Icon Systems
Church Management Software

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

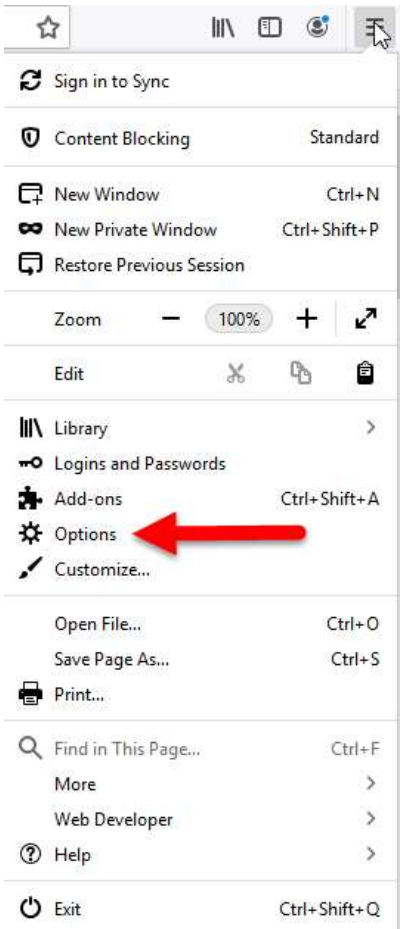
IconCMO has some features that can possibly be blocked by popup blockers. These features will be important for you to have access to including windows asking “are you sure” if you want to post, make changes, delete, etc. Another important feature the popup blockers may prohibit is the reporting. Most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

