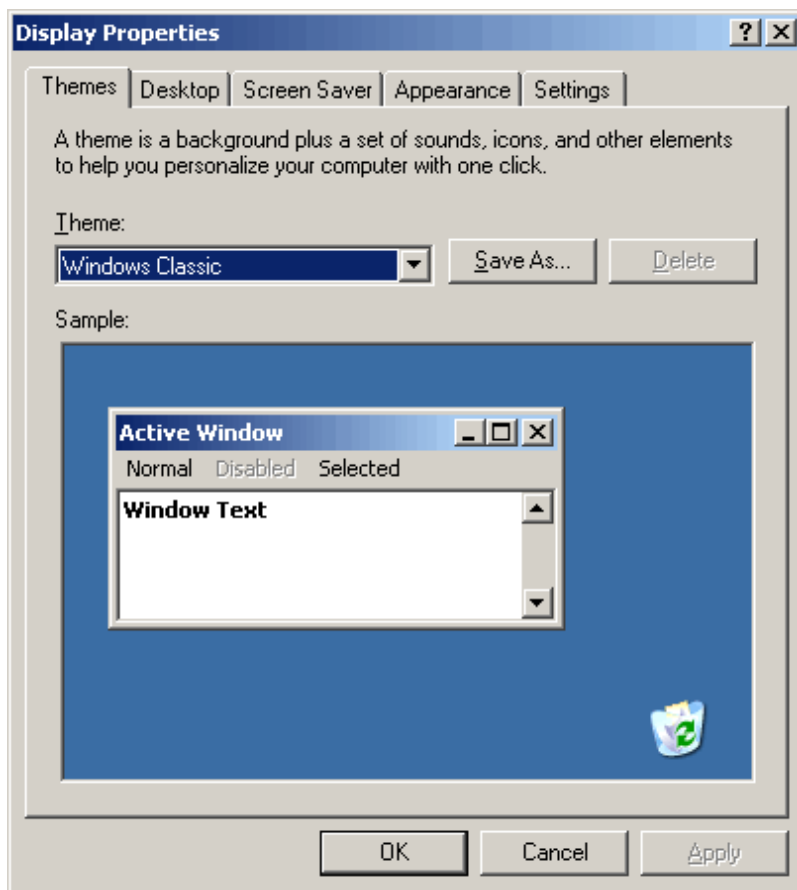


Changing Screen Resolution	Using Bookmarks in PDF files	Navigation
Using the CD	Rotating PDF files	OCtech Website
Getting Adobe Reader	Zooming PDF files	Password Protected files
Large files	Printing	Alternate site
Document Library	Contacts	Printable Version (pdf)

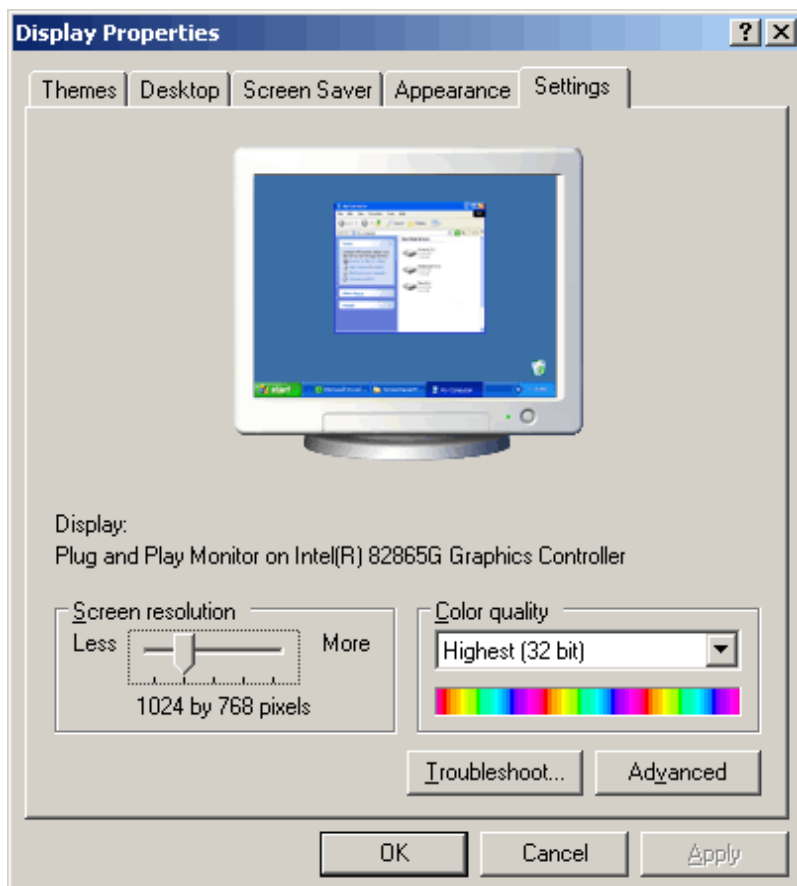
Changing Screen Resolution: Right click on an empty desktop to see the window below; then click on the Settings tab.

