

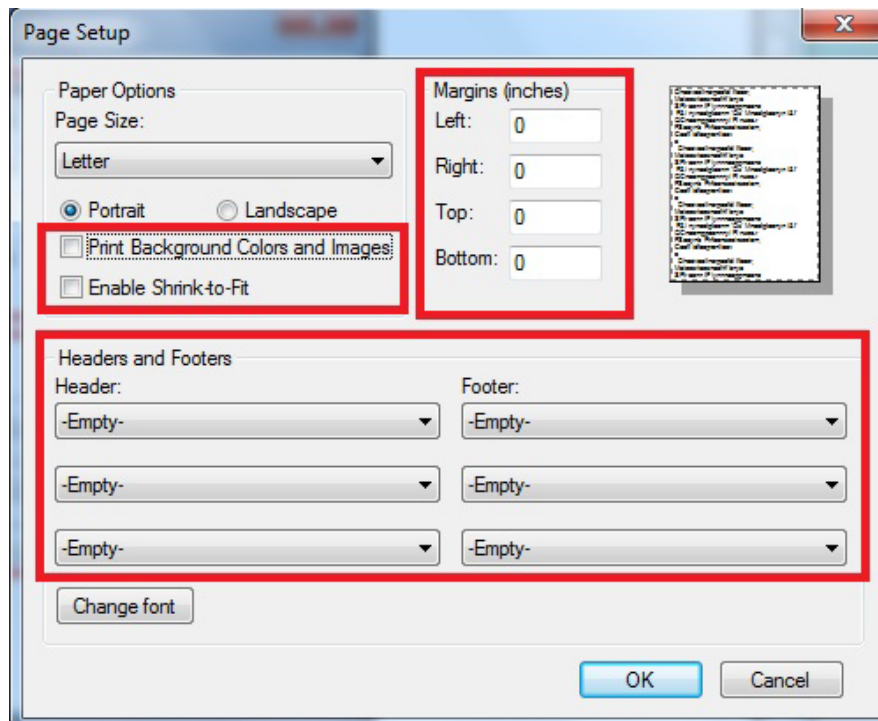
Internet Explorer 9.x and Above for Windows

Page Setup

From the File dropdown menu, select 'Page Setup'.

On the Page Setup screen:

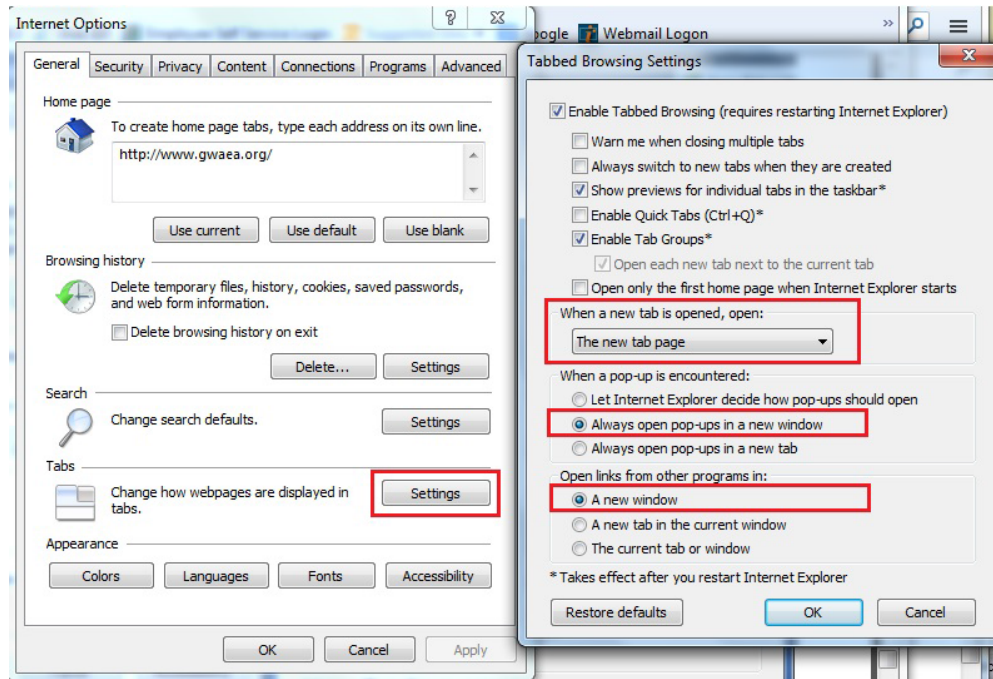
- Set all margins to the minimum allowed. If you enter 0 for all margins, the browser will set them to the minimum margins your selected printer will accept. You may need to adjust these margin settings after printing a few IEP pages.
- Set all options in the Header & Footer area to '-Empty-'. This will prevent the date, web page URL, page number, etc from printing at the top and bottom of your printed pages.
- Click on 'OK' to save your changes and close the window.