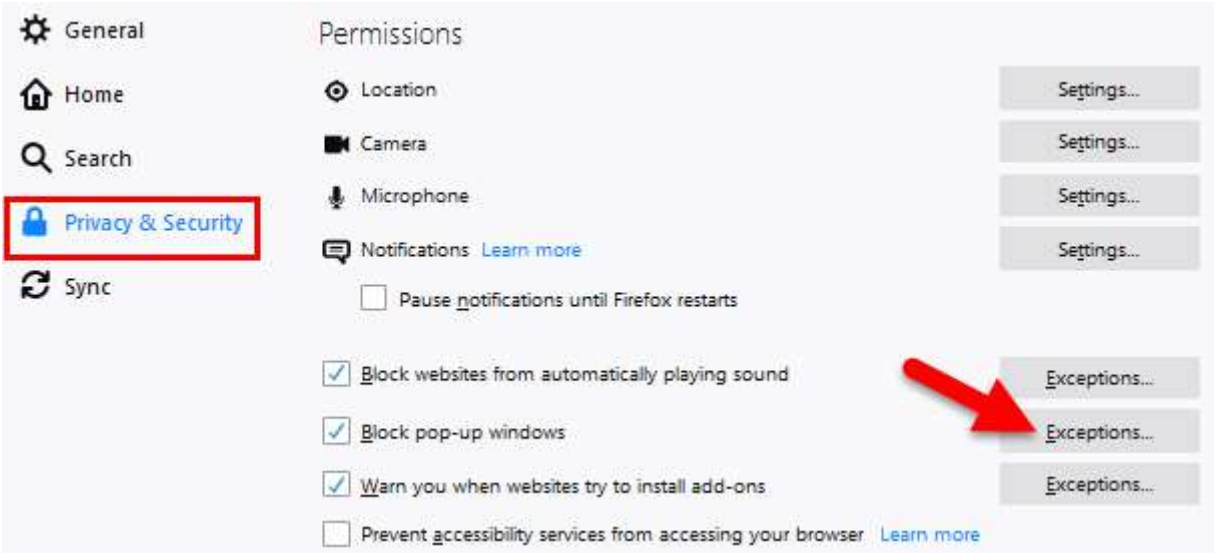
Mozilla Firefox

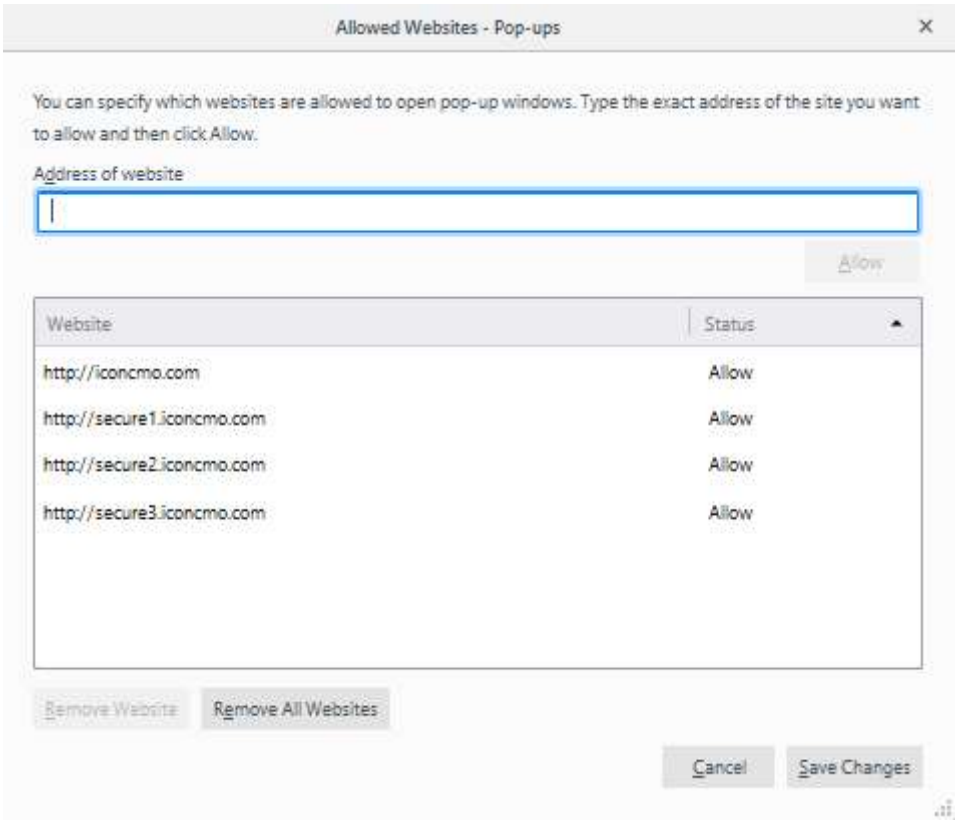
Download for free at www.mozilla.org

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**



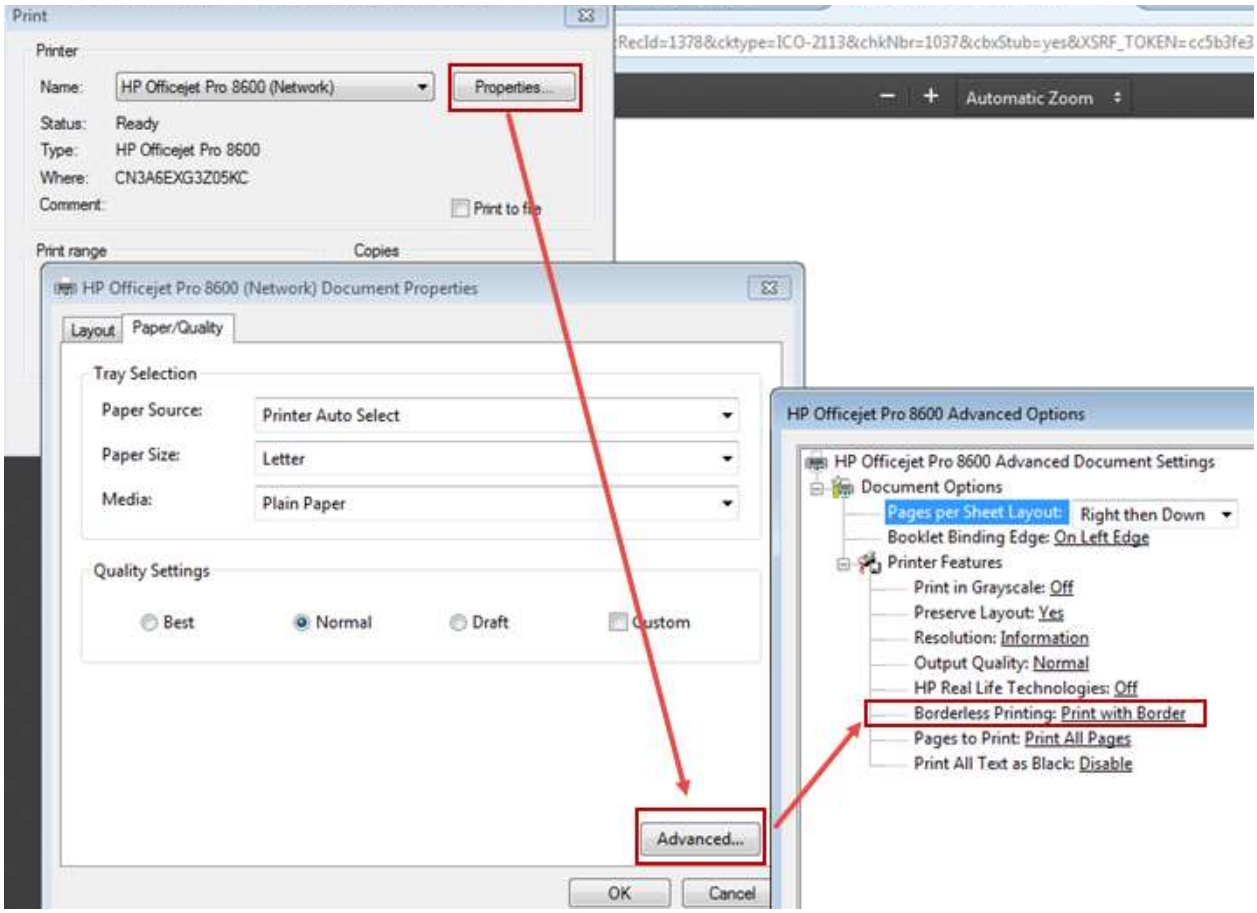




Firefox version 19 and greater includes a built-in PDF viewer which allows you to view and print most PDF files without the need for a plugin.

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.