See screen shot on next page



Then move the slider on the screen below to change resolution.

This site has been designed for a 1024x768 resolution as shown below. If your screen resolution is higher, everything will appear smaller; if your resolution is lower, everything will appear larger.



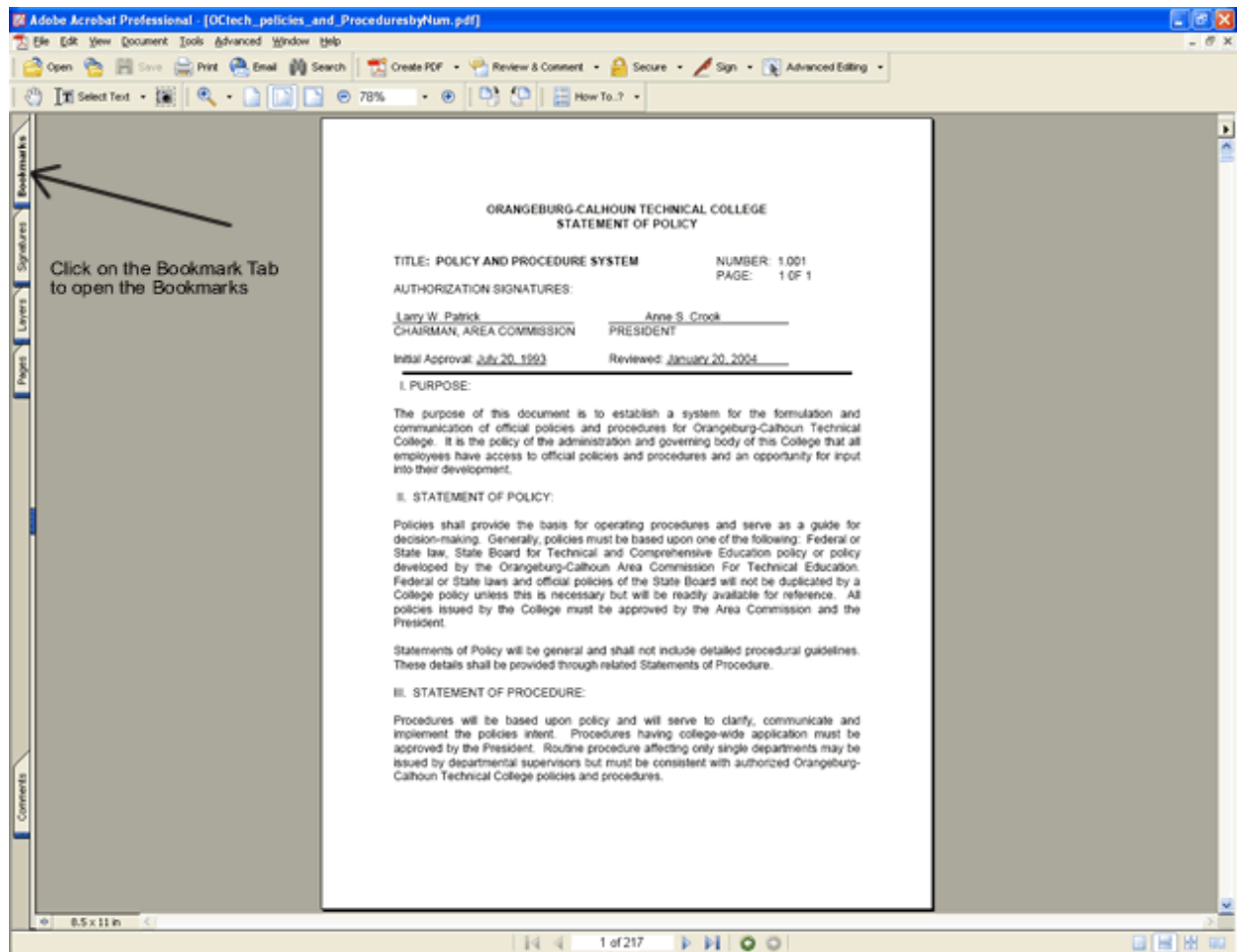
Using the CD: The CD should auto start and show the home page after you put it in the computer. If it does not auto start, right click on start and choose Explore. Right click on your CD drive, most likely drive D:, and choose autoplay. If nothing happens, or if you do not have an autoplay option, double click on the file named index.htm, and you should then see the home page.

