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*BP: Indicates a “Best Practice” routine in GDP.



Students: The information in this handout is designed primarily to help an instructor on campus prepare for GDP. Always check with your instructor first before taking any steps whatsoever to get ready for GDP11e!



If you are able to access and use a flash drive to save files and wish to take the quickest approach to getting started with GDP, you could simply create a GDPFILES directory on the flash drive, always use **Save As** (not **Save**) when saving files or downloading files to ensure that files are saved to one designated directory, and skip all optional steps below.

GET READY FOR GDP

On Campus:

Most campus labs have some sort of automated system in place to remove any files saved there by students during that student’s session or at the end of the day. If the workstations in your lab do not have such procedures in place for the automatic removal of files at the end of a class or at the end of a day, you might consider implementing the optional procedures outlined in this handout when setting up a master computer in a lab before imaging that lab in order to:

- Minimize browsing in a GDP session for downloads and uploads using Internet Explorer.
- Segregate GDP document processing files by creating a GDPFILES directory on the Windows Desktop.
- Enable one-click cleanup of GDP files on the Windows Desktop at the end of each GDP session.

Note: Download “[GDP 11e Best Practices - Optimization](#)” for network and firewall settings.


At Home:



Instructors should read details of each step to get ready for GDP on campus, decide which steps are appropriate for students working at home, and then direct students accordingly.

Set All Word Options for GDP

- GDP will automatically open Word documents with the Word 2003 Style Set in place.
- Manually adjust the Word settings shown with a red checkmark.
- Verify Word's "out-of-the box" settings shown without a checkmark.
- For more detail on these settings, click [here](#) or see Appendix A in the *Word Manual*.

Setting	Description
	<ul style="list-style-type: none"> • To get to Word Options in Word 2007, click the Microsoft Office button, and click the Word Options button (in the lower right-hand corner) • To get to Options in Word 2010, from the File tab, click Options at the bottom of the drop-down menu.
Off	Page Layout tab, Page Setup group, Hyphenation , None ; (except for magazine articles and newsletters).
On	Home tab, Paragraph group, Borders button, View Gridlines .
✓ On	Right-click Status bar; Customize Status Bar ; click Vertical Page Position . Note: If you do <i>not</i> change this setting, you will not be able to verify your vertical page position for documents, such as letters, that begin a specific number of inches from the top of the page.
✓ Off	Word Options, Proofing, AutoCorrect Options, AutoCorrect tab:
	<ul style="list-style-type: none"> ✓ • Check: Show AutoCorrect Options buttons ✓ • Uncheck: Capitalize first letter of sentences Note: If you do <i>not</i> uncheck this setting, when you press ENTER after typing references initials, which begin in Lesson 26, those reference initials will be capitalized. On the keyboard, press Ctrl + Z or click Undo on the Quick Access toolbar to undo this capitalization immediately after it happens.
On	Word Options, Proofing, AutoCorrect Options, AutoFormat As You Type tab, under Replace as you type leave all options unchecked except for these:
	<ul style="list-style-type: none"> • Check: "Straight quotes" with "smart quotes" • Check: Internet and network paths with hyperlinks • Check: Ordinals (1st) with superscript • Check: Hyphens (--) with dash (—)
✓ Off	Word Options, Advanced group. Under Editing options : <ul style="list-style-type: none"> • Uncheck: Use CTRL + Click to follow hyperlink
Off	Word Options, Proofing, AutoCorrect Options, AutoFormat As You Type tab, under Automatically as you type : <ul style="list-style-type: none"> ✓ • Uncheck: Set left- and first-indent with tabs and backspaces Note: If you do <i>not</i> uncheck this setting, when you press TAB to indent a paragraph, such as in an academic report in Lesson 37, an automatic indent <i>might</i> be set for subsequent paragraphs
On	Word Options, Proofing group. Under When correcting spelling and grammar in Word : <ul style="list-style-type: none"> • Check: Check spelling as you type and Use contextual spelling
 Students should check with the instructor before changing this optional setting!	
<p>To specify a default Documents directory in Word to save files (optional):</p> <ol style="list-style-type: none"> 1. Open Word. <ul style="list-style-type: none"> • Word 2007: Click the Microsoft Office button, Word Options. • Word 2010: From the File tab, click Options. 2. Click Save in the left pane; in the right pane under Save documents, next to Default file location box, click Browse. 3. Browse to the desired file location (perhaps the GDPFILES directory on the Windows Desktop or on your flash drive); click OK twice. 	

Allow GDP Pop-ups in Firefox

1. Open **Firefox**; from the Firefox menu bar, click **Tools, Options**.
2. From the **Options** window, **Content** tab, click the **Exceptions** button to the right of the **Block pop-up windows** check box.
3. From the **Allowed Sites – Pop-ups** dialog box, click in the **Address of web site** box, type **gdp11.com**, and click **Allow, Close, OK**.
4. Close and reopen Firefox, go to the GDP Web site for your school, and log into GDP.

