VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



# WINDOWS XP

**Internet Explorer 8.0** 

August 2009

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## INTRODUCTION

- This version of the VASS Browser booklet is for Windows XP Internet Explorer 8.0. Several new features have been added to Internet Explorer 8.0 including *In Private Filtering* which is designed to watch for and block only third-party content that appears with a high frequency across sites you visit, no content is blocked until such levels are detected, nor is any such content blocked which is served directly by the site you are visiting. It is recommended that the *In Private Filtering* be TURNED OFF when accessing VASS. The *Phishing Filter* has been replaced by the *SmartScreen Filter*.
- If you require the browser settings for earlier versions of Internet Explorer please contact the Administrative Support Unit.
- VASS can **ONLY** be accessed using a PC with MS Internet Explorer as the browser. In order to access VASS some changes must be made to the default Internet Explorer settings. These settings are detailed in this document.
- If you have any difficulties setting up your computer to access VASS, please contact the Administrative Support Unit.
- We have found that Yahoo! and Google toolbars can interfere with the operation of VASS and therefore advise that they are not installed on any computer that will be used to access VASS.
- Most of the Internet Options settings may be left as the default value; however, the settings detailed in this document **MUST** be set as indicated.
- This document contains the following sections :
  - ➢ Browser Settings,
  - Windows Settings,
  - Security and MeadCo Licence.
- ◆ To determine the version of Internet Explorer you are using, go to Help → About Internet Explorer on the toolbar and the 'About Internet Explorer' box will be displayed. See figure 1.



Figure 1: About Internet Explorer (Version 8.0)

## CONTACTS

 The Administrative Support Unit can be contacted on: Phone (03) 9651 4482 or 1800 827 721
 Fax (03) 9651 4551

Email <u>vass.support@edumail.vic.gov.au</u>

## **BROWSER SETTINGS**

### **Pop-up Blocker**

- To use VASS successfully you must allow 'pop-ups'. There are two options:
- 1. Allow pop-ups from all Internet sites, or,
- 2. Only allow pop-ups from VASS.
- There are several Internet Explorer settings that allow pop-ups to be blocked. These are covered throughout this document. To allow pop-ups only from VASS go to the Pop-up Blocker Section on page 15.
- ◆ To allow pop-ups from all Internet sites open Internet Explorer and go to Tools → Pop-up Blocker → Turn Off Pop-up Blocker. See figure 2.



**Figure 2:** Tools  $\rightarrow$  Pop-up Blocker  $\rightarrow$  Turn Off Pop-up Blocker

## **Changing Internet Options**

◆ Open Internet Explorer and go to Tools → Internet Options.
 See figure 3.



**Figure 3:** Tools  $\rightarrow$  Internet Options

## Step 1 – General Tab

• Click on the 'General' tab and the following screen will appear. See figure 4.

Internet O	ptions					? <mark>×</mark>
General	Security	Privacy	Content	Connection	s Program	ms Advanced
Home p	age —					
4	To crea	ate home p t:blank	bage tabs,	, type each a	ddress on i	its own line.
		Use cur	rrent	Use defau	lt U	+ Jse blank
Browsin	ng history					19
Æ	Delete and we	temporary b form inf	files, hist ormation.	tory, cookies	, saved pas	sswords,
			[	Delete		Settings
Search	Chang	e search d	efaults.			Settings
Tabs -						
	Chang tabs.	e how web	pages are	e displayed in		Settings
Appear	ance —					
(	Colors	Lang	uages	Fonts	A	ccessibility
			0		Cancel	Apply

Figure 4: The Internet Options 'General' page

## **Home Page Section**

 VASS can be set as your home page by entering the following URL in the address line: <u>https://www.vass.vic.edu.au</u> and then clicking on the [Apply] button. See figure 5.

