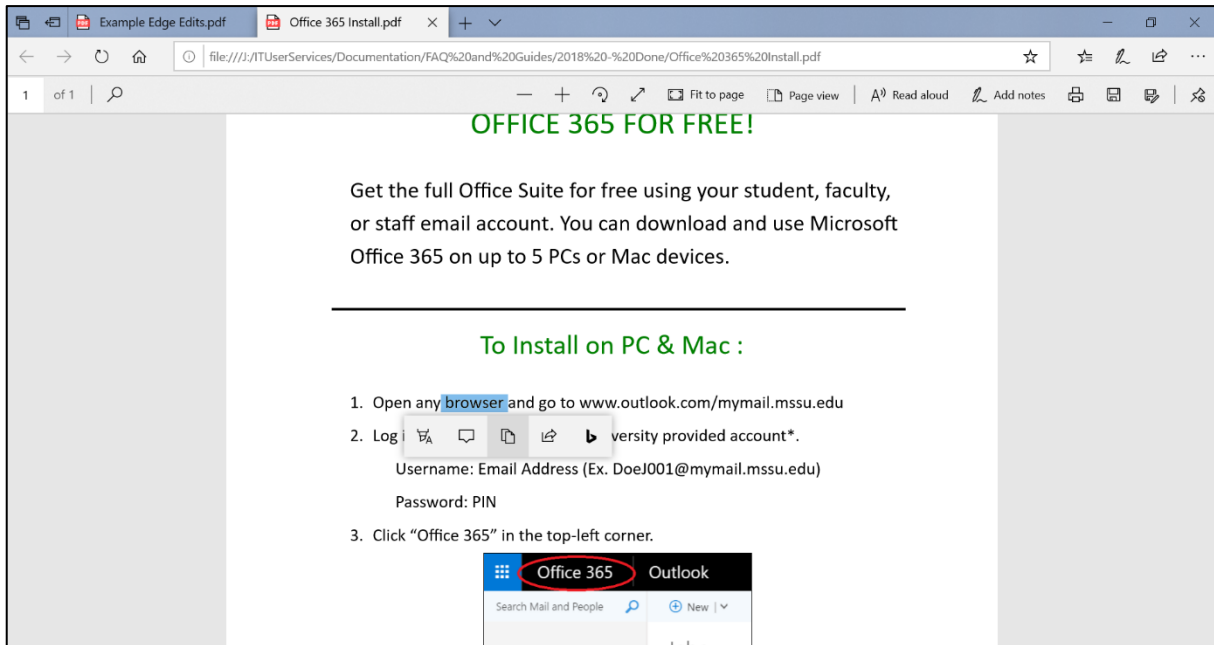When you open an unprotected PDF document, you can select some text to access the new menu with four buttons.

- **Highlighter –** Allows you to choose the highlight color and the option to remove a highlight.
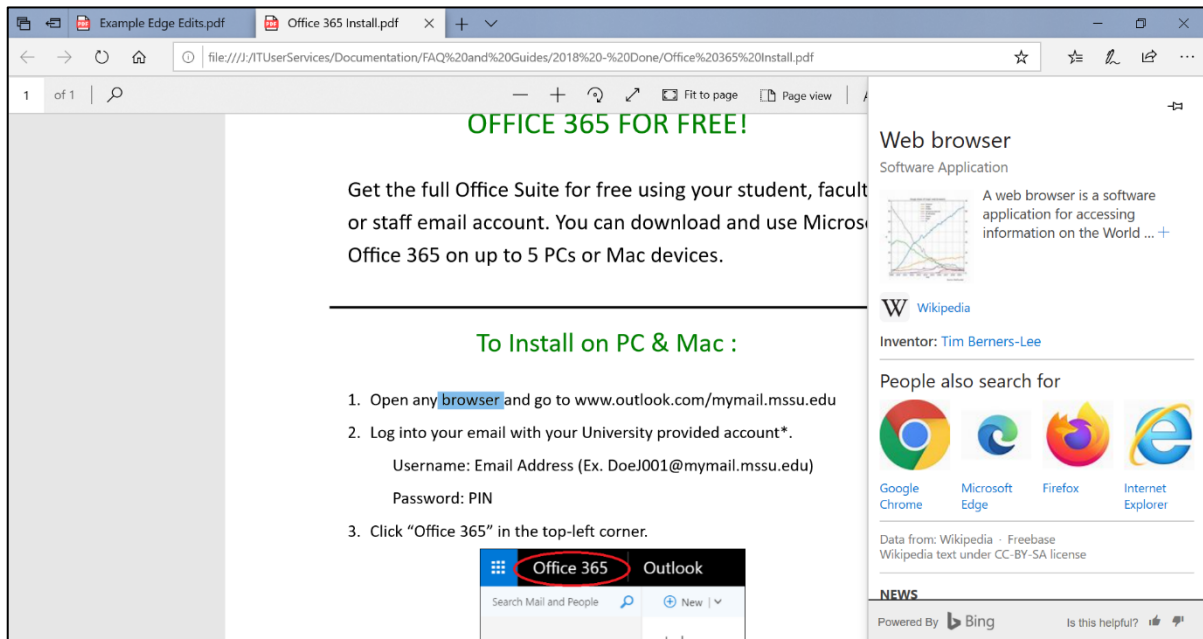

- **Note –** Opens up a notepad (similar to Sticky Notes), which you can use to add comments. Once you're done typing the note, click the **checkmark** button in the top-right corner, or the trash can button in the bottom-right to delete.

