

# **courseGenie 1.6.9 Installation Instructions**

License key 2006

## ***System Requirements***

The current version of courseGenie 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.

The macro security level in Word must be set to Medium or Low to enable the courseGenie scripts to run (see Macro Settings section below).

The courseGenie system needs to be able to create, read, change and delete files and folders in the directory [main courseGenie installation directory]\xmlc , together with its subdirectories.

## ***Installing the campus edition of courseGenie ver 1.6.9***

1. Download the courseGenie zip file and unzip it to a temporary directory. Run setup.exe and follow the on-screen instructions.
2. Download the courseGeniePatch zip file, unzip and copy the two files (cgwd2000 and cgwd2002) in the courseGenie subdirectory where the program is installed.
3. Download the NorthCarolinaKey zip file, unzip and copy the three files in the courseGenie subdirectory where the program is installed.

These three steps will update the program and install the new license key

## ***Initializing courseGenie***

Before you can use courseGenie you have to initialize it. You do this by opening the document called Initialize courseGenie:

- Make sure you are logged on to Windows as the user for whom courseGenie is to be initialized.

- Make sure your Macro Security settings in Word are set to Medium or Low (see section below on Macro Settings)
- On the Windows Start menu, look under Programs/courseGenie and open the document called Initialize courseGenie.
- In the folder browser dialog that opens, navigate to the main courseGenie installation directory (the default is C:\Program Files\courseGenie) and click OK.
- A message should appear confirming that courseGenie is initialized; when you click OK the document and the Word application will close.

Note that for a particular user you only need to carry out this initialization once.

To start courseGenie, simply open any Word document in the normal way, and from the standard Word menu choose Tools/courseGenie/Start courseGenie.

### ***Macro Settings***

If you just see a blank screen when you open the Initialize courseGenie document, it is likely that your Macro Security setting is too high to allow courseGenie to run. To fix this:

- From the Word Tools menu, choose Macro/Security and set the security level to Medium or Low.
- The Medium setting will ask each time before opening a template containing scripts, while the Low setting will open templates containing scripts automatically.
- Close down Word to allow the new setting to take effect.
- Now reopen the Initialize courseGenie document and you should see a folder browser; follow the steps in the Initializing courseGenie section above.

### ***Testing the courseGenie installation***

- To test the installation open one of the sample documents and start up the courseGenie system:
- On the Windows Start menu, look under Programs/courseGenie and open the Word document called Intro.
- From the Word Tools menu, choose courseGenie/Start courseGenie.
- The courseGenie menu should appear on the main Word menubar (to the right of the Word Help menu), the courseGenie Question Palette should appear, and the courseGenie 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 courseGenie/Stop courseGenie.
- Close the Intro document.

### ***Using CourseGenie***

To use courseGenie on a document:

- Open the Word document in the usual way
- From the Tools menu, select CourseGenie/Start courseGenie