

# Course Genie 2.2 Installation

Campus Edition

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<b>1. System Requirements .....</b>	<b>4</b>
<b>2. Installing Course Genie .....</b>	<b>4</b>
<i>Previous versions .....</i>	<i>4</i>
<i>Installing the 'Campus Edition' of Course Genie.....</i>	<i>4</i>
<i>Installing the campus licence .....</i>	<i>4</i>
<i>Initialization.....</i>	<i>5</i>
<i>Digital Certificate .....</i>	<i>5</i>
<b>3. Testing the Course Genie installation .....</b>	<b>6</b>
<b>4. Using Course Genie.....</b>	<b>6</b>
<b>5. Troubleshooting.....</b>	<b>7</b>
<i>Start/Stop Course Genie does not appear on the Word Tools menu. ....</i>	<i>7</i>
<i>Course Genie does not start when I click start from the Tools menu. ....</i>	<i>7</i>
<i>Error 5174.....</i>	<i>7</i>
<i>Error 429.....</i>	<i>7</i>
<i>Error 5152.....</i>	<i>8</i>
<b>6. Support.....</b>	<b>8</b>
<b>7. Documentation.....</b>	<b>9</b>
<i>Installation .....</i>	<i>9</i>
<i>Overview.....</i>	<i>9</i>
<i>Quick Tutorials.....</i>	<i>9</i>
<i>Sample Documents .....</i>	<i>9</i>
<i>Reference .....</i>	<i>9</i>
<i>Help .....</i>	<i>9</i>
<b>9. Installation Summary.....</b>	<b>9</b>
<b>10. What to do next .....</b>	<b>10</b>
<b>Appendix A - Acrobat Professional 6 Incompatibility .....</b>	<b>11</b>
<i>To temporarily disable Acrobat:.....</i>	<i>11</i>
<i>To re-enable Acrobat:.....</i>	<i>11</i>
<i>Ongoing Word problems due to starting Course Genie while Acrobat is enabled.....</i>	<i>11</i>
<i>Ongoing Course Genie problems due to starting Course Genie while Acrobat is enabled .....</i>	<i>11</i>
<i>Other Acrobat incompatibilities.....</i>	<i>12</i>

<b>Appendix B - Acrobat Professional 7 Incompatibility .....</b>	<b>13</b>
<b>Appendix C Office 2007 Support .....</b>	<b>14</b>
<i>Installing and Macro Security in Word 2007.....</i>	<i>14</i>
<i>Course Genie and the Office 2007 User Interface .....</i>	<i>14</i>
<i>Starting Course Genie .....</i>	<i>15</i>
<i>Course Genie Menus (All Versions).....</i>	<i>15</i>
<i>Course Genie Styles.....</i>	<i>16</i>
<b>Appendix D Windows Vista Support.....</b>	<b>17</b>

## 1. System Requirements

The current version of Course Genie requires:

- Windows NT4 (SP6), 2000, XP or Vista
- Microsoft Word 2000, XP, 2003 or 2007

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

## 2. Installing Course Genie

### Previous versions

If you have made any customisations to your installation of Course Genie or the Schemes you may wish to create backup copies of these for use with the new version. Details regarding how to update a scheme can be found in the 'Upgrading Existing Schemes' section of the 'Customisation and Internationalization' manual which is installed with Course Genie. The manual can be found on the Start menu under Programs/Course Genie/Documentation after the installation has completed.

You may also want create a backup of your Course Genie Campus Licence files before proceeding for use later on.

Please uninstall any previous 'Single Edition' or 'Trial' versions of Course Genie prior to v2.0 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' and any v2.0 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 'Campus Edition' of Course Genie

Download the Course Genie zip file and unzip it to a temporary directory. Run setup.exe and follow the on-screen instructions. The campus version will not function until you have installed the licence (see next section).

### Installing the campus licence

The campus licence consists of two files, key.enc and licence.dat, which Course Genie needs to find before it will run.

The licence files will have been supplied separately from the Course Genie installation zip. If you do not have them, please contact [cgsupport@wimba.com](mailto:cgsupport@wimba.com). Please make backups of these two files, as if they are modified Course Genie will not run.

There are two ways of installing the licences:

### 1. Licence files on each machine

The simplest way to install the licence is to copy the two licence files into the main Course Genie installation directory (the default is C:\Program Files\courseGenie). You need to do this for each machine on which Course Genie is installed.

