

Optimal Internet Explorer v6.0 Settings  
User Guide

# SmartOffice®



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## Overview

This guide outlines the steps necessary to configure Internet Explorer for optimum SmartOffice performance.

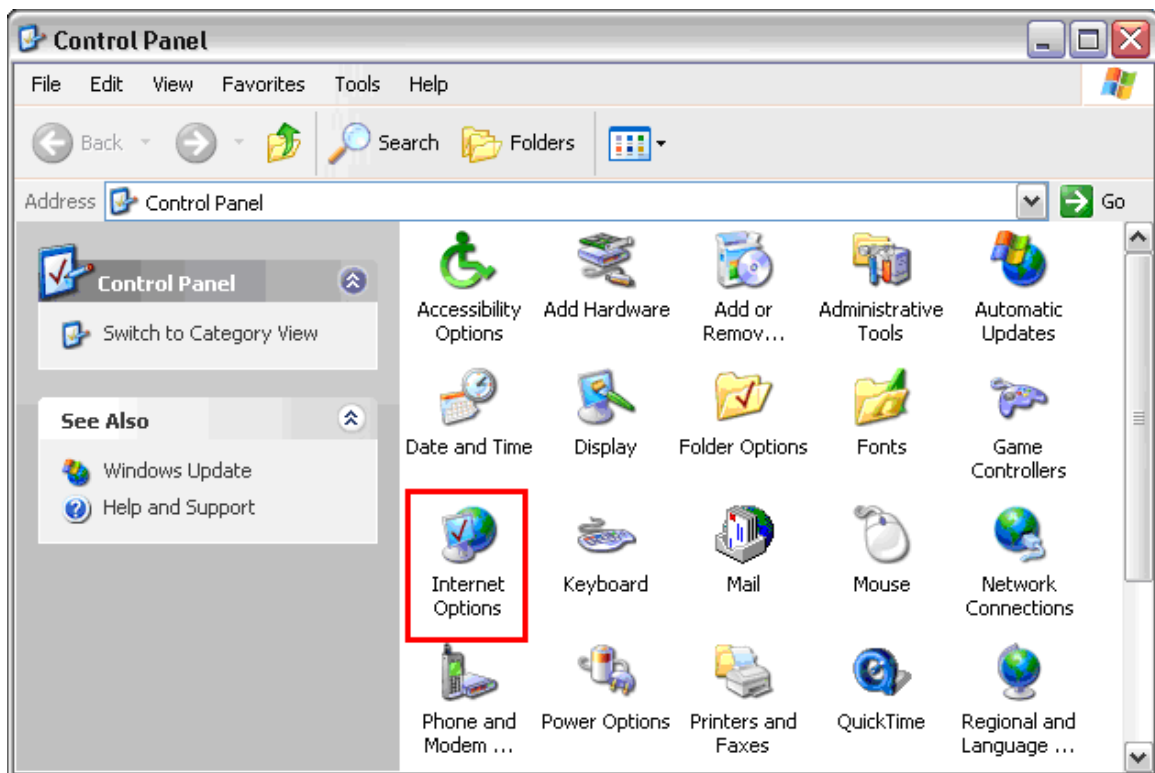
## Cache Management

In computer terminology, a cache is memory allocated to store frequently used instructions or data. In this section, we will discuss the Internet Explorer Cache which is memory allocated to store frequently viewed Web pages.

