How to download and install Firefox on Your Computer

Setting up Panel Quote is really easy and takes less than 5 minutes. Simply load Firefox onto your computer, adjust the printer settings and you're ready to login and go! The easy step-by-step instructions below will guide you through the process, if by any chance you get stuck fell free to call us. We are always happy to help.

Step 1: Load Firefox onto your computer

So what exactly are we doing here?
What we need to do is to load a program called "Firefox" onto your computer so you can run Panel Quote. Firefox is a web browser program that is similar to Internet Explorer, except much better. Firefox is free to use.

How do I load Firefox onto my computer?
The tutorial below will guide you through the 16 step process. You may find it easier to print this tutorial and tick off each step as you complete it.

The images below look different on my computer, why?
The tutorial below uses the web browser Internet Explorer 11 (IE 11). If you are not using IE 11 then the tutorial images will be slightly different when you download Firefox, but this is not a problem, the images will be similar enough for you to be able to Download and then Run Firefox.

1: Download Firefox

1 - Click on the following link to download Firefox: www.mozilla.org/en-US/firefox/new/
2 - A download page will appear
3 - Click on **Free Download**
4 - Firefox will then begin saving
5 - This will take around 2 minutes

2: Run the Firefox installer

1 - After Firefox downloads, the following box will appear
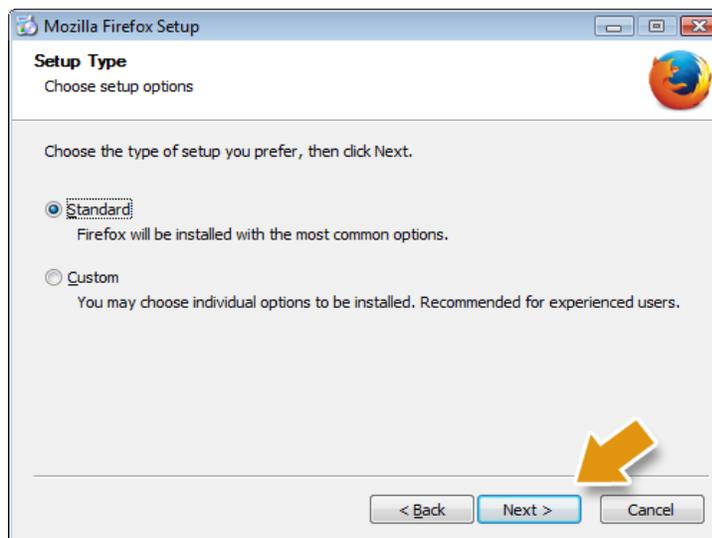**2 -** Click on **Run**

3: Run the setup wizard

1 - The Firefox Setup box will then appear
2 - Click on **Install**

4: Setup type

1 - This box will then appear
2 - Ensure **Standard** is selected
3 - Click on **Next**

Note: you may be shown one more step asking you to "install". If this is the case, simply click on **Install.**

5: Finish the setup wizard

1 - This box will then appear
2 - Untick "Launch Firefox now"
**3 -** Click on **Finish**

6: Close Internet Explorer (Optional)

1 - Go to the top right of the screen
**2 -** Click on the red **X** (close) button to close Internet Explorer (or other browser)