New Window Tab Control

From the Tools ... dropdown menu select 'Internet Options'. On the Internet Options screen, click on the 'General' tab. Click on the 'Tabs - Settings' button, indicated below.

On the Tabbed Browsing Settings screen, we are only concerned about the items indicated by the red outline. Set these items as indicated in the picture below. This will allow the Web IEP to utilize Tabs appropriately. Click 'OK' on both windows after you have correctly set these options.

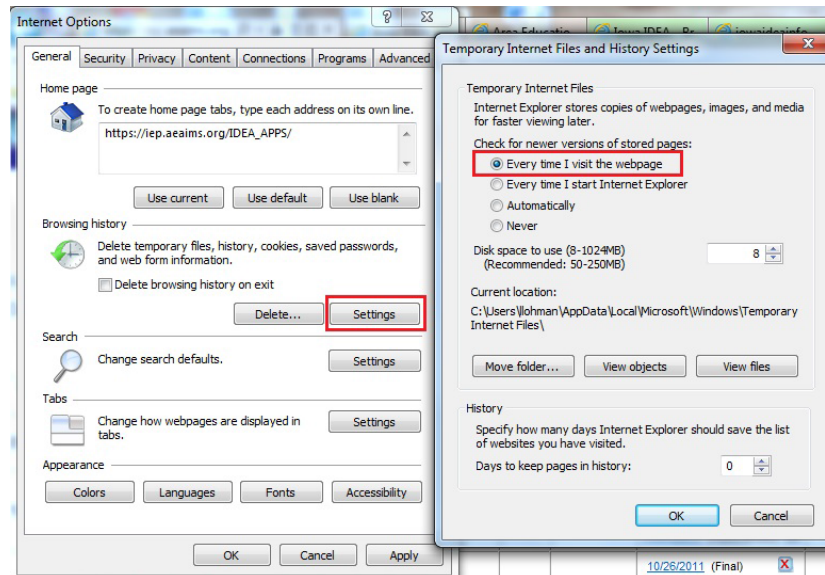


Cache Control Settings

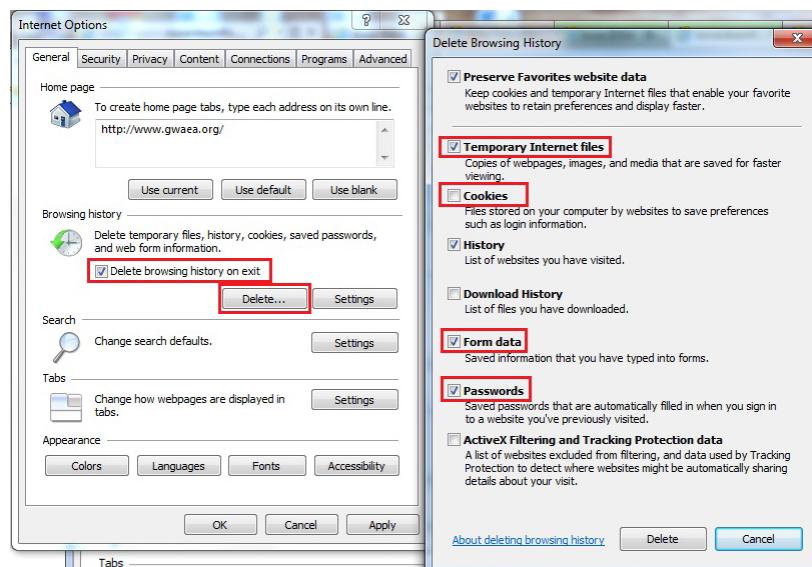
The cache control settings are also on the General tab.