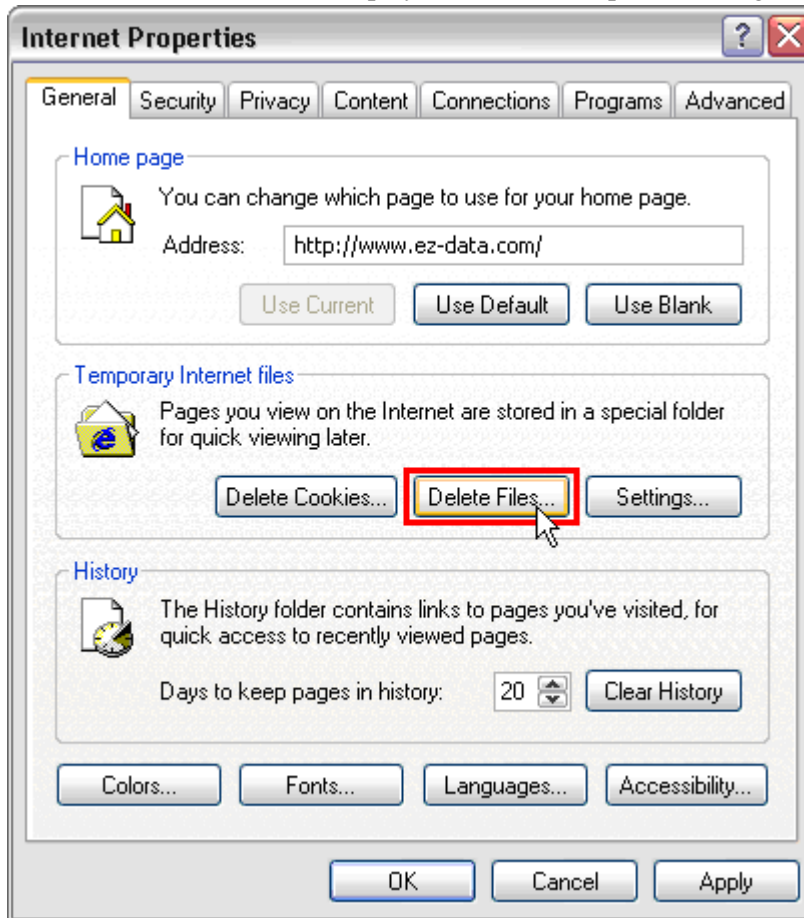
### Clearing the Internet Explorer Cache

E-Z Data recommends clearing the Internet cache on a regular basis to ensure that Internet Explorer is performing at peak efficiency. Additionally, whenever SmartOffice is upgraded, each SmartOffice user must clear the Internet Explorer cache before logging in after the upgrade.

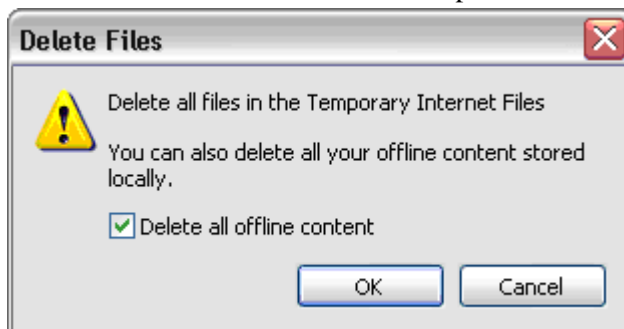
1. To clear the Internet Explorer cache, click the **Start** button.
2. Select **Control Panel** from the expanded **Settings** menu (Microsoft Windows® XP® users may be able to select the Control Panel directly from the Start menu) to display the Control Panel.



3. Select **Internet Options** to display the Internet Properties dialog box.



4. Select the **Delete Files** button in the Temporary Internet Files section to display the Delete Files dialog box.
5. Select the **Delete all offline content** option and then click the **OK** button.