7: Find the new Firefox icon

1 - Minimise any other programs you have running so you can see your desktop
2 - Look on your desktop for a Firefox icon, this will have been automatically put there when you installed Firefox
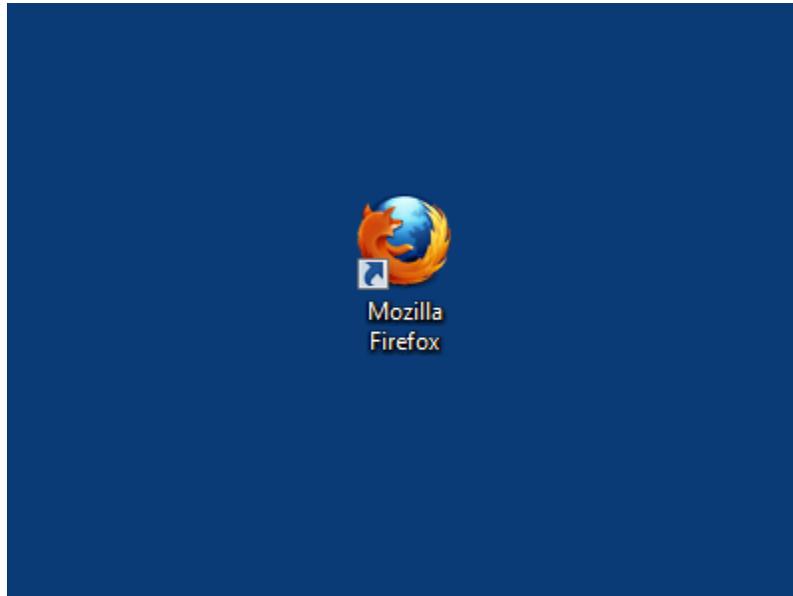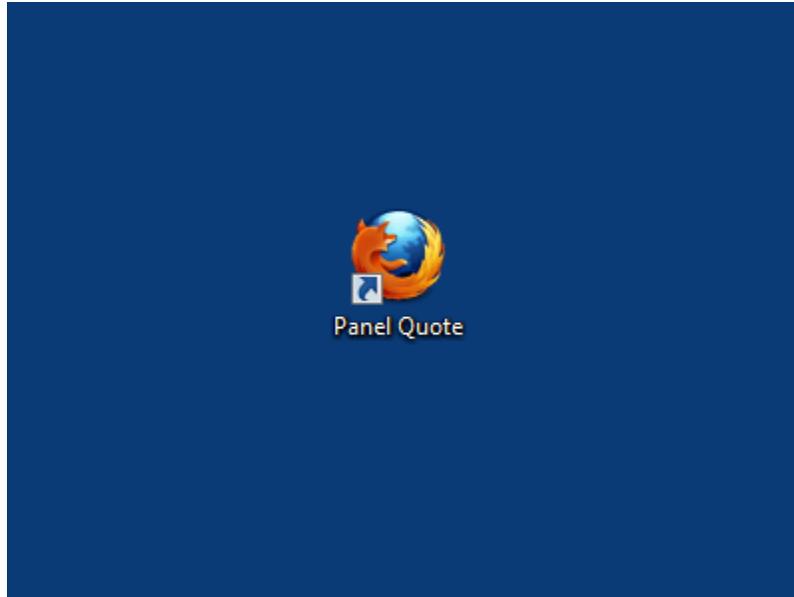

8: Rename the Firefox icon (Optional)

1 - Using your mouse, right click on the Firefox icon, this will pop up a menu
2 - Select "**Rename**"
3 - Rename the icon to **Panel Quote**
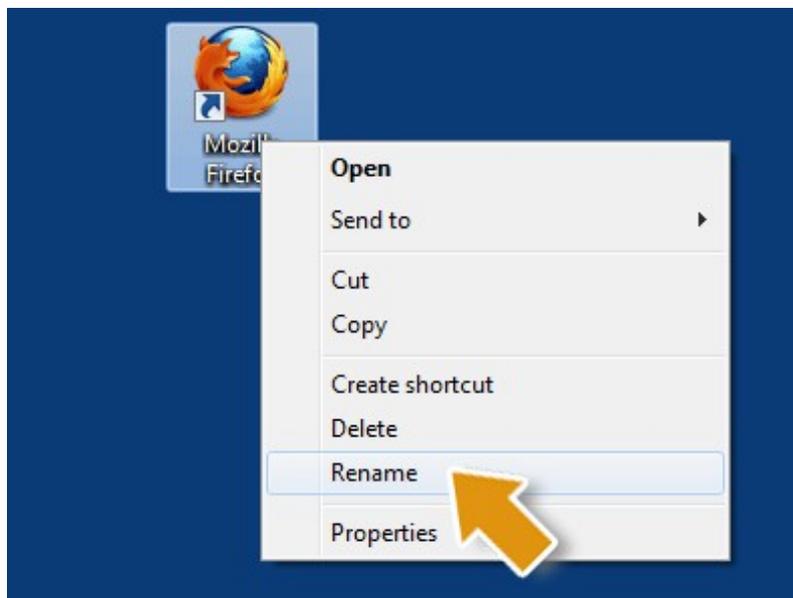
9: Start Firefox to use Panel Quote

