

There have been numerous requests for assistance regarding the best way to access eFOTG files in Section IV. By default, documents are presented the right-hand screen in the eFOTG tree menu. Users are experiencing difficulties in viewing the entire document and finding menu options to assist in viewing and printing the documents.

Provided below are 3 'setup' procedures that should assist you in viewing and printing documents within the eFOTG tree menu. *These are only general guidelines.

1. **eFOTG settings**

- Upon start-up within the eFOTG tree menu:
 1. Select **Preferences**, (located in the blue header)
 2. Check **In a New Window**,
 3. **Save Changes**
 4. **Refresh Menu**

This will open all future files in a new Internet Explorer window.
Printing and saving options are now enabled.

2. **Microsoft Office settings**

- Configure Internet Explorer to open "Office" files in the appropriate Office program:
 1. Open **My Computer**
 2. On the **Tools** menu (or the **View** menu), click **Folder Options** (or click **Options**)
 3. Click the **File Types** tab
 4. In the **Registered file types** list, click the specific Office document type
For example, Microsoft Excel Worksheet (.xls), and then click **Advanced** (or click **Edit**)
 5. In the **Edit File Type** dialog box, click to clear the **Browse in same window** check box
(or click to clear the **Open Web documents in place** check box)
 6. Click **OK**
 7. Complete the same process 3 - 6 for Microsoft Word documents (.doc)

This same process will work for other program formats.

3. **Acrobat 6.0 Standard settings**

- Open .PDF files in new window:
 1. Open Adobe Acrobat and click the **Edit** tab
 2. Select **Preferences**
 3. Select the **General** feature on left selection panel
 4. In the miscellaneous field, UN-CHECK **Open cross document links in same window**
 5. Click **OK**

Please access eFOTG through the <https://my.nrcs.usda.gov/> website. Because of file size and download speeds, it may be appropriate to download material before using them. If you maintain these files on our desktop, you are responsible for insuring that the most current version of the file is being used.

* Keep in mind, each printer also has specific setting defaults that will affect the printing outcome.