	1					_	
General	Security	Privacy	Content	Connections	Progra	ams	Advanced
Home p	age —						
1	To cre	ate home p	age tabs	type each ad	dress on	its o	wn line.
-	http	://www.va	ss.vic.ed	u.au/login/C	overPage	e.cfm	
				unu, rogin, e.			
							-
		Lise curr	rent	Lice default		Lice b	lank
		Use curi	ent	USE deladin		Use b	
Browsi	ng history						
A	Delete and we	temporary eb form info	files, hist ormation.	tory, cookies,	saved pa	asswo	ords,
			ſ	Delete		Satti	nos
				Delete		ວະເພ	
Search			l.	Delete		Jetu	
Search	Chang	o ooorch da	Faulta	Delete		Setu	
Search	Chang	e search de	efaults.	Delete		Setti	ngs
Search	Chang	e search de	efaults.	Delete		Setti	ngs
Search	Chang	e search de	efaults.	Delete		Setti	ngs
Search Tabs -	Chang Chang	e search de e how webj	efaults.	e displayed in		Setti	ngs
Search Tabs -	Chang Chang tabs.	e search de e how webj	efaults. pages are	e displayed in		Setti	ngs
Search Tabs -	Chang Chang tabs.	e search de e how web;	efaults. pages are	e displayed in		Setti	ngs
Search Tabs - Appea	Chang Chang tabs. rance	e search de e how web;	efaults. pages are	e displayed in		Setti	ngs ngs
Search Tabs - Appea	Chang Chang tabs. rance Colors	e search de e how web;	efaults. pages are	e displayed in Fonts		Setti	ngs ngs sibility
Search Tabs -	Chang Chang tabs. rance Colors	e search de e how web;	efaults. pages are	e displayed in Fonts		Setti	ngs ngs sibility

Figure 5: Setting VASS as the 'Home Page'

## **Browsing History Section**

- In the Browsing History section:
  - > Click on the [Delete] button. See figure 5.
  - The 'Delete Browsing History' screen will appear. See figure 6.

Preserve Favorites website data	
Keep cookies and temporary Internet files that enable your fav websites to retain preferences and display faster.	orite
Temporary Internet files	
Copies of webpages, images, and media that are saved for fas viewing.	ter
Cookies	
Files stored on your computer by websites to save preferences such as login information.	
V History	
List of websites you have visited.	
🗌 Form data	
Saved information that you have typed into forms.	
Passwords	
Saved passwords that are automatically filled in when you sign to a website you've previously visited.	in
📃 InPrivate Filtering data	
Saved data used by InPrivate Filtering to detect where website	s may
be automatically sharing details about your visit.	
About deleting browsing history Delete Cano	el

Figure 6: The 'Delete Browsing History' screen

- Click on the [Delete] button.
- The 'Delete Browsing History' box will appear. See figure 7.

🕏 Delete Browsing History	- • •
Please wait while the browsing	history is deleted.
Deleting history	
	Cancel

Figure 7: The 'Delete Browsing History' box

- Click on the [Yes] button.
- The 'Delete Browsing History' box will close when files have been deleted.

- > You will still be in the 'Delete Browsing History' screen.
- ➢ Click on [Cancel]
- > You will be returned to the General tab of the 'Internet Options' screen.
- Click on the [Settings] button in the 'Browsing History' section. See figure 5. The following screen will appear. See figure 8.

Temporary Internet Files and History Settings
Temporary Internet Files
Internet Explorer stores copies of webpages, images, and media for faster viewing later.
Check for newer versions of stored pages:
Every time I visit the webpage
Every time I start Internet Explorer
<ul> <li>Automatically</li> </ul>
O Never
Disk space to use (8 - 1024MB): 50 - 50
Current location:
C:\Users\VASS\AppData\Local\Microsoft\Windows\Temporary Internet Files\
Move folder View objects View files
History
Specify how many days Internet Explorer should save the list of websites you have visited.
Days to keep pages in history: 20
OK Cancel

Figure 8: Internet Options – Settings

- On this screen:
  - Ensure that the 'Every time I visit the webpage' radio button is selected.
  - Adjust the 'Amount of disk space' to use to at least 50MB or leave if it is already greater than 50MB.
  - Click on the [OK] button.
  - This will return you to the General page of the 'Internet Options' screen.

