

Installing and running Course Genie

This help sheet has been written to help you install and get going the Course Genie plug in for Microsoft Word. It will work with Microsoft Word versions 2000, XP or 2003 running on Windows versions 98, NT4, ME, 2000 and XP.

The help sheet looks at the following areas:

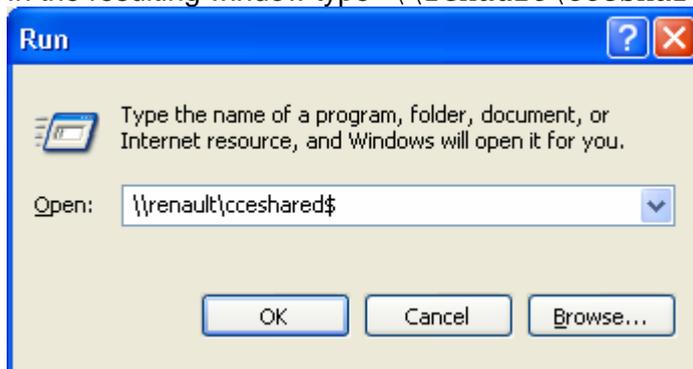
1. Accessing the Course Genie Installation files
2. Installing the Course Genie software
3. Modifying the schemes
4. Starting Course Genie
5. Displaying the Styles and Formatting Task Pane
6. Course Genie documentation

1. Accessing the Course Genie installation files

The installation files are stored on the M: drive commonly referred to as the CCE shared drive. This network drive is automatically mapped for all staff in ACC when they log on to a PC on campus and can be found by opening up '*My Computer*' from the desktop or from the **Start** menu. Staff in Education may need to map the drive manually.

- **Mapping the CCE Shared drive manually**

1. Go to the **Start** menu and then choose the **Run...** option.
2. In the resulting window type `\\renault\cceshared$`



3. Click the **OK** button and the CCE Shared folder will open.

Note: This method of mapping the CCE shared drive will need to be repeated each time you want to open the folder. For a permanent link to the CEE shared drive, use the same information and use the wizard to add a network place. (The LTSU can offer support if you are not familiar with the Add Network Place wizard).

2. Installing the Course Genie software

When you open the CCE shared drive (M: Drive for ACC Staff), you will see a folder named **Install Course Genie**. This folder has all the files needed for the next four sections in this help sheet.

You will need local admin rights on your PC to install the software. If you do not have local admin rights or need further help with the installation of the software, please contact ITS Service desk and a member of SOS will arrange to come and assist you with the installation.

- **To install the Course Genie software**

1. Open the folder **Install Course Genie**.
2. Double-click the shortcut icon named **Install Course Genie v2.1 CE**.
3. In the Security Warning Window, click on **Run**. This will launch the **Course Genie v2.1 CE - InstallShield Wizard** window.
4. Accept the default username and organization by clicking on **Next**.
5. Click on **Next**.
6. In the License Agreement screen, read through the end-user license agreement and then check the option **I accept the terms in the license agreement**. Now click on **Next**.
7. Accept the default location for the destination folder by clicking on **Next**.
8. The next screen allows you to check the installation settings. Click **Install** to continue with the installation.
9. After a couple of minutes you will see a window message informing you that the InstallShield Wizard has completed. Click **Finish** to complete the installation process.

3. Modifying the schemes

Course Genie comes with several presentation schemes. We have extended this choice of presentation schemes to include a scheme that compliments the formatting within the VLP.

- **To add the VLP presentation scheme**

1. Open the **Install Course Genie** folder on the CCE Shared Drive (see section 2).
2. Now open up the folder **Course Genie VLP Scheme**. Copy the folder **schemes** and the file **info.strings**.
3. Using your preferred folder navigation technique, open up the folder **C:\Program Files\courseGenie\resources\en.lproj**. Delete the folder called **schemes**.
4. Now paste the copied files into this folder. When prompted, choose **Yes to All** to replace the existing files.

4. Starting Course Genie

Now that you have installed all the necessary files you can start to use Course Genie.

- **Running Course Genie for the first time**

1. Start **Microsoft Word** using your preferred method.
2. You should see a warning message about running macros



3. In order to run Course Genie you must enable macros although this option may not be available to you. Check the option to **Always trust macros from this source**. Then you should be able to click on **Enable Macros**. Contact your Local IT Support if you are unable to enable macros.
4. Course Genie does not start automatically when you open Microsoft Word. To start Course Genie, go to the **Tools** menu, then **Course Genie...** and then **Start Course Genie**.

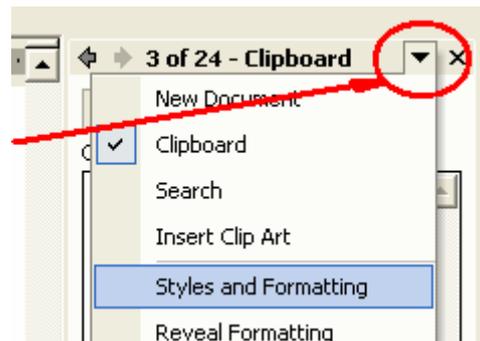
When you have started Course Genie, you should see an extra menu labelled **Course Genie** as well as a floating toolbar, **CG Tools**. It is possible to close the **CG Tools** toolbar and then reopen it by going to the **View** menu, then **Toolbars** and then checking **CG Tools**.

5. Displaying the Styles and Formatting Task Pane

- To display the **Styles and Formatting** task pane

1. To open the Styles and Formatting task pane, go to the **Format** menu and then choose **Styles and Formatting...** The task pane will appear on the right hand side of your screen.
2. Sometimes the content of the task pane will change, for instance if you are cutting and pasting several sections within a document the task pane will display the **Clipboard**.

To return to the **Styles and Formatting** task pane, click on the downwards pointing arrow after the task pane title and then choose **Styles and Formatting** from the drop-down menu



6. Documentation

The Course Genie documentation is available by going to the **Start** button, then **All Programs**, then **Course Genie v2.0** and then choosing **Documentation**.

You may also like to look at the Course Genie demonstration examples by going to **Start\All Programs\Course Genie v2.0\Samples**.