

## Update browser to allow W-4 editing – Firefox

### 1. Open Menu

### 2. Click options

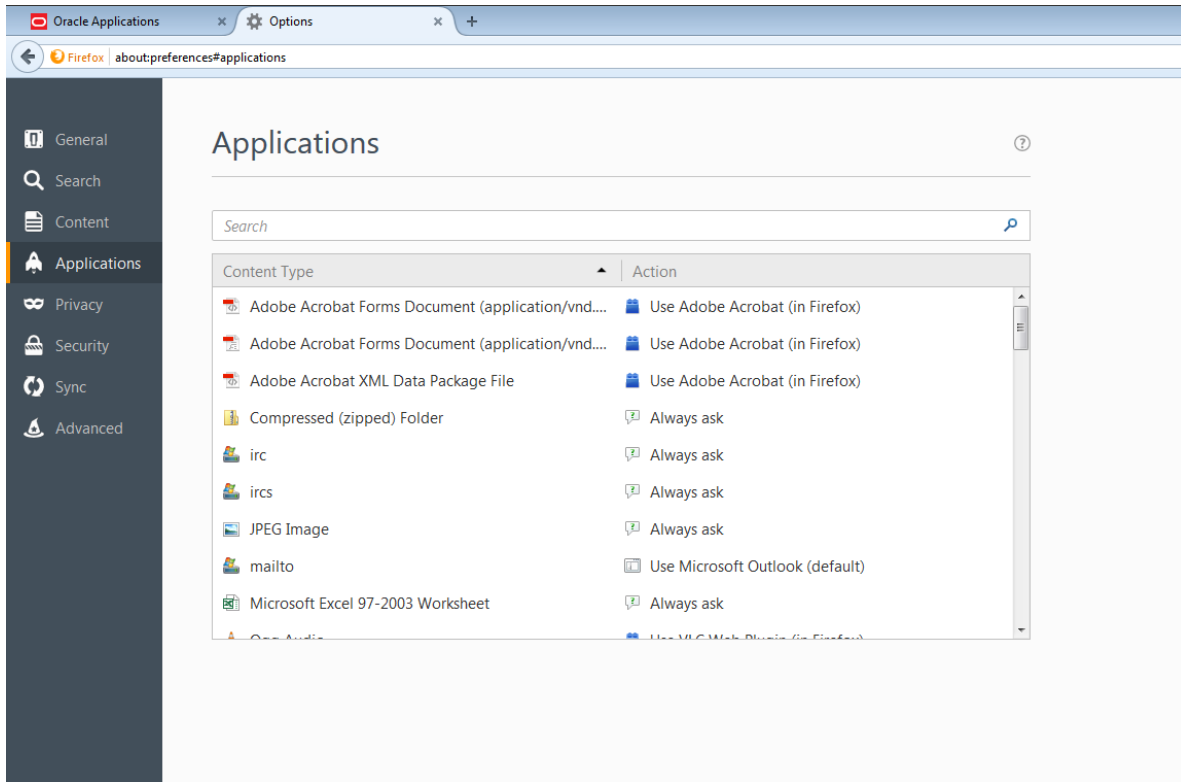
The screenshot shows a web browser window with a menu open. The browser's address bar contains the URL "NFO&\_afrLoop=387435282252". The page content includes a "Person Number" of 14214 and a "Work E-Mail" of jge94804@creighton.edu. Below this is a table with columns for "Allowance", "Income Tax Exempt", "Additional Tax", and "Edit". The table contains two rows of data. The menu is open, showing options such as "Cut", "Copy", "Paste", "New Window", "New Private Window", "Save Page", "Print", "History", "Full Screen", "Find", "Options", "Add-ons", "Developer", and "Synced Tabs".

Allowance	Income Tax Exempt	Additional Tax	Edit
5		.00	
5	No	0	

### 3. Click applications

The screenshot shows the Firefox "about:preferences" page. The "General" tab is selected in the left sidebar. The "Startup" section is expanded, showing options for "When Firefox starts" (set to "Show my home page") and "Home Page" (set to "http://www.creighton.edu"). The "Downloads" section is also expanded, showing the "Save files to" location as "C:\Users\jge94804\Documents" and the option "Always ask me where to save files" selected. The "Tabs" section is expanded, showing options for "Open new windows in a new tab instead" (checked), "Don't load tabs until selected" (checked), "When I open a link in a new tab, switch to it immediately" (unchecked), and "Show tab previews in the Windows taskbar" (unchecked).

#### 4. Ensure all 'Adobe Acrobat Forms.....' are set to 'Use Adobe Acrobat (in FireFox)'



To set: Left click on 'title' under Actions and select 'Use Adobe Acrobat (in firefox)'

