

Course Genie 2.0 Installation

Single-user Edition

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1. System Requirements.....	3
2. Installing Course Genie.....	3
<i>Previous versions.....</i>	3
<i>Installing the trial version.....</i>	3
<i>Initialization.....</i>	3
<i>Digital Certificate</i>	3
<i>Registering the software.....</i>	4
3. Testing the Course Genie installation.....	5
4. Using Course Genie.....	5
5. Troubleshooting.....	5
<i>Outlook with Word as the email editor.....</i>	5
<i>Error 5174.....</i>	5
<i>Error 429</i>	6
<i>Error 5152.....</i>	6
6. Support.....	6
7. Documentation.....	6
<i>Installation.....</i>	6
<i>Overview.....</i>	6
<i>Quick Tutorials.....</i>	6
<i>Sample Documents.....</i>	7
<i>Reference.....</i>	7
<i>Help.....</i>	7
8. Installation Summary.....	7
9. What to do next.....	8
Appendix A - Acrobat Professional 6 Incompatibility.....	9
<i>To temporarily disable Acrobat:.....</i>	9
<i>To re-enable Acrobat:.....</i>	9
<i>Ongoing Word problems due to starting Course Genie while Acrobat is enabled.....</i>	9
<i>Ongoing Course Genie problems due to starting Course Genie while Acrobat is enabled.....</i>	9
<i>Other Acrobat incompatibilities.....</i>	10
Appendix B - Acrobat Professional 7 Incompatibility.....	11

1. System Requirements

The current version of Course Genie requires:

- Windows 98, NT4, ME, 2000 or XP
- Microsoft Word 2000, XP or 2003

If you are using Windows NT4, 2000 or XP you must be logged on as a user with install rights, either as Administrator or as a Power User.

2. Installing Course Genie

The trial version of Course Genie is a fully-functional version which will work for 14 days. If you decide to purchase Course Genie you do not need to uninstall the trial version or download a full version, as a Registration code will be supplied which converts the trial version into a fully-licensed version. Please note that the trial version can only be installed once on a machine.

Previous versions

Please uninstall any previous 'Single Edition' or 'Trial' versions of Course Genie before installing this version. You can uninstall Course Genie using the 'Add/Remove Programs' utility in the 'Control Panel'.

The installer will automatically uninstall previous 'Campus Edition' versions of Course Genie during installation.

If you have had a previous version of Course Genie installed, this version will attempt to remove the initialization of the previous version provided you install using the same user account as you use to run Course Genie. If you install from a different user account you may need to remove the previous initialization manually.

The 'cgMedic' Utility which can be found in the Course Genie entry on the Start/Programs menu will attempt removal of previous initialization files.

If that fails the initialization file is stored in your Word Startup folder, which is usually located at: "C:\Documents & Settings\[Username]\Application Data\Microsoft\Word\STARTUP".

To remove the previous initialization manually, make sure that Word and Outlook are both closed and simply delete the file "courseGenie.dot" from this location.

Installing the trial version

Download the Course Genie zip file and unzip it to a temporary directory. Run setup.exe and follow the on-screen instructions.