Update Adobe Flash Player

Install the most current version of Adobe Flash Player (as of 2/22/11, the latest version for Windows and Firefox is 10.2.152.26). Then restart your browser. Click [here](#) to see what version of Flash player you are using. You can visit the [Adobe downloads page](#) for the latest downloads or click [here](#) for the latest version.

Update Java (optional)

Install the most [current version of Java](#) (1.5 or later) if you wish to view movies posted at the [GDP Movie Channel](#). Click [here](#) to verify your Java version.

Create GDPFILES Directory (optional BP*)

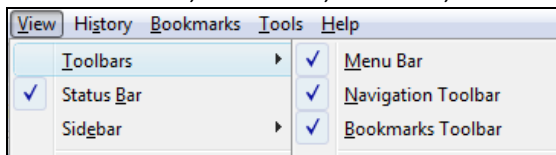


Best Practice! When you use Start Work, save your Word file to the same location each time. Creating a GDPFILES directory on the Windows Desktop or in any desired location such as your flash drive is recommended.

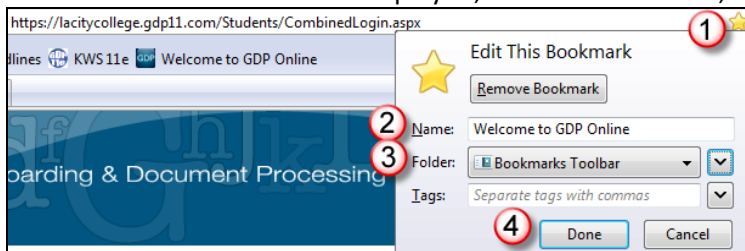
1. Press **WINDOWS + M** to show the **Desktop**.
2. Right-click on an open space on the **Desktop**, and click **New, Folder**.
3. With **New Folder** still highlighted in the folder name box, type **GDPFILES**; press **Enter**.
4. Double-click the folder to open **Windows Explorer**; click inside the **Address** box to display and highlight the directory path.

Add URL Bookmark in Firefox (optional)

1. Open **Firefox**; go to the GDP Web site for your school.
2. From the menu, click **View, Toolbars**, and check **Bookmarks Toolbar**.



3. Double-click the gold star icon at the end of the location bar; type the desired bookmark name in the **Name** box or use the one displayed; from the **Folder** list, click the desired folder; click **Done**.



4. If desired, browse to <http://gdpkeyboarding.com/> and <http://11e1.gdpkeyboarding.com/> and repeat steps 1 and 2.

5. If desired, add these bookmarks to the **Windows Desktop**: right-click the bookmark on the **Bookmarks bar**, and click **Copy**; press **Windows key + M** to minimize all windows and display the **Desktop**; right-click on a blank area on the **Desktop**, and click **Copy Shortcut** (or something similar, depending upon your Windows version).

Add PDF Reader (optional)

- Install a PDF reader so you can open files in PDF file format.

1. Open **Internet Explorer**, and browse to the Adobe Web site to download the reader—try this link: <http://get.adobe.com/reader/otherversions/>.
2. Follow the steps there to download and install the reader.

Use AutoDelete Batch File (optional)



At the end of class, direct students to click the shortcut on the Windows Desktop to run this batch file to delete all files in the GDPFILES directory **permanently**. If any other files have been downloaded and saved to this directory, they will also be deleted. Run this file with caution!

1. Click **WINDOWS + R** to open **Run**.
2. From the **Run** dialog box, click in the **Open** box, type **notepad** and press **Enter**.
3. In the **Notepad** window, type this command, but change the path shown in red to your path to point to the directory whose contents you wish to delete.
Example: Del C:\Users\hp\Desktop\GDPFILES.*/q*
4. Press **Ctrl + S**; in the **Save As** dialog box, **File name** box, type this line but change the file name shown in red with a descriptive file name of your choice; type “bat” as the extension, and you must save the file to the C:\Windows directory.
Example: C:\Windows\delgdpfiles.bat; click **Save**.
5. Click **WINDOWS + M** to display the **Desktop**; right click a blank spot on the **Windows Desktop**, click **New, Shortcut**.
6. In the **Type the location of the item** box, type: **C:\Windows\delgdpfiles.bat** (change the file name shown in red with your batch file name) or browse to the batch file; click **Next**.
7. In the **Type a name for this shortcut** box, type a descriptive name for the shortcut. *Example: delgdpfiles.bat*; click **Finish**.
8. If you wish to change the icon, right-click the shortcut; click **Properties**; from the **Shortcut** tab, click **Change Icon, OK**; from the **Change Icon** dialog box, browse to the desired icon (perhaps an exclamation point), and click **OK** twice.
9. Double click the shortcut icon on your **Windows Desktop** anytime you want to permanently delete all files from your **GDPFILES** folder.

USE GDP

- To practice with GDP, go to the demo site at <https://mhdemo.gdp11.com> and login with these credentials: Username: *gdp*; Password: *gdp*.
- Download “[Practice Exercises & Document Processing in GDP](#),” and try the steps for document processing in that handout.