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

Free Download

2: Run the Firefox installer

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

Do you want to run or save Firefox Setup Stub 46.0.exe (236 KB) from download-installer.cdn.mozilla.net? Run Save 🔻 Cancel 🗙

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

🔂 Mozilla Firefox Setup	- • •
Setup Type Choose setup options	3
Choose the type of setup you prefer, then dick Next.	
Standard Firefox will be installed with the most common options.	
© <u>C</u> ustom You may choose individual options to be installed. Recommended for e	experienced users.
< <u>B</u> ack Next >	Cancel

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 Quote2 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"

Page Setup
Format & Options Margins & Header/Footer
Format Orientation:
Scale: 100 % Shrink to fit Page Width
Print <u>B</u> ackground (colors & images)
OK Cancel

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

Page Setup		X
Format & Options	Margins & Header	Footer
Margins (millim	eters) Iop: 3	
Left: 2 <u>B</u> o	ttom: 3	<u>R</u> ight: 2
Headers & Foote	ers	
blank 🔻	blank 🔻	blank 🔻
Left:	Center:	Right:
blank	blank 🔻	blank 🔻
OK Cancel		

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

Printer	[Drawn sinks and some	
Name:	[rour printer name	will be nerej • Properties
Status:	Ready	
Type:	Printer	
Where:	USB002	
Comment:		Print to file
Print range		Copies
O AI		Number of copies: 1
Pager	fmm: 1 to: 1	
O i alfes	tion. i to. i	Galate
Selecti	on	

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!

Borderless Printing Grayscale Printing Fast (Speed Priority)
 Printer Paper Size:
 Orientation: Portrait Landscape Paper Source:
Copies: 1 (1-999)
 Instructions Defaults
OK Cancel Help