## Step 2 – Security Tab

- In order to run features in VASS, the ActiveX controls provided from VASS need to be installed. The default setting in IE should never be to accept ActiveX controls without question. Consequently, VASS must be placed in the Trusted Sites Zone so that it automatically permits approved ActiveX controls routinely, without user input.
- Click on the 'Security' tab.
  - Click on the [Trusted Sites] icon. See figure 9.

elect a	zone t	o view or ch	ange secur	ity settings.	0
Inte	ernet	Local intra	net Trus	ted sites Re	stricted sites
	Trus	ted sites			
	This z trust your You h	one contains not to dama files. ave website	s websites ge your co s in this zo	that you mputer or ne.	OILES
Secur	ity leve	for this zon	e		
	C	ustom Custom set - To change - To use the	tings. the settin recomme	gs, dick Custo nded settings,	m level. dick Default level.
E	]Enable	Protected N	lode (requ Cus	ires restarting	Internet Explorer) Default level
				Reset all zon	es to default level

Figure 9: Security tab with the 'Trusted' sites icon selected

- Click on the [Sites] button and the Trusted Sites screen will appear.
- Enter <u>https://\*.vass.vic.edu.au</u> in the 'Add this Web site to the zone:' field. See figure 10.
- Enter <u>https://vceds.vass.vic.edu.au</u> to ensure you have access to the VCEDS (VCE Data Service) also.

Trusted sites	×
You can add and remove websites this zone will use the zone's securi	s from this zone. All websites in ity settings.
Add this website to the zone:	
	Add
Websites:	
	Remove
	- 11 - 12 - 12 - 12 - 12 - 12 - 12 - 12
Require server verification (https:) for	ali sites in this zone
	Class
	Close

Figure 10: The Trusted Sites page

- In some cases the more specific value of: <u>https://www.vass.vic.edu.au</u> must be used.
- Click the [Add] button to add the sites to the Websites list.See figure 11.

dd this website to the sense	
du uns website to the zone:	Add
Vebsites:	
https://www.vass.vic.edu.au	Remove

Figure 11: The VASS domain in the 'Websites' list

- Click on the [Close] button.
- This will return you to the 'Security' tab of the 'Internet Options' screen. See figure 9.
- > The 'Trusted sites' icon should still be selected.

• Click on the [Custom Level] button and the following screen will appear. See figure 12.

Security Settin	ngs - Trusted Sites Zone		X
Settings			
NET	Framework		
	oose XAML		
	Disable		
	Enable		
0	Prompt		
🥶 X	AML browser applications		
	Disable		
	Enable		
0	Prompt		
🛃 X	PS documents		
	Disable		
	Enable		
0	Prompt		
NET .	Framework-reliant compone	nts	
- R	tun components not signed v	with Authenticode	
6	nicable		
•			•
*Takes eff	fect after you restart Interne	et Explorer	
Prest a lite			
Reset Custo	m setungs		
Reset to:	Medium (default)	▼	Reset
		ОК	Cancel

Figure 12: Security tab – ActiveX controls and plug-ins

## ActiveX controls and plug-ins Section

- In the ActiveX controls and plug-ins section check that:
  - > 'Download signed ActiveX controls' is set to **Enabled**.
  - 'Initialize and script ActiveX controls not marked as safe' is set to Enable.
  - ➤ 'Run ActiveX controls and plug-ins' is set to Enable.
  - 'Script ActiveX controls marked safe for scripting' is set to Enable.

#### **Downloads Section**

Scroll down the screen to the 'Downloads' section

- In this section check that:
  - Automatic prompting for file downloads' is set to Enable.
  - 'File Download' is set to Enable
  - 'Font Download' is set to Enable.