### 2. Licence files located centrally

You can instead set up Course Genie so that all installations look in a central network location for the two licence files. This has the advantage that when the licence is renewed, only this one central copy of the licence files needs to be updated.

To do this:

- copy the two licence files to a central network location.
- find the file `loc.dat`, which is located in the Resources subdirectory of the main Course Genie installation directory, and copy it into the main Course Genie installation directory.
- edit the `loc.dat` file so that it contains the network path to the licence files, eg if `loc.dat` is in a subdir "Config" off a shared folder "Public" on server "Plato", it would be: `<location>\\Plato\Public\Config</location>`; alternatively it can refer to a mapped network drive, eg if `loc.dat` is in a subdir "Config" on a mapped network drive P, it would be: `<location>P:\Config</location>`
- make a copy of this edited `loc.dat` file, and copy it into the main Course Genie installation directory for each machine on which Course Genie is installed.

If Course Genie finds the `loc.dat` file in the main Course Genie installation directory, it looks for the licence files at the address contained in that file. If Course Genie doesn't find the `loc.dat` file in the main Course Genie installation directory, it looks for the licence files themselves in the main Course Genie installation directory.

Note to administrators:

The licence files or the `loc.dat` can be included with the with the installer files, during installation if the installer finds these files it will copy them to the Course Genie installation folder automatically.

This may be useful for network deployments to many machines, or if you include the licence files in the zip file containing the installation files and distribute to users to install themselves this will remove an installation step. However, the scripts used to do this may be blocked by some Anti-Virus programs.

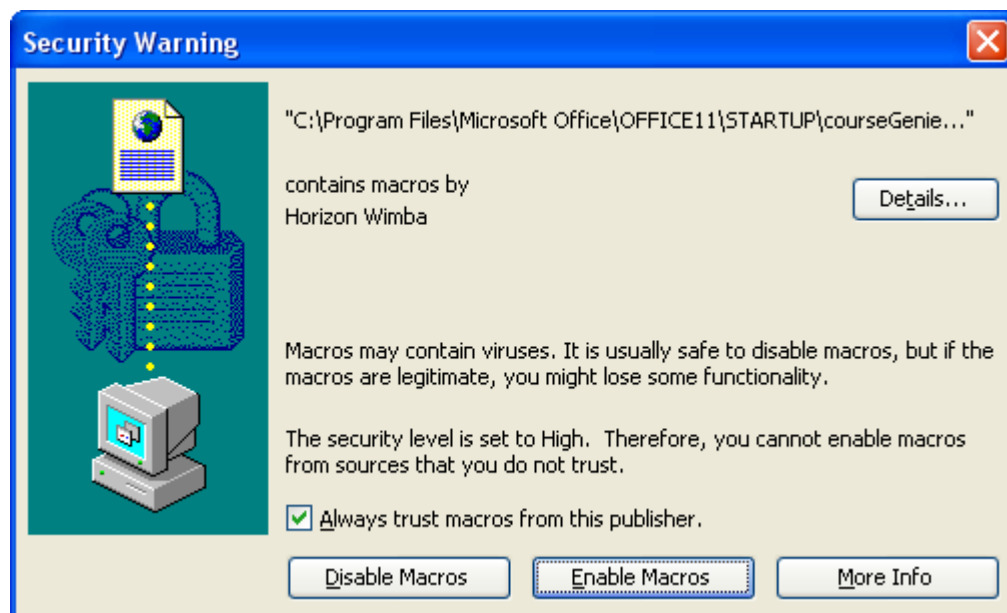
### Initialization

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.

The public certificate files have been included with the Course Genie installation. This should allow system administrators to deploy our certificate as a trusted publisher and prevent users from seeing the Security Warning dialog.

For Office 2003 users the certificate can be deployed using the 'Custom Maintenance Wizard' from the Office Resource Kit. Please see the Deployment section of the Microsoft Office web site for more details.

<http://www.microsoft.com/office>

Note: Please see the Office 2007 Addendum at the end of this document if using Word 2007.

### 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 CourseGenie 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 CourseGenie 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.

Note: Please see the Office 2007 Addendum at the end of this document if using Word 2007.

### 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:

### **Start/Stop Course Genie does not appear on the Word Tools menu.**

This may happen if the add-in has been disabled by word, see Error 5174 below.

### **Course Genie does not start when I click start from the Tools menu.**

This may happen if the add-in has been disabled by word, see Error 5174 below.