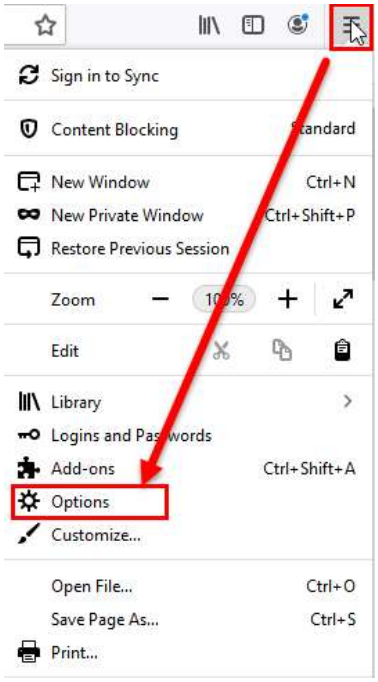
The differences are less significant when using Adobe Reader. Both provide acceptable results. The tests were conducted using Windows 7 SP1, Firefox 31.0 and Adobe Reader 11.0. The “borderless” print option is accessed by clicking **Properties** from the print dialog window and then clicking **Advanced** from the printer’s “Document Properties” window, as seen below.



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

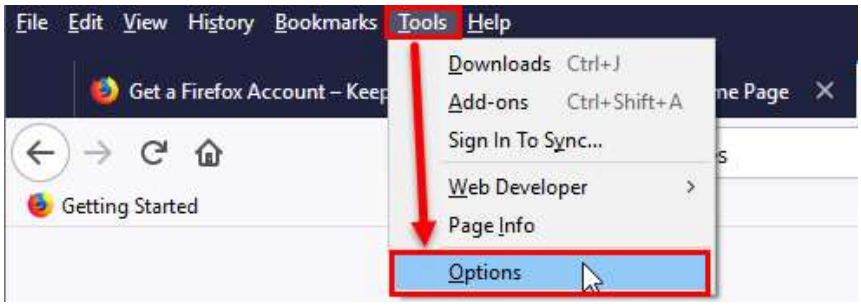
Using Adobe Reader Instead of the FireFox PDF Viewer

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.)



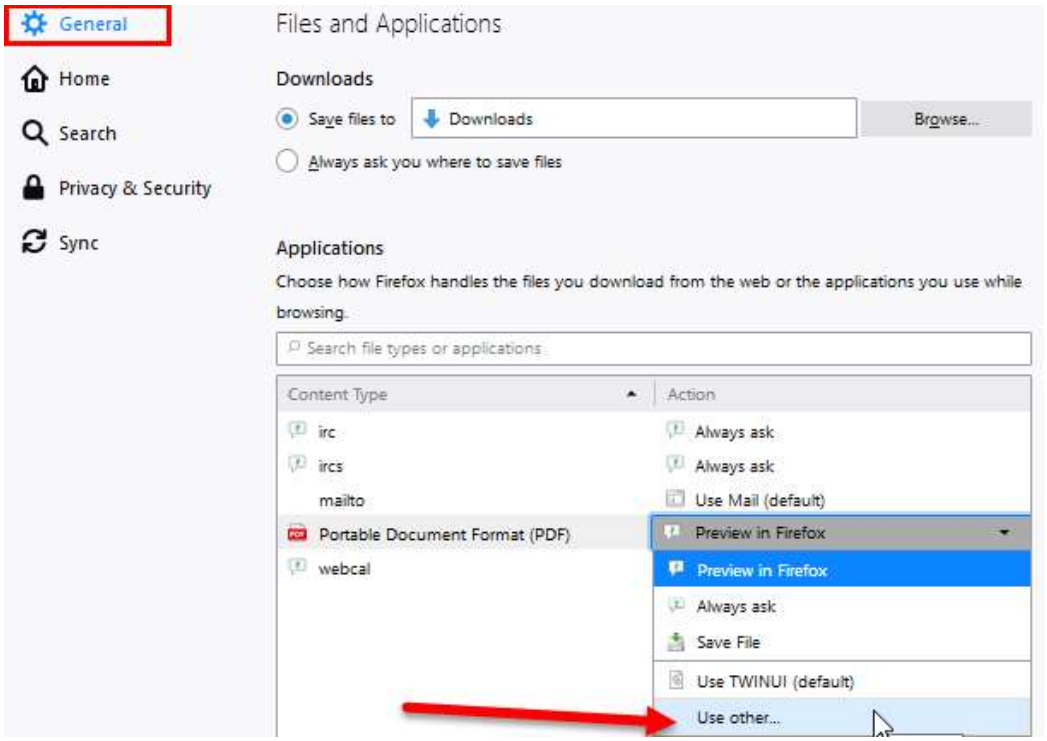
You can do this…

…or this.



