

Installation

Campus Edition

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1. System Requirements

The current version of Wimba Create 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 Wimba Create

Previous versions

If you have made any customisations to your installation of Wimba Create 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 Wimba Create. The manual can be found on the Start menu under Programs/Wimba Create/Documentation after the installation has completed.

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

Installing the 'Campus Edition' of Wimba Create

Download the Wimba Create 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 Wimba Create needs to find before it will run.

The licence files will have been supplied separately from the Wimba Create installation zip. If you do not have them, please contact cgsupport@wimba.com . Please make backups of these two files, as if they are modified Wimba Create 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 Wimba Create installation directory (the default is "C:\Program Files\CourseGenie" to maintain compatibility with existing installations). You need to do this for each machine on which Wimba Create is installed.

2. Licence files located centrally

You can instead set up Wimba Create 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 Wimba Create installation directory, and copy it into the main Wimba Create 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 Wimba Create installation directory for each machine on which Wimba Create is installed.

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

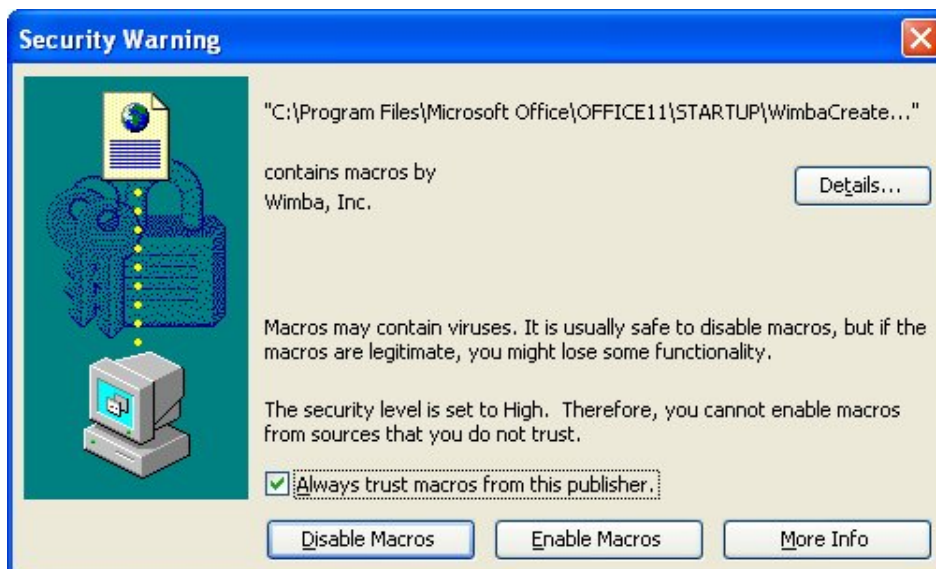
Initialization

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 Wimba Create to run with macro security level settings in Word set to 'High'.

When a user runs Word after Wimba Create 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 Wimba Create 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 Wimba Create installation

To test the installation open one of the sample documents and start up the Wimba Create system:

- On the Windows Start menu, look under Programs/Wimba Create and open the Word document called Intro.
- From the Word Tools menu, choose Wimba Create/Start Wimba Create.
- The WimbaCreate menu should appear on the main Word menubar (to the right of the Word Help menu), the Wimba Create (WCr) Tools Palette should appear, and the Wimba Create styles should appear in the Word style dropdown menu.
- From the WimbaCreate 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 Wimba Create/Stop Wimba Create.
- Close the Intro document.

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

4. Using Wimba Create

To use Wimba Create on a document:

- Open the Word document in the usual way
- On the Tools menu, select Wimba Create/Start Wimba Create

5. Troubleshooting

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

Start/Stop Wimba Create does not appear on the Word Tools menu.

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

Wimba Create 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 'Medic' from Programs/Wimba Create on the Windows Start menu. Copy and Paste the information from Medic in to an email and send it to 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 Wimba Create 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 WimbaCreate.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 WimbaCreate.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/wimbacreate .

Wimba will provide email support for two named contacts for the period of the campus licence. Please send support requests to 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/Wimba Create/Documentation on the Windows Start menu.

Installation

This document, which covers installation and setup.

Overview

Gives an overview of how to use Wimba Create.

Quick Tutorials

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

Sample Documents

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

- Intro - a simple document that can be used for testing purposes
- Demo - shows how a wide range of Wimba Create 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 Wimba Create is capable of.

Reference

The Wimba Create Reference contains full details of all Wimba Create features.