#### **Miscellaneous Section**

- Scroll down to the 'Miscellaneous' Section.
- In this section check that:
  - Submit nonencrypted form data' is set to Enable.
  - Set SmartScreen filter to Enable

"The SmartScreen filter is a set of technologies designed to help protect users from evolving web and social engineering threats. If the SmartScreen filter detects a malicious website, Internet Explorer 8 will block the entire site. It can also provide a "surgical block" of malware or phishing hosted on legitimate websites – blocking just the malicious content without affecting the rest of the site".-Micrsoft.com

'Use Pop-up Blocker' is set to Disable. This setting should only be used if you wish to allow all pop-ups. For further information go to the 'Pop-up Blocker' section on page 15.

## **Scripting Section**

- Scroll down to the 'Scripting Section'.
- In this section check that:
  - ➢ 'Active scripting' is set to Enable.
- Click on the **[OK]** button.
- If the 'Warning! Are you sure you want to change the security settings for this zone?' box appears, click on the **[Yes]** button. See figure 13.

Warning!	
٢	Are you sure you want to change the settings for this zone?



You are still on the Security tab of the 'Internet Options' screen.

## Step 3 – Privacy Tab

## **Settings Section**

• Click on the 'Privacy' tab. The following screen will appear. See figure 14.

ternet O	ptions					2
Seneral S	ecurity	Privacy	Content	Connections	Programs	Advanced
Settings	Select • Bk priv • Bk be t • Re can	a setting um ocks third- acy policy ocks third- used to co istricts fir- be used t	for the Intr party cool party cool ntact you st-party co o contact :	ernet zone. ies that do not ies that save i without your e olies that save you without yo Advanced	have a com nformation t xplicit conse s information ur implicit co	ipact hat can nt ntat nsent
Pop-up Bl	ocker Prever appear	nt most po ring. n on Pop-	up-up winde	ows from	Se	ttings
	⊡Do V Dis- sta	not collec able toolb rts	t data for u ars and ex	use by InPrivat tensions when	e Filtering InPrivate Br	owsing

#### Figure 14: Privacy tab

The privacy setting for the Internet zone should be set to 'Medium'.

## Cookies

• Click on the [Advanced] button under the 'Privacy' tab. See figure 15.

You can choose h zone. This overrid	ow cookies are handled in the Internet es automatic cookie handling.
ookies ]] Override automatic cooki	ie handling
First-party Cookies	Third-party Cookies
Accept	Accept
O Block	Block
Prompt	Prompt
Always allow session	cookies

Figure 15: Cookies - Advanced Privacy Settings

- On the Advanced Privacy Settings screen check that:
  - > 'Override automatic cookie handling' is unchecked.
  - Click [OK].
- You are still in the 'Privacy' tab of the 'Internet Options' screen.

#### **Pop-up Blocker Section**

- To use VASS successfully you must allow 'pop-ups'. There are two options:
- 1. Allow pop-ups from all Internet sites, or,
- 2. Only allow pop-ups from VASS.
- To allow pop-ups from all Internet sites, ensure that there is no tick in the 'Turn on Pop-up Blocker' check box. See figure 14.
- To only allow pop-ups from VASS, ensure that there is a tick in the 'Turn on Pop-up Blocker' check box. This will activate the [Settings] button.
- Click on the [Settings] button. The 'Pop-up Blocker Settings' screen will appear. See figure 16.

-up Blocker Settings	l
xceptions	
Pop-ups are currently blocked. You can allow po websites by adding the site to the list below.	p-ups from specific
Address of website to allow:	
	Add
Allowed sites:	
www.vass.vic.edu.au	Remove
	Remove all
Notifications and filter level	
Play a sound when a pop-up is blocked.	
Show Information Bar when a pop-up is blocked.	
Filter level:	
Low: Allow pop-ups from secure sites	•
Poptup Blocker FAQ	Close

Figure 16: Pop-up Blocker Settings screen

- Enter <u>https://www.vass.vic.edu.au</u> in the 'Address of Web site to allow:' field.
- Click the [Add] button to add the site to the 'Allowed sites:' list.
- Click on the [Close] button. The 'Pop-up Blocker Settings' screen will close.
- You are still on the 'Privacy' tab of the 'Internet Options' screen.

#### **Step 4 – Connections Tab**

• Click on the 'Connections' tab. The following screen will appear. See figure 17.



