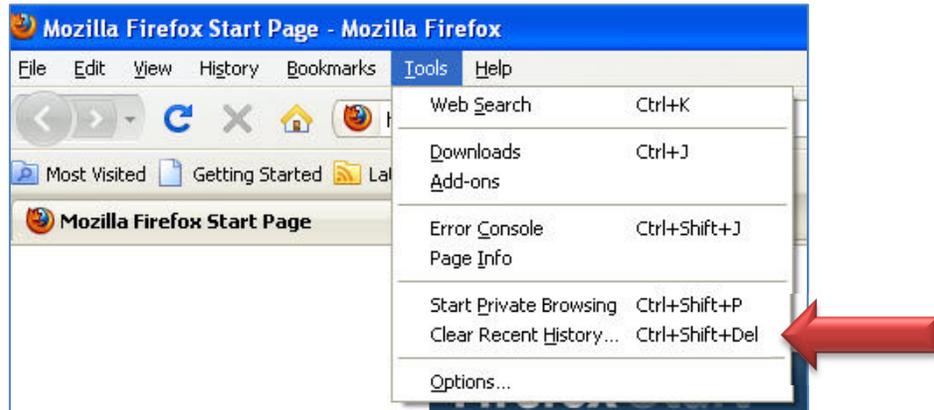




How to clear internet history and cookies:

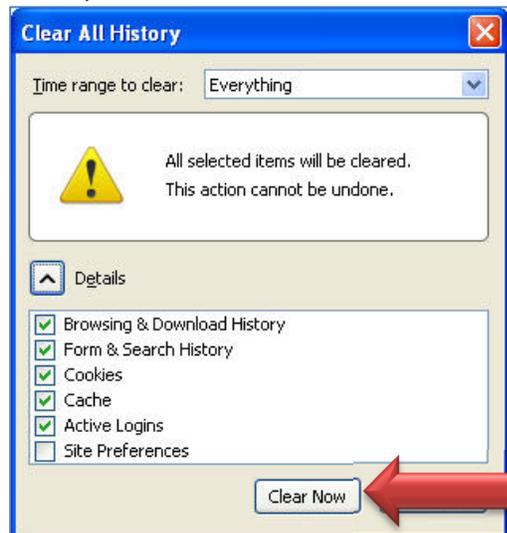
1. Click on “Tools” up in the menu bar and the mouse down and click on “Clear Recent History.”



2. In the pop-up window, Click the drop down for “Time Range to clear” and select the option “Everything”



3. Click on the arrow next to “Details” to reveal the options, and make sure that all checkboxes are selected except for “Site Preferences”



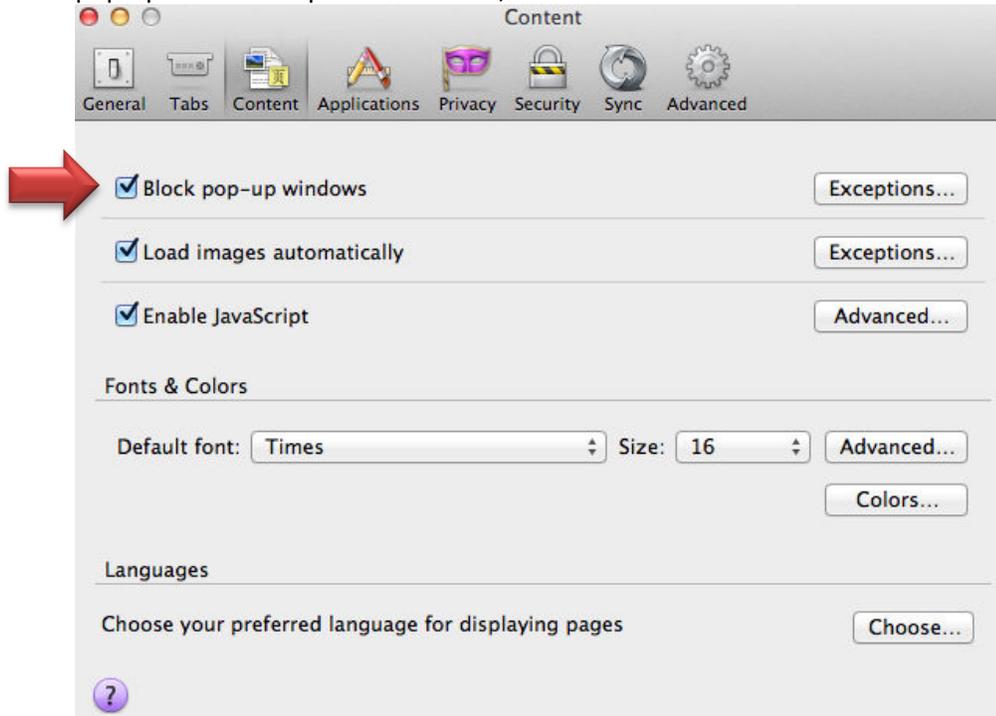
4. Finally, select the “Clear Now” button to close the window.