If you are still having problems run 'cgMedic' from Programs/Course Genie on the Windows Start menu. Copy and Paste the information from cgMedic in to an email and send it to [cgsupport@wimba.com](mailto:cgsupport@wimba.com).

Note: Please see the Office 2007 Addendum at the end of this document if using Word 2007.

### **Error 5174**

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

- Start up Word
- On the Word Help menu, select About Microsoft Word
- Click on Disabled Items
- If cgwd2000.dot, cgwd2002.dot or CourseGenie.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

For Word 2007 use the steps below.

- Click the Microsoft Office Button , and then click Word Options.
- Click Add-Ins.
- In the Manage list, select Disabled Items, and then click Go.
- If cgwd2000.dot, cgwd2002.dot or CourseGenie.dot appears in the list, click it then click on the Enable button
- Click close.
- Click ok to exit Word Options.
- Restart 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.wimba.com/products/coursegenie](http://www.wimba.com/products/coursegenie) .

Wimba will provide email support for two named contacts for the period of the campus licence. Please send support requests to [cgsupport@wimba.com](mailto:cgsupport@wimba.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/Documentation 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.

## 9. Installation Summary

Make sure that:

- Your system has Windows NT4 (SP6), 2000 or XP
- Your system has Word 2000, XP or 2003
- You have installed Course Genie
- You have installed the licence files
- You know how to start and stop Course Genie
- You have tested Course Genie using one of the sample files

## 10. 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/Documentation 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/Samples and open the Word document called Demo.
- On the Windows Start menu, look under Programs/Course Genie/Samples 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/Documentation and open the PDF document called Reference Manual.
- 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 *cgwd2002.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

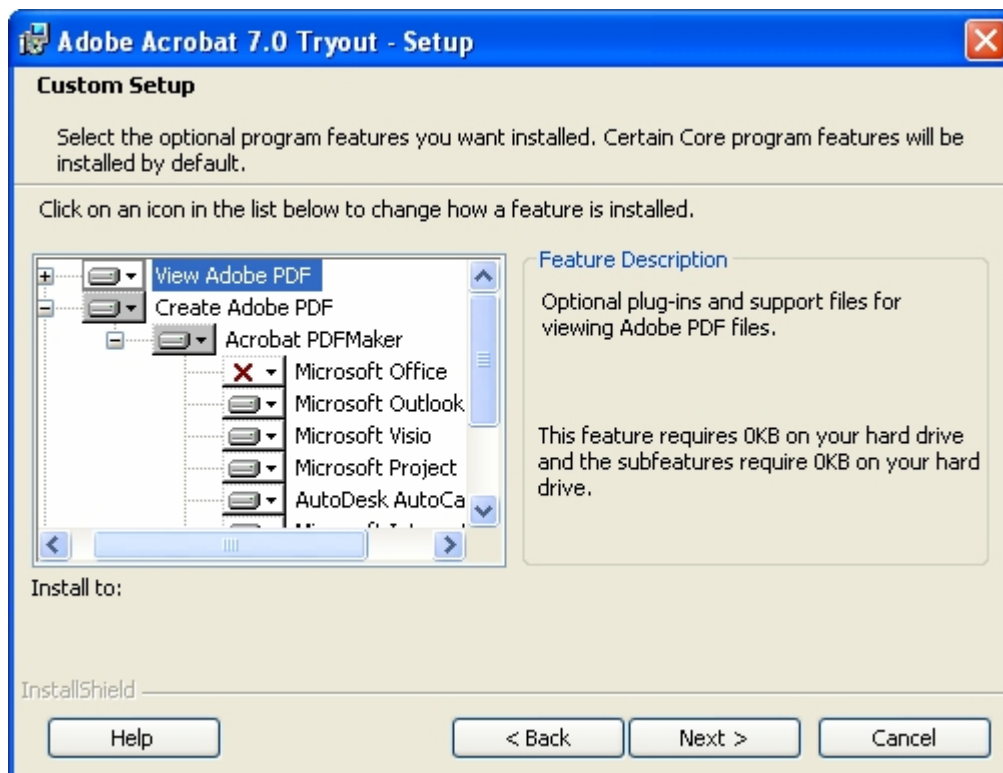
There was an incompatibility between Course Genie and Adobe Acrobat Professional 7 which meant that during your use of Course Genie the main CourseGenie menu was renamed to one of the Acrobat menu names. Course Genie would continue to function and the normal menu items would remain in the renamed menu.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

We have modified Course Genie work around this behaviour. However, if any problems remain the only solution is to uninstall 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.



