



INTRANET VERSION SET UP GUIDE

Intranet Version DVD

We will courier you a DVD containing one compressed RAR file. The file size is 3,129,811 KB.

Copy the file to a new folder on your company's hard drive. Name the folder e.g. WETE Intranet Version.

Required Software for Extraction of Files

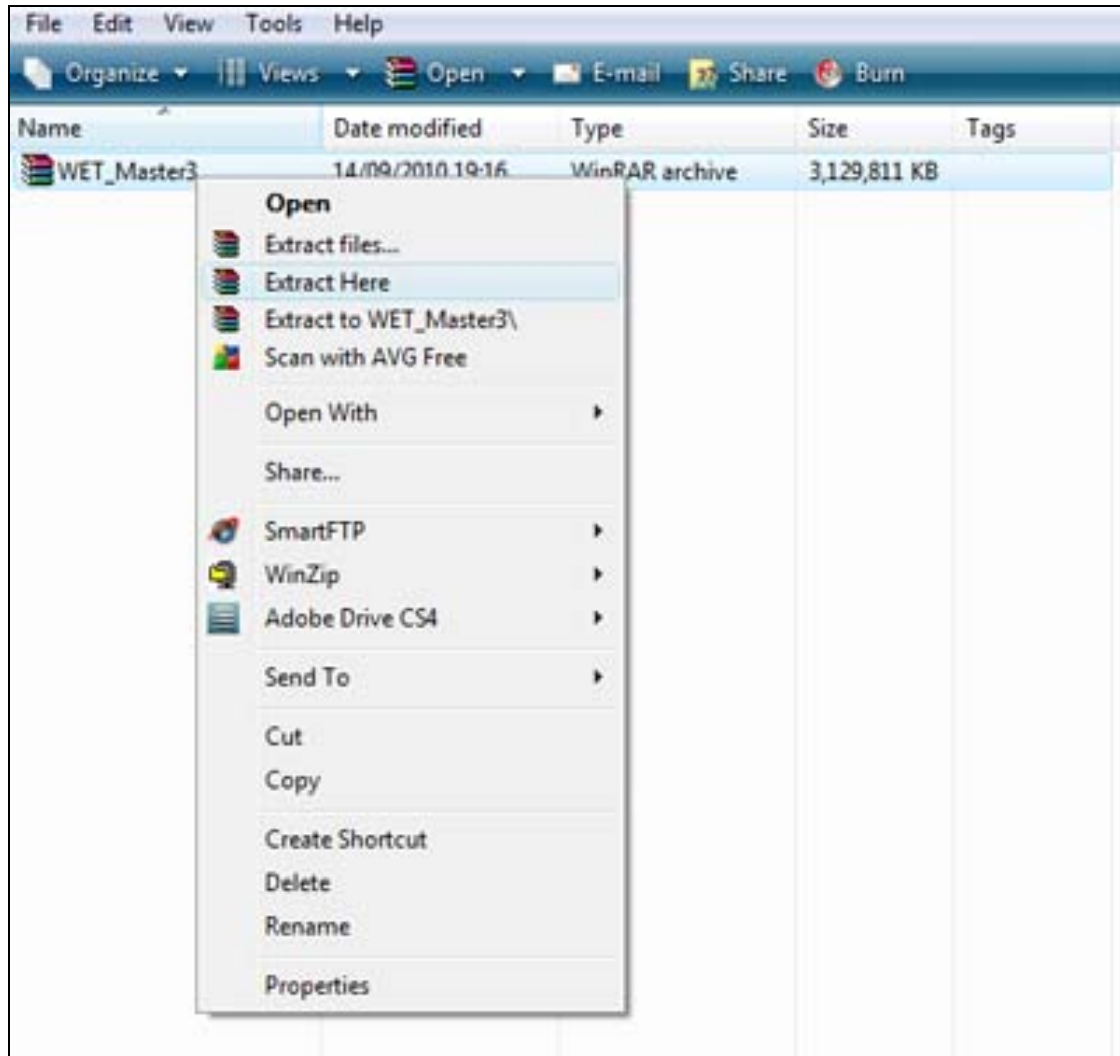


Ensure you have WinRAR or a similar software programme installed on your PC. You will need this programme to extract the files from the WinRAR archive file.

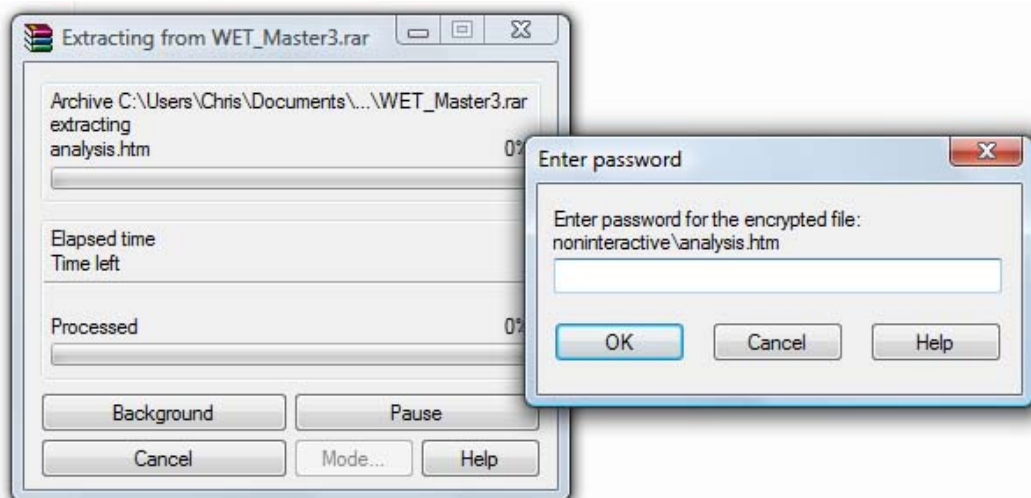
WinRAR can be downloaded from: <http://www.rarlab.com/>

Extraction of Files

Highlight the RAR file, right click and select "Extract Here" (see screenshot on page 2)



Before the files extract, you will be asked to key in the password we sent you by email.



Click 'OK'. The files will take a number of minutes to fully extract.

Linking from your Learning Centre

From your Intranet's Learning Centre, you will need to link to the 'index.htm' file located in the root directory.

Customizing the 'Welcome' Page

The index.htm page of the intranet version has the following standard welcome text:

Workplace English Training E-Platform is installed on the company's intranet server.

You can access the content by clicking on the link to the 'Learning Centre.' To access additional content only available online, click on 'Resources.' This will take you to the website of Workplace English Training E-Platform.

To post a question about learning English, click on 'Student Helpline.' This is also an external link so you will need to be connected to the Internet to access it.

Please make sure you have the correct software to use all areas of the E-Platform. Click on the 'Downloads' link to find out which software you need.

Use an html editor such as Dreamweaver to edit the text and customize the page.