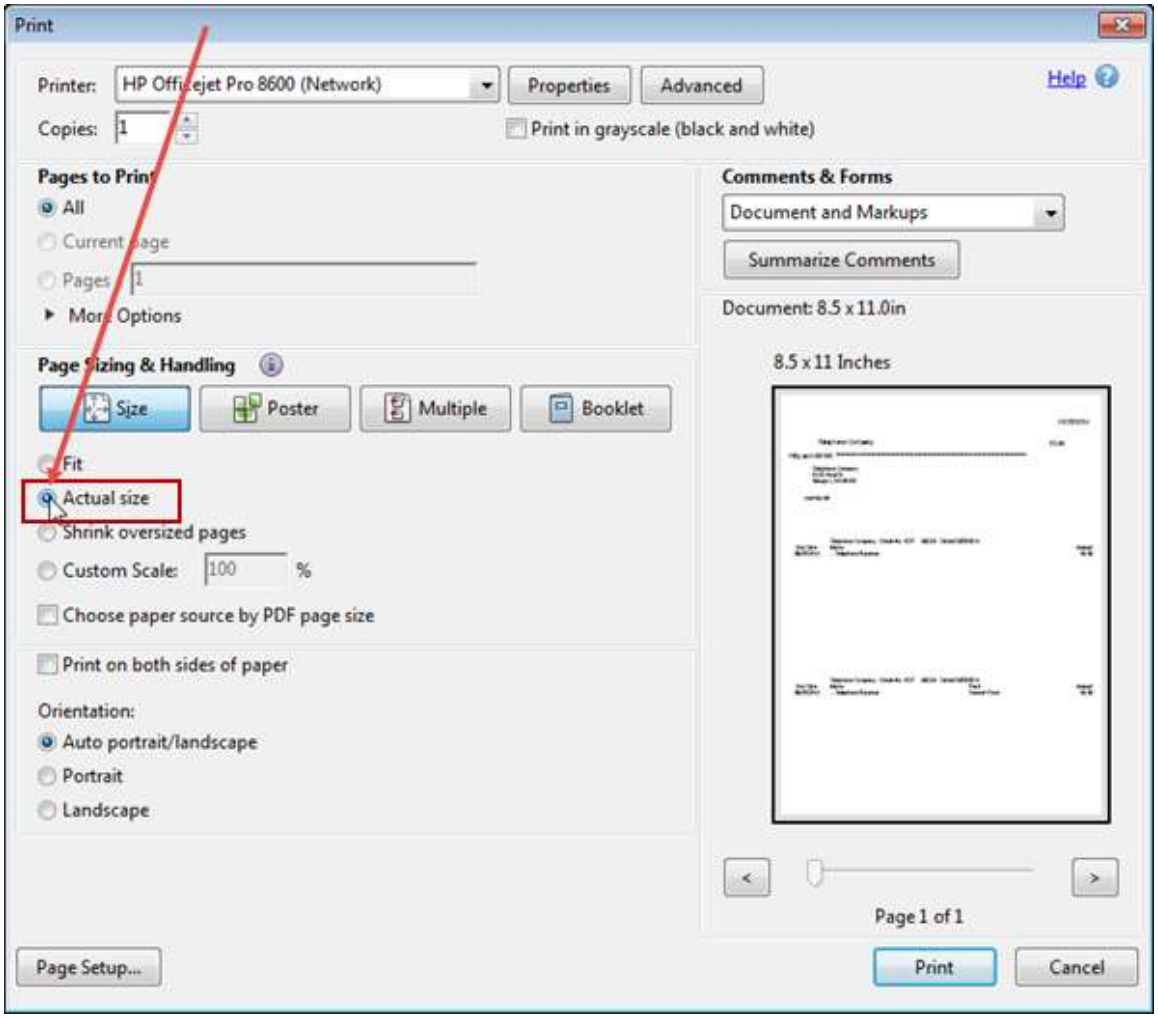
Click the **Applications** button. For Mac users, **Applications** will be under **Firefox: Preferences** instead of **Tools -> Options**.

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.**

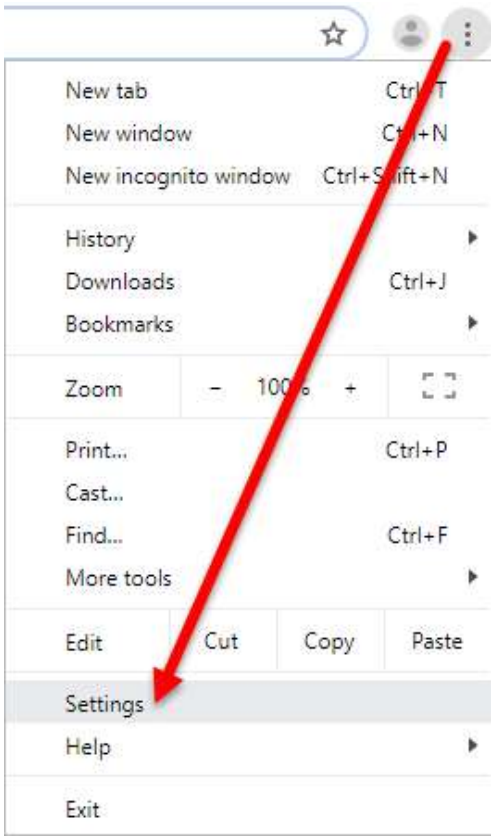
When using Adobe Reader, the print dialog window offers some additional print options. In the "Page Sizing & Handling" section, make sure the **Actual size** option is selected. This is especially important when printing labels and checks.