Figure 17: The 'Connections' page

#### Local Area Network (LAN) Settings Section

- The type of connection that you have to the internet determines what you do at this point. There are two options:
- 1. If you have a direct connection to the internet (dial-up or VPN), or,
- 2. If your computer is part of a Local Area Network (LAN) and you connect to the Internet via a proxy server.
- You may need to contact your local technician or ISP for assistance if you have a direct connection to the Internet.
- If your computer is part of a Local Area Network click on the [LAN Settings] button and the following screen will appear. . If the [LAN Settings] button is greyed out you will have to get your local Network Administrator to assist you to complete the checks at this point. See figure 18.

Automatic co use of manua	nfiguration nfiguration ma al settings, disa	ay override manual sett able automatic configu	tings. To ensure the ration.
Automatic	ally detect set	ttings	
Use autor	natic configura	ation script	
Address			
Proxy server			
Use a pro dial-up or	xy server for VPN connectio	your LAN (These settin ons).	igs will not apply to
Address:		Port:	Advanced
		r far local addronaan	

Figure 18: The 'Local Area Network (LAN) Settings' page

- If there is a direct connection between your PC and the Internet, ensure that no check boxes are checked on this page.
  - Click on the [OK] button. The 'Local Area Network (LAN) Settings' page will close.
  - You are still in the 'Connections' page of the 'Internet Options' screen.
- If a proxy server is used please consult your Network Administrator for details of the I.P. address to be entered in the 'Address' line of the Proxy Server section of this screen. The example given in figure 19 **SHOULD NOT** be used.

Automatic cont use of manual	figuration may ove settings, disable a	erride manu automatic c	ual setting onfiguratio	s. To ensure the
Automatica	lly detect settings			
Use automa	atic configuration :	script		
Address				]
Proxy server				
Use a prox dial-up or V	y server for your l PN connections).	AN (These	e settings (	will not apply to
Use a prox dial-up or V	y server for your l PN connections). 10.10.20.99	AN (These Port:	8080	will not apply to Advanced
Use a prox dial-up or V Address:	y server for your l PN connections). 10.10.20.99 proxy server for l	AN (These Port: ocal addre	8080 sses	will not apply to

Figure 19: Proxy Server address

- Place a tick in the 'Use a proxy server' checkbox to activate the Address field.
  - > Enter the details for the I.P. address and Port.
  - Click the [Advanced] button. The 'Proxy Settings' page will open. See figure 20.

	Type	Proxy address to use		Port
	HTTP:	10.10.20.99	:	8080
	Secure:	10.10.20.99	:	8080
	FTP:	10.10.20.99	:	8080
	Socks:		:	-
	🔽 Use th	e same proxy server for all proto	cols	
xcepti	♥ Use th ons Do not us	e same proxy server for all proto e proxy server for addresses beg	cols inning with	
xcepti	♥ Use th ons Do not use *.vass.v	e same proxy server for all proto e proxy server for addresses beg ic.edu.au	cols inning with	:

Figure 20: Proxy Settings screen

- In the 'Servers' section, enter the I.P. addresses for the proxy settings.
- In the 'Exceptions' section, enter the web address: <u>\*.vass.vic.edu.au</u> or if it is not necessary to go through the proxy to access the school server, then enter the IP address of the school server.
- Click [OK]. This will return you to the 'Local Area Network (LAN) Settings' page.
- Click [OK]. This will return you to the Connections page of the 'Internet Options' screen.

### Step 5 – Advanced Tab

• Click on the 'Advanced' tab. See figure 21.