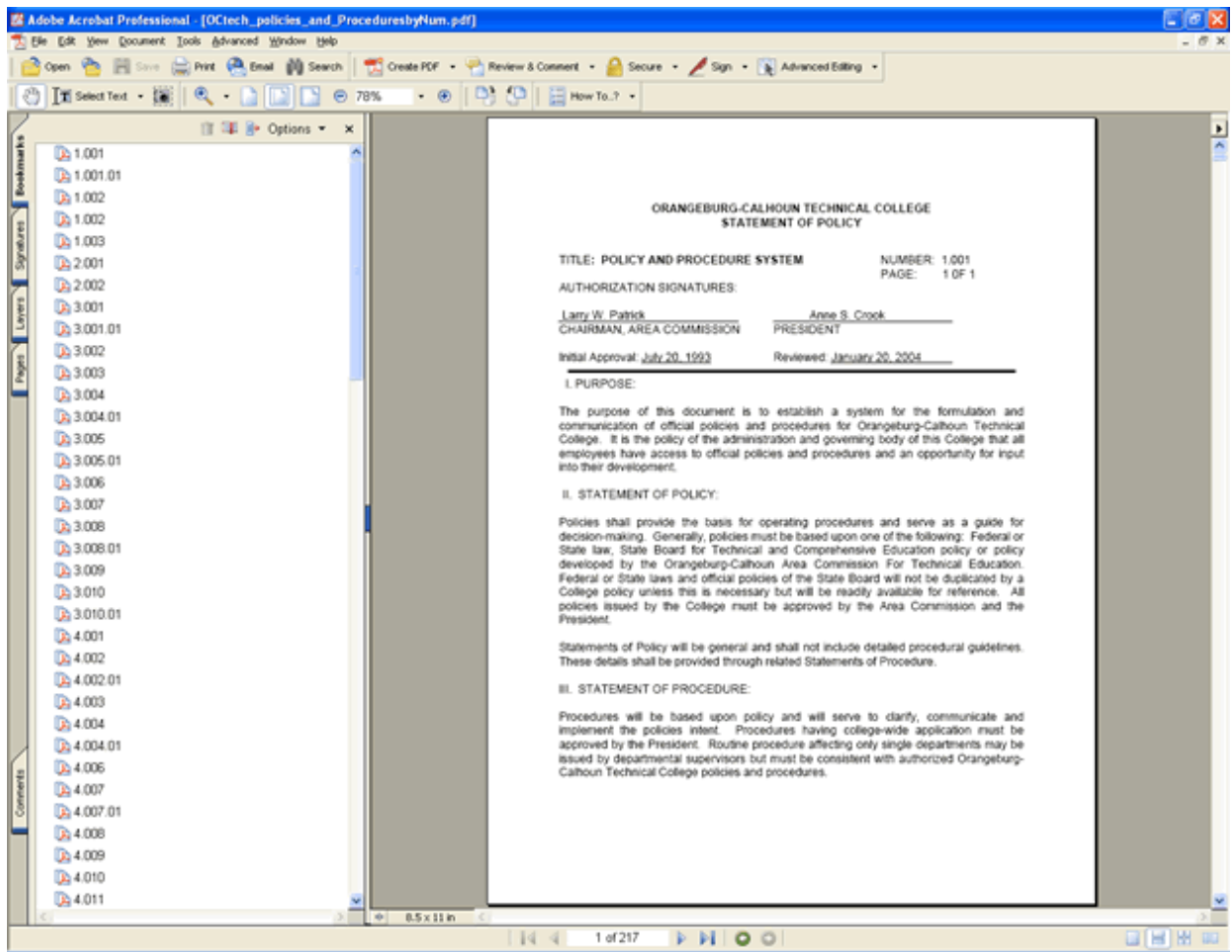
If you have XP Pro with SP2 (Service Pack Two) installed, you may see notices about blocked content. You can choose "allow blocked content" by doing a right click on the notice. You can also go to the Windows Firewall Icon in Control Panel (Start/Programs/Control Panel) and turn off the firewall while you are using the CD. This will stop the "allow blocked content" messages.

