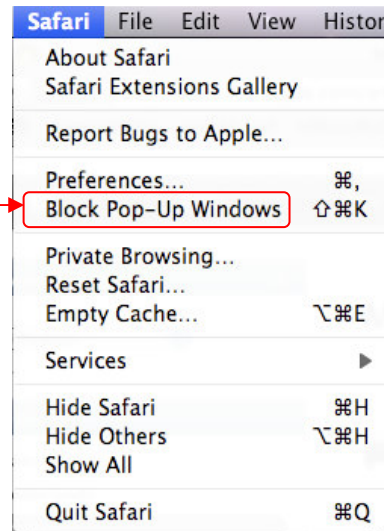


Pop-Up Blocker

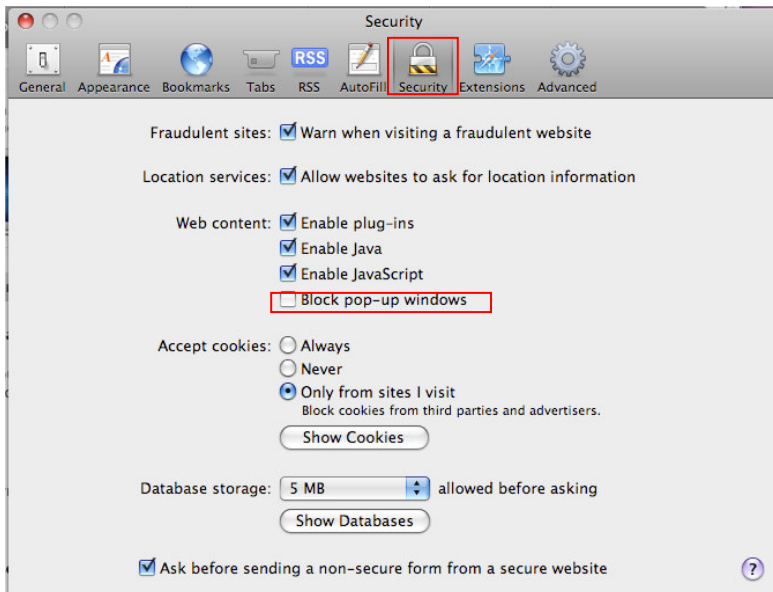
As the University moves to version 9.1, UPK, and web functions within and associated with the FIN Application will be impacted by the browsers pop-up blocker. It is suggested that the local desktop environment be configured to allow for pop-ups in these cases.

Safari version 4 Setup to Download Queries to Excel

1. From the **File** menu, uncheck the **Block pop-up windows** list item.
2. Alternatively, click the **Preferences** option.



3. Select the **Security** tab.
4. Uncheck the **Block pop-up windows** checkbox.
5. Close **Preferences** window.





FINANCE SYSTEM UPGRADE 9.1

Safari Browser Settings

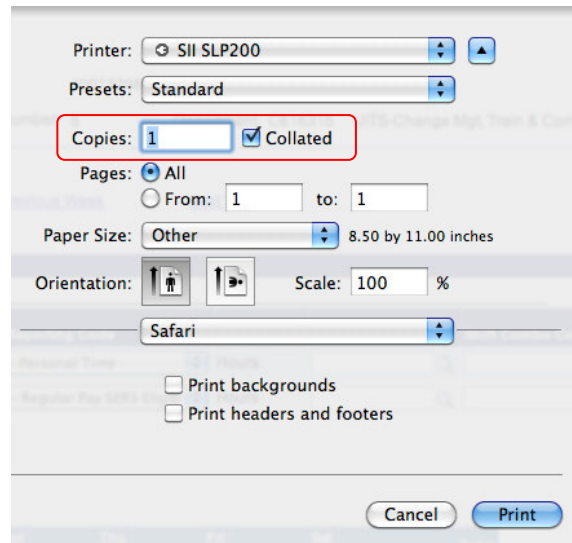
Printer Settings for Printing a PS Screen

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 a user needs to print a screen.

1. Right click in the area you wish to print.
2. Select either **Open Frame in New Window** or **Open Frame in New Tab**.
3. Go to new tab or window.
4. Right click and select **Print Page**.
5. You may change the orientation to **Landscape** mode (depending on your printing needs).
6. Adjust **Scale** as needed.
7. Verify all your printer property selections are correct (e.g., printer, number of copies).
8. 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 **Cmd + Shift + 4** keys on your keyboard. Select the area you would like to copy with your 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.