



INTRANET VERSION SET UP GUIDE

Intranet Version DVD

We will courier you a DVD containing the intranet version. The size is 3.4 gb.

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

Extracting from the RAR File

Ensure you have the necessary software to extract RAR files, such as Winrar.

Right click the RAR file and select the option "Extract Here" from the drop-down list. All the files will extract to the folder "WETE Intranet Version" or whatever you have named it.

The files will take a few minutes to fully extract. Do not at any time cancel the extraction process.

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 learning content directly by clicking on the 'Learning Centre' link.

To access additional and newly-published content, click on 'Resources.' Following any of the sub-menu links will take you to the website of Workplace English Training E-Platform. You will need to be connected to the Internet to access this website.

To access the 'Learning Paths' and 'Business English Courses' modules you will need to visit the website.

To post a question about learning English, click on 'Student Helpline.' This is also an external link.

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. All the necessary software is free and can be downloaded from the internet. Just follow the relevant links.

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