

# How to download and install Chrome on Your Computer

Setting up Panel Quote is really easy and takes less than 5 minutes. Simply load Chrome 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 feel free to call us. We are always happy to help.

## Step 1: Load Chrome onto your computer

### So what exactly are we doing here?

What we need to do is to load a program called "Chrome" onto your computer so you can run Panel Quote. Chrome is a web browser program that is similar to Internet Explorer, except much better . Chrome is free to use.

### How do I load Chrome onto my computer?

The tutorial below will guide you through the 11 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 Chrome, but this is not a problem, the images will be similar enough for you to be able to Download and then run Chrome.

## 1: Download Chrome

- 1 - Click on the following link to download Chrome: [www.google.com/chrome/](http://www.google.com/chrome/)
- 2 - A download page will appear
- 3 - Click on **Download Chrome**



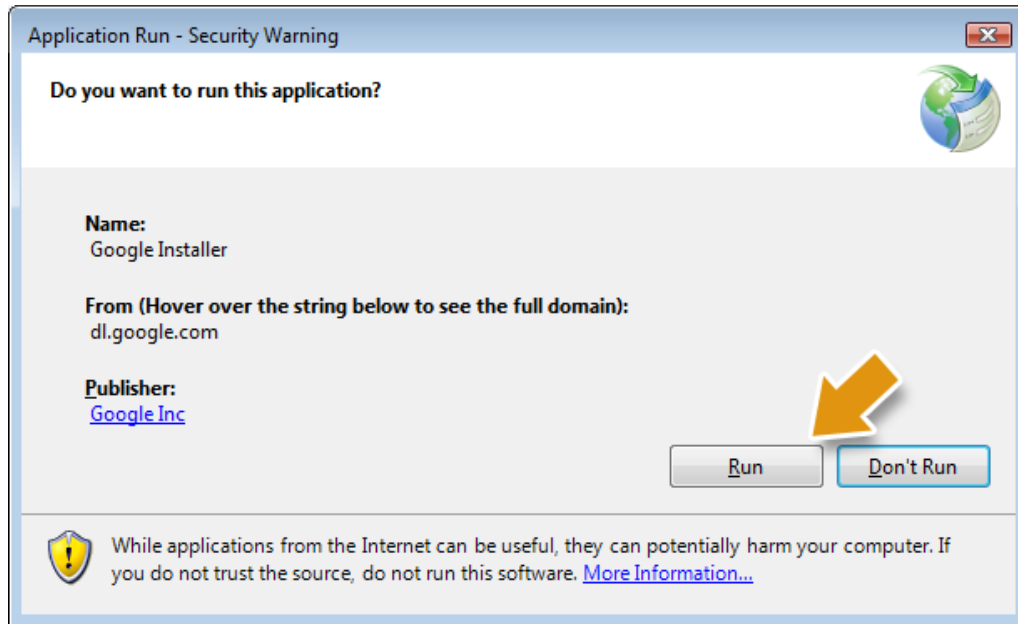
## 2: Accept and Install Chrome

- 1 - A window will appear asking you to accept the terms of service
- 2 - Click the **Accept and Install** button



### 3: Run the setup wizard

- 1 - The following box will appear
- 2 - Click on **Run**
- 3 - After Chrome finishes installation, it will launch itself