How to turn of pop-up blocker:

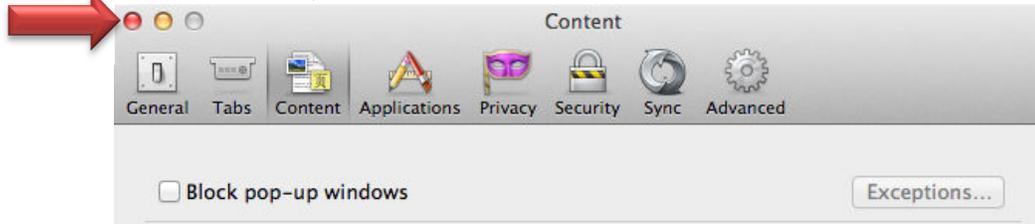
1. On the Mac,
 - a. Click on “Firefox” up in the menu bar, Go down and click on “Preferences”



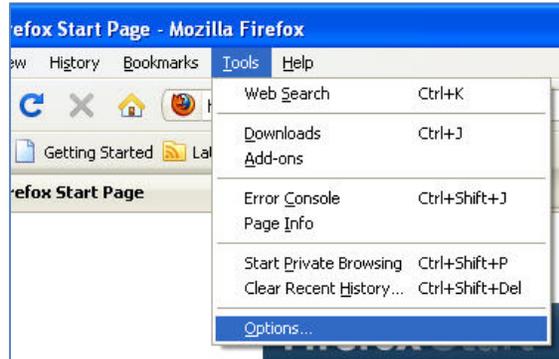
- b. Up at the top of the preferences window, click on “Content” and then if “Block pop-up windows” option is checked, unselect it.



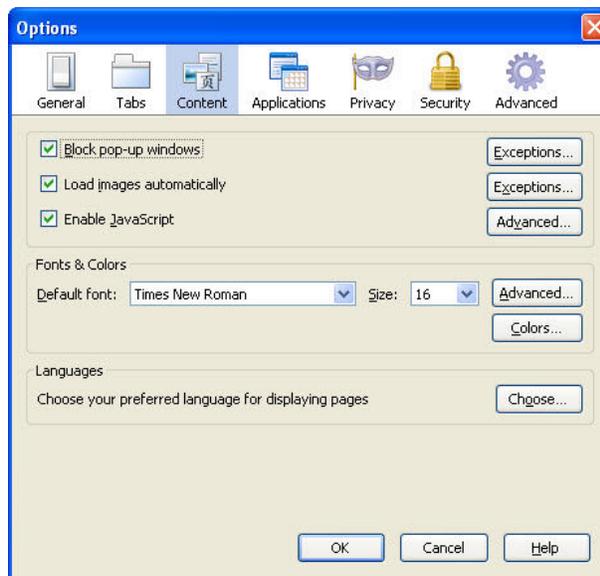
- c. Once unselected, select the red circle to close the window.



