

Elements Internet Settings

This document contains common Internet settings that need to be adjusted for optimal Elements™ performance. Instructions are included for Internet Explorer 7, Internet Explorer 8 and Mozilla Firefox (3.0+). *(Instructions with “click” imply left mouse button unless stated otherwise)*

Accessing Elements™

Pop-Up Blockers

In order for Elements™ to function properly turn off Pop-Up Blockers in any browser used to access this application.

Internet Explorer 7:

- 1 Click **Tools**
- 2 Hover over **Pop-Up Blockers**
- 3 Click **Turn Off Pop-Up Blocker**

Internet Explorer 8:

- 1 Click **Tools**
- 2 Hover over **Pop-Up Blockers**
- 3 Click **Turn Off Pop-Up Blocker**

Mozilla Firefox (3.0+):

- 1 Click **Tools**
- 2 Click **Options**
- 3 Click **Content**
- 4 Uncheck **Block Pop-Up Windows**
- 5 Click **OK**

Printing Reports

Background Colors and Images

In order to properly print reports from Elements™ turn on the Print Background Colors and Images feature.

Internet Explorer 7:

- 1 Click **Tools**
- 2 Click **Internet Options**
- 3 Click **Advanced**
- 4 In the list under settings scroll down to the **Printing** section

Elements Internet Settings

- 5 Check the **checkbox** next to **“Print Background Colors and Images”**
- 6 Click **OK**

Internet Explorer 8:

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Check the **checkbox** next to **“Print Background Colors and Images”**
- 4 Click **OK**

Mozilla Firefox (3.0+):

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Check the **checkbox** next to **“Print Background (colors and images)”**
- 4 Click **OK**

Printing Assessments

Headers and Footers

In order for Assessments to print correctly from the internet browser (html print) set the following specific options.

Internet Explorer 7:

- 1 Click **File**
- 2 Click **Page Setup**
- 3 **Erase** anything entered in the Header and Footer fields (**they should both be blank**)
- 4 Click **OK**

Internet Explorer 8:

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Set each **drop down** in the **Headers and Footers** section to **“Empty”**
- 4 Click **OK**

Mozilla Firefox (3.0+)

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Click **Margins & Header/Footer**
- 4 Set each **drop down** in the **Headers & Footers** section to **“—blank—”**
- 5 Click **OK**

Elements Internet Settings

Page Margins

In order for assessments to print properly set all page margins 0.5”.

Internet Explorer 7:

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Under the **Margins (inches)** section set the **left, right, top and bottom margins to “0.5”**
- 4 Click **OK**

Internet Explorer 8:

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Under the **Margins (inches)** section set the **left, right, top and bottom margins to “0.5”**
- 4 Click **OK**

Mozilla Firefox (3.0+):

- 1 Click **File**
- 2 Click **Page Setup**
- 3 Click **Margins & Header/Footer**
- 4 Under the **Margins (inches)** section set the **left, right, top and bottom margins to “0.5”**
- 5 Click **OK**

Elements Internet Settings

Pre-Slugging HALO forms

Page Scaling

In order to pre-slug HALO forms turn off the page scaling option. ***The instructions below only apply to the HALO Forms pop up window that displays when clicking to print either Calibrated or Non-Calibrated HALO forms.***

Internet Explorer 7:

- 1 Click **File**
- 2 Click **Print**
- 3 Change the **Page Scaling** drop down to **“None”**
- 4 Click **OK**

Internet Explorer 8:

- 1 Click **File**
- 2 Click **Print**
- 3 Change the **Page Scaling** drop down to **“None”**
- 4 Click **OK**

Mozilla Firefox (3.0+)

- 1 Click **File**
- 2 Click **Print**
- 3 Change the **Page Scaling** drop down to **“None”**
- 4 Click **OK**

Internet Explorer 8 – NOMERGE

If a single computer has multiple users accessing Elements™ or one person signing in as multiple users at the same time, add the “-nomerge” statement to the Internet Explorer program. This prevents separate Internet Explorer sessions from maintaining data across windows. Without the “-nomerge” statement users may experience issues with Elements™ when multiple sessions are open at one time.

- 1 **Right Click** the **Internet Explorer 8 icon**
- 2 Click **Properties**
- 3 Click **Shortcut**
- 4 In the **Target field** enter ‘ – nomerge’ after **.exe”** ***(at the end of the target field). Make sure to include the blank space before -nomerge.***
- 5 Click **OK**