GETTING READY FOR GDP11e WITH FIREFOX

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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 of 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.

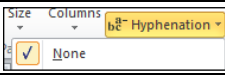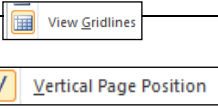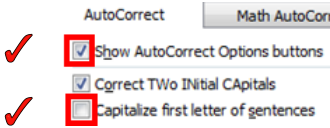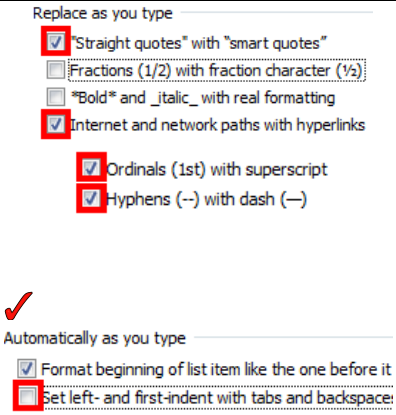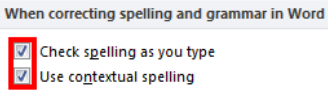**Note**: Download "GDP 11e Best Practices - Optimization" for network and firewall settings.

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.
- Items shown with a red checkmark will likely need to be set.
- For more detail on these settings, click here or see Appendix A in the *Word Manual*.

From any Word screen:	Description
Size Columns Hyphenation ▾ ✓ None	**Page Layout** tab**, Page Setup** group*,* **Hyphenation***,* check **None**; (except for magazine articles and newsletters).
View Gridlines	**Home** tab, **Paragraph** group, **Borders** button, click **View Gridlines** to activate it.
✓ ✓ Vertical Page Position	Right-click **Status** bar; **Customize Status Bar***;* click **Vertical Page Position**. **Note:** If you do *not* 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.

From Word Options:	Description
• To get to **Word Options i**n Word 2007, click the **Microsoft Office** button; click **Word Options** (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.	
AutoCorrect Math AutoCor ✓ ☑ Show AutoCorrect Options buttons ☑ Correct TWo INitial CApitals ✓ ☐ Capitalize first letter of sentences	**Word Options***,* **Proofing** group*,* **AutoCorrect Options** button, **AutoCorrect** tab: • Check: **Show AutoCorrect Options buttons** • Uncheck: **Capitalize first letter of sentences** **Note:** If you do *not* 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.
Replace as you type ☑ "Straight quotes" with "smart quotes" ☐ Fractions (1/2) with fraction character (½) ☐ *Bold* and _italic_ with real formatting ☑ Internet and network paths with hyperlinks ☑ Ordinals (1st) with superscript ☑ Hyphens (--) with dash (—) ✓ Automatically as you type ☑ Format beginning of list item like the one before it ☐ Set left- and first-indent with tabs and backspaces	**Word Options***,* **Proofing** group*,* **AutoCorrect Options** button, **AutoFormat** *As* **You Type** tab: Under **Replace as you type** leave all options unchecked except for*:* • Check: **"Straight quotes" with "smart quotes"** • Check: **Internet and network paths with hyperlinks** • Check: **Ordinals (1st) with superscript** • Check: **Hyphens (--) with dash (—)** **U**nder **Automatically as you type***:* • Uncheck: **Set left- and first-indent with tabs and backspaces** **Note:** If you do *not* uncheck this setting, when you press TAB to indent a paragraph, such as in an academic report in Lesson 37, an automatic indent *might* be set for subsequent paragraphs
When correcting spelling and grammar in Word ☑ Check spelling as you type ☑ Use contextual spelling	**Word Options***,* **Proofing** group; under **When correcting spelling and grammar in Word**: • Check: **Check spelling as you type** and **Use contextual spelling**
✓ ☐ Use CTRL + Click to follow hyperlink	**Word Options***,* **Advanced** group*.* Under **Editing options**: • Uncheck: **Use CTRL + Click to follow hyperlink**
✓ **Students should check with the instructor before changing this optional setting!**	
To specify a default Documents directory in Word to save files (optional): • Word 2007: Click the **Microsoft Office button**, **Word Options**. • Word 2010: From the **File** tab, click **Options**. 1. Click **Save** in the left pane; in the right pane under **Save documents**, next to **Default file location** box, click **Browse.** 2. 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**. (If the Menu Bar is not displayed, right-click over the title bar area, and check **Menu Bar**.)
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.

