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 go to All Programs and click on Find Printers
- 3 from the list, choose the printer nearest to you
- 4 double-click on the name to install it
- 5 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

E-mail Signature Person	al Stationery				
Select signature to edit –		Choose default signature			
work			E-mail account:	Exchange - Staff	[
			New messages:	work	[
			Replies/forwards:	(none)	
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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

University of Sussex IT Services

5

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)

🔬 Java Control Panel

Debugging

Java consol

Java Plug-in Shortcut Creat

Security

· General

Settings

General Java Security Advanced

Default Java for browser

1NI P File/MIME Association JRE Auto-Download

-Mixed code (sandboxed vs. trusted) security verificatio

Disable verification (not recommended)

 Enable - hide warning and run with protections Enable - hide warning and don't run untrusted code

OK Cancel

--- Enable - show warning if needed

- 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



Apply

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 ٠

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 than 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

Adobe Reader X

P Seamore results

adobe



Click to exit Read Mode