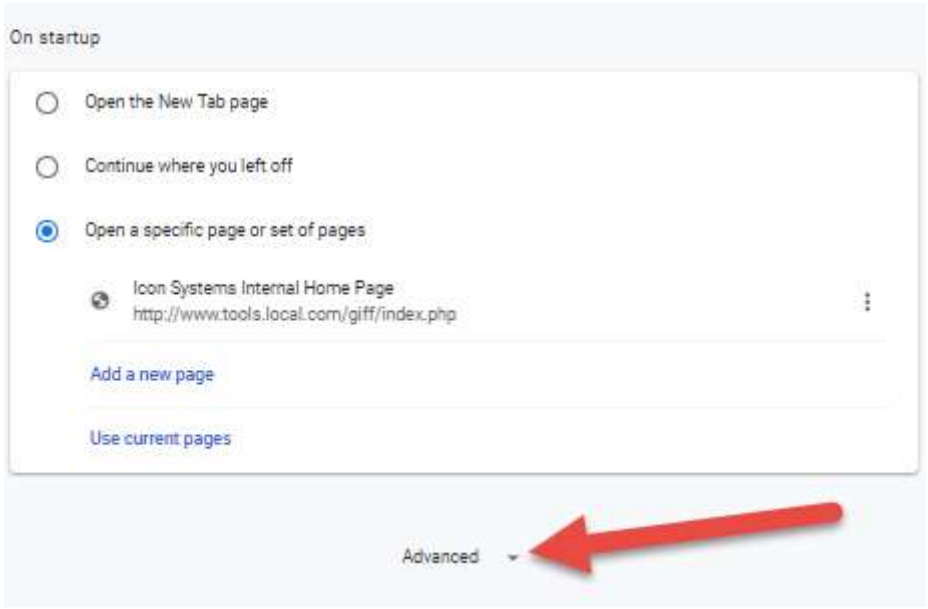
Google Chrome

Download for free at www.google.com/chrome

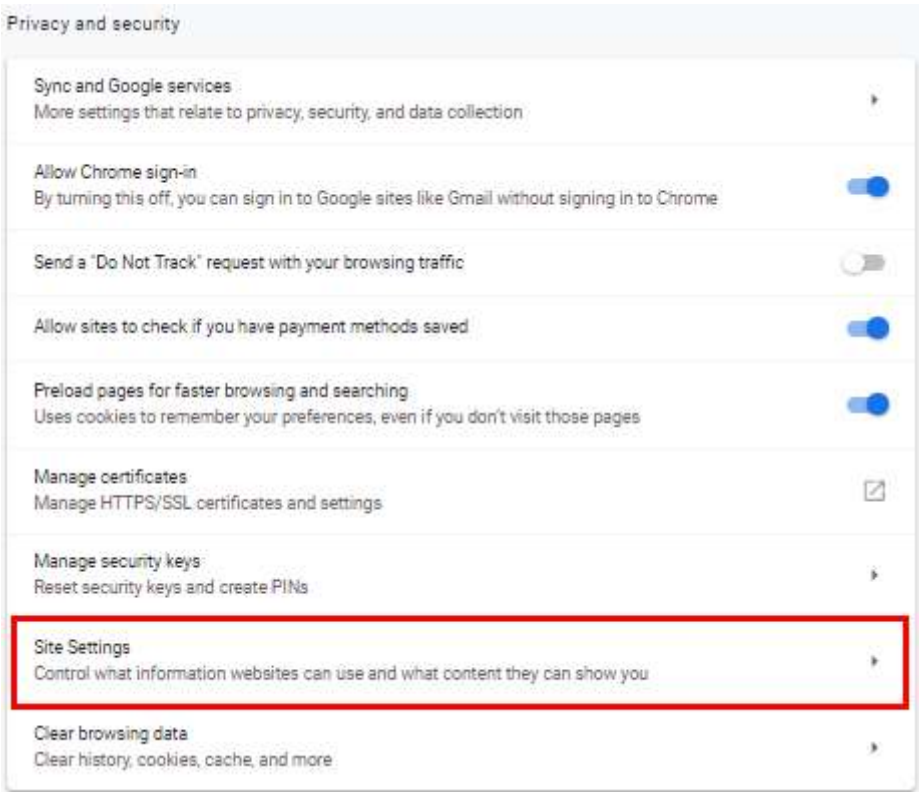
Popup Blockers – To configure the popup blocking feature, click on ⋮ and then click **Settings.**



Click **Show Advanced Settings** on the bottom of the next page.

