

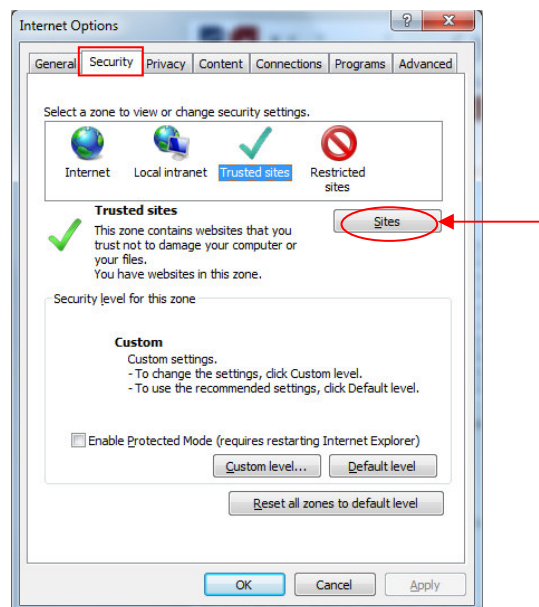
Pop-Up Blocker

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.

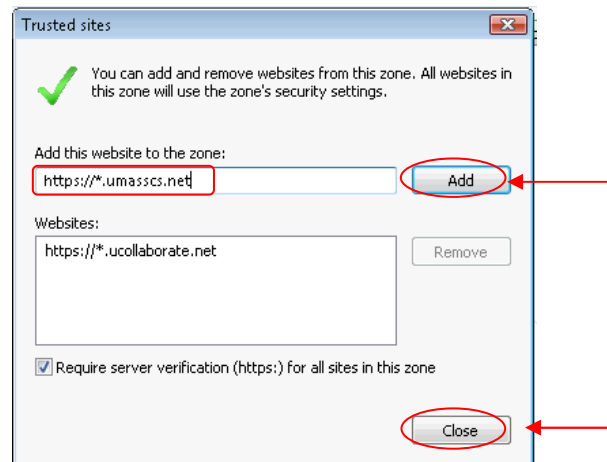
Internet Explorer versions 7,8, 9 Setup to Download Queries to Excel

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

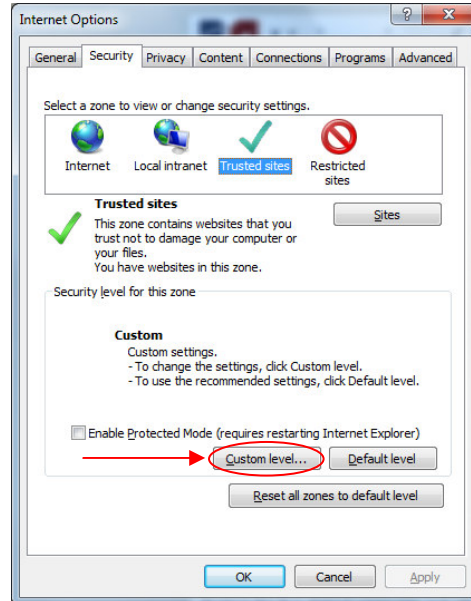
1. From the **Tools** dropdown list, select the **Internet Options** list item.
2. Select the **Security** tab.
3. Verify the **Trusted Sites** zone is highlighted.
4. Click the **Sites** button (upper right side).



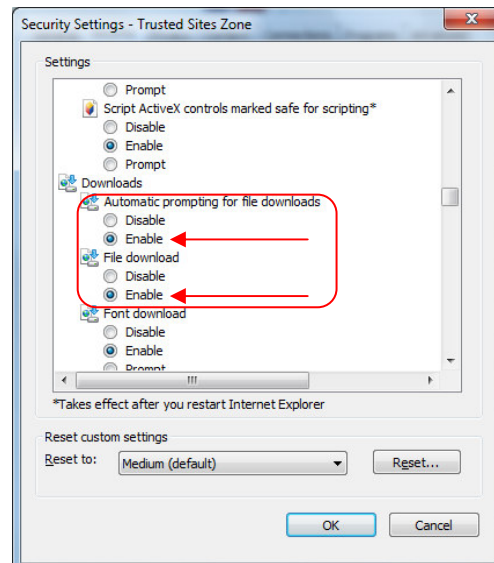
5. Add `https://*.umasscs.net` and `https://*.ucollaborate.net`,
6. Click the **Add** button after each entry.
7. Click **Close**.



- When returned to the **Trusted Sites** window, click the **Custom level** button.



- Scroll half way down the **Settings** window.
- Verify the **Automatic prompting for file downloads** and **File download** radio buttons are set to **Enable**.
- Click the **OK** button.





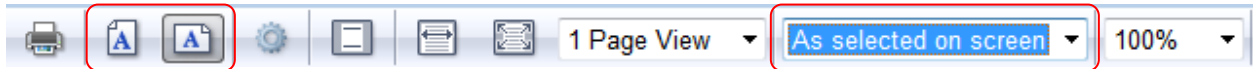
Printer Settings for Printing a PS Screen

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 you need to print a screen.

1. Right click in the area you wish to print on the page.
2. Click the **Select All** option.
3. Right click the highlighted area and select **Print Preview**. On the top of the Preview Pane, you will see a dropdown box that says **As laid out on screen**.



4. You may change the orientation to **Landscape** mode (depending on your printing needs).
5. Select the **As selected on screen** option in the dropdown box. You will see a preview of the selected frame you are trying to print.
6. Resize as needed. To resize, select **Shrink to Fit** and select the desired size increase. The preview will adjust to reflect the sizing changes.
7. Click on the **Printer** icon in the upper left corner.
8. Verify all your printer property selections are correct (e.g., printer, number of copies).
9. Click the **Print** button.

Option 2: Capturing a Screen

Users can also copy/paste a screen to Microsoft Word. 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.

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.