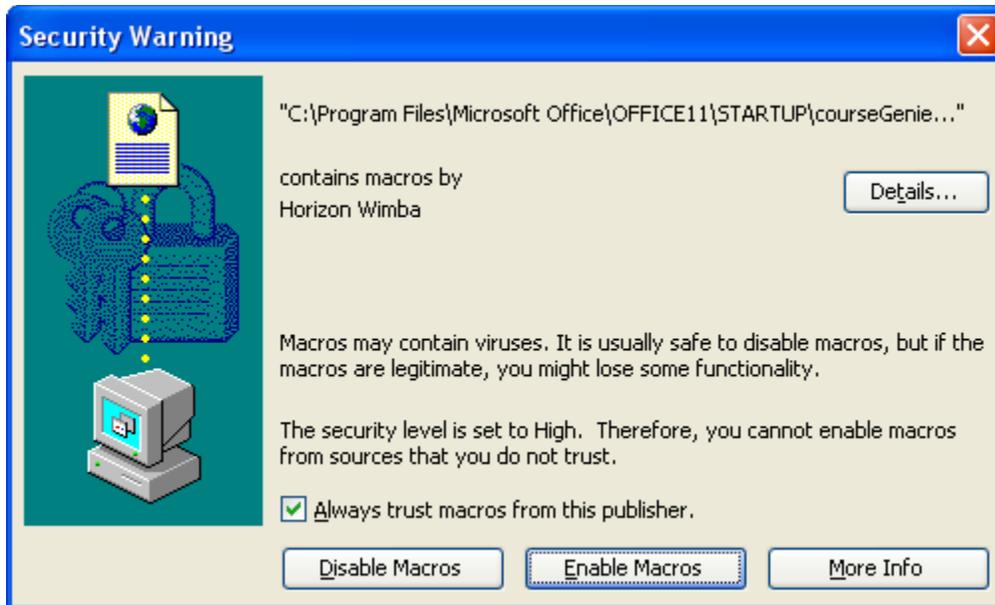
Initialization

With this version we have removed the need for manual initialization. Initialization is performed globally for all users on a computer by the installer.

Digital Certificate

We have added a digital certificate to allow Course Genie to run with macro security level settings in Word set to 'High'.

When a user runs Word after Course Genie installation they will be presented with a dialog similar to the one below.



They will need to tick 'Always trust macros from this publisher' then click the 'Enable Macros' button.

Registering the software

The trial version of Course Genie will run for 14 days, after which time it is necessary to purchase a license and register the software. You do not need to download the software again as registering the software turns the trial version into a full version.

The Hardware ID code shown on the blue trial screen identifies an installation of Course Genie on a particular machine.

To register the software:

- start up Course Genie and note your Hardware ID code from the blue trial screen
- go to www.horizonwimba.com/products/coursegenie/buy.php and follow the on-screen guidance
- email your Hardware ID code to sales@horizonwimba.com
- we will email you a username and Registration code
- start up Course Genie and on the blue trial screen enter your username and Registration code
- click on the Register button

You do not need to download a new version of Course Genie, as the Registration code turns your trial version into a full version. Note that the license is keyed to the particular machine on which the software is installed.

For information on site licenses please email Horizon Wimba at info@horizonwimba.com .

3. Testing the Course Genie installation

To test the installation open one of the sample documents and start up the Course Genie system:

- On the Windows Start menu, look under Programs/Course Genie and open the Word document called Intro.
- From the Word Tools menu, choose Course Genie/Start Course Genie.
- The Course Genie menu should appear on the main Word menubar (to the right of the Word Help menu), the Course Genie CG Tools Palette should appear, and the Course Genie styles should appear in the Word style dropdown menu.
- From the Course Genie menu, choose Generate course; when the dialog indicates that generation is complete, make sure the Preview checkbox is checked then click the OK button; you should see the generated pages displayed in your default browser.
- From the Word Tools menu, choose Course Genie/Stop Course Genie.
- Close the Intro document.

4. Using Course Genie

To use Course Genie on a document:

- open the Word document in the usual way
- on the Tools menu, select Course Genie/Start Course Genie

5. Troubleshooting

In a small number of installations you may find one of the following errors occurs:

Outlook with Word as the email editor

Course Genie will not start under certain circumstances if Outlook is running and using Word as the email editor. The following Microsoft knowledge base article explains the problem and suggests what to do:

<http://support.microsoft.com/kb/q209977/>

Error 5174

This error may occur if Word XP or Word 2003 has disabled the Course Genie plugin. To check and rectify this:

- start up Word
- on the Word Help menu, select About Microsoft Word
- click on Disabled Items
- if cgwd2000.dot or cgwd2002.dot appears in the list, click it then click on the Enable button
- click OK until you get back to the document
- close down Word

Error 429

This error is usually associated with a missing Windows component called the FileSystemScriptingObject, which will need to be downloaded from Microsoft and installed on your system. There are two different versions, one for Windows 98,ME and NT and one for Windows 2000 and XP. Full download and installation instructions are given at the following URLs:

For Windows 98, Windows ME and Windows NT4:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0a8a18f6-249c-4a72-bfcf-fc6af26dc390&DisplayLang=en>

For Windows 2000 and Windows XP:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=C717D943-7E4B-4622-86EB-95A22B832CAA&displaylang=en>

Error 5152

This error can happen in very rare cases where the Addin component is not functioning properly. In most cases once you click on OK to acknowledge this error you are able to continue normally.

6. Support

Support information, including FAQs and short tutorial movies, is available at www.horizonwimba.com/products/coursegenie.