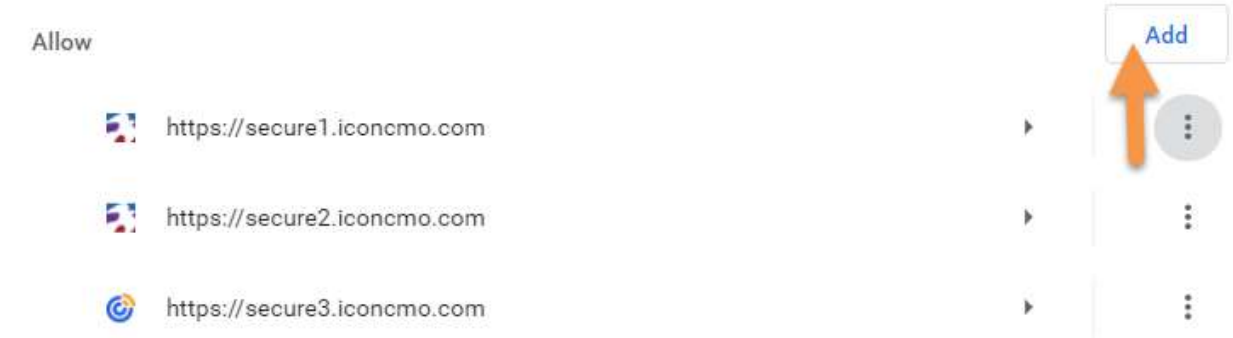


In the “Privacy and Security” section, click **Site settings…**



Click **Pop-ups and redirects....**

under "Allow" click **Add...**



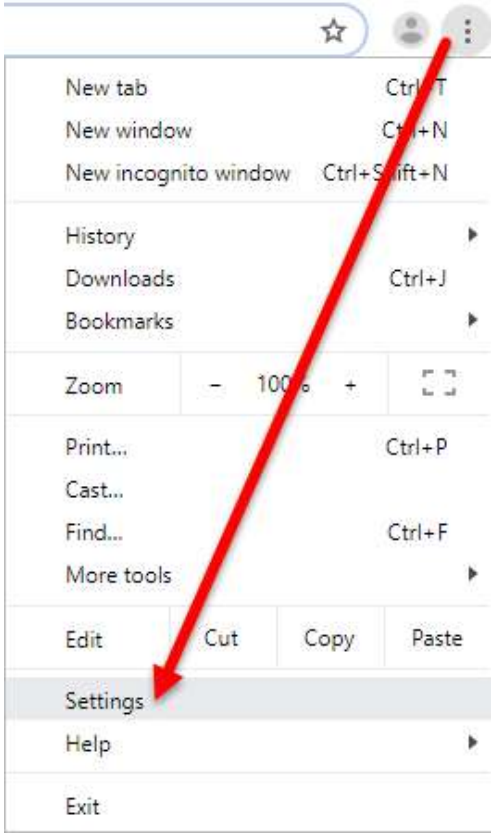
Enter the following addresses into the exceptions section: **secure1.iconcmo.com**, **secure2.iconcmo.com**, and **secure3.iconcmo.com**.

Google Chrome PDF Viewer

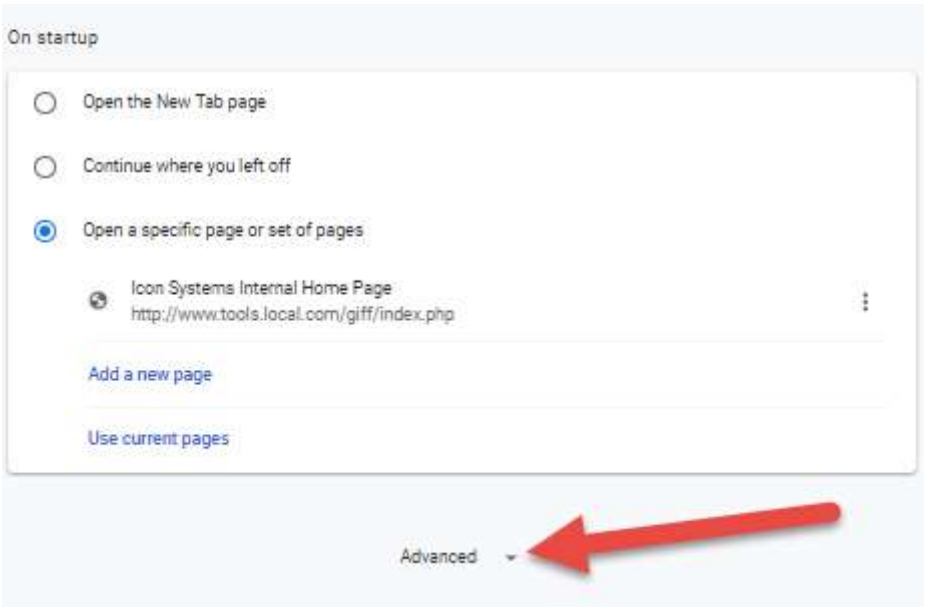
Google Chrome has a built-in PDF viewer enabled by default. We recommend disabling the "Fit to Page" option when printing.

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.

