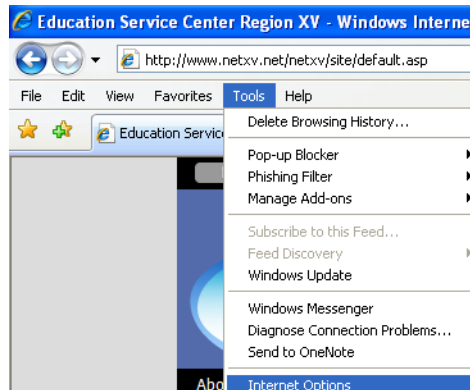


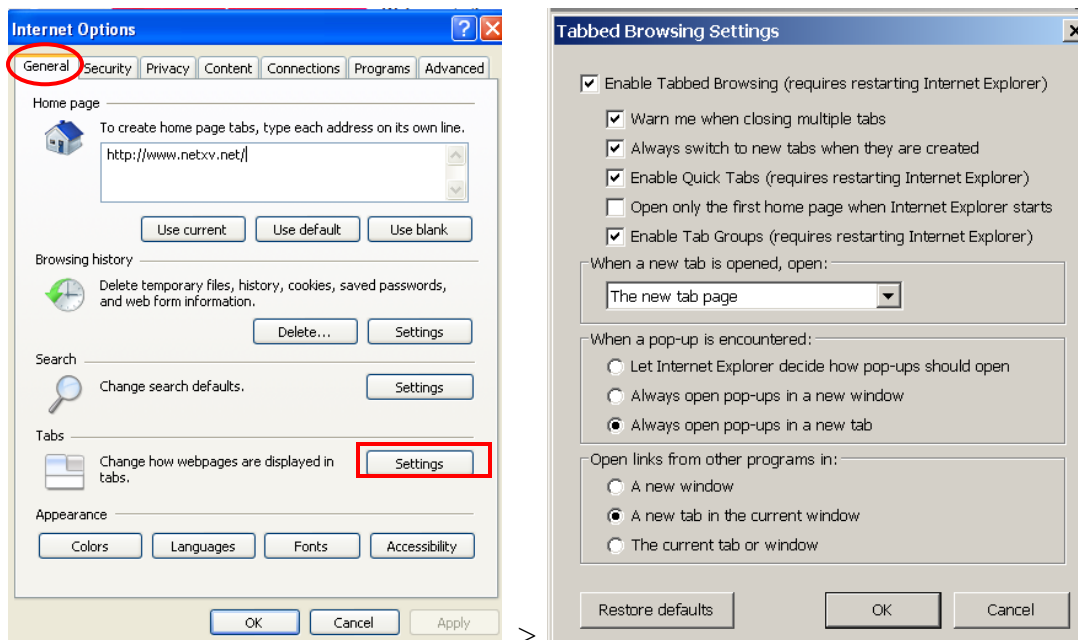
# TxEIS on Internet Explorer 8

## General Set Up Recommendations:

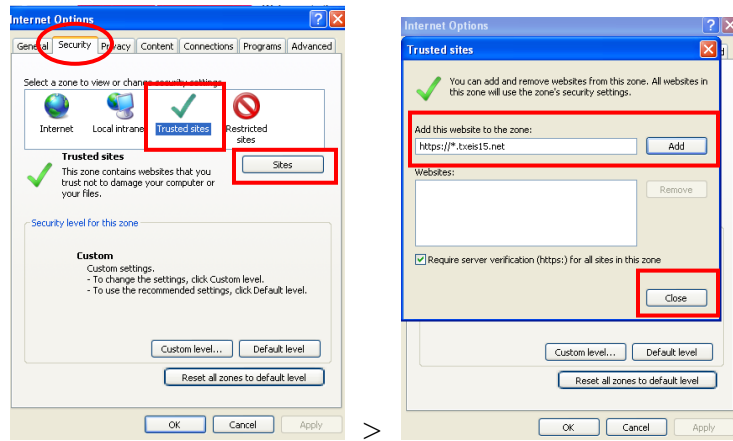
Several modifications will need to be made to the computer settings in Internet Explorer to ensure TxEIS runs smoothly, reports pop up as desired, etc... To make these modifications, open Internet Explorer and go to Tools > Internet Options.