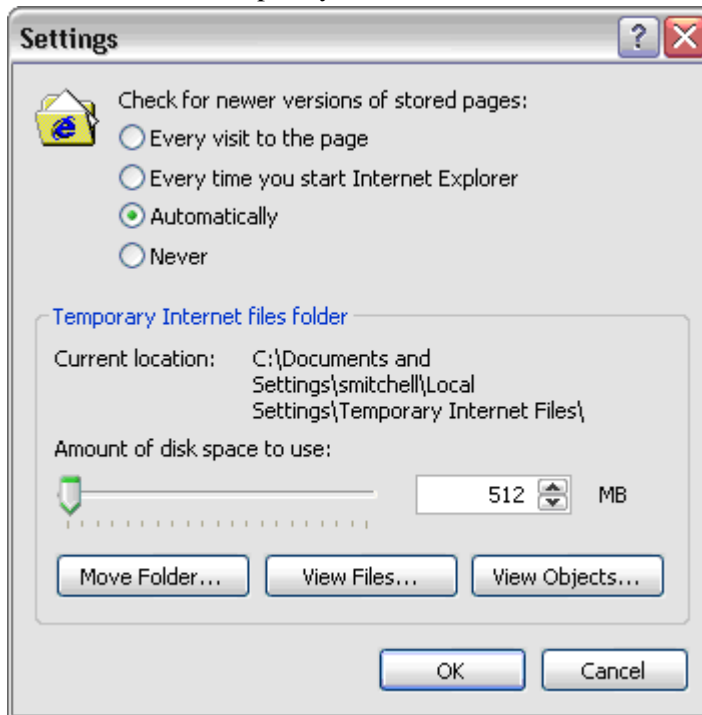


6. An hourglass cursor will display as the cache is cleared. When complete, the hourglass cursor will be replaced with the standard cursor.

## Setting the Internet Explorer Cache for Peak SmartOffice Efficiency

The optimal Internet cache setting for SmartOffice users is 512MB.

1. Click the **Start** button.
2. Select **Control Panel** from the expanded **Settings** menu (Microsoft Windows® XP® users may be able to select the **Control Panel** directly from the **Start** menu) to open the Control Panel.
3. Click **Internet Options** to display the Internet Properties dialog box.
4. From the General tab, click the **Settings** button in the Temporary Internet Files section to open the Settings dialog box.
5. Select the **Automatically** option so that Internet Explorer will automatically check for newer versions of Web pages as they are opened.
6. Enter **512** in the Temporary Internet Files Folder field and then click the **OK** button.