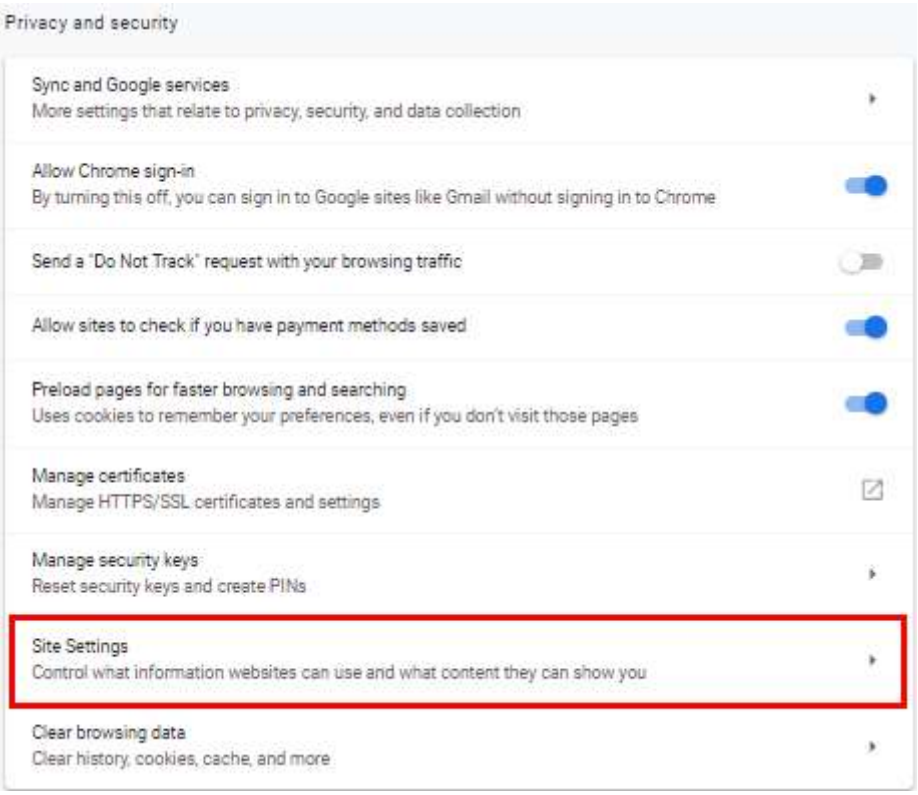
To change the way PDFs are viewed, click on and then click **Settings.**



Click **Show Advanced Settings** on the bottom of the next page.



In the “Privacy and Security” section, click **Site settings…**

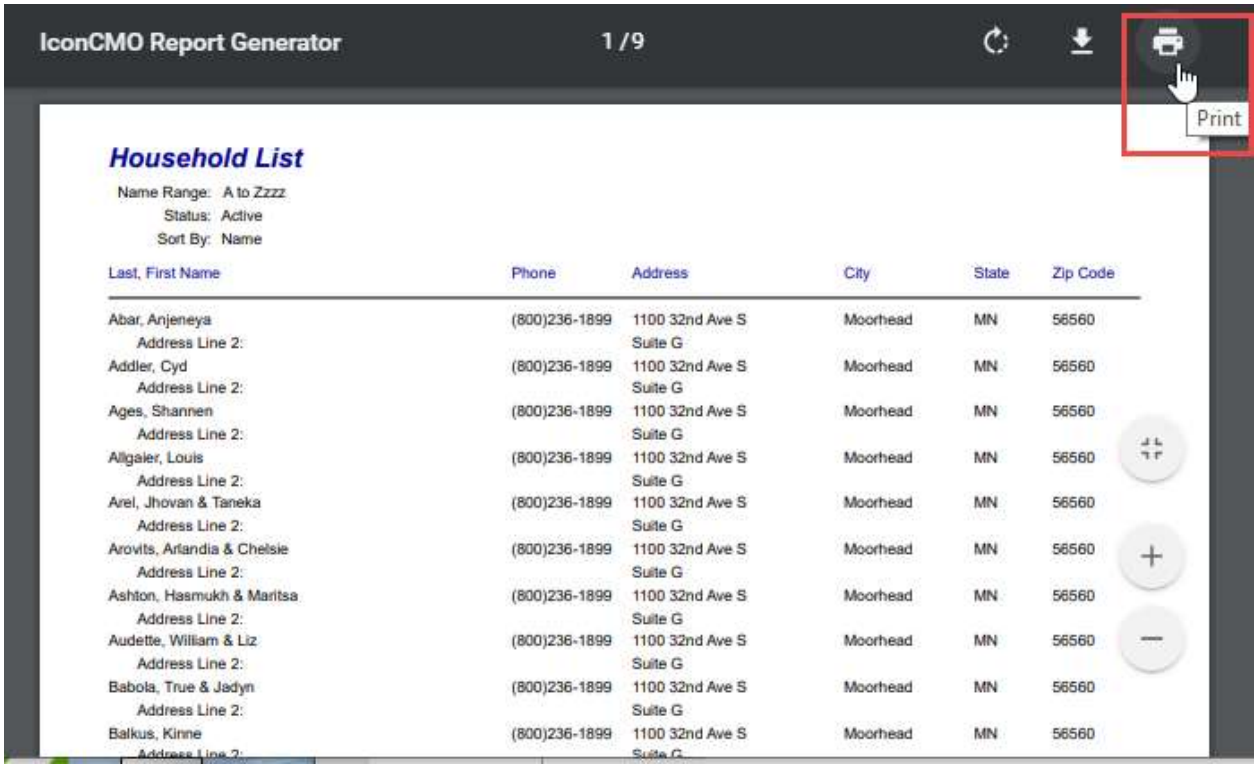


Click **PDF documents...**

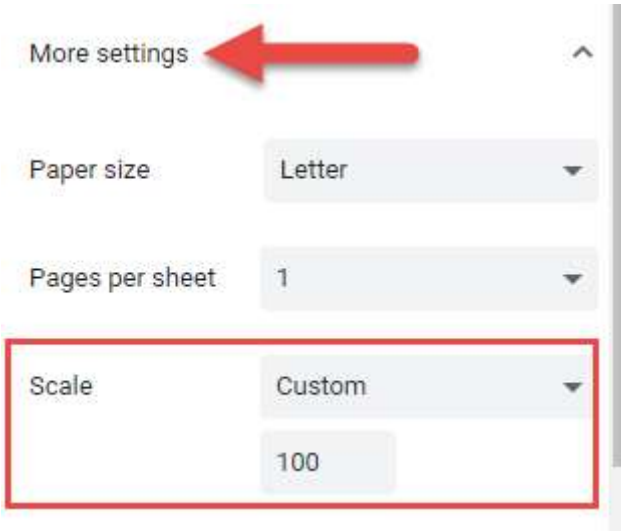
Toggle the “download” feature to off.