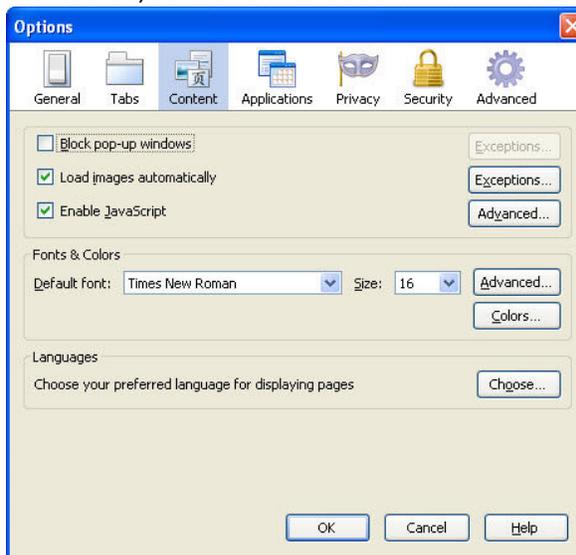
2. On the PC,
- Click on “Tools” up in the menu bar and the mouse down and click on “Options.”



- Click on the Content Tab. If the “Block pop-up windows” option is checked, select the box to uncheck it.

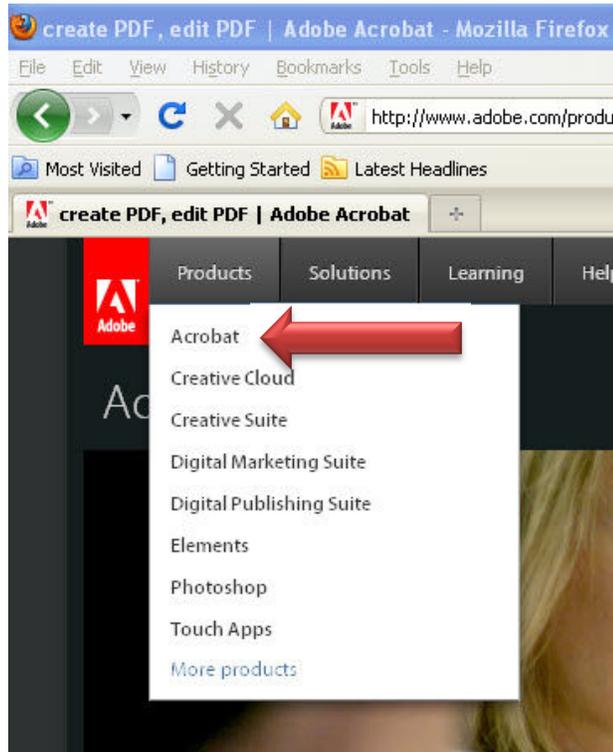


- Once the box is unchecked, select “OK” to close the window.

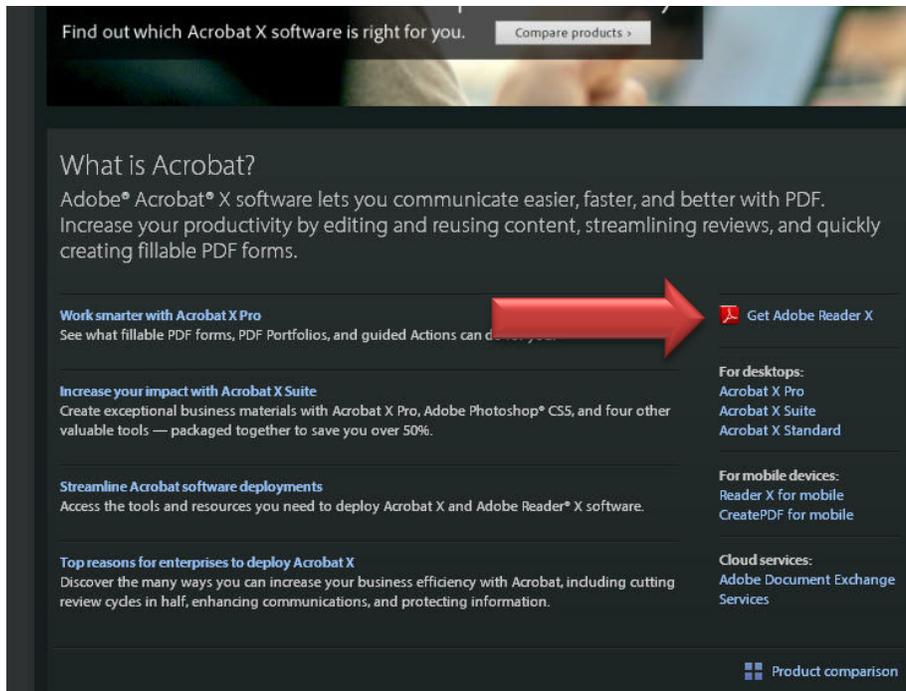


How to download Adobe Reader:

