

ASPEN - QUICK TIPS

BROWSER SECURITY SETTINGS

Computers may have individualized settings that may need to be adjusted. This will need to be done on any computer you work on; at school, at home, etc.

When using any browser, if you are having problems with reports that you are trying to print that seem to be “disappearing and not going anywhere” or the search box not coming up when you hit “Ctrl-F”, try these quick fixes to adjust the settings on your computer. Instructions for:

- Internet Explorer 7.0 – Page 1
- Firefox – Page 3
- Chrome – Page 4
- Sorry but we do not support using Safari at this time.

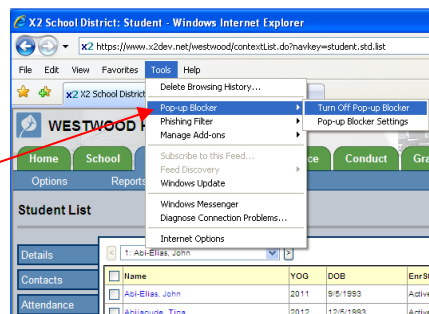
NOTE: The pictures in this help document may differ slightly from what you see on your screen.

INTERNET EXPLORER 7.0 SETTINGS & HIGHER (FOR A PC)

1. Turn off your pop-up blocker. (read the **note** at the end of this step before proceeding)

- Click on *tools*
- Then move your mouse over *Pop-up Blocker*
- Then slide over to the right and click on “Turn Off Pop-up Blocker”

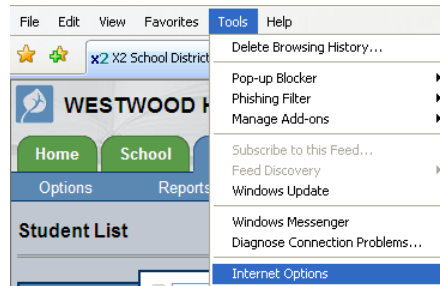
See diagram to right



Note: If you only see the option to “Turn On Pop-up Blocker”, then your Pop-up blocker is already off and you do not need to do this step.

2. Add the X2 website to your Trusted Sites list.

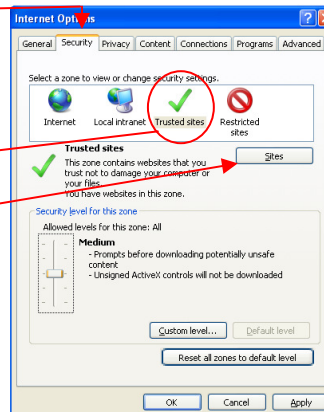
- Click on Tools
- Move your mouse down to “Internet Options”



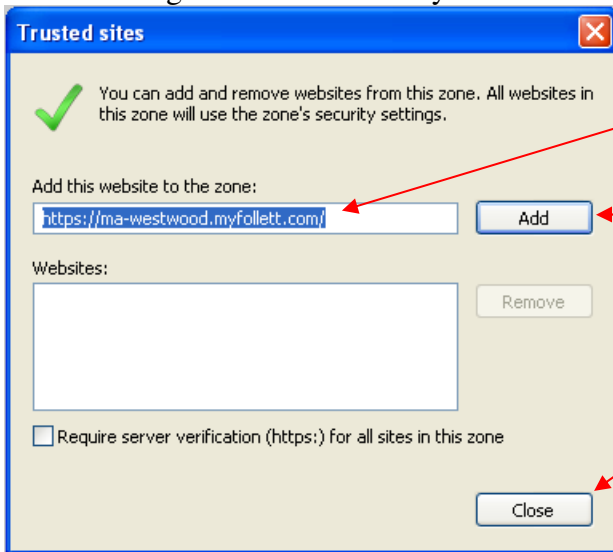
Click on the “Security” tab.

By Default it will be on the “General” tab so your screen will look different before you click on security:

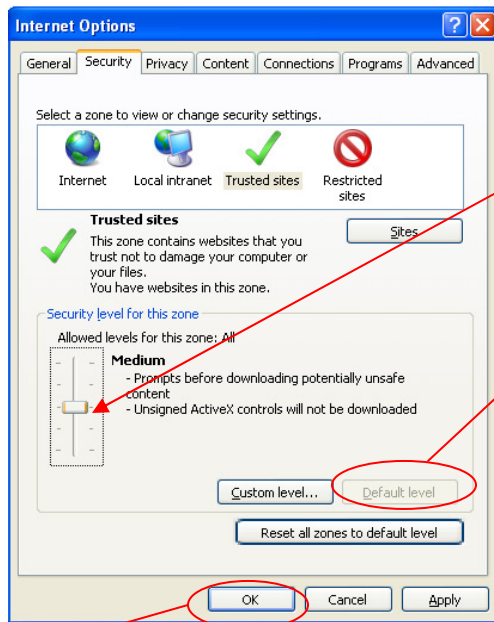
- Click on “Trusted Sites”
- Then click on the “Sites” button.



After clicking the “Sites” Button you will see this dialog box come up:



- If you do not see the website already entered into this line, type it exactly as you see it here.
- Click “Add”; it should then appear on the list of websites below.
- Click Close



Next, change the security level to Medium-Low by sliding the level indicator bar down.

{ if you do not see the level indicator bar and the settings say “Custom” then click on the “Default level” button first, then change the security level to Medium-Low }

Then click “OK” to close the Internet Options window and you are done!