Internet C	Options				? 🔀
General	Security	Privacy Content	Connections	Programs	Advanced
Setting	js —				
	Accessibili Alway Move Reset Reset Reset Browsing Close Disable Disable Disable Disable	s expand ALT text for system caret with for text size to medium text size to medium Zoom level to 100% unused folders in His e script debugging (1 e script debugging (1 y a notification about FTP folder view (ou	or images cus/selection d for new windov while zooming* for new windov story and Favor internet Explore Other) t every script e utside of Interne	hanges vs and tabs ws and tabs ites* er) rror et Explorer)	E
	Enable	e page transitions e personalized favori III	tes menu		+
*Takes effect after you restart Internet Explorer Restore advanced settings					
Reset Internet Explorer settings Deletes all temporary files, disables browser add-ons, and resets all the changed settings. You should only use this if your browser is in an unusable state.					
	OK Cancel Apply				

Figure 21: Internet Options Advanced tab – Browsing section

## **Browsing Section**

- In this section:
  - Ensure that the 'Disable script debugging (Internet Explorer)' box is ticked.
  - Ensure that the 'Disable script debugging (Other)' box is ticked.

## **Security Section**

- Scroll down the screen to 'Security'.
- In this section:
  - Make sure that 'Do not save encrypted pages to disk' box is unchecked.
  - Click on the [Apply] button if it is active.
  - Click on **[OK]** to close the 'Internet Options' screen.
- ◆ The browser configurations for Microsoft Internet Explorer<sup>™</sup> are now complete.

## **Step 6 – Settings check**

- After you have completed your Browser Setup, the next step is to access the VASS home page to ensure that everything is working correctly.
- If you have set VASS as your Internet Explorer home page close Internet Explorer and open it again. The 'Welcome to VASS' page should be displayed. See figure 22.
- A green tick with the words 'Trusted Sites' should be visible above the system tray in the bottom right hand corner of the screen. If the 'Trusted Sites' icon is not visible then the changes to the Internet Explorer settings have not been completed successfully and you will need to go back over that section of this document.
- A yellow padlock at the right hand site of the VASS web address indicates that it is a secure site.



Figure 22: The 'WELCOME TO VASS' page

If VASS has not been set as your Internet Explorer home page ٠ then enter the URL address in the address field of your browser:

http://www.vass.vic.edu.au

- Press the Enter key on the keyboard. The 'Welcome to VASS' page should be displayed. See figure 22.
- A yellow padlock and a white tick in a green circle with the words 'Trusted Sites' should be visible above the system tray in the bottom right hand corner of the screen. If the 'Trusted Sites' icon is not visible then the changes to the Internet Explorer settings have not been completed successfully and you will need to go back over that section of this document.
- The 'Trusted Sites' icon indicates that the currently viewed ٠ content is within the 'Trusted sites' and falls within a user defined security box context.
- The yellow padlock indicates that all data communications between the local host computer and the server is secured by a cryptographic data stream protecting against otherwise possible data capture and analysis.
- Before log into VASS you must read the following two sections of this document (Windows Settings & MeadCo Publishing Licence).

## WINDOWS SETTINGS

- The Windows settings selected on your computer can affect the way that the VASS screens are displayed. For example, if your screen resolution is set to **800 x 600** pixels then VASS screens will occupy the entire monitor screen but you may not be able to see some buttons at the bottom of VASS windows because they will be hidden behind the task bar.
- If your screen resolution is set to **1024 x 768** pixels then VASS screens will fill approximately <sup>3</sup>/<sub>4</sub> of your monitor screen. The font size will be slightly smaller but you will be able to see all buttons on any VASS window.
- To modify the Windows settings go to Start  $\rightarrow$  Settings  $\rightarrow$  Control Panel  $\rightarrow$  Appearance and Themes. See figure 23.



Figure 23: The Windows Control Panel

• Open the Display icon. See figure 24.



Figure 24: Pick a Control Panel icon

• The Display Properties box will open. See figure 25.

Display Properties
Themes Desktop Screen Saver Appearance Settings
A theme is a background plus a set of sounds, icons, and other elements to help you personalize your computer with one click.
Theme:       Modified Theme     Save As
Sample:
Active Window
Window Text
3
OK Cancel Apply

Figure 25: The Display Properties box

- The Display Properties box will open.
- Click on the Settings Tab. See figure 26.