Navigation: Many of our links open new browser windows, especially the links to pdf files, so you have less clicking to do. In the Compliance Section there are navigation links at the top of each section that allow you to move between sections, go back to the page you came from, or go to the home page.

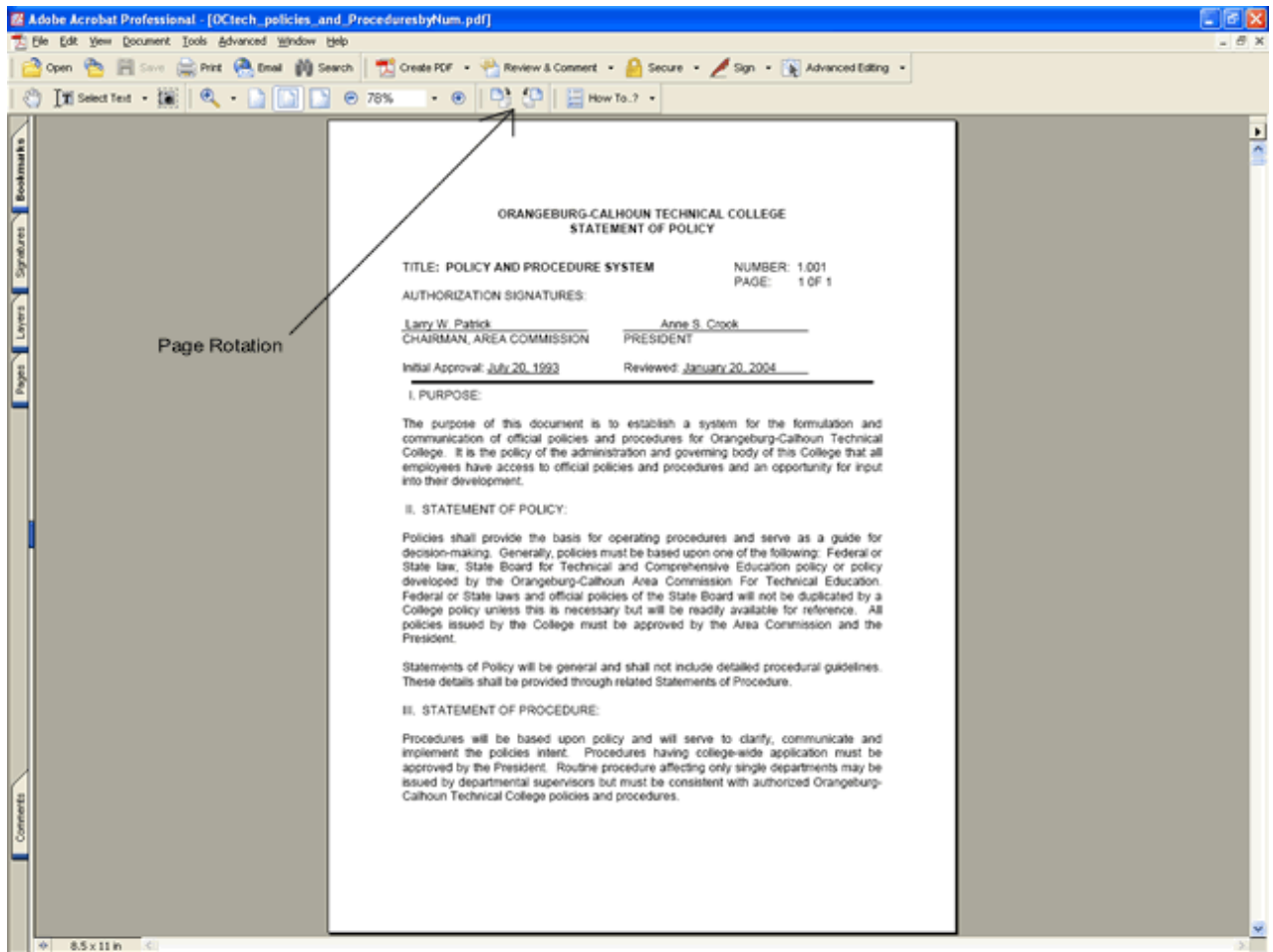
Getting Adobe Reader: Adobe Reader is available by clicking [here](http://www.adobe.com/products/acrobat/readstep2.html). Version 7 is the current release. Follow the instructions to download and install. <http://www.adobe.com/products/acrobat/readstep2.html>

Using Bookmarks in PDF files: If you don't see the bookmark frame in your Acrobat file, click on the bookmark tab (see below) to view any saved bookmarks for that file. Bookmarks get you there faster without scrolling through the entire document. They are especially useful for the large policy files. You can quickly find the policy you need by using the bookmarks.