Help

You can open Wimba Create Help by choosing Wimba Create Help from the Wimba Create 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 Wimba Create
- You have installed the licence files
- You know how to start and stop Wimba Create
- You have tested Wimba Create 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 Wimba Create works:

- On the Windows Start menu, look under Programs/Wimba Create/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/Wimba Create/Samples and open the Word document called Demo.
- On the Windows Start menu, look under Programs/Wimba Create/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 Wimba Create Help:

- On the Windows Start menu, look under Programs/Wimba Create/Documentation and open the PDF document called Reference Manual.
- On the main Word menubar, choose Wimba Create/Wimba Create Help.

Appendix A - Acrobat Professional 6 Incompatibility

There is an incompatibility between Wimba Create and Adobe Acrobat Writer v6 which means that when you start up Wimba Create the main WimbaCreate 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 Wimba Create you must first temporarily disable Acrobat Writer. Wimba Create 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 Wimba Create 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 Wimba Create while Acrobat is enabled

If you have attempted to start up Wimba Create 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 Wimba Create.

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 Wimba Create problems due to starting Wimba Create while Acrobat is enabled

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

The symptom is that every time you try to start Wimba Create using the Word *Tools/Wimba Create/Start Wimba Create* menu, you get an error message saying "Runtime Error 5174". This is likely to be due to the fact that Word has disabled the Wimba Create 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 Wimba Create using the Word *Tools/Wimba Create/Start Wimba Create* 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

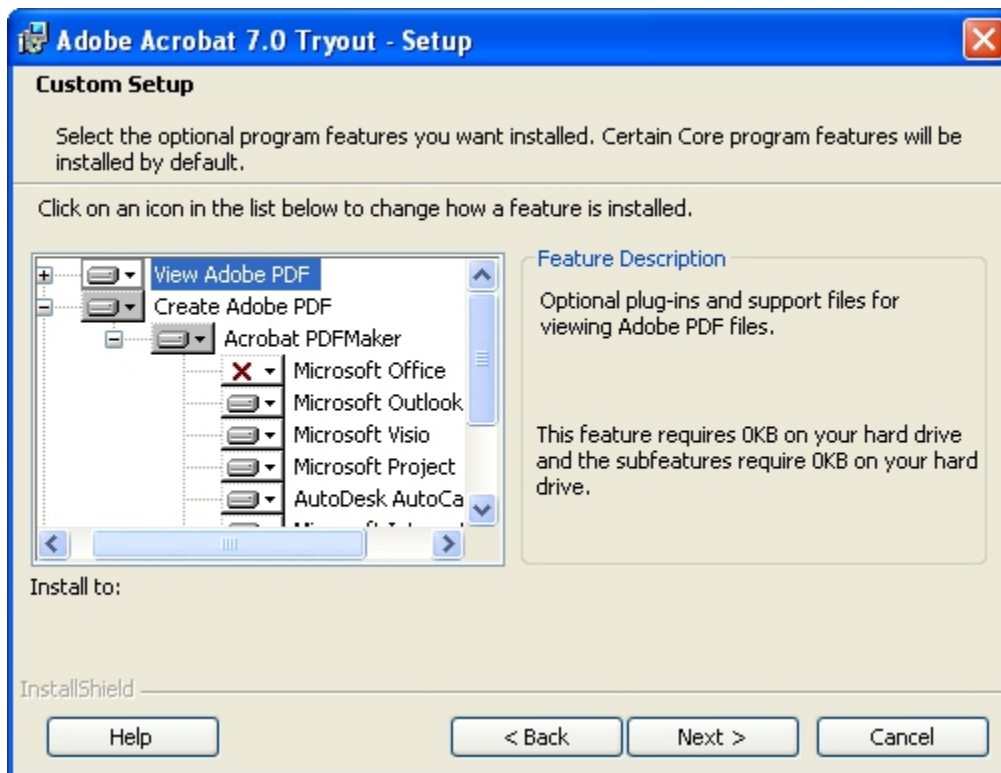
There was an incompatibility between Wimba Create and Adobe Acrobat Professional 7 which meant that during your use of Wimba Create the main WimbaCreate menu was renamed to one of the Acrobat menu names. Wimba Create would continue to function and the normal menu items would remain in the renamed menu.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

We have modified Wimba Create 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'.