Display Properties	?×
Themes Desktop Screen Saver Appearance Settings	
Display: Plug and Play Monitor on Intel(R) 82815 Graphics Controller (Micros Corporation) Screen resolution Less More 1024 by 768 pixels	soft
Troubleshoot Adva	inced
OK Cancel	Apply

Figure 26: The Display Properties – Settings page

- Set the Screen Resolution to either 800 x 600 OR 1024 x 768 pixels.
  - Click on the [Apply] button to confirm the change.
- Click on the [Advanced] button. The monitor screen will open, in this example it is a Plug & Play Monitor. See figure 27.

Plug and Play Monitor and Intel(R) 82815 Graphics C ? 🔀
General Adapter Monitor Troubleshoot Color Management
Display If your screen resolution makes screen items too small to view comfortably, you can increase the DPI to compensate. To change font sizes only, click Cancel and go to the Appearance tab. DPI setting: Normal size (96 DPI)
Compatibility Some programs might not operate properly unless you restart the computer after changing display settings.
After I change display settings: Restart the computer before applying the new display settings
<ul> <li>Ask me before applying the new display settings</li> </ul>
Some games and other programs must be run in 256-color mode. Learn more about <u>running programs in 256-color mode</u> .
OK Cancel Apply

Figure 27: The 'Plug and Play Monitor ...- General' page

- In the Display section select the DPI setting of 'Normal size (96 DPI)'.
- Click on the [Apply] button.
- > Follow any screens prompts and click on the **[OK]** button.
- You will be returned to the Display Properties Settings page.
- Click [OK].
- If any changes have been made the 'Change DPI Settings' box will be displayed.
- Click **[OK]** to accept the changes.
- Select the Appearance tab. See figure 28.

If any changes have been made the system settings screen will be displayed. Choose [Yes] to restart your computer.

Display Properties 🛛 🛜	<
Themes Desktop Screen Saver Appearance Settings	
Inactive Window Active Window Window Text Message Box OK	
Windows and buttons: Windows XP style Color scheme:	
Default (blue)     Image: Constraint of the state of the	
OK Cancel Apply	]

Figure 28: The 'Display Properties – Appearance' page

- ➤ The Font Size must be set to 'Normal'.
- > If any changes are made, click the [Apply] button.
- Close the Display Properties screen.
- The required settings have now been changed. Close the Appearance and Themes screen.
- Close the Control Panel.

## **MEADCO PUBLISHING LICENCE**

- The first time you log in to VASS from a particular computer the MeadCo Publishing Licence agreement **MUST** be downloaded.
- Without the MeadCo Publishing Licence VASS will not work properly. You can log into VASS but go no further than browse and parameters screens.
- The MeadCo Publishing Licence will ONLY be downloaded if the person logged into the computer has sufficient network privileges (an administrator or a local administrator). In most cases this is the Network Administrator for your school.
- ♦ If the person attempting to log into VASS does not have sufficient network privileges then the Network Administrator at your school will need to assist you. In most cases they will have to log into the particular computer, change the browser settings under their profile and then log into VASS in order to download the MeadCo Publishing Licence.
- Two screens will appear, you must click on the [Install] button on the first (see figure 29) and [Yes, allow] for the second (see figure 30).

Internet Explorer - Security Warning 🛛 🛛 🔀					
Do you want to install this software?					
	Name: <u>MeadCo's ScriptX</u>				
	Publisher: Mead & Company Limited				
💙 Mor	re options Install Don't Install				
٢	While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. <u>What's the risk?</u>				

Figure 29: The Internet Explorer – Security Warning

🕘 MeadCo Put	lishing License	? 🛛
Do you want • Ad	t to allow: vanced Printing	
Publisher:	VCAA	
Applies to:	Details	
		Yes, allow No, disallow
Advanced prin <u>Limited</u> that y the use of the	nting and templates use ou must already have a se controls by publisher	s ActiveX controls from <u>Mead &amp; Co</u> ccepted and installed. Only allow ·s you trust.

Figure 30: The MeadCo Publishing Licence

• Once downloaded the MeadCo ScriptX Publishing licence is located in the C:\Windows\Downloaded Program Files folder.