

The following is a sample of a module from the original 13-part tutorial series I designed to introduce students WebCT and related issues when taking Internet courses at Corning Community College, and is available to students through the campus portal, MyCCC.

Partial, 10 pgs



OPENING & PRINTING FILES IN WEBCT

Are you having trouble printing and opening files in WebCT? This module will help you access files from your WebCT course. If you still need assistance, contact your course instructor, or refer to the contact information in the *Get Help!* section on page 9.

Note: For Microsoft applications, this module assumes you are working with Office 2003 or earlier, except where noted; if you are using Office 2007, you must contact your instructor to verify what file format to use for submitting assignments or projects. Also, the Web links in this document are active for easier access to these resources.

This document uses bookmark links to jump to different topics. To see the menu, click on the Bookmarks tab in the left of the Adobe Acrobat window. Web addresses are active links in this document.

Topics Covered in This Module | Page

- **Word & PowerPoint Viewers** | 1
- **Downloading Files in IE6** | 2
- **Opening Word Files** | 3
- **Opening PowerPoint Files** | 4
- **Printing Files from the Course Content Page** | 5-7
- **Printing Files from Learning Modules** | 8
- **Get Help!** | 9

Word & PowerPoint Viewers

Most instructors use Microsoft Word and PowerPoint in their courses. To view these documents, you will either be required to have this software installed on your computer, or you can install the *free* viewers listed below. The viewers allow users who don't have Word or PowerPoint to *view* and *print* these documents, **but not edit them**. For more information on computer requirements and how to install the viewers, go to the Web sites listed below. In general, the process for installing the viewers is as follows:

1. Download each viewer by clicking the links below. Save each file to your desktop or some other location on your computer.
2. Double-click the *wdviewer.exe* or *ppviewer.exe* or *PPT98VW.HOX* program file on your hard disk to start the *Setup* program (depending on the viewer chosen).
3. The *Viewer Setup* will prompt you for a folder in which to install the viewer or you can simply accept the suggested default location.
4. After choosing the folder location for the viewer, continue through the setup and click *Install*.

Microsoft PowerPoint 2003 Viewer

PowerPoint Viewer 2003 lets you view full-featured presentations created in PowerPoint 97 and later versions, up to version 2003.

<http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en>

PowerPoint 98 Viewer for Macintosh

The Microsoft PowerPoint 98 Viewer allows people who use Microsoft PowerPoint to share their presentations with users who do not have PowerPoint.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=e25cb1e5-209c-4a58-b283-23e84b616477&displaylang=en>

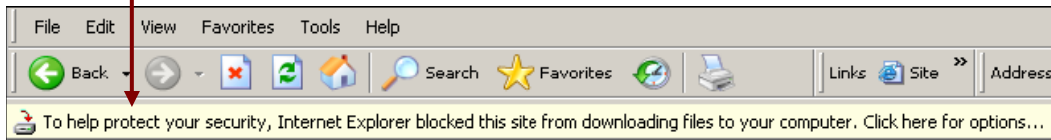
Microsoft Word Viewer 2003

Word Viewer 2003 lets you open Word 2003 documents and documents created with all previous versions of Microsoft Word for Windows and Microsoft Word for Macintosh. This download is a replacement for Word 97 Viewer and all previous Word Viewer versions.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=95e24c87-8732-48d5-8689-ab826e7b8fdf&DisplayLang=en>

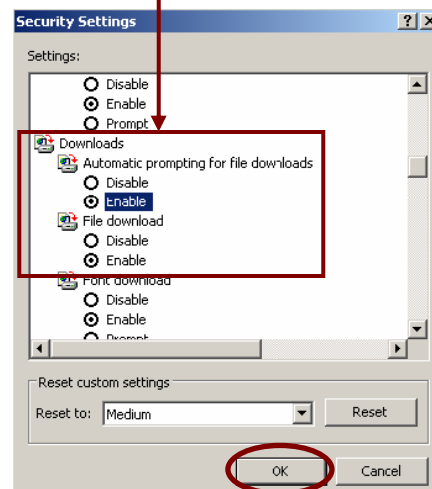
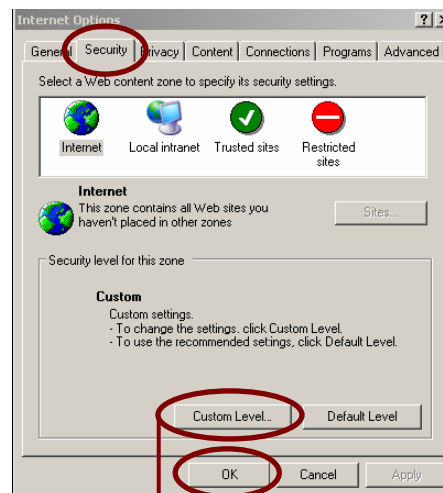
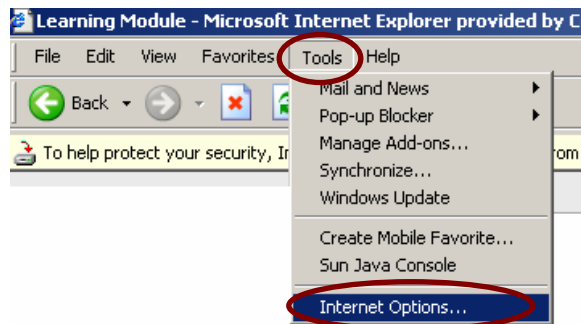
Downloading Files from Internet Explorer