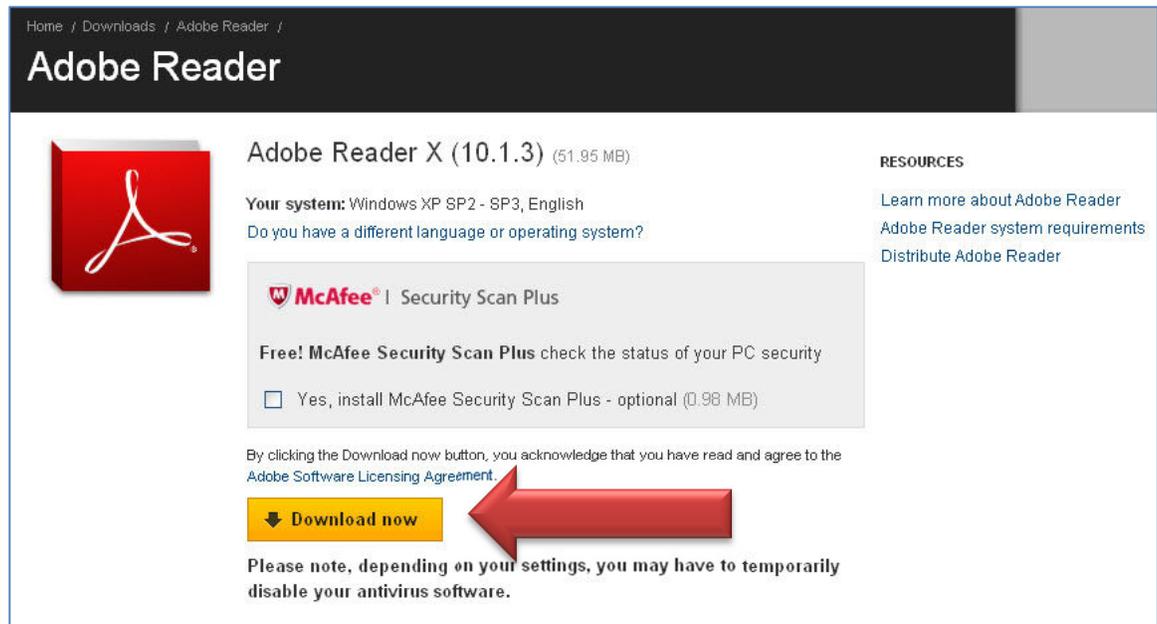
1. Open Firefox Go to www.adobe.com
2. Mouse over the “Products” menu option (top left side of menu at top of web page), and then scroll down and click the “Acrobat” option.



3. Go down to bottom middle of next page and click the “Get Adobe Reader X” link.



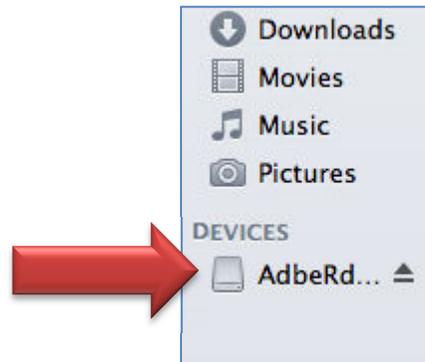
4. On the Adobe Reader download screen, click the “Download Now” button. Depending on your settings, you may have to temporarily disable your antivirus software.



