

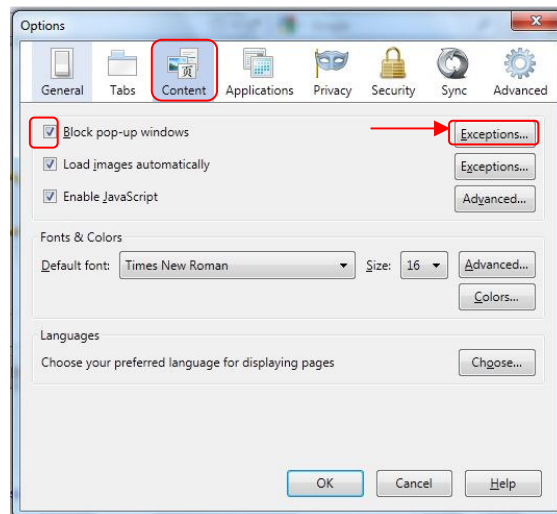
### Pop-Up Blocker

As the University moves to version 9.1, UPK, and web functions within and associated with the FIN Application will be impacted by the browsers pop-up blocker. It is suggested that the local desktop environment be configured to allow for pop-ups in these cases.

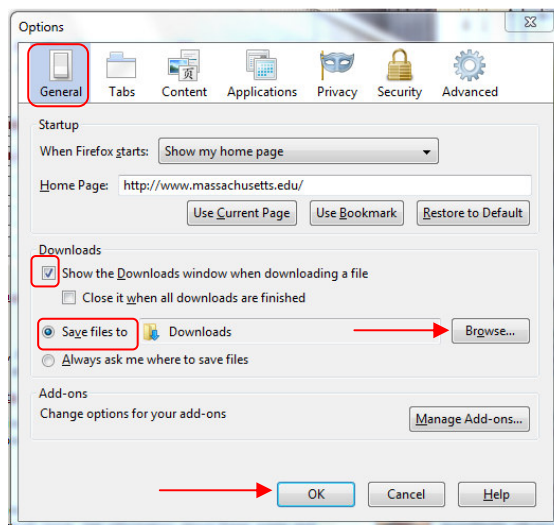
### Firefox version 3.6 Setup to Download Queries

This browser setting is only required for users that utilize the query functionality in Fin 9.1.

1. From the **Tools** dropdown list, select the **Options** list item.
2. Select the **Content** tab.
3. Select the **Block pop-up windows** checkbox.
4. Click the **Exceptions** button.
5. Enter `https://*.umasscs.net` in the Address of website field.
6. Click the **Allow** button.
7. Enter `https://*.ucollaborate.net` in the Address of website field.
8. Click the **Allow** button.
9. Click the **Close** button.



7. Click the **General** tab.
8. Select the **Show the Downloads window when downloading a file** checkbox in the **Downloads** section.
9. Select the **Save files to...** radio button.
10. Click the **Browse...** button and find the location to which you want to save your downloads.
11. Click the **OK** button.





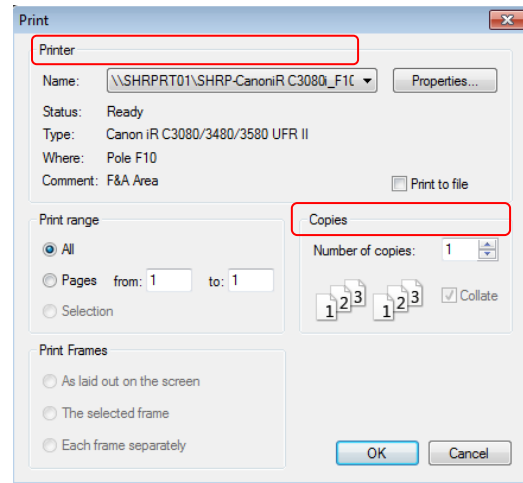
### Printer Settings for Printing a PeopleSoft Screen

For users who print PeopleSoft pages, we recommend following the below steps.

#### Option 1: Manual Print Setup (Repetitive Process)

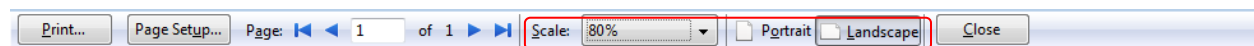
This section shows users how to manually set up printing properties each time a user needs to print a screen.

1. Right click in the area you wish to print on the page.
2. Select the **This Frame** option.
3. Select the **Print Frame** option.
4. Verify all your printer property selections are correct (e.g., printer, number of copies).
5. Click the **Print** button.



#### To resize:

6. Right click in the area you wish to print and select **This Frame**.
7. Select either **Open Frame in New Window** or **Open Frame in New Tab**.
8. Select the **File** dropdown list in the browser Toolbar.
9. Click the **Print Preview** option.
10. You may change the orientation to **Landscape** mode (depending on your printing needs).
11. Adjust **Scale** as needed.
12. Click **Print** in upper left hand corner.
13. Verify all your printer property selections are correct (e.g., printer, number of copies).
14. Click the **OK** button.



#### Option 2: Capturing a Screen

Users can also copy/paste a screen to Microsoft Word. This option varies depending on whether the user is using a PC or Mac computer. Users may also need to crop the screenshot once they have copied it into Microsoft Word (i.e. Remove the menu bar from the screenshot).

**Important:** If capturing a long screen where scrolling is required, please use Option 1. Content below the fold will not be captured when using Option 2.

#### PC Instructions

1. Press the **Print Screen** key on your keyboard.
2. Open a blank document in Microsoft Word.
3. Press the **Ctrl + V** keys on your keyboard to paste the screenshot into the document.
4. Crop and resize, as needed.

#### Mac Instructions

1. Press the **Cmd + Shift + 4** keys on your keyboard. Select the area you would like to copy with your



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cursor. The screenshot will be saved to your desktop.

2. Open a blank document in Microsoft Word.
3. Drag the saved picture from your desktop and drop it onto the blank document. The picture will display in the document.
4. Crop and resize, as needed.