Change the Firefox Download File Location (optional)

1. Open **Firefox**; from the Firefox **Menu Bar**, click **Tools**, **Options**. (If the Menu Bar is not displayed, right-click over the title bar area, and check **Menu Bar**.)
2. From the **Options** window, **General** tab, **Downloads** section, check **Save files to**.
3. Click **Browse** and browse to the desired directory; click **Select Folder**. (You could also check **Always ask me where to save files**.)
4. Click **OK**.
5. Close and reopen Firefox, go to the GDP Web site for your school, and log into GDP.

Update Adobe Flash Player to 10.1 or Above

Update Adobe Flash Player as needed; 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 herefor 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.

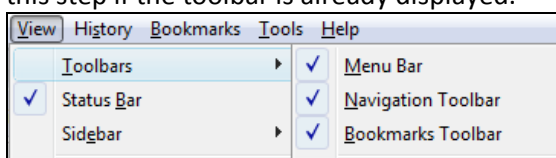## *Create GDPFILES Directory (optional BP*)*

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.
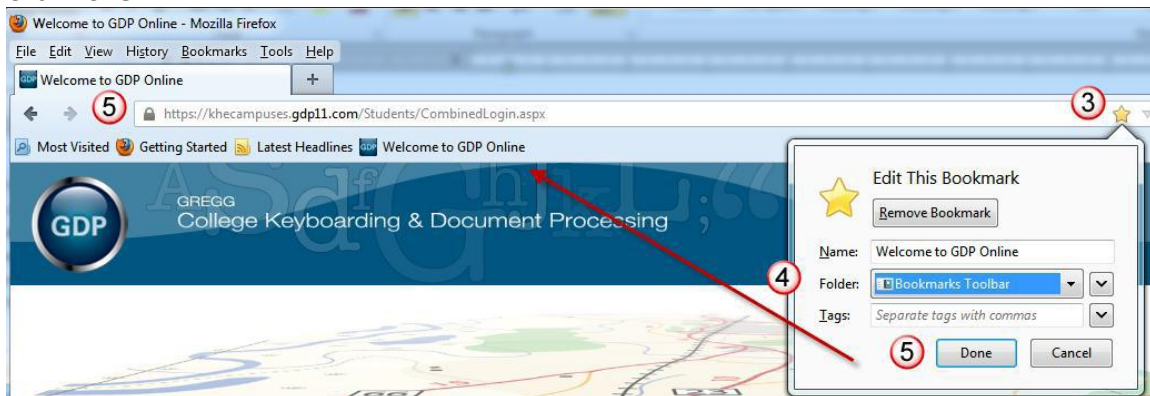
1. Press **WINDOWS + M** to show the **Desktop**.
2. Right-click on an open space on the **Desktop**, and click **New**, **Folder**.
3. With **New Folder** still highlighted in the folder name box, type **GDPFILES**; press **Enter**.
4. Double-click the folder to open **Windows Explorer**; click inside 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** to display the toolbar—skip this step if the toolbar is already displayed.

3. Click the yellow star at the right end of the address box.
4. From the **Folder** box, click **Bookmarks Toolbar**; note that **Welcome to GDP Online** now appears as a shortcut on the toolbar.
5. Click **Done**.

6. If desired, browse to http://gdpkeyboarding.com/ and http://11e1.gdpkeyboarding.com/ and repeat steps 1 and 2.
7. 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 to read PDF files)

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.