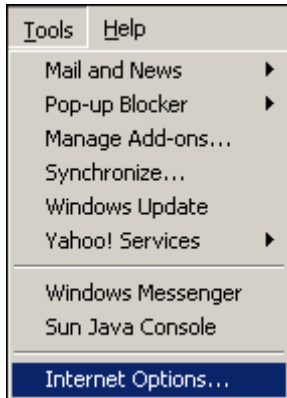


7. Click the **OK** button again to close the Internet Options dialog box.

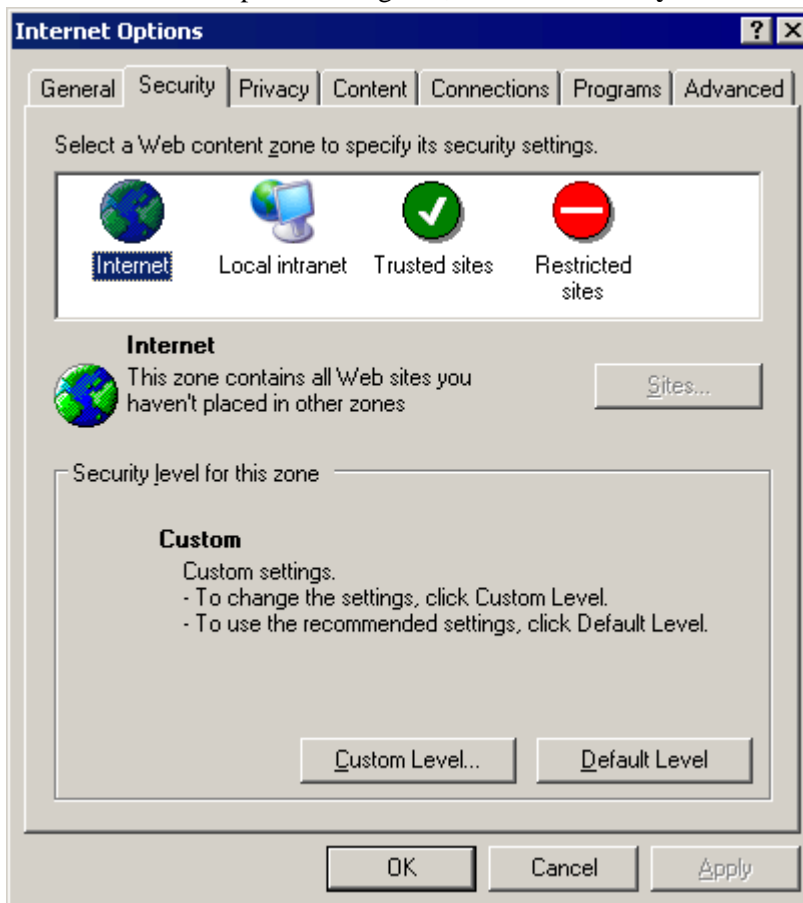
## Internet Explorer Security Settings

Microsoft Internet Explorer contains numerous customizable security features that must be adjusted to provide optimal SmartOffice performance while remaining protected.

1. From Internet Explorer, select **Internet Options** from the expanded **Tools** drop-down menu.



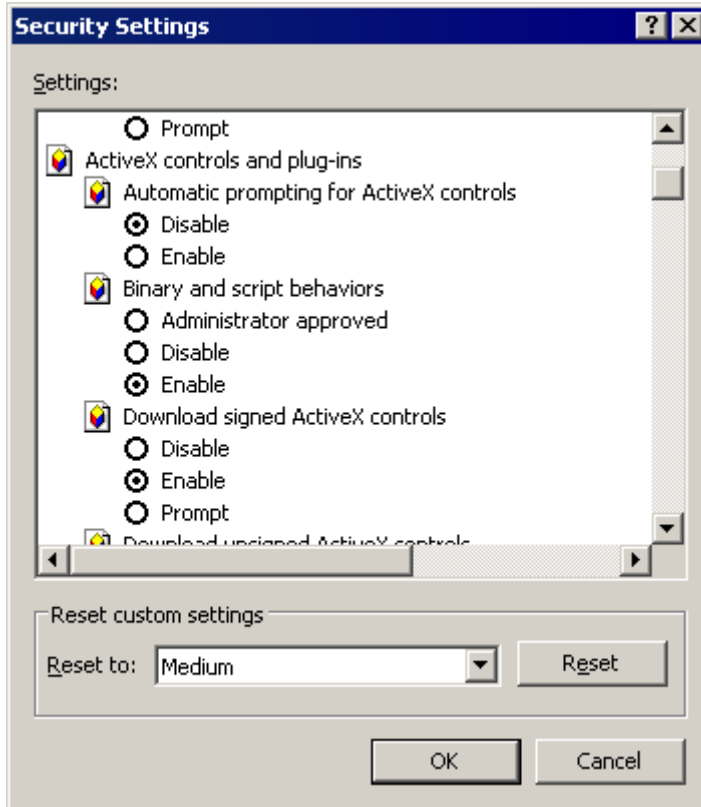
2. From the Internet Options dialog box, click the **Security** tab.



