# Web Browser Settings Guide

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**Operating Systems and Browser Versions**

Windows XP and Vista are no longer supported by Microsoft. Therefore, we highly recommend that Windows XP or Vista users upgrade their computers to a supported operating system.

All users should make sure they are running the latest version of their browser.

**Popup Blockers and Allowing Sites**

IconCMO has some features that can possibly be blocked by popup blockers. These features will be important for you to have access to including windows asking “are you sure” if you want to post, make changes, delete, etc. Another important feature the popup blockers may prohibit is the reporting. Most reports pop up in a separate browser window.

**Mozilla Firefox**

Download for free at [www.mozilla.org](http://www.mozilla.org)

**Popup Blockers** - Go to Tools → Options and click Privacy & Security. Under Permissions if “Block Popup Windows” is checked, click the Exceptions button and add the following to the list of allowed websites:

- IconCMO.com
- secure1.iconcmo.com
- secure2.iconcmo.com
- secure3.iconcmo.com
Firefox version 19 and greater includes a built-in PDF viewer which allows you to view and print most PDF files without the need for a plugin.

You may send output to either the built-in PDF viewer or to Adobe Reader. When conducting check printing tests, we found the following: When using the built-in PDF reader in Firefox, there are more obvious differences in text position when printing with a border as opposed to printing with no border.
The differences are less significant when using Adobe Reader. Both provide acceptable results. The tests were conducted using Windows 7 SP1, Firefox 31.0 and Adobe Reader 11.0. The “borderless” print option is accessed by clicking Properties from the print dialog window and then clicking Advanced from the printer’s “Document Properties” window, as seen below.

If you wish to use Adobe Reader, you will need to do the following:

**Using Adobe Reader Instead of the FireFox PDF Viewer**

Click the ☰ button in the upper right-hand area of Firefox and then click the Options button. You can also go to the menu at the top of FireFox and select Tools -> Options. (Hint: If your menu is hidden, press and release the Alt key on your keyboard to display it.)

You can do this...
Click the **Applications** button. For Mac users, **Applications** will be under **Firefox: Preferences** instead of **Tools -> Options**.

Change the **Portable Document Format (PDF)** action to “Use Adobe Reader”. **NOTE**: If Adobe Reader is installed, but does not show up in the “Action” dropdown, you will need to click **Use other...** and manually browse to select it.

Click **OK**.

When using Adobe Reader, the print dialog window offers some additional print options. In the “Page Sizing & Handling” section, make sure the **Actual size** option is selected. This is especially important when printing labels and checks.
**Google Chrome**

Download for free at [www.google.com/chrome](http://www.google.com/chrome)

**Popup Blockers** – To configure the popup blocking feature, click on and then click **Settings**.
Click **Show Advanced Settings** on the bottom of the next page.

In the “Privacy and Security” section, click **Site settings**...
Click **Pop-ups and redirects**....

under “Allow” click **Add**...

 Allow

- https://secure1.iconomo.com
- https://secure2.iconomo.com
- https://secure3.iconomo.com
Enter the following addresses into the exceptions section: secure1.iconcmo.com, secure2.iconcmo.com, and secure3.iconcmo.com.

**Google Chrome PDF Viewer**

Google Chrome has a built-in PDF viewer enabled by default. We recommend disabling the “Fit to Page” option when printing.

If you are being asked to save the reports—rather than able to view them in an additional browser tab, there is a setting that can be adjusted.

To change the way PDFs are viewed, click on and then click Settings.

Click **Show Advanced Settings** on the bottom of the next page.
In the “Privacy and Security” section, click **Site settings**...

Click **PDF documents**...
Toggle the “download” feature to off.

Download PDF files instead of automatically opening them in Chrome

When you are ready to print a PDF and have it open in the Google Chrome PDF Viewer, do the following:

1. Click the print icon, which shows up when you bring the mouse cursor to the upper right-hand area of the page.
2. In the Print Screen, click on “More Settings.” The “Scale” option may need to be set to Fit to Printable area or Custom with 100 in the box below to signify 100%. Then click Print.

![More settings](image)

**Safari**

**Optional Popup Blockers** – If you are not able to print reports, you might have to turn off the pop-up blocker while using IconCMO (you will want to be in your IconCMO account when making the changes.) Click the Safari Menu and choose Settings for This Website.
Under Pop-Up Windows Change **Block and Notify** to “Allow”
Safari on an iPad

Click the **Settings** icon on the home screen. Once you are in the “Settings” window, click on **Safari**. Then, in the “General” section, turn off the “Block Pop-ups” feature.
Microsoft Edge

Microsoft Edge is the New Browser that replaces Internet Explorer from what we can tell it has no defaults that need to be updated. The settings menu can be found as pictured below. The only options for pop ups are On or Off.

Click on the menu in the upper left hand corner, choose Settings

Under Settings, choose Privacy & Security and turn “Block pop-ups” to “Off.”