For the IowaIDEA application, caching is an 'undesirable' browser feature. Your cache settings control the 'storing' of pages you have accessed previously, so you don't need to download a previously accessed page every time you access that page. We don't want that to happen because anytime you save a page (Page A, Page B, etc.) we want that 'new' data to reappear should you go back to that page. So we need to control what gets cached and what doesn't get cached.

Click on the 'Settings' button for 'Browsing History'. On the Temporary Internet Files and History Settings screen, make sure the 'Every time I visit the webpage' option is selected. Then select 'OK'. This will force a new page to be collected from the server instead of a cached page from your computer. Click OK to return to the General tab. We would also recommend that you check the 'Delete' button to remove existing cached pages from your computer.

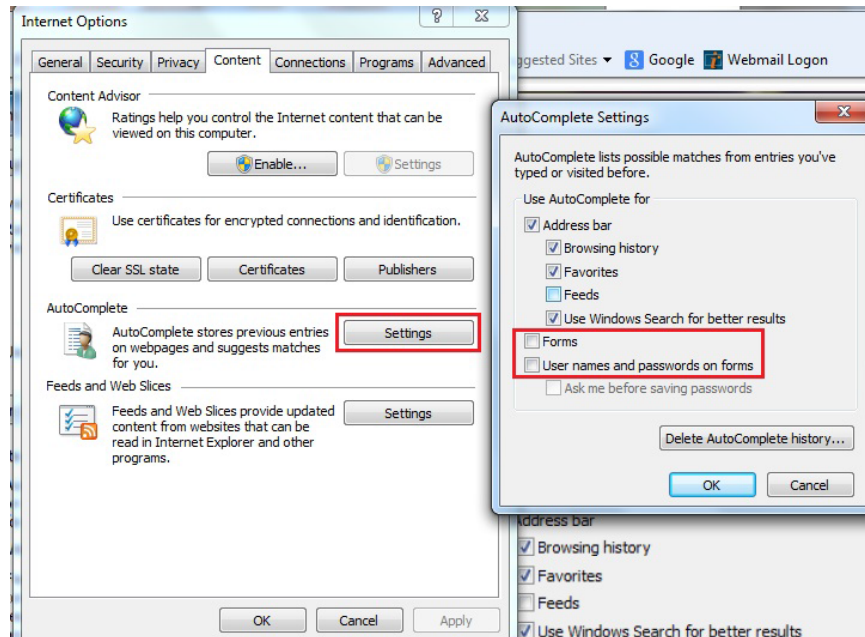


We also want to control cached items that need deleted when you exit Internet Explorer. While still on the General tab, make sure 'Delete browsing history on exit' is checked and then click on the 'Delete' button. This brings up the window where items to be deleted on exit are set. Make sure all of the items indicated in red below are set as indicated. Other setting items on the 'Delete Browsing History' do not affect performance of the Web IEP



