

Technical skills needed to take the Issue Mapping Webinar Series

In order to successfully complete the Issue Mapping Webinar Series participants should be able to:

- 1) Install Compendium (which is shareware software) on the computer that will be used for the course. This includes handling any corporate or organizational issues with non-commercial software. The release required for the course is Compendium 1.5.3 Alpha 5. See <http://compendium.open.ac.uk/institute/download/download.htm> for installation information, including operating system requirements.
- 2) Download and run the free GoToMeeting applet (via a URL provided to the student before the course starts), including handling any organizational firewall issues. See <http://www.gotomeeting.com> (Support and FAQs) for requirements and information about access through a firewall, as needed.
- 3) View PDF files, using the current version of Adobe Reader, or other PDF file reader.
- 4) View Flash (.swf) files from their browsers.
- 5) Use the file system on their computer to
 - a. specify where a file should be saved;
 - b. find a file that has been downloaded or previously stored by a program.
- 6) Use scroll bars to view different parts of a document that is larger than the available screen, both in length and width.
- 7) Resize a window by selecting a side or corner and dragging it.
- 8) "Drag and drop" a file from the file system into an application window.
- 9) Copy and paste information between different applications running simultaneously.
- 10) Use context sensitive menus on their computer. An example of a context sensitive menu is the menu that appears when you select a misspelled word for correction while editing a document or email message.

Please let us know if you have any questions!