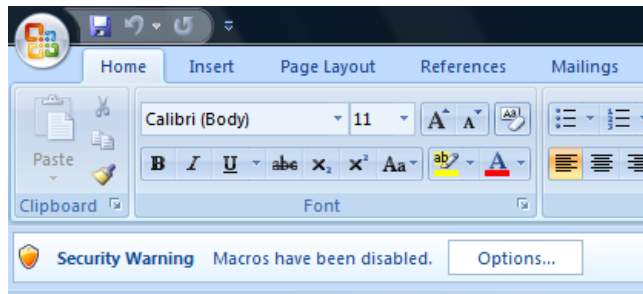
On this screen click the pluses until you can see what is in the image, then click on the Icon next to 'Microsoft Office' (the one with an X next to it in the image), in the popup menu select 'This feature will not be available', then click 'next' then 'Update'.

## Appendix C Office 2007 Support

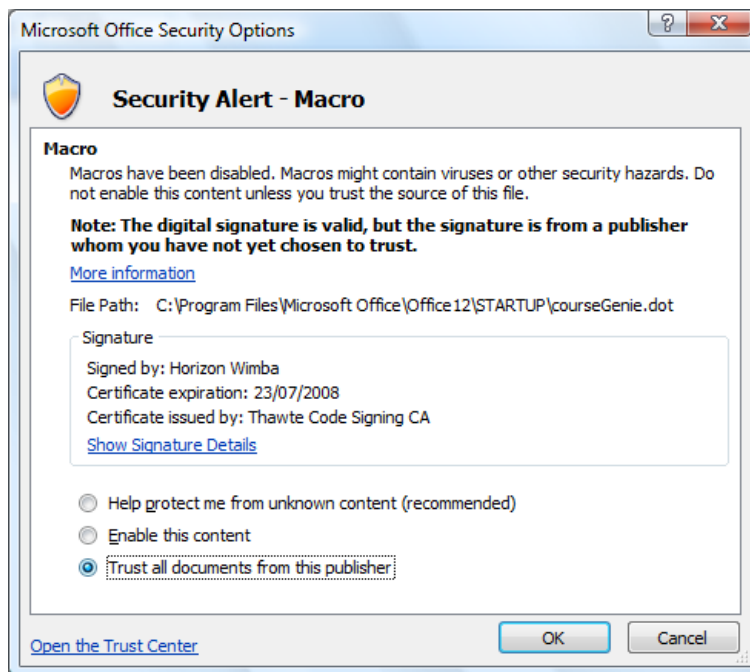
With the User Interface changes and new security mechanism introduced with Office 2007 the way you install and access Course Genie commands and menus have changed slightly.

### Installing and Macro Security in Word 2007

When you run Word 2007 for the first time after installing Course Genie you will likely be presented with following 'Security Warning' information bar that tells you the Macros have been disabled.



Click the 'Options' button to show the following screen.



Choose 'Trust all documents from this publisher' option and click the OK button. This will instruct Word to let the Course Genie macro run.

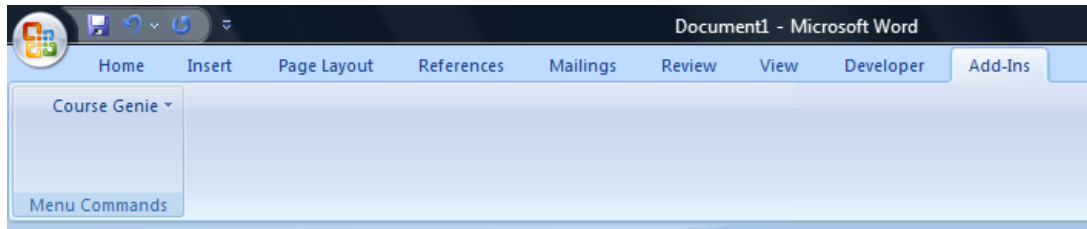
Note: Unless the Course Genie Digital Certificate has been installed and trusted for all users then each subsequent user will have to all the Macro to run in the same way as described above.

### Course Genie and the Office 2007 User Interface

Word 2007 introduces a new interface known as the Ribbon which replaces the menus and toolbars found in previous versions.