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

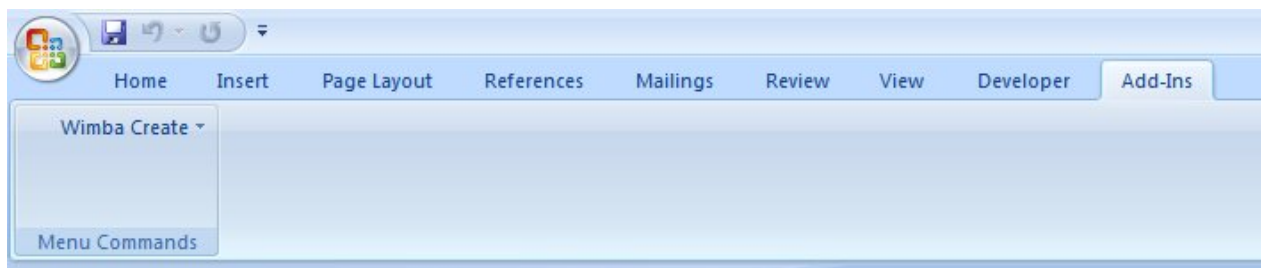
Note: Unless the Wimba Create Digital Certificate has been installed and trusted for all users then each subsequent user will have to all the Macro to run in the same way as described above.

Wimba Create 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.

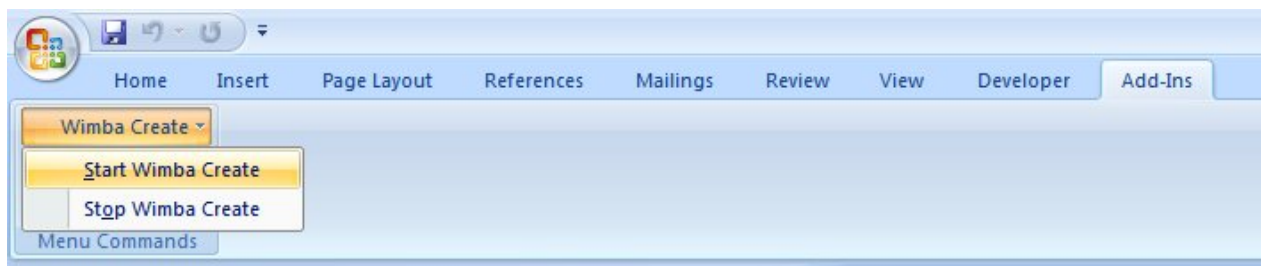
With this new interface all Add-in created menus and toolbars (such as those added by Wimba Create) are created in the 'Add-ins' Tab on the Ribbon.

