

Windows XP SP2 Users

Users of Windows XP with Service Pack 2 may encounter problems viewing the original files of a manuscript and/or cover letter.

The following steps will allow you to view these files without disabling the important firewall feature of Windows XP SP2.

Step 1 Configuring Security Zones

☛ It is important to note that you are not disabling the firewall feature that protects your computer.

1. Start Internet Explorer.
2. Bring up the site page that you want to trust.
3. Select the site address or URL, and then press Ctrl+C to copy the address that you want to trust.
4. In the lower right-hand corner of the IE screen, double-click the Internet icon.
5. Click Trusted Sites and then click the Sites button.
6. Remove the check mark beside “Require server verification (https:) for all sites in this zone” by clicking in the box. Place the cursor in the “Add This Web Site to the Zone” box. Then press Ctrl+V to paste the Web page’s address into the field. Then click Add.
7. Click on OK twice, and the change(s) will take effect immediately.