1 - This is your shortcut icon to Panel Quote
2 - You have finished **Step 1**
3 - You are now ready for **Step 2**

Step 2: Adjusting the printer settings

So what exactly are we doing here?
What we need to do is make sure the margins are set correctly so you can print quotes, invoices, statements etc. You may find it easier to print this tutorial and tick off each step as you go.
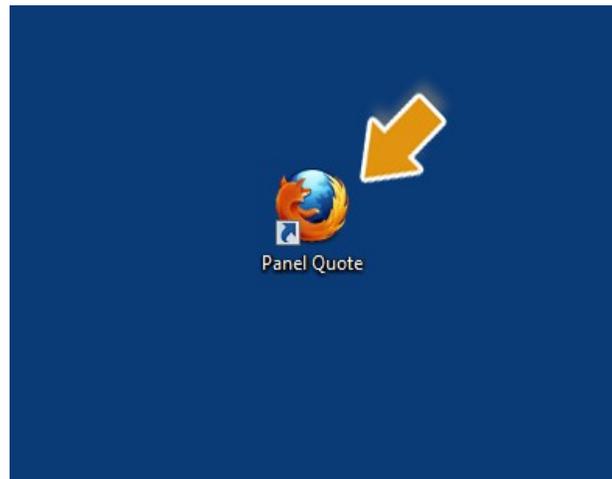
How do I do this?
The step-by-step tutorial below shows you how to do this in less than 30 seconds

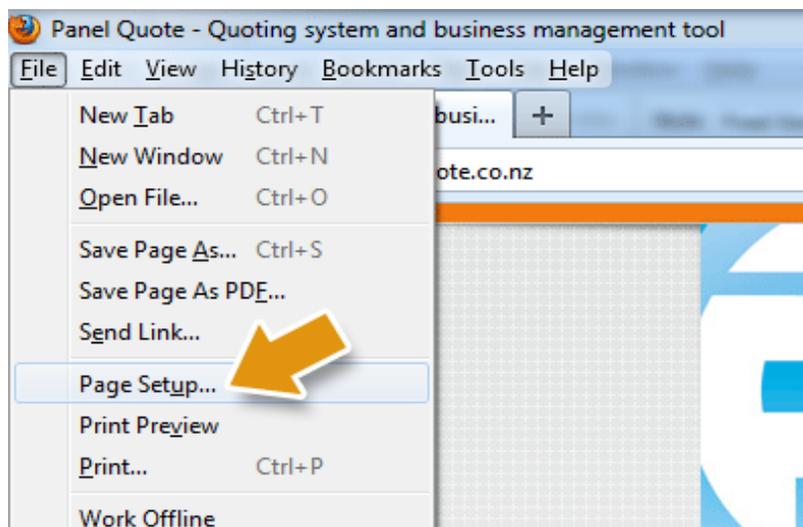## 1: Open Firefox

1 - Double Click on the Panel Quote icon
2 - This will open Firefox
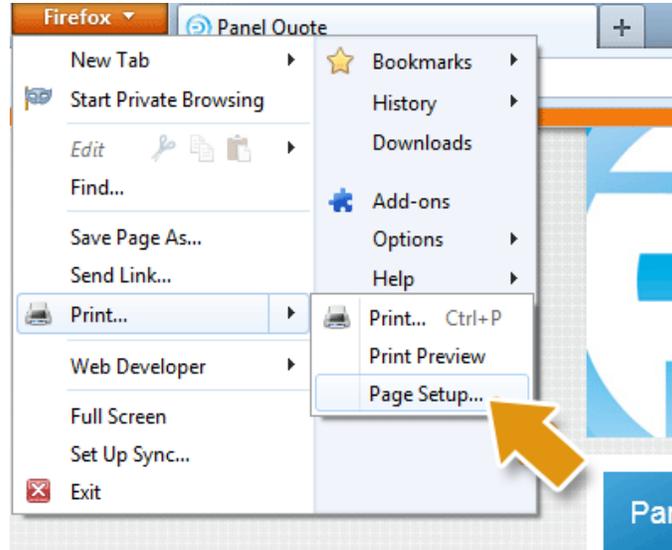