- **Copy –** Lets you copy the selected text to the clipboard, which you can then paste into another document.

- **Bing –** Selecting a word or some text, you can also click the **Bing button** to open the assistant flyout and research the word or text.
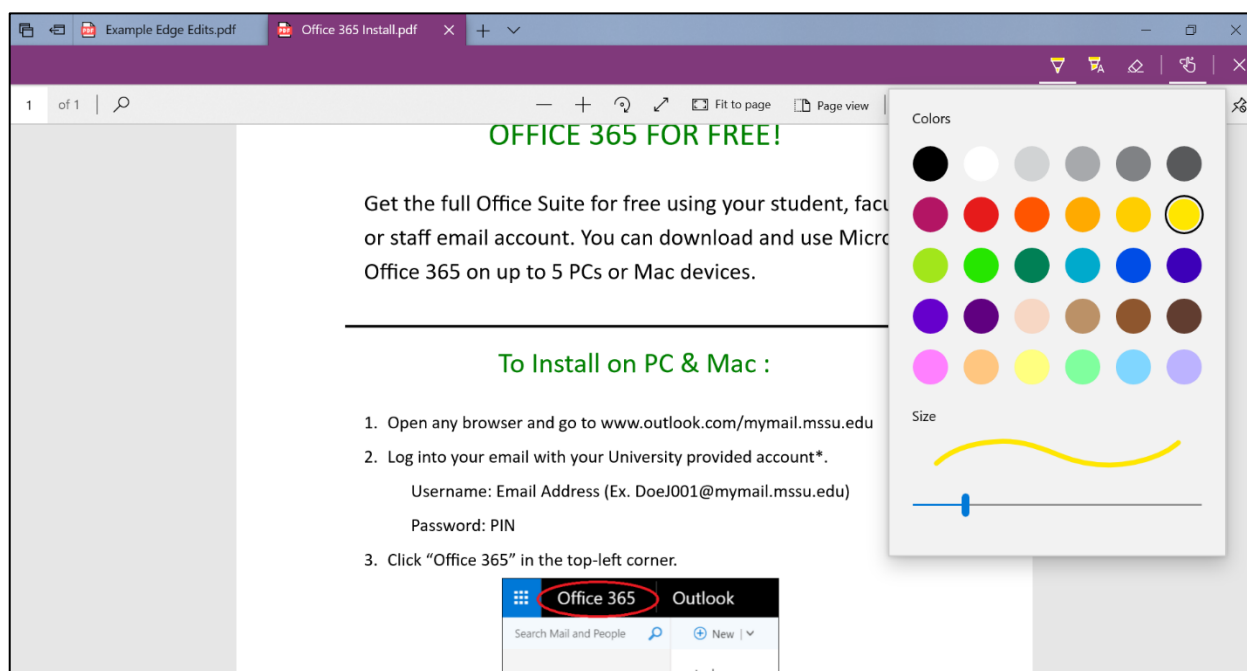
Annotating PDF documents with Windows Ink

Another feature that comes with Microsoft Edge is the ability to add notes to PDF documents using Windows Ink.

This feature was previously only available for web pages, but you can use your digital pen, mouse, or touch to annotate PDF documents with natural handwriting.