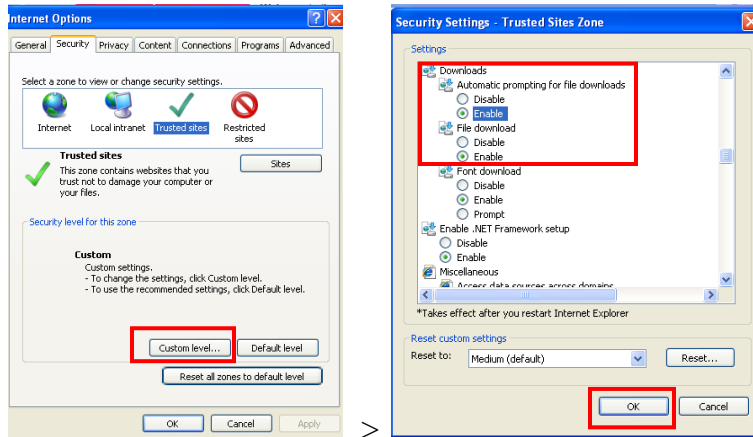
1. New tab settings will have to be set so that reports will display in TxEIS. On the General Tab, in the Tabs section, click on Settings. Ensure your options are selected as shown in the second picture. Click OK to close and return to the Internet Option box.



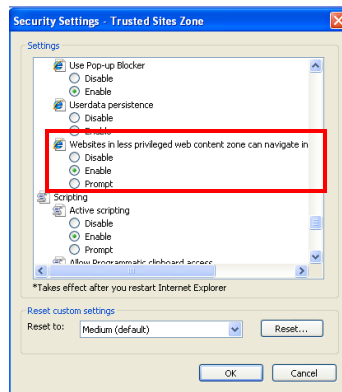
- You will also need to add TxEIS as a trusted site. On the Security Tab. Highlight Trusted Sites and then select the 'Sites' button. Type [https://\\*.txeis15.net](https://*.txeis15.net) in the top box and click **"Add."** Once the address shows in the Websites box, Close the Trusted Sites box.



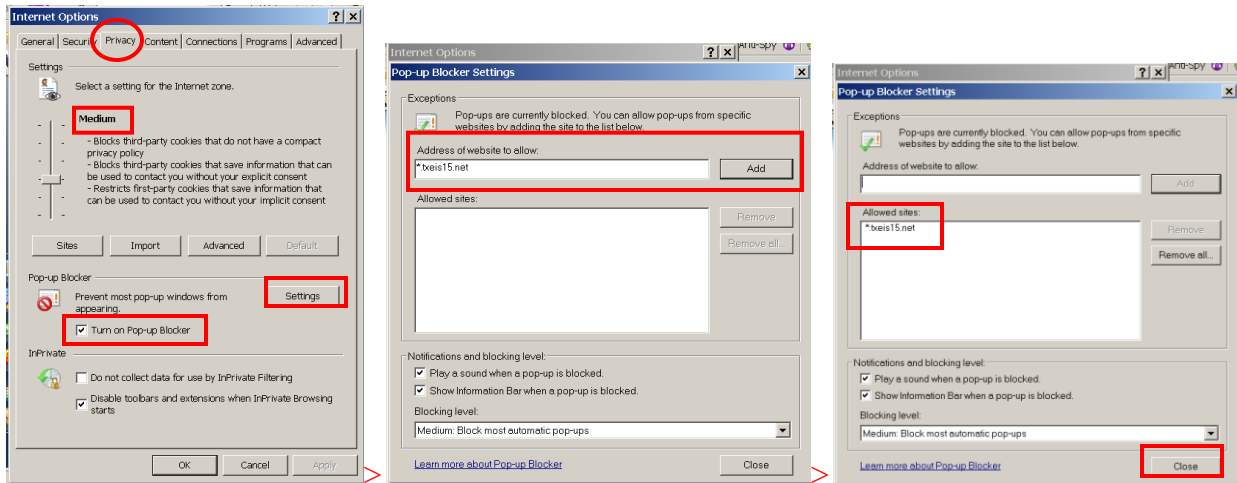
In the lower section of the screen, select Custom Level. The sections are listed in alphabetical order with corresponding options listed below. Scroll to the **Downloads** section. **Enable** both **Automatic prompting for file downloads** and **File Downloads**.



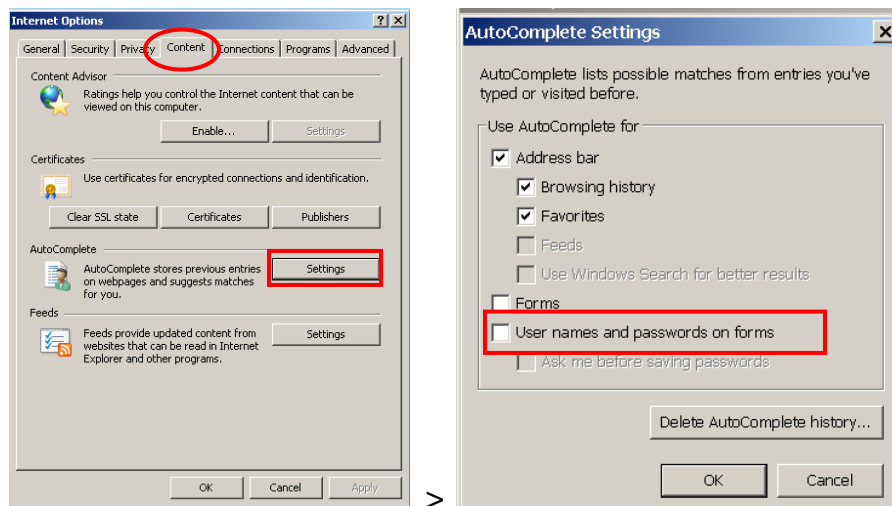
Scroll further down to the bottom of the Miscellaneous section. Look for the option that says **Websites in less privileged web content zone can navigate into this zone** and select the **Enable** button. Click **OK**.