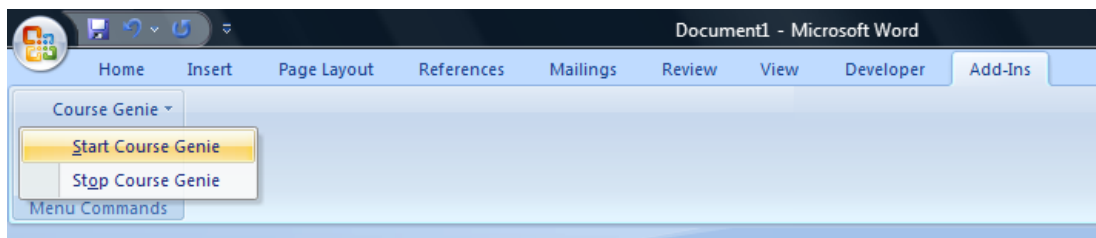
With this new interface all Add-in created menus and toolbars (such as those added by Course Genie) are created in the 'Add-ins' Tab on the Ribbon.

Here you will find the Start/Stop Course Genie commands that would usually be found on the Tools menu in previous versions of Word.



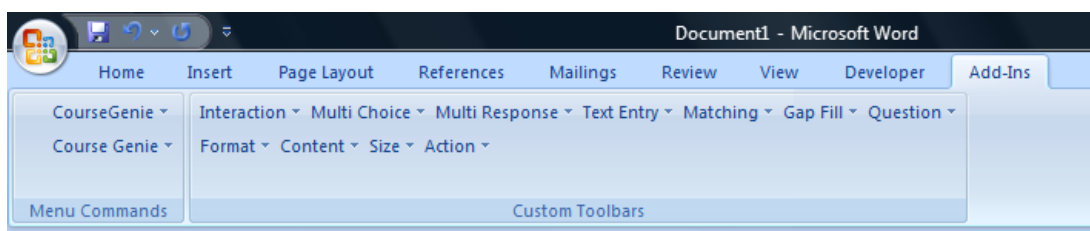
## Starting Course Genie

To start Course Genie click on the 'Course Genie' drop-down menu in the 'Add-Ins' tab and select 'Start Course Genie'

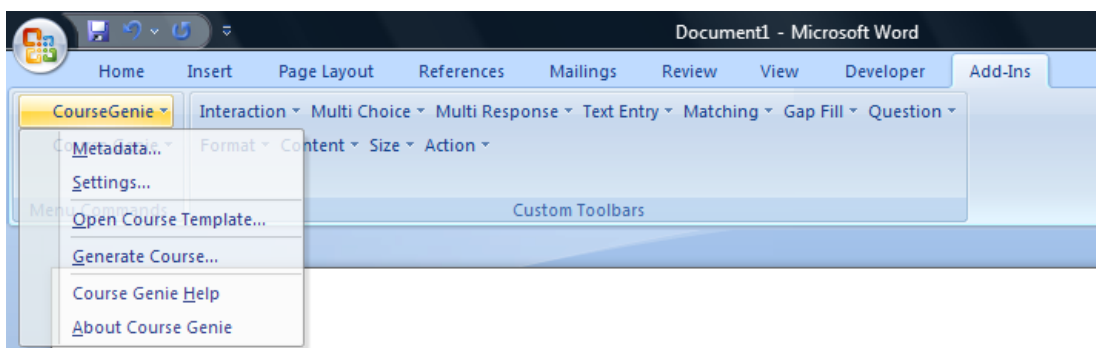


## Course Genie Menus (All Versions)

Course Genie will display a 'Welcome' splash-screen; click 'OK' to continue. You will then see the 'CourseGenie' menu and toolbars added to the 'Add-Ins' tab.