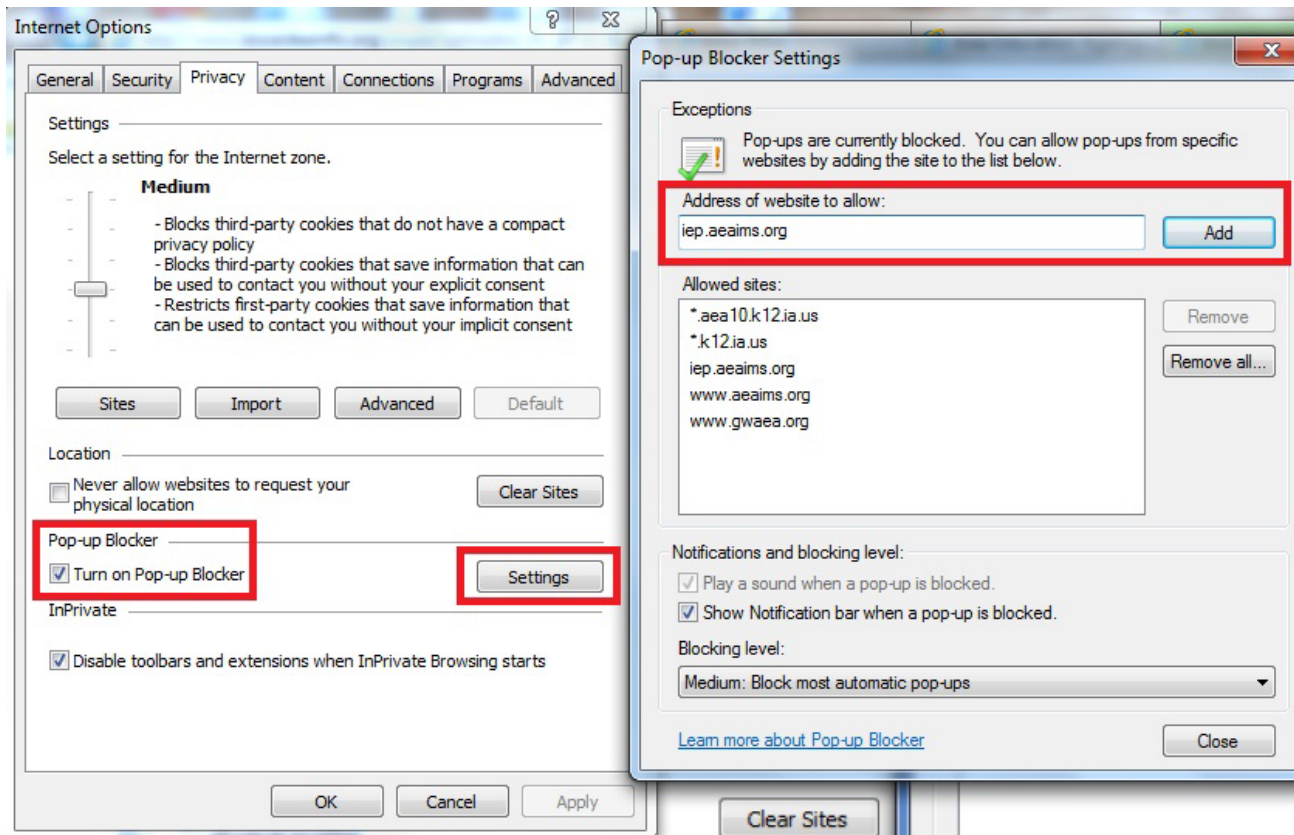
Autocomplete

Autocomplete saves entries into specific fields on forms. We need this feature turned off to prevent using previously entered data for one student on a new form for a new student. Click on the Content tab and click on the 'Settings' button for 'Autocomplete'. Uncheck the boxes for 'Forms' and 'Usernames and passwords on forms'.



Popup Windows

On the Internet Options screen, click on the Privacy tab. Although pop up window control is optional, we recommend the 'Turn on Pop-up Blocker' box should be checked and an allowed site entry made for iep.aeaims.org as shown below. Use the 'Settings' button, and then you must type in the site or copy and paste from the URL of the login page. Next, click on 'Add' to add our site on the list of sites permitted to utilize popup windows. All Banks and the Print Menu utilize pop-up windows.



'Add-on' utilities or tool bars, such as Google, FunWebProducts, Yahoo and others may also have their own settings for Pop-up window control. The presence of these third party add-ons complicates pop-up window management. You may need to consult your local technology coordinator if you have these settings pictured above properly set and you are not able to see the Web IEP Print Menu or access your Banks of stored data. The first place to look would be any 'add-on' toolbar and the pop-up window settings for that 'add-on'.

Note for LEA Technology Coordinators and Network Administrators

For those of you who have proxy servers deployed in your districts, we have learned that 'no cache' or 'ignore' commands in the proxy configuration will help eliminate caching issues with pages entered and saved by your teaching staff working on your network. The current URLs that our applications are accessed via are:

www.iep.aeaims.org (Web IEP/IFSP URL)

<https://www.aeaims.org/ims/aeaims.htm> (IMS Site)

Please configure your proxy to not cache traffic from these sites