

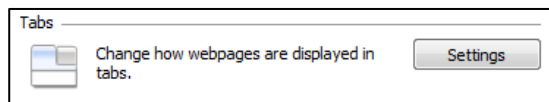


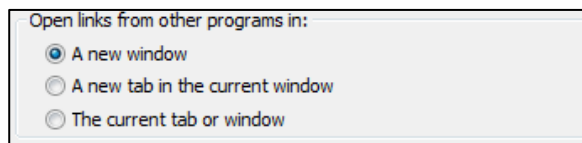
Opening and Using Multiple Internet Explorer windows

Changing Browser Settings

1. **Click** on the Windows start button () on the taskbar.
2. In the right-hand panel, **Click** on *Control Panel*. A window will appear titled *Adjust your computer's settings*.
3. From the window that appears, **click** on *Internet Options* () and the *Internet Properties* window will appear.
4. From the *Internet Properties* window, locate "Tabs" (see below) and **click** on *Settings*. A window titled *Tabbed Browsing Settings* will appear.



5. From the *Tabbed Browsing Settings* window, locate the area of the window titled "Open Links from other programs in:" and **click** the bubble next to "a new window."



6. Close all current Internet Explorer windows.
7. Open new Internet Explorer windows; each will open as windows rather than tabs.
8. **Click Ok**
9. **Click Ok** a second time.

Window Snapping

(See attached)

General Tips

1. Remember to close the @Vantage tab after logging into BEACON.
2. Using the back arrow on the browser will result in lost work with EDM/DTA mWs! Remember to only use the in-program navigation! Alternatively, you can press F11 in you Internet Explorer windows to hide those function buttons. Pressing F11 a second time will return you to the screen with all of its normal functions.