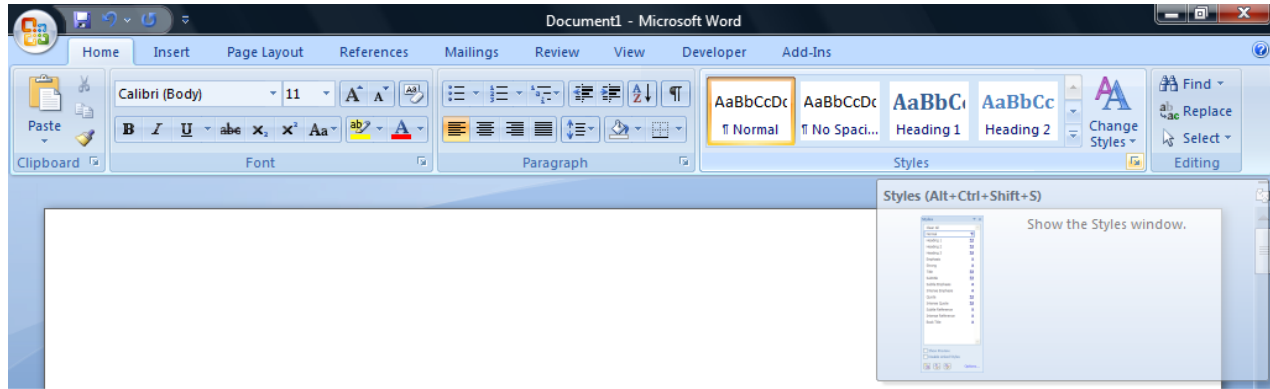


The main Course Genie menu will be added above the menu used to Start and Stop Course Genie.

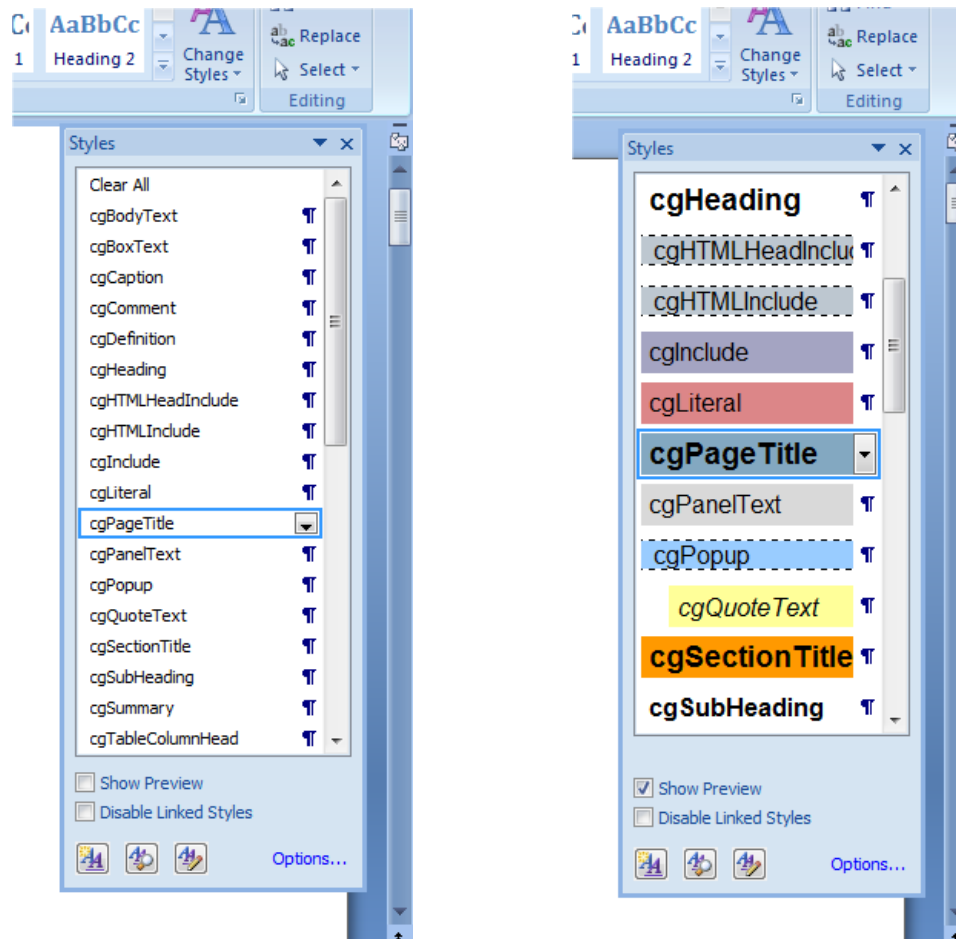


## Course Genie Styles

Words styles can be found on the 'Home' tab on the Ribbon by clicking the little arrow icon in the bottom right corner of the styles pane.



This will display the list of styles in a new floating window (which can also be docked at the side of the window). See picture on the left below.



By default the styles are just show by name, you need to click the 'Show Preview' checkbox at the bottom of the styles window to enable to usual style display. See picture on the right above.

## Appendix D Windows Vista Support

Course Genie has been updated to work with the Windows Vista operating system.

The Course Genie Installer works with Vista's new UAC (User Access Control) system.