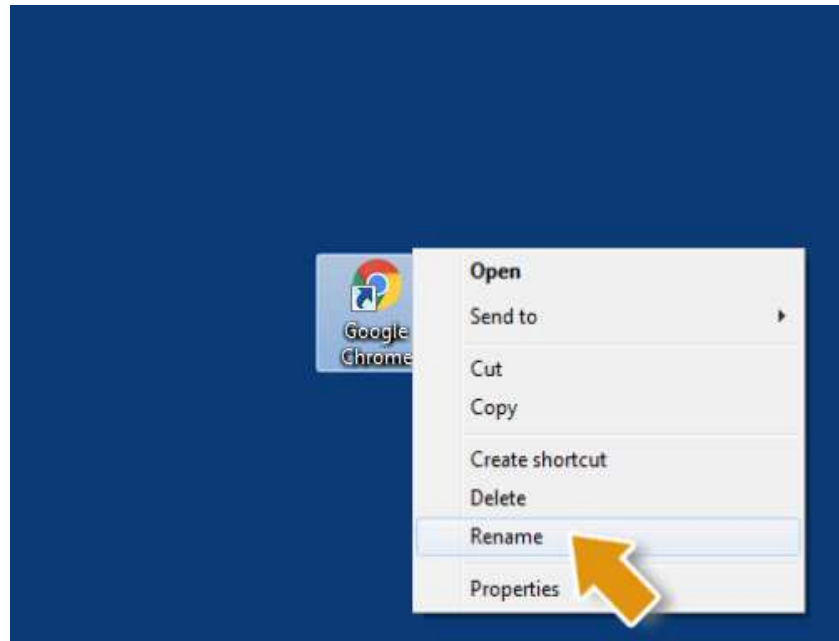
### 4: Find the new Chrome icon

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



## 5: Rename the Chrome icon (Optional)

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



## 6: Start Chrome 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

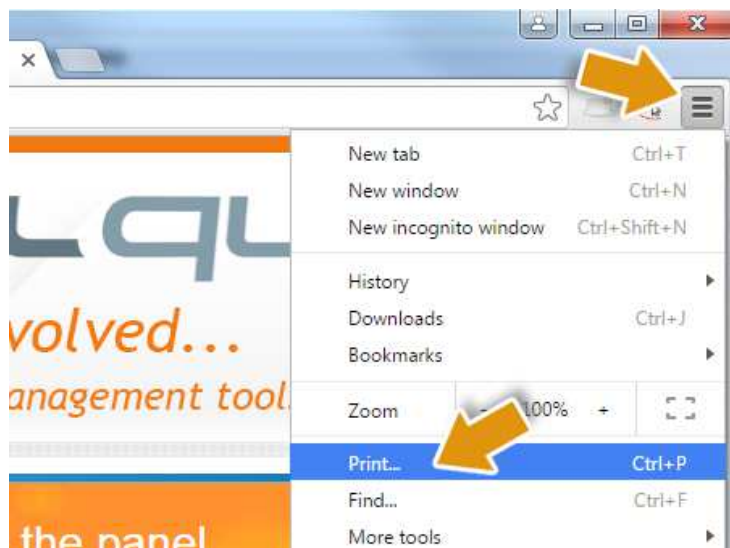
## 1: Open Chrome

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



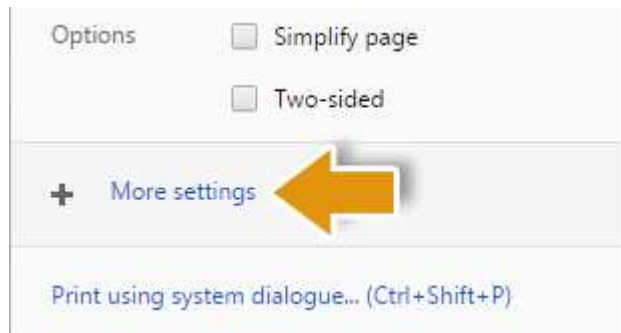
## 2: Open the Print Preview window

- 1 - Click on the three bars in the upper right corner of the Chrome window
- 2 - Select **Print...**



### 3: Setup the “More Settings” options

1 - Click **More settings** near the bottom of the Print menu on the left

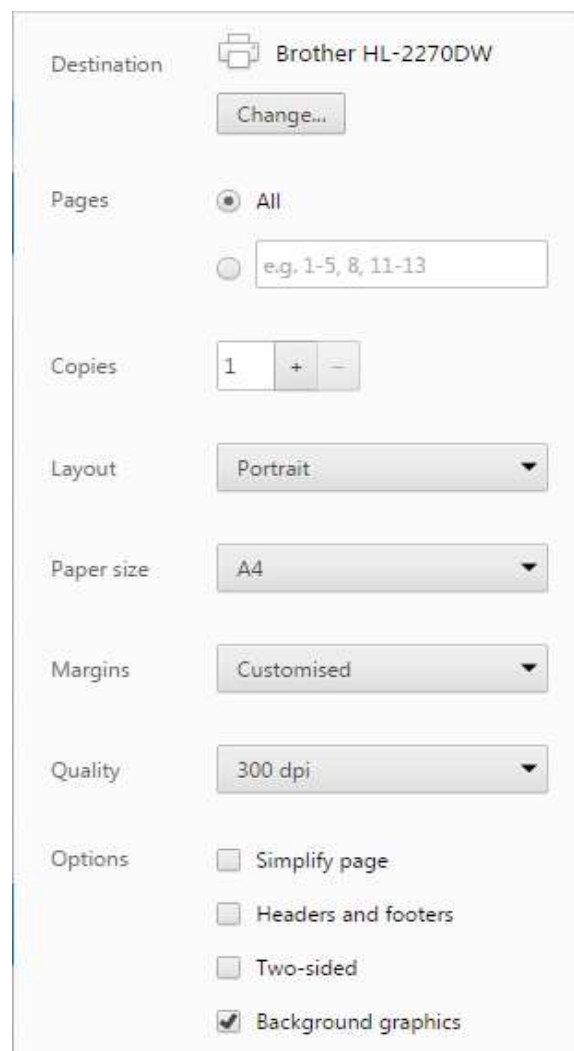


2 - Set **Layout** to **Portrait**

3 - Set **Paper size** to **A4**

4 - Set **Margins** to **Customised**

5 - Untick all of the **Options** except for **Background graphics**, which should be ticked