Horizon Wimba will provide email support for the agreed support period. Please send support requests to cgsupport@horizonwimba.com. We will make our best efforts to respond quickly, and normally this will be by the next working day, though this cannot be guaranteed under all circumstances.

7. Documentation

These documents can all be found under Programs/Course Genie on the Windows Start menu.

Installation

This document, which covers installation and setup.

Overview

Gives an overview of how to use Course Genie.

Quick Tutorials

Step-by-step tutorials that only take a few minutes and explain a lot about the way Course Genie works

Sample Documents

These are sample Word source documents that have already been marked up and formatted using Course Genie. For each source document there is also the corresponding HTML course generated with Course Genie.

- Intro - a simple document that can be used for testing purposes
- Demo - shows how a wide range of Course Genie features work
- Selftest Demo - demonstrates the use of all the different selftest questions

Looking through the source documents and comparing them with the generated output is a good way of finding out what Course Genie is capable of.

Reference

The Course Genie Reference contains full details of all Course Genie features.

Help

You can open Course Genie Help by choosing Course Genie Help from the Course Genie menu on the main Word menubar.

8. Installation Summary

Make sure that:

- Your system has Windows 98, NT4, ME, 2000 or XP
- Your system has Word 2000, XP or 2003
- You have installed Course Genie
- You know how to start and stop Course Genie
- You have tested Course Genie using one of the sample files

9. What to do next

1) Work through the Quick Tutorials - they only take a few minutes and will explain a lot about the way Course Genie works:

- On the Windows Start menu, look under Programs/Course Genie and open the PDF document called Quick Tutorial 1.

2) Once you've done the tutorials, take a look at the sample documents and the courses generated from them:

- On the Windows Start menu, look under Programs/Course Genie and open the Word document called Demo.
- On the Windows Start menu, look under Programs/Course Genie and open the web page called Demo - Generated Course.
- Look through these, comparing the source document with the generated output.

- Open the Word document called Selftest Demo.
- Open the web page called Selftest Demo - Generated Course.
- Look through these, comparing the source document with the generated output.

3) For full details of how any feature works, look it up in the Reference document or see the Course Genie Help:

- On the Windows Start menu, look under Programs/Course Genie and open the PDF document called Course Genie Reference.
- On the main Word menubar, choose Course Genie/Course Genie Help.

Appendix A - Acrobat Professional 6 Incompatibility

There is an incompatibility between Course Genie and Adobe Acrobat Writer v6 which means that when you start up Course Genie the main CourseGenie menu does not appear on the Word title bar. Other instabilities can also be caused. There is no problem with Adobe Acrobat Reader.

To use Course Genie you must first temporarily disable Acrobat Writer. Course Genie will attempt to do this automatically on startup and you may find that this is sufficient and you do not have a problem. Acrobat Writer will be automatically re-enabled when you close down Course Genie and restart Word.

On a small number of systems, however, you may need to manually temporarily disable Acrobat Writer.

To temporarily disable Acrobat:

- Make sure Word is closed down
- In Windows Explorer navigate to the Office Startup directory, which is usually C:\Program Files\Microsoft Office\Office10\Startup
- Rename the file PDFMaker.dot to PDFMaker.dbk

To re-enable Acrobat:

- Make sure Word is closed down
- In Windows Explorer navigate to the Office Startup directory, which is usually C:\Program Files\Microsoft Office\Office10\Startup
- Rename the file PDFMaker.dbk back to PDFMaker.dot

Ongoing Word problems due to starting Course Genie while Acrobat is enabled

If you have attempted to start up Course Genie from the Word *Tools* menu while Acrobat is enabled in Word, this may leave Word in an unstable state, even if you uninstall Acrobat and/or Course Genie.

The symptom is that every time you try to start Word you get an error message saying there is an error in Winword.exe. This is likely to be due to a corrupted Normal.dot template, which can be fixed as follows:

- Make sure Word is closed down
- In Windows Explorer navigate to your User templates directory, which is usually C:\Documents and Settings\{your username}\Application Data\Microsoft\Templates
- Rename the file Normal.dot to Normal.dbk
- When you restart Word it will automatically create a new, clean Normal.dot

Ongoing Course Genie problems due to starting Course Genie while Acrobat is enabled

If you have attempted to start up Course Genie from the Word *Tools* menu while Acrobat is enabled in Word, this may prevent Course Genie from working, even if you uninstall Acrobat and/or reinstall Course Genie.