3. Click the **Internet** option to display the Internet section.

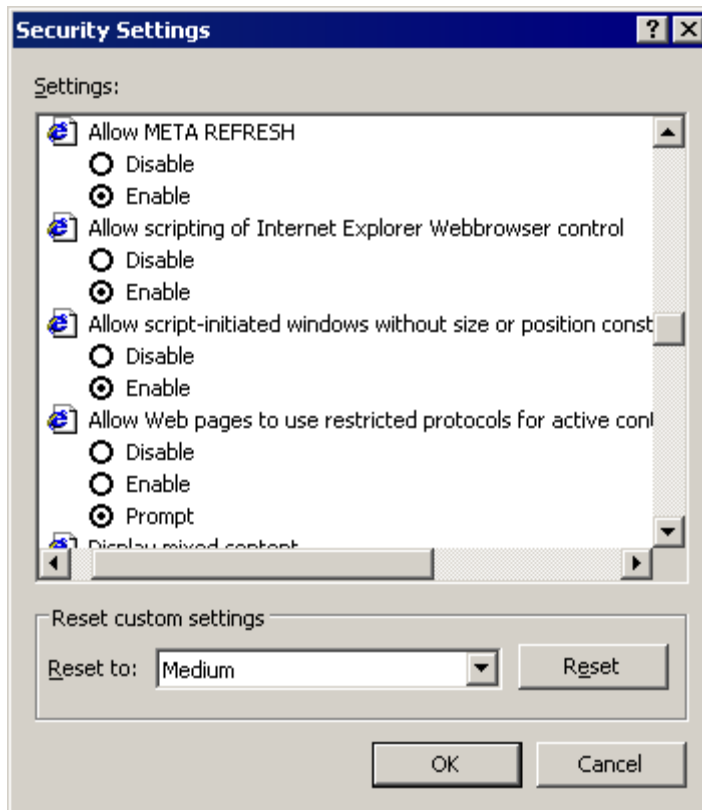


4. Click the **Custom Level** button to display the Security Settings dialog box.
5. Scroll down to the **ActiveX controls and plug-ins** section.  
Note that the graphics included in this section show a Windows XP Service Pack 2 environment. Some settings may be available that your operating system does not provide; simply adjust the settings mentioned below that are available.



6. Make certain that the ActiveX Settings are as follows:
  - Automatic prompting for ActiveX controls: **Disable** (Service Pack 2)
  - Binary and script behaviors: **Enable** (Service Pack 2)
  - Download signed ActiveX controls: **Enable**
  - Download unsigned ActiveX controls: **Enable**
  - Initialize and script ActiveX controls not marked as safe: **Prompt**
  - Run ActiveX controls and plug-ins: **Enable**
  - Script ActiveX controls marked safe for scripting: **Enable**

7. Scroll down to the **Miscellaneous** section.



8. Make certain that the Miscellaneous settings are as follows:
- Allow scripting of Internet Explorer Web browser control: **Enable** (Service Pack 2)
  - Allow script-initiated windows without size / position constraints: **Enable** (Service Pack 2).

## Pop-up Blockers

For optimal SmartOffice operation, third party anti-spyware / pop-up blocking software must be configured to enable SmartOffice pop-ups.

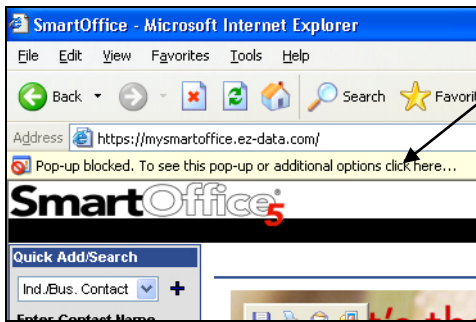
There are a wide variety of companies that offer pop-up blocker programs; therefore, you should consult a computer technician or the manufacturer of your particular Pop-up blocker program(s) to either disable the blocker or add exceptions if any problems are experienced when accessing SmartOffice.

### Commonly Used Pop-up Blocker Programs

Internet Explorer, Yahoo and Google are a few of the commonly used pop-up blocker programs.

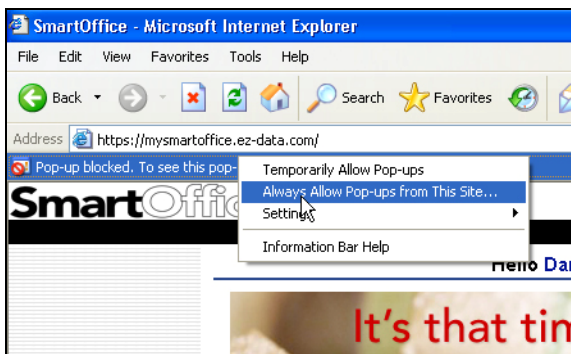
## Internet Explorer Pop-Up Blocker (only with Service Pack 2)

1. If when logging in to SmartOffice, a **Pop-up blocked** message displays, click that message to display a drop-down menu.