2: Go to the "File" menu

1 - At the top left of the page, click on **File**
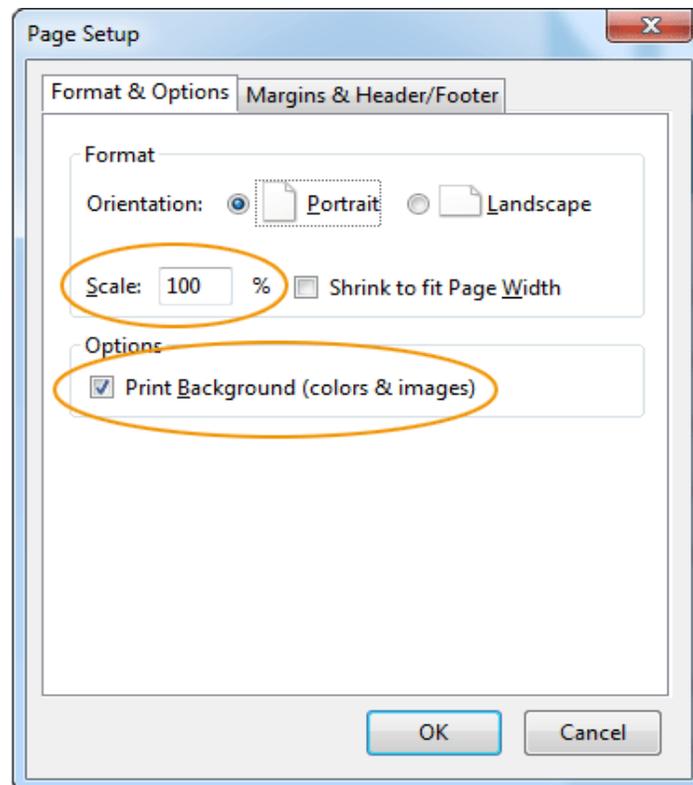**2 -** Then select **Page Setup**

If you can't find the **File** menu as it is shown above, it may mean your **Menu** is not showing. If this is the case, simply do the following:

1 - Click on the orange **Firefox** tab (top left)
2 - Select **Print...**
3 - Select **Page Setup...**

3: Set the "Format & Options"
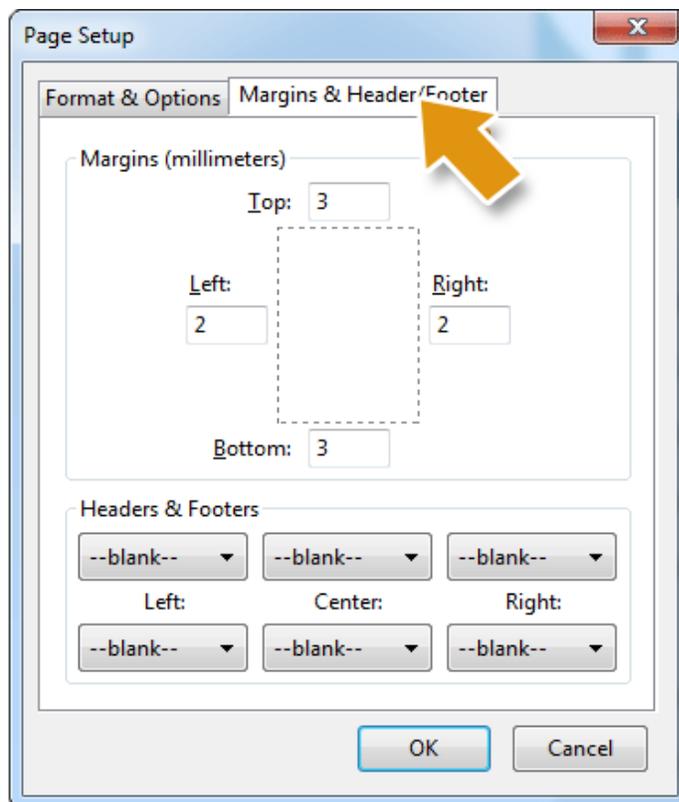
4: Set the "Margins & Header/Footer"

1 - Click the **Margins & Header/Footer** tab
2 - Set the margins (millimetres) to**:**