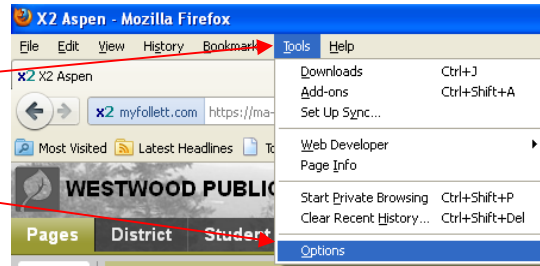
FIREFOX 10.0.2 & HIGHER

NOTE: These steps will be similar for all versions of Firefox

Turn off pop up blockers

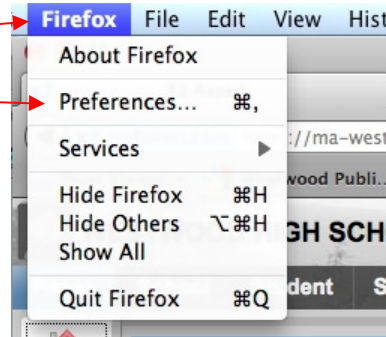
On a PC

- Click on Tools
- Then select Options



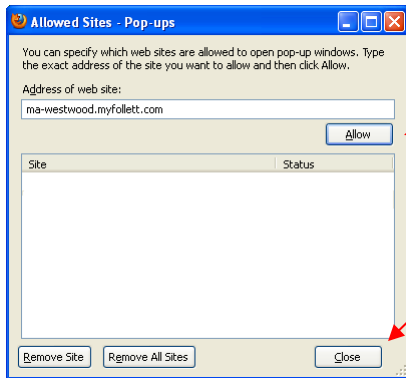
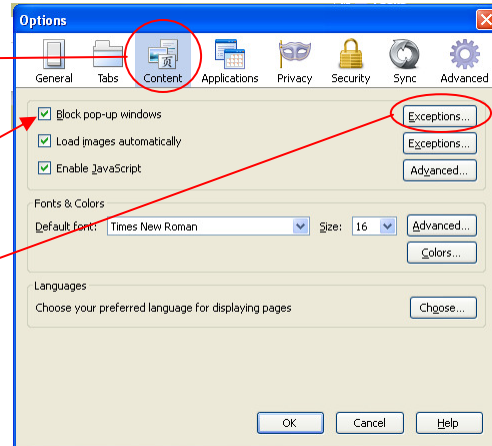
On a Mac

- Click on Firefox
- Then select Preferences



The rest of the directions are the same for both a PC & Mac

- A dialog box will open, click on the Content tab.
- You now have 2 options
 - a) Uncheck the Block pop-up windows selection. This will allow all pop-ups from any website you visit.
- or
 - b) Keep the Block pop-up windows selection checked and click on the Exceptions button (a new dialog box will open, see diagram below) and enter *ma-westwood.myfollett.com* as an exception.




Click Allow.

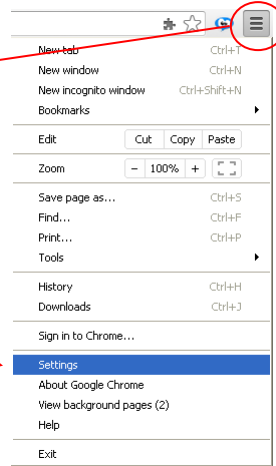
Click Close.

You have now allowed Aspen X2 to operate while still preventing other sites from opening Pop-Ups.

CHROME

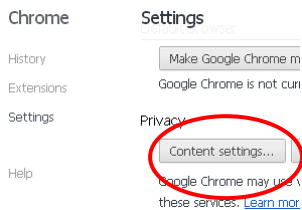
Turn off pop up blockers

- Click on Chrome Menu  (what used to be the Wrench) in the top, right corner of the browser window.

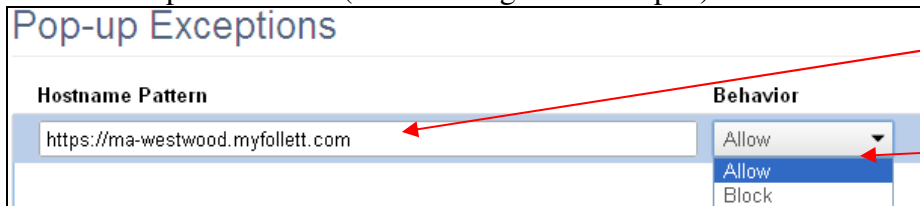


- Choose Settings.
*it may say Preferences on a Mac

- Click on "Show advanced settings" at the bottom of the screen.
- Then scroll down and click on *Content settings* . . . under the Privacy heading



- A window will pop up in the middle of your screen. Scroll down the page until you see the heading, **Pop-ups**; --- you now have 2 options
- a) Click the *Allow all sites to show pop-ups* radio button. This will allow all pop-ups from any website you visit.
- or
- b) Click the *Do not allow any site to show pop-up* radio button and then click on the Manage Exceptions button (a new dialog box will open)



Enter as an exception:
ma-westwood.myfollett.com

Click Allow.

- Now click the X on the top right corner of the dialog box to close it.
- Now close the Settings Tab.
- You have now allowed Aspen / X2 to operate while still preventing other sites from opening Pop-Ups