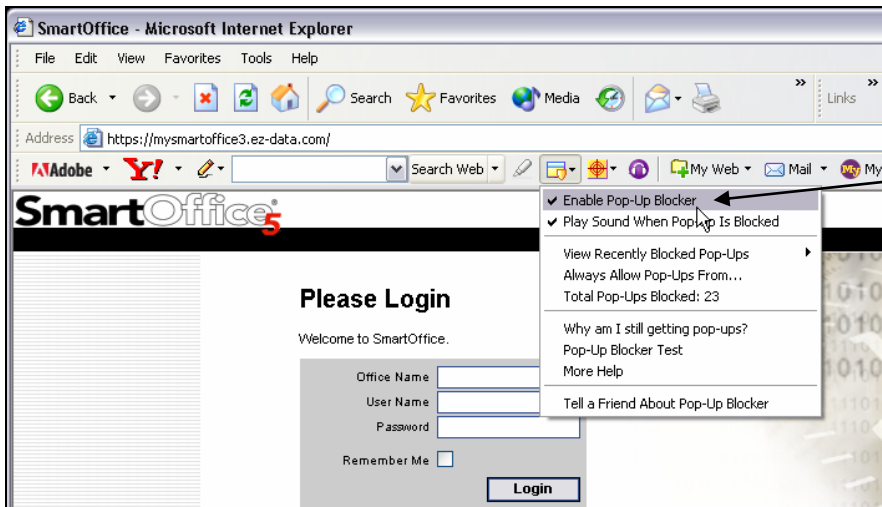
Pop-up blocked message.

2. Select the **Always Allow Pop-ups from This Site** option.



## Yahoo Toolbar Pop-up Blocker

- To disable the Yahoo Pop-up Blocker, click the **Shield** button on the Yahoo toolbar and then uncheck the **Enable Pop-Up Blocker** option.
- If you want to keep the Yahoo Pop-up Blocker active, click the **Shield** button on the Yahoo toolbar, select the **Always Allow Pop-Ups From...** menu option and then add the **SmartOffice** site.



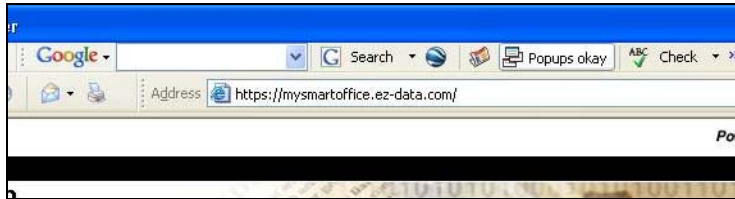
Uncheck Enable Pop-Up Blocker option.

## Google Toolbar Pop-up Blocker

To configure the Google Pop-up Blocker, from the SmartOffice log in page, click the **Blocked** button to change the button to now display as **Pop-ups okay**. This enables normal SmartOffice operation.



Figure 1: Google Toolbar blocking pop-ups



## Worth Mentioning

This document is not designed to encompass every possible situation or to represent the sole solution for any issue.

### Security Rights

Users should have administrator rights to their local computers. This is needed in order to install IE objects.

### Windows Updates

Windows updates can cause various Internet Explorer settings to be changed, they may need to be rechecked if a problem resurfaces.

### Spyware

Spyware can cause problems; therefore, users should run some sort of anti-spyware program(s). Spybot is one anti-spyware program, but there are many others. Check with a qualified computer technician to determine which program is right for you.

### IE Versions

This document applies to Internet Explorer v6.0 only and not any previous or future versions.