Is your IE browser preventing you from downloading a file to your computer? The next time you attempt to open a document, look at the top of your Internet Explorer browser to see if the following message highlighted in pale yellow appears (browser version 6).



You can change your settings in the browser to automatically enable the downloading of files without having to click on the "Click here for options..." each time you attempt to open a file:

1. Open your Internet Explorer browser, click on *Tools* from the menu bar.
2. Select *Internet Options...*
3. Select the *Security* tab, and select the *Custom Level* button. The *Security Settings* dialogue box opens (below-right).
4. Scroll down to *Automatic prompting for file downloads* and make sure the *Enable* radio button is checked.
5. Next, make sure the *Enable* radio button is checked for *File download*.
6. Click *OK* to save the new *Security Settings*.
7. Click *OK* again to save the *Internet Options* changes.
8. Close your browser and reopen it to activate your new settings.



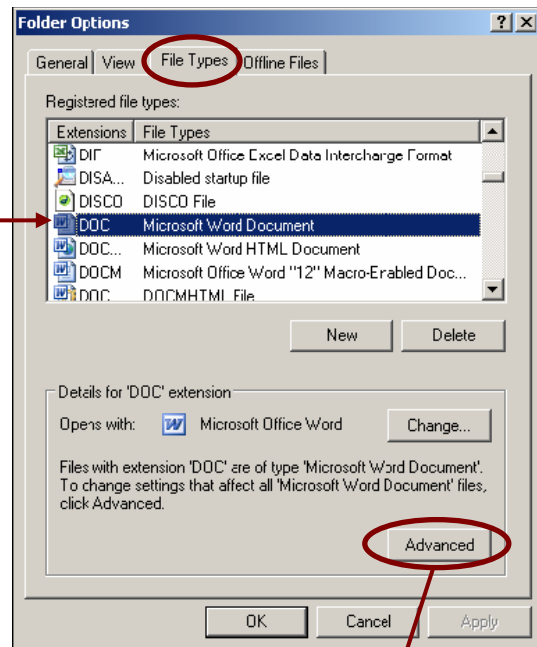
Opening Word Files in WebCT

How To: Open a Microsoft Word document in WebCT in its **own** window with the File, Print/Save option.

Why?

A very common printing problem results when a MS Word document opens up within the WebCT window--there is no option to print or save the Word document. This is not a WebCT issue. You need to change the settings on your computer so that the *File Download* dialogue box appears with the option to *Save* or *Open* the Word document in a new window. After the document opens up in a new window, you will be able to print or save the document to your computer. The instructions below are computer-specific; i.e., you must configure each computer that you use for WebCT:

1. Open any folder on your computer, e.g. *My Documents*.
2. Click on *Tools* in the menu bar.
3. Click on *Folder Options*.
4. Select the *File Types* tab.
5. Use the scroll bar to locate & highlight "*DOC Microsoft Word Document*" or just keep hitting the "D" key on your keyboard until you highlight "*DOC Microsoft Word Document*".
6. Click on the *Advanced* button.
7. In the *Edit File Type* dialogue box that opens, make sure the box next to "*Confirm open after download*" is checked.
8. If "*Browse in same window*" is checked, make sure you deselect it by clicking in the box.
9. Click *OK* to save the *Edit File Type* settings.
10. The *OK* button in *Folder Options* box now says *Close*; click *Close* to save the new changes (not shown here).



So Now What?

Now when you access Word documents in the course, you will be given the *File Download* dialogue box with the option to *Open* or *Save* your document. See page 6 for printing instructions.