Simply click the **Add Notes** button next to the Share button to get started. The tools available are limited compared to annotating a web page, but you can change the pen and highlighter color and size, and there is also a Touch Writing button that allows you to use your finger as a pen on touch-enabled screens. Additionally, you also get an eraser to undo strokes.
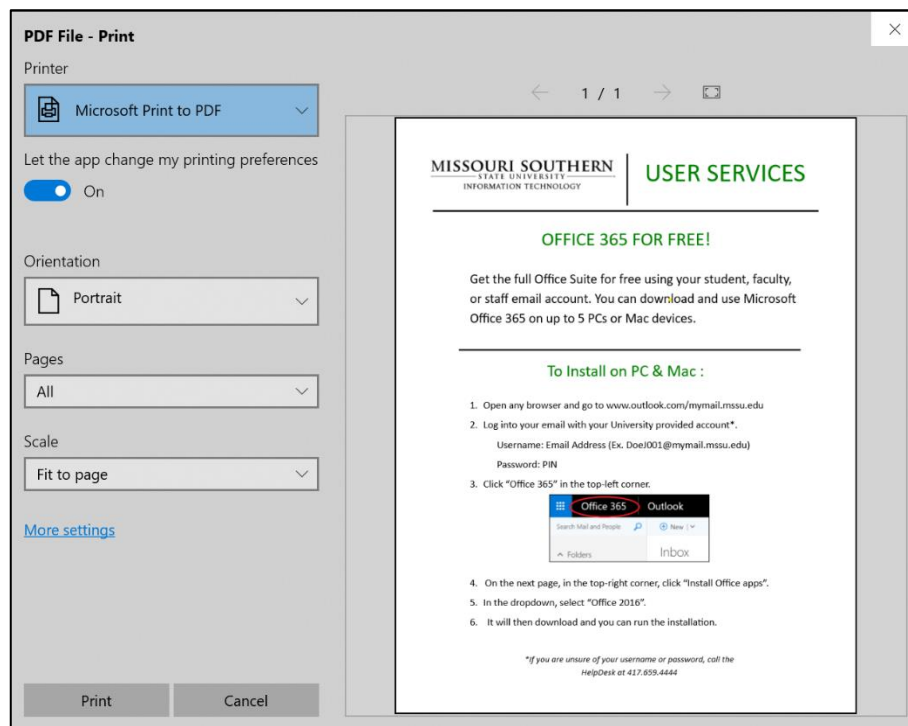

Once you're done annotating, you can just click the **Save** button from the toolbar to save your changes.

*You can only annotate unprotected PDF documents. Unprotected PDF documents are documents that are not password protected.

How to save annotations on a PDF document using Microsoft Edge

If you ever need to print a PDF form or document, just open the PDF, edit as required, click the **Printer** button in the toolbar, and click the **Print** button after selecting your printing preferences.
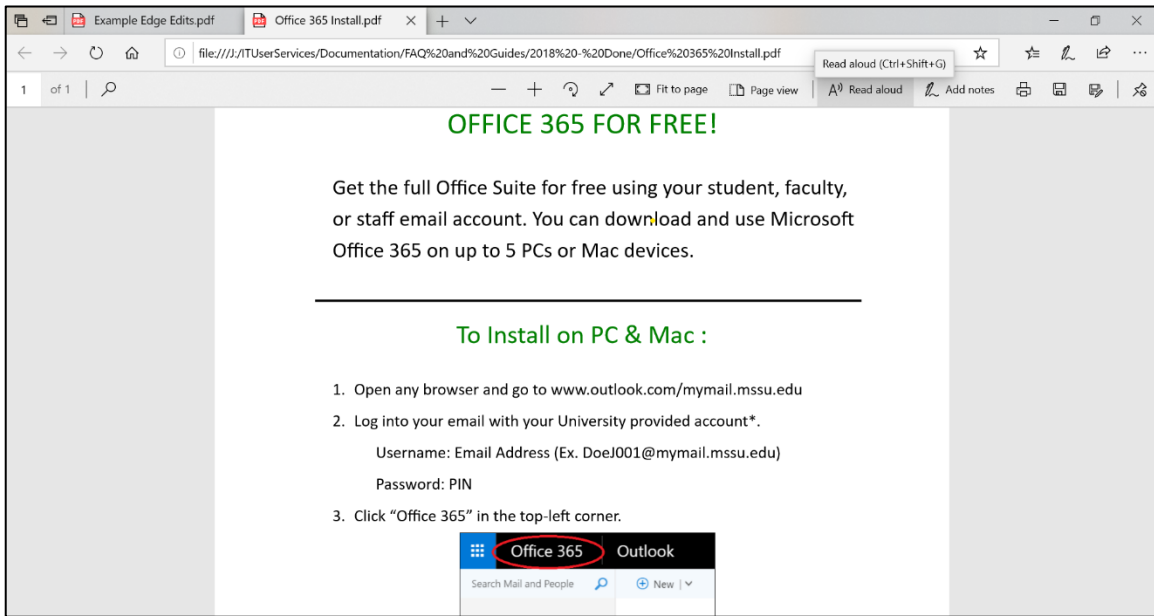
Select the **Microsoft Print to PDF** option and click the **Print** button if you wish to save your edits as a new PDF. You will need to choose where to save the new PDF and a new name or you will be replacing the original document.

How to use Read aloud on a PDF document using Microsoft Edge

In order to make PDFs more accessible to everyone, Microsoft Edge also includes a new feature that users can use to hear text from PDF documents and forms aloud.

You can right-click the page and select the **Read aloud** option to hear the words of that page. Alternatively, you can click the **Read aloud** button from the toolbar to let Microsoft Edge read the text aloud.

While in "Read aloud" mode, a new toolbar will appear with controls to allow you to play/pause, skip to next or previous paragraph, and you can also click the Voice settings button to change the reading speed and voice.