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



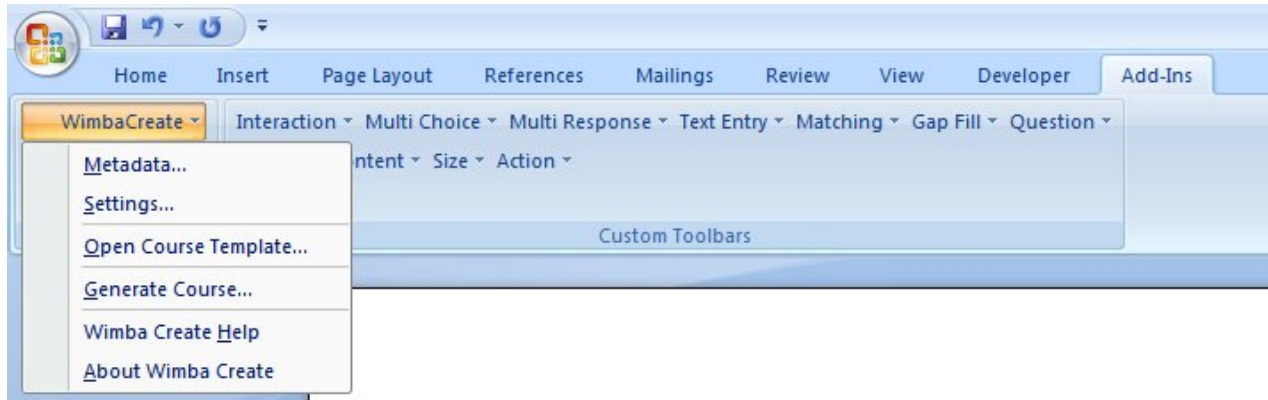
Starting Wimba Create

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



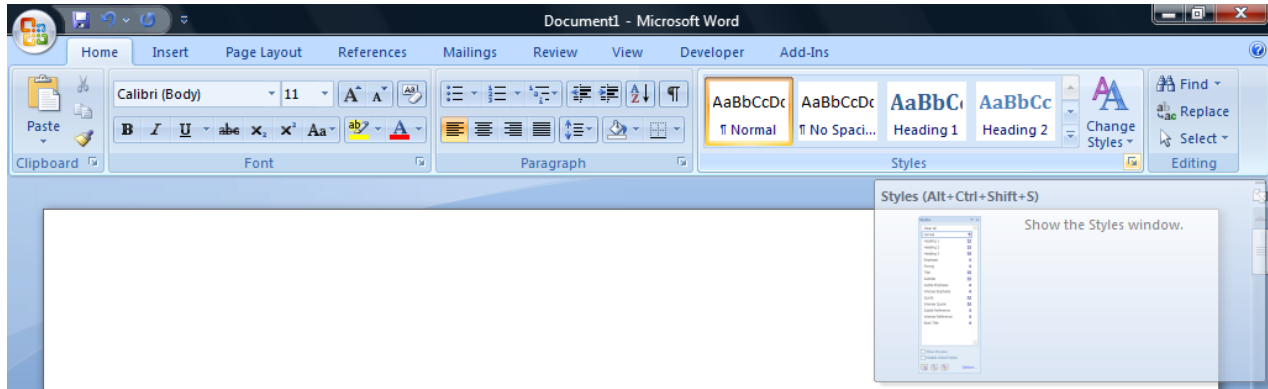
Wimba Create Menus (All Versions)

Wimba Create will display a 'Welcome' splash-screen; click 'OK' to continue. You will then see the 'WimbaCreate' menu and toolbars added to the 'Add-Ins' tab. The main Wimba Create menu will be added above the menu used to Start and Stop Wimba Create.

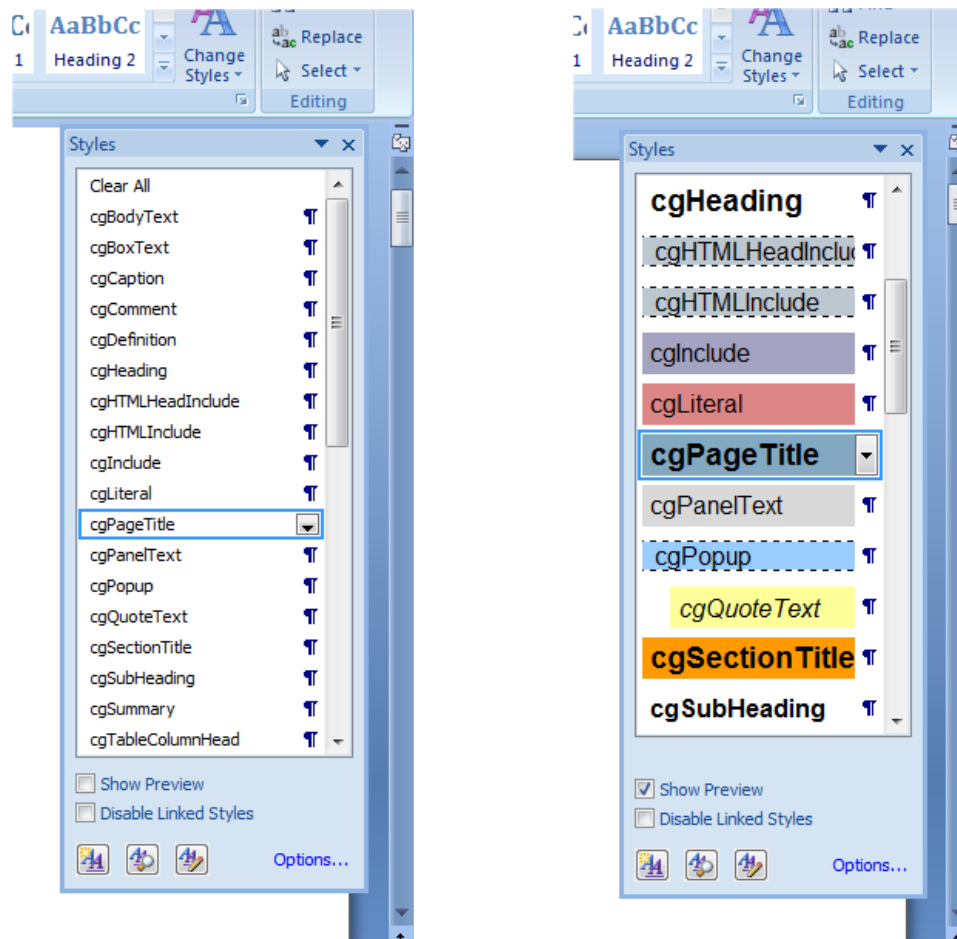


Wimba Create Styles

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.