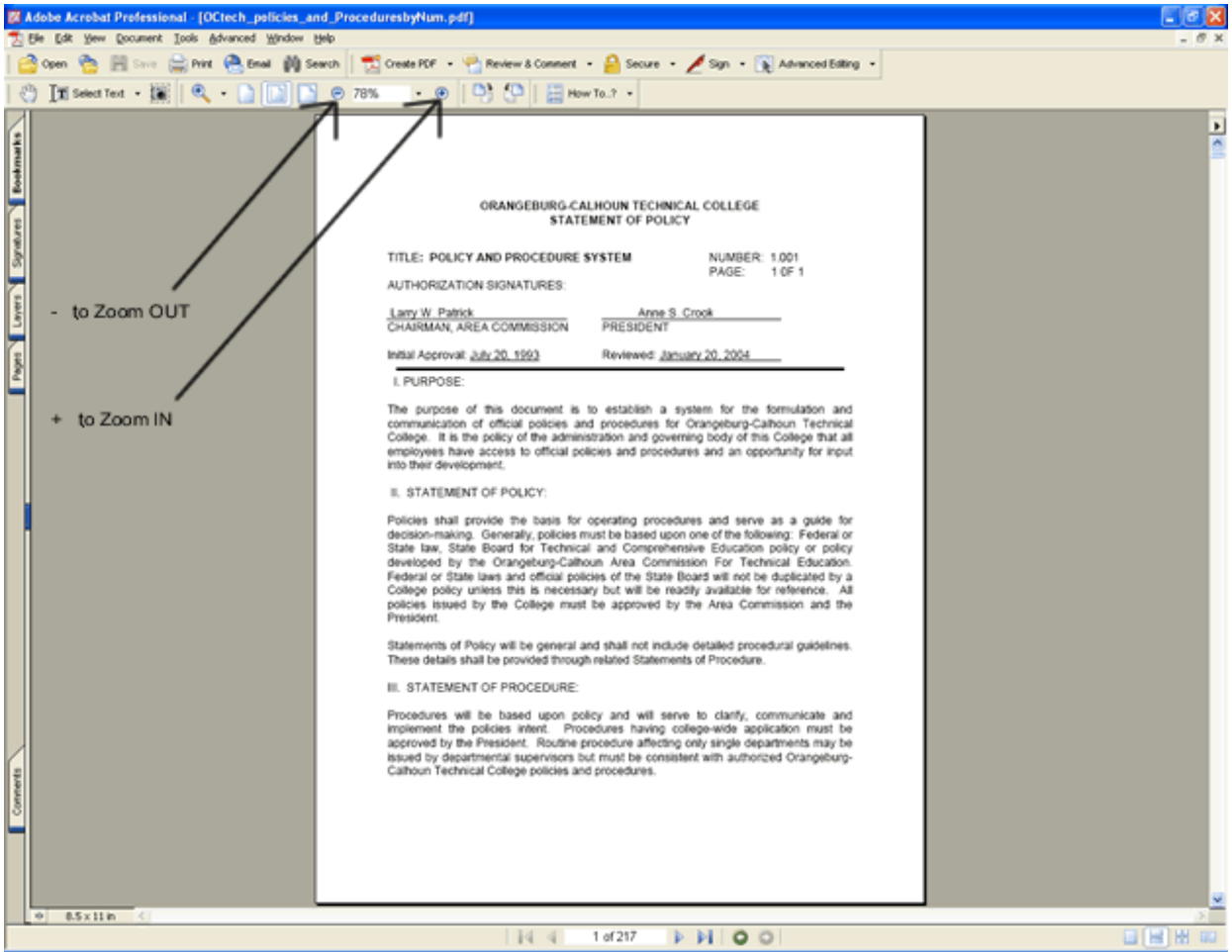


Rotating PDF files: If you happen to see a page that looks sideways, the rotation tool in Acrobat Reader can be used to turn the page (see below).





Zooming PDF files: If you have trouble reading something because it is too small, use the Zoom tool shown below to make the document larger.



Password Protected files: Some files are password protected. The password for these files is located on the instruction sheet that accompanies the CD sent to our off-site reviewers.

Printing: Printing the narrative pages may produce documents that do not match the screen as they are in htm format. Printing pdf files should produce good results.

Alternate site: If you cannot reach <http://www.octech.edu/sacs> an alternate site is <http://199.4.164.13:8080>

Document Library : Every document is listed in this area. Some of the links are to external web pages, where you see the http:// you will need a live internet connection to view these files.

Large files: Files over 1 meg in size are identified (see below). The amount of time these files take to display will be in proportion to their size.

Orangeburg-Calhoun Technical College Policies and Procedures	/Shared/OCtech_policies_and_ProceduresbyNum.pdf 4.8 meg
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Contacts: For assistance with web site and CD, contact Gary A. Foley, IT Director at OCtech.

Phone
Numbers: 803-535-1264 (office)
803-378-0243 (mobile)
Email: foleyg@octech.edu
gary_foley@yahoo.com

For questions regarding content or a request for further documentation, contact Donna M. Elmore, Dean of Education.

Phone
Numbers: 803-535-1374 (office)
803-837-0308 (mobile)
Email: elmored@octech.edu