Budget Formulation and Management

Internet Explorer Hints

State of Rhode Island

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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.
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.