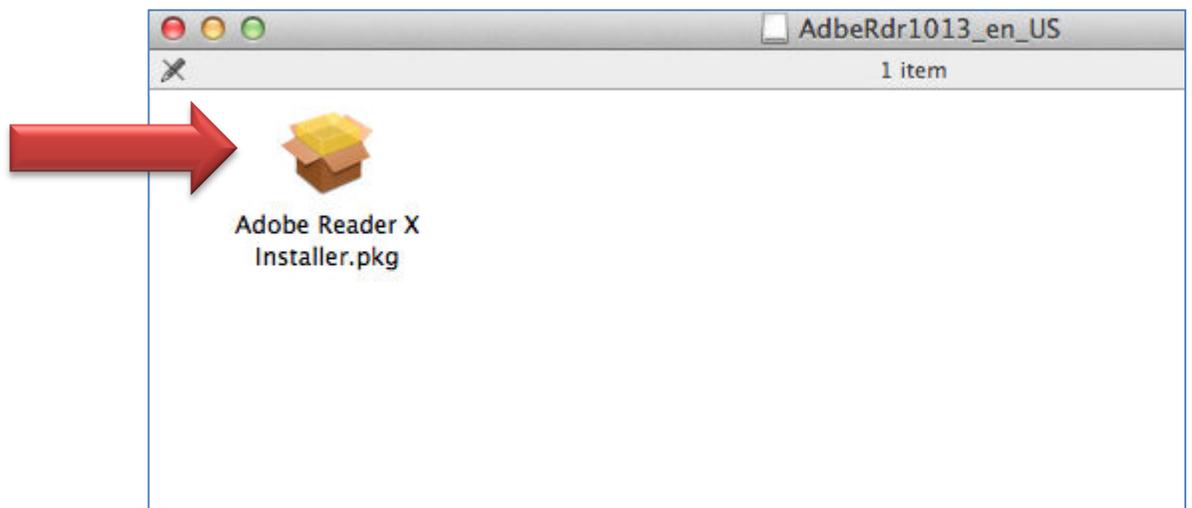
5. The download will begin.
6. Once download is complete,
 - a. On the Mac, select the Adobe Reader .dmg file from the downloads window.
 - b. If the installation wizard does not automatically start, select the Finder icon on the dock (down at the bottom of your screen where you launch applications)



c. look for the device icon on the Finder Window



d. This will open up a window with the Adobe Reader .pkg file.
Double click on the App Icon to continue.



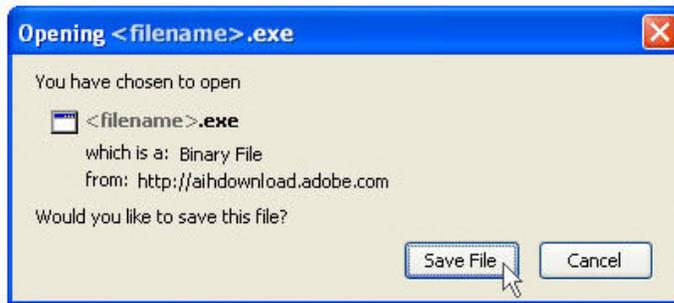
e. Once this is installed, find the “Applications” menu option on the
Finder Window.
f. In the left column, click on “Applications”



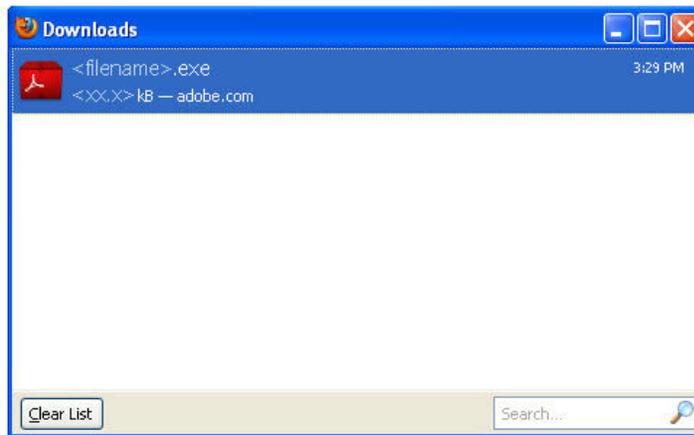
g. Find the “Adobe Reader” icon and click on it to launch Adobe Reader.

7. If on a PC:

a. When the Opening dialog box appears, click “Save File.”



b. When the Downloads window appears, double-click the file.



c. When the Security Warning dialog box appears, click “Run.”



8. The Adobe Application will be installed on your computer. Follow the prompts in the program and the Acrobat program will be installed