

Connect to the central database

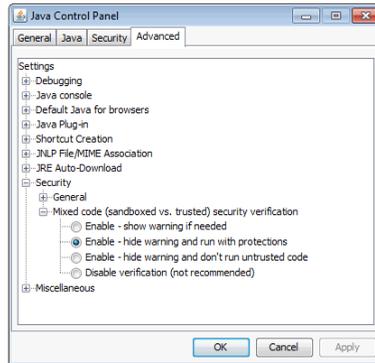
- 1 start **Internet Explorer** and go to the staff home page
<http://sussex.ac.uk/staff>
- 2 click the down arrow next to Quick Links and choose **BIS Logon page**
- 3 under **Login to the database**, click **other**
- 4 the first time you connect to the database, four messages will be displayed:

- for the first three messages, tick **Always trust** and click **Run**
- on the fourth message, select **Yes**



You can also stop this last message from appearing when you login to the database:

- 1 go to the **Windows start button** (the windows logo in the bottom left corner of the screen) and choose **Control Panel**
- 2 click on **Java** (look in the **Programs** section if it's not on the first page)
- 3 go to the **Advanced** tab, open **Security** and then the **Mixed code** option and choose **Enable - hide warning and run with protections**
- 4 click **OK** and close the Control Panel window



Adobe Read Mode

The new version of Adobe Reader includes a feature called **Read Mode**. This is useful for long or detailed documents, enabling you to read a PDF file with fewer distractions.

- open a PDF and then choose **Read mode** from the **View** menu

When you're in Read Mode, you can use the special toolbar to navigate through the document, zoom in or out, or print the document.

The Read Mode toolbar is a semi-transparent toolbar which floats near the bottom of the document.

- move the cursor to the bottom of the window to display
- as you move the cursor away, it fades from view



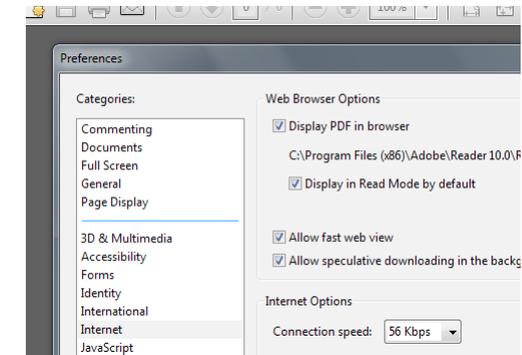
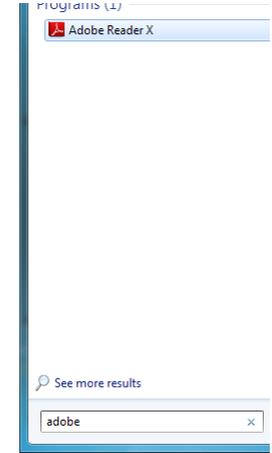
To come out of Read Mode and view a PDF as normal:

- click on the Adobe logo (sometimes a cross in a circle is shown instead) at the right of the Read Mode toolbar
- or, choose **View** in the top menu and then click **Read Mode** to deselect it

Web Reports

If you run Web Reports then you must change a setting in Adobe Reader so that you are able to drill down when you view reports.

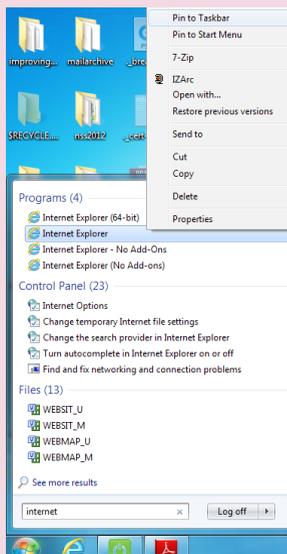
- 1 click the **Windows start button** at the bottom left of the screen
- 2 search for **Adobe Reader** and then click on it to open
- 3 from the **Edit** menu, choose **Preferences**
- 4 click on **Internet** in the left-hand menu
- 5 make sure **Display PDF in browser** is ticked



Pin Internet Explorer to the taskbar

You may find it useful to have Internet Explorer pinned permanently to the taskbar at the bottom of the screen:

- 1 click the **Windows start button**
- 2 search for **Internet**
- 3 move the mouse cursor over Internet Explorer (do not select Internet Explorer 64-bit or Internet Explorer No Add-ins)
- 4 right-click and choose **Pin to Taskbar**



Add a printer

You will probably need to add any network printers that you use:

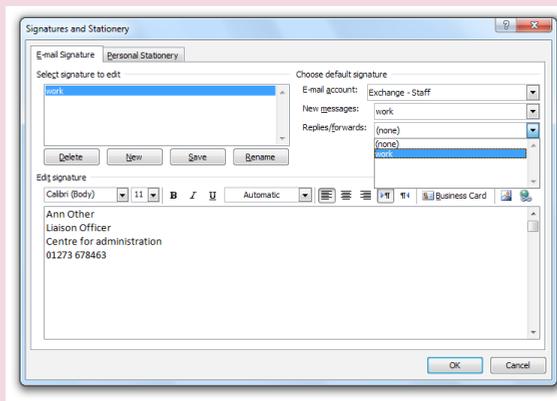
- 1 click the **Windows start button**
- 2 in the search box, type \\dylan and press **enter**
- 3 in the window that pops up, find your printer and double-click the name to install it
- 4 click **Accept** if asked **Do you trust this printer?**

You may also like to set this as your default printer:

- 1 from the **Windows start button**, choose **Devices and Printers**
- 2 right-click on the printer you use most often
- 3 choose **Set as default printer**

Create an Outlook signature

- 1 click on the **File** button in the top left of the Outlook window
- 2 choose **Options** in the left-hand pane
- 3 click **Mail** in the left-hand menu and then the **Signatures...** button
- 4 click on **New** and give your signature a name
- 5 type and format your signature in the lower part of the window
- 6 to use the signature automatically, use the **New messages** drop-down list to choose the signature you have just named
- 7 do the same for **Replies/forwards** if you wish



Windows 7

Quick set up

- Connect to the central database
- Adobe Read Mode
- Using Web Reports
- Set up Internet Explorer
- Add a printer
- Create an Outlook signature

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