

## Setting up for SfE online training

SfE online training is designed to work on all modern computers. However, to ensure your training gets off to the smoothest possible start you should look through the follow steps.

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### **STEP 1: Your Computer**

#### **Your computer should:**

- Be a PC (Pentium II with 32MB RAM minimum) with Internet access (56kbps modem (minimum), ISDN or faster recommended)
  - Have a 15-inch colour monitor or above
  - Have a graphics card capable of displaying at a resolution of 800 × 600 (16-bit colour) or above
  - Have local or network hard disk space for the saving of work and any downloadable materials
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### **STEP 2: Your Software**

You should have the following **essential software** installed on your computer:



**A modern operating system** such as Windows'98SE/ME/2000/NT/XP, Macintosh OS 8.2 or newer (10.3 strongly recommended **or** UNIX (Linux, Solaris, etc.)

For UNIX/Linux users, we recommend using a modern release of your chosen operating system, which incorporates a graphical user interface (e.g. KDE, Gnome, XCFE, etc.).



**A Word Processing software package** (such as Microsoft Word, OpenOffice.org)



**A Spreadsheet software package** (such as Microsoft Excel, OpenOffice.org)



**A modern browser**

- Windows: Internet Explorer 5.5 or newer
- Mac OS: Netscape 6 or newer (Safari 1.2 recommended)
- UNIX/Linux: Mozilla 1.4 or newer



**WinZip** (free file compression software)

We would also suggest you install the following **recommended software**:



**Adobe Acrobat Reader**



**Macromedia Flash player**



**Sun Microsystems' Java 2 runtime environment**

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### STEP 3: Your Web Browser

You will be required to use a modern Internet browser to access the training. Your default browser settings may require some adjustments in order to get the most from our web site - and indeed, the web itself.

Firstly, we recommend that you open the settings panel for your browser software and change your cache settings as follows:

#### Internet Explorer

1. Open Internet Explorer, click on **Tools** in the menu bar at the top of the screen and select **Internet Options...** from the list. This opens the **Internet Options** panel.
2. Locate the **Temporary Internet files** section under the **General** tab, and click the **Settings...** button. The **Settings** panel will appear.
3. Where it says **Check for new versions of stored pages**: ensure that **every visit to the page** is selected. Click **OK** to close the **Settings** panel, then **OK** again to close the **Internet Options** panel.

#### Mozilla

Mozilla automatically detects and downloads the latest version of web pages. There is no need to change the default settings.

#### Opera

1. Open Opera, click on **Tools** in the menu bar at the top of the screen and select **Preferences...** from the list. This opens the **Preferences** panel.
2. Click the **History and cache** option in the left hand column. You will be presented with the **History and cache** section.
3. You should change the settings for **Check pages**, **Check images** and **Check other** to **Always** in every case.
4. Click **OK** to close the **Preferences** panel.

#### Safari

Like Mozilla, Safari automatically presents you with the latest version of web pages. There is no need to change the default settings.

You are now ready to access the training with your chosen web browser.

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### STEP 4: Your Computer Network (optional)

If you plan to access the training via a networked environment (such as an office) we advise that you raise the following issues with the Network Administrator:

1. Any **proxy servers** on the network should be configured to freely allow the flow of data – both to and from – the **www.sfe.co.uk** web address (URL). The network's **Internet Service Provider (ISP)** must be configured in the same way.
2. If the network uses any **content filtering** hardware and/or software (such as a firewall) this should be configured to allow all content sent to and from **www.sfe.co.uk** as well.

If at any time you are unsure of any network-related settings, please consult your Network Administrator for assistance and show them this section of the documentation.

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