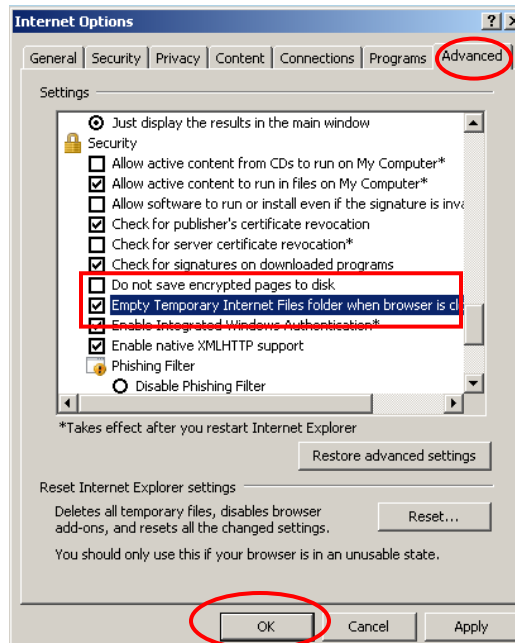
- It will be necessary to allow pop-ups within TxEIS. You may still block pop-ups from other sources by checking the box to **Turn on Pop-up Blocker**, then setting TxEIS as an exception to the pop-up blocker. In the Privacy Tab, ensure your settings are set to **Medium**. Check the box to Turn on Pop-up Blocker and click on Settings. Type [https://\\*.txeis15.net](https://*.txeis15.net) in the top box and click **Add**. The URL will display in the Allowed Sites box. **Close the Pop-up Blocker Settings Box**.



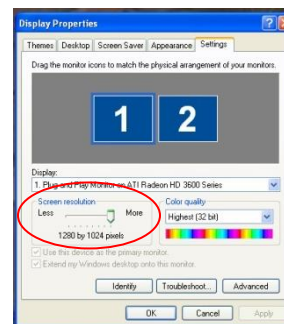
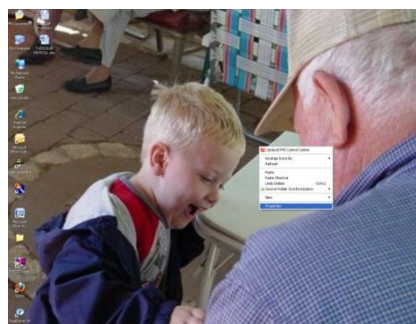
- Internet Explorer will offer the opportunity to “remember” passwords. We recommend you turn this option OFF for security reasons. On the Content Tab, in the Auto Complete section, click Settings. Ensure there is NO check in the box to auto complete User names and passwords. Once finished, select OK.



5. TxEIS will run smoother and faster if you clear cookies and temporary files (cache) often. We recommend you set Internet Explorer so it will clear these items each time you close the browser. On the Advanced Tab, scroll to the Security section. **Check to Empty Temporary Internet File Folder when browser is closed.** In addition, while in this section, ensure the option for **Do not save encrypted pages to disk** (just above the previous selection) is **not checked**. Click **OK** at the bottom of the box.



6. A screen resolution of 1280 X 1024 is recommended. This will reduce the size of items on your screen, but also reduces the number of scroll bars needed to view everything in the window. On your desktop, right click in the middle of the screen (not on an icon). Select Properties > Settings tab. Adjust the Screen Resolution to equal 1280 X 1024 and click OK.



## Other Tips

Whether you're a beginning, intermediate or advanced user, these shortcuts and suggestions will help you get the most out of Internet Explorer.



### Zoom In, Zoom Out

Tired of tiny text? Want to see an image a little more up close and personal? Now you can easily zoom in and out of Web pages.

Zoom In  +     Zoom Out  +     Zoom Reset  + 

### Tab Shortcut Keys

If you're the type of person who likes to have a lot of Web pages open at the same time, you'll definitely benefit from tabbed browsing. Here are some keyboard shortcuts that will help you master tabs:

Open a new empty tab  + 

Close a tab  + 

Reopen a closed tab  +  + 

### Full Screen Viewing

To display more web content on the screen, you can use Full Screen mode. Full Screen mode condenses Internet Explorer's Toolbars into one small toolbar. To enable Full Screen mode, simply select View > Full Screen or press F11. Pressing F11 again will return you to Normal Screen mode.