

Budget Formulation and Management

Internet Explorer Hints



State of Rhode Island

July 08, 2017 [Version 1.0]

Contents

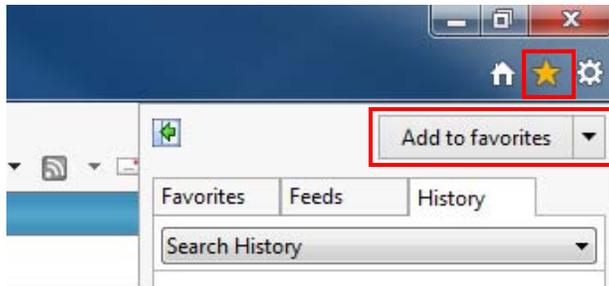
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1. Internet Explorer Basics

Following are some helpful hints to assist with using web-based applications.

1.1. Favorites

- 1.1.1. Enter the URL for BFM into Internet Explorer.
- 1.1.2. Click on the Star in the upper right to create a favorite to easily access BFM without typing in the URL each time you want to use the system.
- 1.1.3. Click **Add to Favorites**.



- 1.1.4. To access BFM, just click on the star and select Budget Formulation and Management.

1.2. Adjusting the Size

There are two tricks for adjusting the size in Internet Explorer.

Hiding the Top Toolbars

Depending on your settings, you may have a series of toolbars that take up a lot of room on the top of the screen.



- 1.2.1. The exact keystrokes vary by computer, but (generally) type F11 to hide the toolbars. See the screen below with F11 clicked.



- 1.2.2. Type F11 again to restore the toolbars.

Increasing Font Size

In some cases the font may be too small to comfortably read on a given page.

- 1.2.3. Press CTRL and the + key at the same time to increase the font size. With CTRL pressed, you can click + multiple times to continue to increase the size.

BFM - Budget Formulation and Management

Main Menu ▼

- 1.2.4. Press CTRL and the - key at the same time to decrease the font size. With CTRL pressed, you can click - multiple times to continue to decrease the size.

1.3. Multiple Windows

One of the most useful options is to have two Internet Explorer windows up at once. This is especially useful if you have two monitors.

- 1.3.1. Go to BFM in Internet Explorer and Log in.
- 1.3.2. Hold down **CTRL** and **N** at the same time.
- 1.3.3. In the new window, go to Links/BFM Reporting

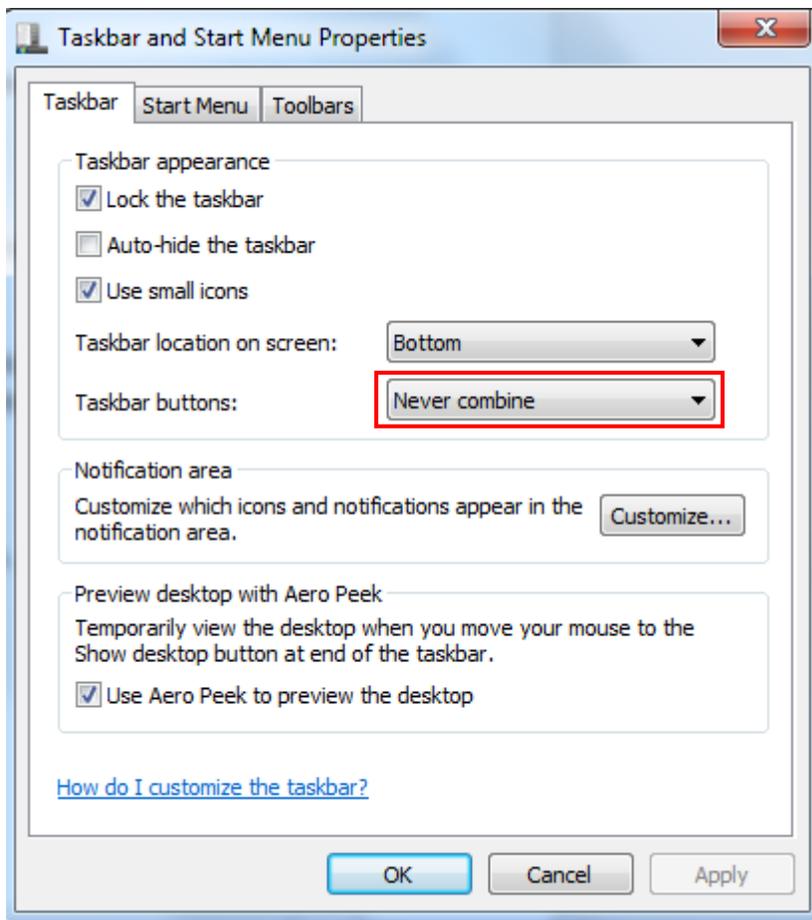
Now you can have BFM on one screen and your reports on a second screen, so you can refresh your reports as you work. Remember, if you have two windows open, but leave one inactive, you may time out. Just log back in to BFM.

1.4. Toolbar Options

If you have multiple windows open, you may only see the  and can hover on it to see multiple windows. Alternatively, **right click** in the taskbar in a blank area, such as below and select **Properties**.



- 1.4.1. Change the Taskbar Buttons to be: **Never Combine**.



1.4.2. Click **Ok**. You will now see each window separately.