The symptom is that every time you try to start Course Genie using the Word *Tools/Course Genie/Start Course Genie* menu, you get an error message saying "Runtime Error 5174". This is likely to be due to the fact that Word has disabled the Course Genie template, and can be fixed as follows:

- Open Word
- From the Word *Help* menu choose *About Microsoft Word*
- Click on the *Disabled Items* button
- Click on the *cgwd2000.dot* or *cg2d2002.dot* entry, then click on the *Enable* button
- Click on the *Close* button, then on the *OK* button to close down the dialog boxes

You should now be able to start Course Genie using the Word *Tools/Course Genie/Start Course Genie* menu

Other Acrobat incompatibilities

Acrobat is incompatible with many other applications, due to the particular way in which it attaches itself to Word. A partial list can be found at <http://www.adobe.com/support/techdocs/31e8e.htm> .

Appendix B - Acrobat Professional 7 Incompatibility

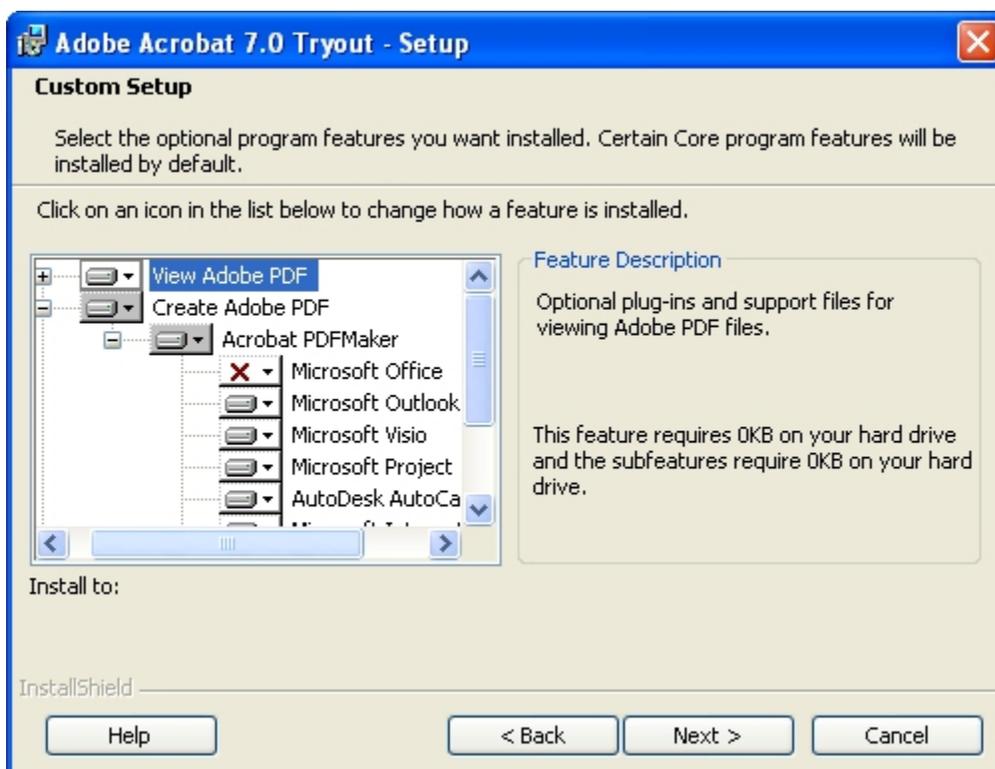
There is an incompatibility between Course Genie and Adobe Acrobat Professional 7 which means that during your use of Course Genie the main CourseGenie menu is renamed to one of the Acrobat menu names. Course Genie will continue to function and the normal menu items will remain in the renamed menu. There is no problem with Adobe Acrobat Reader.

There is currently no work around to prevent behaviour aside from uninstalling the Acrobat Professional Word Addin. You will still be able to create PDF files from Word by printing to the PDF Printer.

Close down Word and Outlook if you have them open.

From the 'Add/Remove Programs' utility in the 'Control Panel', click the 'Change/Remove' button next to the 'Adobe Acrobat 7' to modify the installation.

This will bring up a dialog, click next at the first screen the make sure that 'Modify' is selected then click next and you will get to the screen below.



On this screen click the pluses until you can see what is in the image, then click on the Icon next to 'Microsoft Office' (the one with an X next to it in the image), in the popup menu select 'This feature will not be available', then click 'next' then 'Update'.