    Top: 3
    Bottom: 3
    Left: 2
    Right: 2

If your computer uses inches, set the margins to:

    Top: 0.1
    Bottom: 0.1
    Left: 0.1
    Right: 0.1

3 - Go to the **Headers & Footers** below
4 - Set all 6 boxes to –**blank--** by clicking on them and selecting "--blank--"
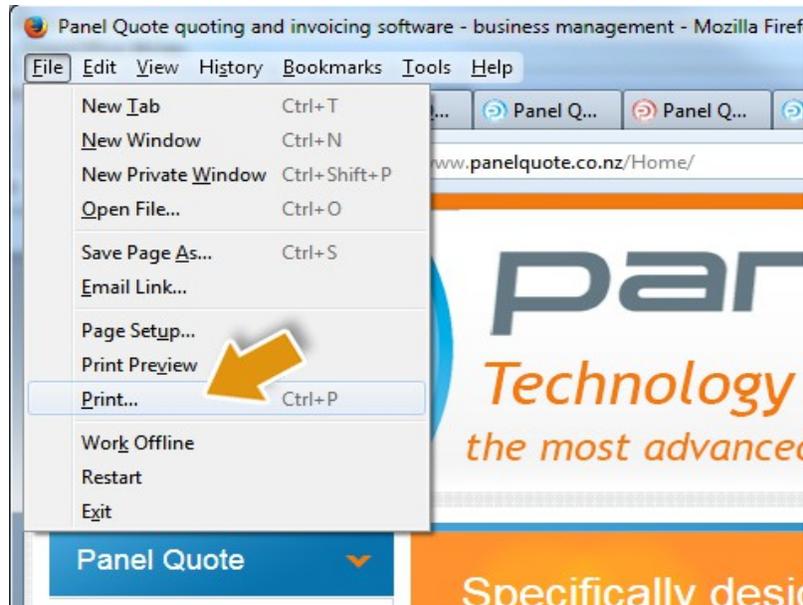**5** - Close this box by clicking **OK**

Check your printer paper settings

We now want to make sure your paper setup is correct, if this is not correct you may find quotes and invoice won't print correctly, they may split on two pages and do other odd things.
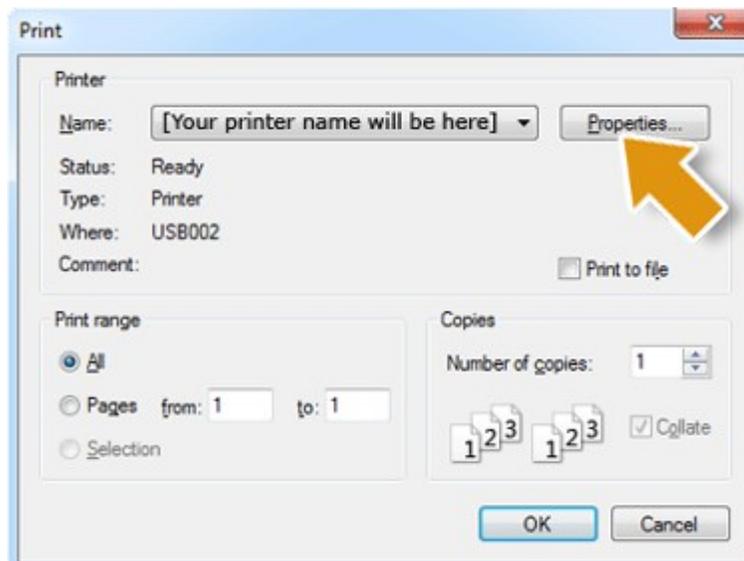
5: Open the print box

1 - Go to **File**
2 - Then click on **Print**

Or: press the **Control** key and the **P** key together: **[Ctrl] + [P]**

6: Go to the Printer Properties

1 - From this box select **Properties**

7: Check paper is A4 and Portrait

The next box that pops up will be different in appearance from printer to printer, however the main objective is to ensure the printer paper size is set to A4 and orientation is set to **Portrait**.

Important: Make sure this is not set to **Letter** as this will cause layout issues

Click **OK** to finish and close the box. Now you are ready to login to Panel Quote!