

# Customizing Your Browser to Work with proposalCENTRAL & Converting to PDF

---

This tutorial includes the following information:

**GENERAL INFORMATION REGARDING BROWSER SETTINGS .....1**

**PROPOSALCENTRAL RECOMMENDED BROWSERS .....1**

BROWSER SETTINGS FOR INTERNET EXPLORER 9.0 FOR THE PC ..... 2

BROWSER SETTINGS FOR CHROME 39.0 FOR THE PC ..... 2

BROWSER SETTINGS FOR FIREFOX 33.1 FOR THE PC..... 3

BROWSER SETTINGS FOR FIREFOX 33 FOR THE MAC..... 3

BROWSER SETTINGS FOR SAFARI 6.2 FOR THE MAC ..... 3

**CONVERTING DOCUMENTS TO PDF .....4**

## General Information Regarding Browser Settings

When working on the web through your browser there may be times that your screen does not refresh or your security settings will prevent you from accessing a site or a page may time you out and require you to login again.

Cookies and page caching can affect how your computer interacts with a web site. Cookies are flags that allow a user to navigate across multiple pages after logging in. Page caching is used to enhance performance but causes problems for some sites, like proposalCENTRAL that are dynamic, not static.

When problems occur, you may need to adjust your browsers settings. In this tutorial we will show you how to adjust your browser settings to best work with our site.

**Note:** If you time-out, it may be that you have been working on a page and have not saved it regularly. Our system is set to time out after being idle for 60 minutes. But we recommend that you save your work every 10 – 15 minutes.

## proposalCENTRAL Recommended Browsers

Browser	Recommended Version	Recommended System
Internet Explorer	9 & above	Windows 7 & above
Google Chrome	35.0 & above	Windows 7 & above
Firefox	26 & above	Windows 7 & above / Mac – OS X v10.8 & above
Safari	7.1 & above	Mac – OS X v10.9 & above

The tutorial covers the basic steps of configuring your browser settings for:

PC	Macintosh:
<a href="#">Internet Explorer 9.0</a>	<a href="#">Firefox 33</a>
<a href="#">Google Chrome 39.0</a>	<a href="#">Safari 7.1</a>
<a href="#">Firefox 33.1</a>	

Click link to be directed to browser's instructions.


Note: If you are using earlier browser versions than those mentioned above, we recommend you upgrade to a newer version. The following pages will include links to upgrade your browser.

## Browser Settings for Internet Explorer 9.0 for the PC

1. Go to the "Tools" menu in your browser and select "Internet Options".
2. In the "General" tab, in the "Browsing history" section click the "Settings" button. In the "Check for newer versions of stored pages" setting set to "Every time I visit the webpage" or "Every time I start Internet Explorer" and click the "OK" button.
3. In the "Security" tab, select the "Trusted Sites" icon and click the "Sites" button. Enter "https://proposalcentral.altum.com" in the first text box, click the "Add" button, and then click the "Close" button.
4. In the "Privacy" tab and set the "Privacy" settings to "Medium".
5. When finished updating your browser's settings, click the "OK" button.

You can get the latest version of Internet Explorer by accessing: <http://windows.microsoft.com/en-us/windows/downloads>.


## Browser Settings for Chrome 39.0 for the PC

1. Click the browser's menu (typically appears as: ) and select "Settings".
2. At the bottom, click the "Show advanced settings..." link.
3. In the "Privacy" section, click the "Content settings..." button.
4. Select the following:
  - o In the "Cookies" section, select "Allow local data to be set".

- In the “JavaScript” section, select “Allow all sites to run JavaScript”.
  - In the “Pop-ups” section, click the “Manage exceptions...” button, add “proposalCENTRAL.altum.com” in the box, set the Behavior to “Allow”, and click the “Done” button.
5. When finished updating your browser’s settings, click the “Done” button.

## Browser Settings for Firefox 33.1 for the PC

For Firefox, there are several different areas to add a trusted site (referred to as "Exceptions"), depending on what functionalities you want to allow the site to do or prevent the site from doing. Here are some settings that may be helpful to set to use proposalCENTRAL:

1. Go to the browser’s menu (appears as  in newer versions) and select “Options”.
2. Click the section for “Content” and next to the “Block pop-up windows” click the “Exceptions...” button.
3. Add proposalCENTRAL.altum.com and click the “Allow” button and then the “Close” button.
4. Click the section for “Privacy” and in the “History” section by the “Firefox will”, select “Use custom settings for history”. In the row with “Accept cookies from sites”, click the “Exceptions...” button.
5. Add proposalCENTRAL.altum.com and click the “Allow” button and then the “Close” button.
6. When finished updating your browser’s settings, click the “Ok” button.

You can get the latest version by accessing: <https://www.mozilla.org/en-US/firefox/desktop/>.

## Browser Settings for Firefox 33 for the Mac

1. From the browser’s menu, select “Preferences”.
2. Go to the “Privacy” section and in the “History” section by the “Firefox will”, select “Use custom settings for history”. In the row with “Accept cookies from sites”, click the “Exceptions...” button.
3. Add proposalCENTRAL.altum.com and click the “Allow” button. Close the Exceptions and Preferences window to save the changes.

You can get the latest version by accessing: <http://www.mozilla.org/products/>.

## Browser Settings for Safari 7.1 for the Mac

1. From the browser’s menu, select “Preferences”.
2. Go to the “Security” section and by “Web content”, select “Enable Java Script”.

3. Go to the “Privacy” section and by “Block cookies and other website data”, select “From third parties and advertisers”.
4. Close the Preferences window to save the changes.

You can get the latest version by accessing: <http://www.apple.com/safari/>.

## Converting Documents to PDF

When completing a grant application package, you may find that some grant-making agencies recommend that applicants submit attachments as a PDF. Using PDF allows you to preserve the formatting of your document.

PDF generator software is available to help you save your documents as PDFs. There are several programs available for both PCs and Macs, along with websites that will perform the conversion for you.

The following list contains some of the PDF generators on the market, many of which are free or very low-cost.

Note: Please consult vendor websites for additional information. The websites are listed in alphabetical order and the vendor descriptions were accurate as of December 2014.

- **Adobe:** <http://www.adobe.com/products/acrobatstd/main.html>  
Print driver that will work with any application. (For PC or Mac)
- **Blue Squirrel:** <http://www.bluesquirrel.com/products/Click2PDF/>  
Print driver that will work with any application. (For PC)
- **Create Adobe PDF Online:** <https://createpdf.adobe.com/index.pl/>  
Web-based converter. Vendor e-mails PDF back to you. (For PC or Mac)
- **CutePDF:** <http://www.cutepdf.com>  
Print driver that will work with any application. (For PC)
- **Wondersoft:** <http://www.go2pdf.com>  
Print driver that will work with any application. (For PC)
- **PdfF995:** <http://site4.pdf995.com/>  
Print driver that will work with any application. (For PC)
- **Neevia Technology** <http://docupub.com/>  
Web-based converter. View PDF or e-mails PDF to you (For PC or Mac)
- **Win2PDF:** <http://www.win2pdf.com/>  
Print driver that will work with any application. (For PC)
- **Zeon Corporation:** <http://www.pdfwizard.com/>  
Print driver that will work with any application. (For PC)