## 4: Adjust the margins

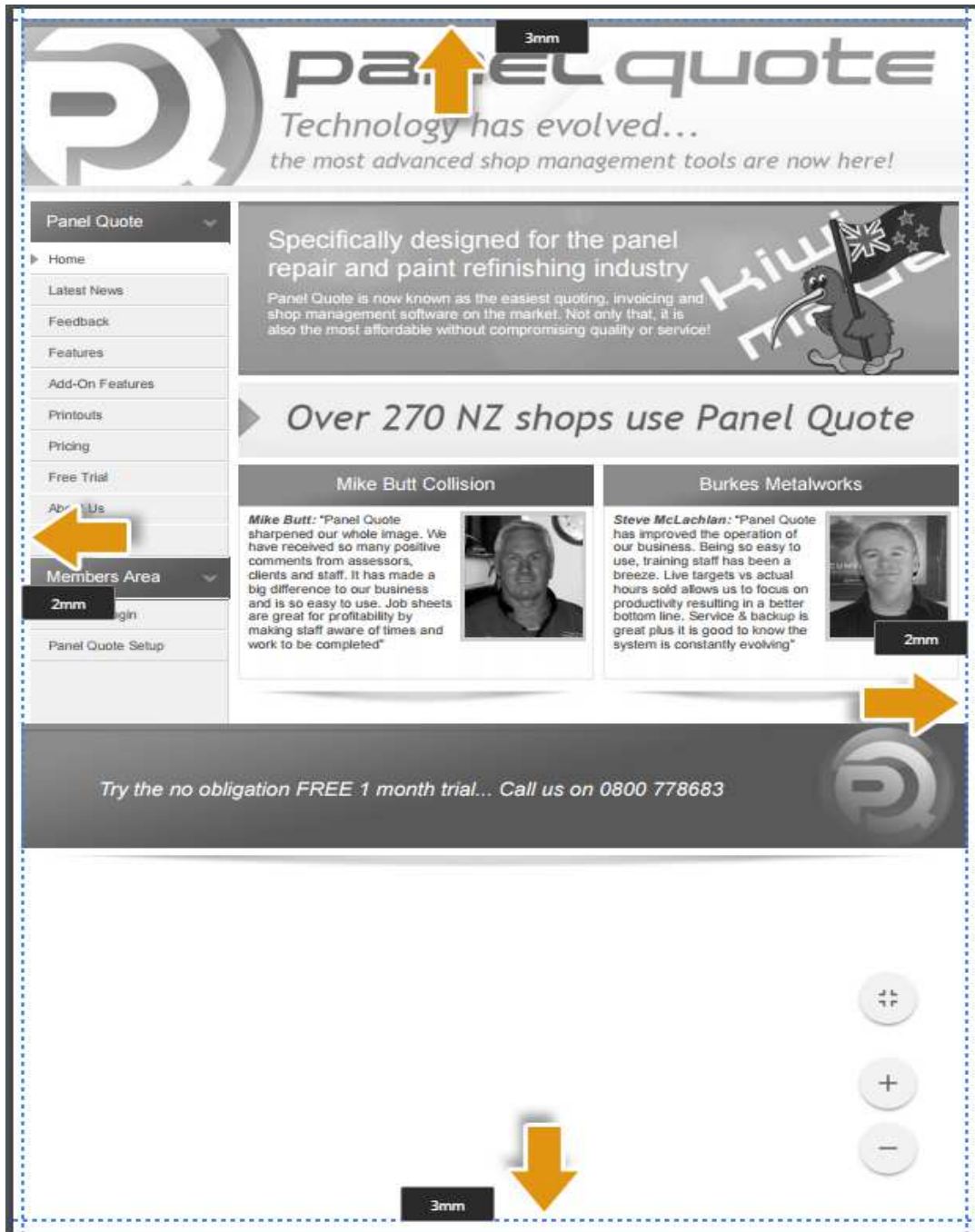
- 1 - Hover your mouse over the print preview on the right
- 2 - Observe the blue dotted lines at the edge of the print preview; these represent the print margins
- 3 - Drag the blue dotted lines to the following distances away from the edges of the page:

**Top:** 3 mm (or 0.1 inches if you are using inches)

**Bottom:** 3 mm (or 0.1 inches)

**Left:** 2 mm (or 0.1 inches)

**Right:** 2 mm (or 0.1 inches)



## 5: Close the Printer setup page

- 1 – Click **Cancel** to close the Printer setup page
- 2 – You are now done configuring the printer settings