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.

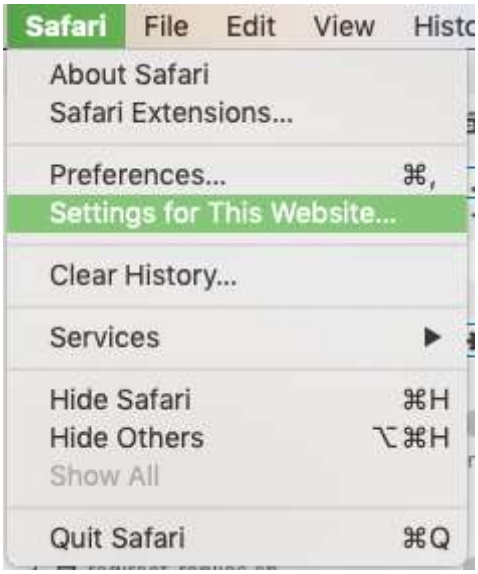


2. In the Print Screen, click on “More Settings.” The “Scale” option may need to be set to **Fit to Printable area** or **Custom** with **100** in the box below to signify 100%. Then click **Print**.

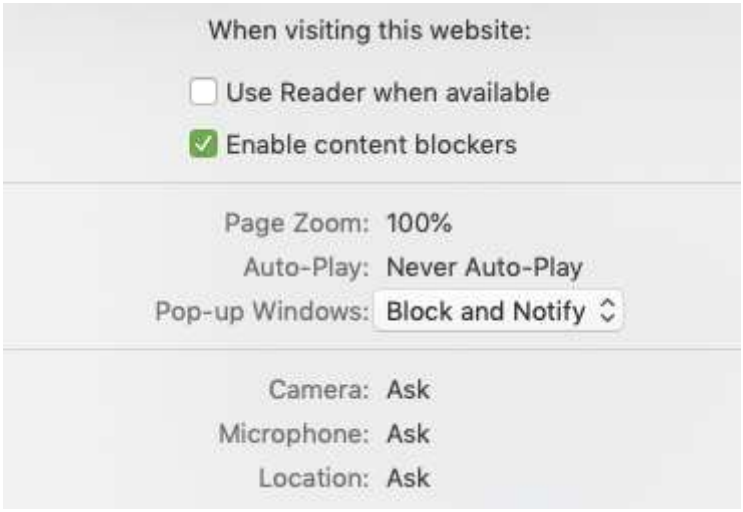


Safari

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”



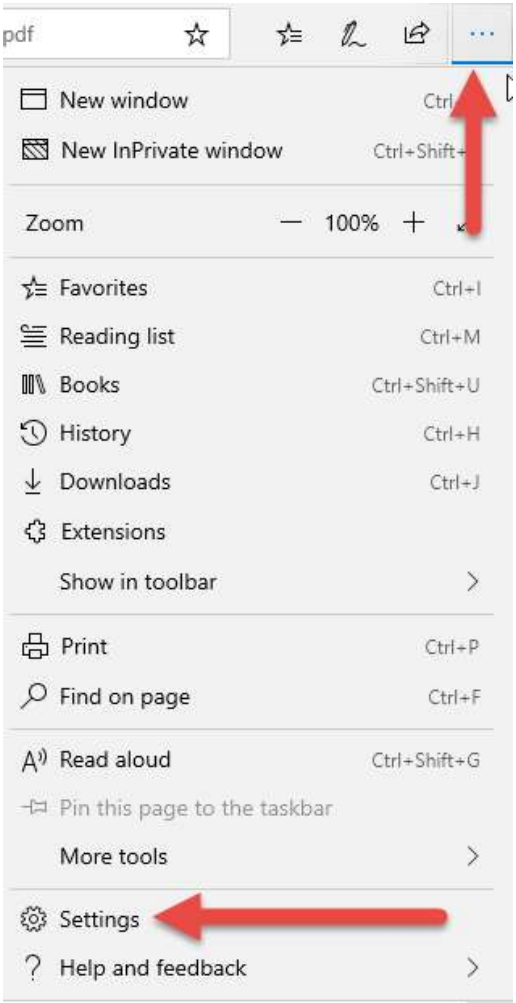
Safari on an iPad

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.”

General
Privacy & security
Passwords & autofill
Advanced
Privacy & security
Security
Block pop-ups
On
Windows Defender SmartScreen
Help protect me from malicious sites and downloads with Windows Defender SmartScreen
On