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Getting Started in Web-4M™

A Student Guide

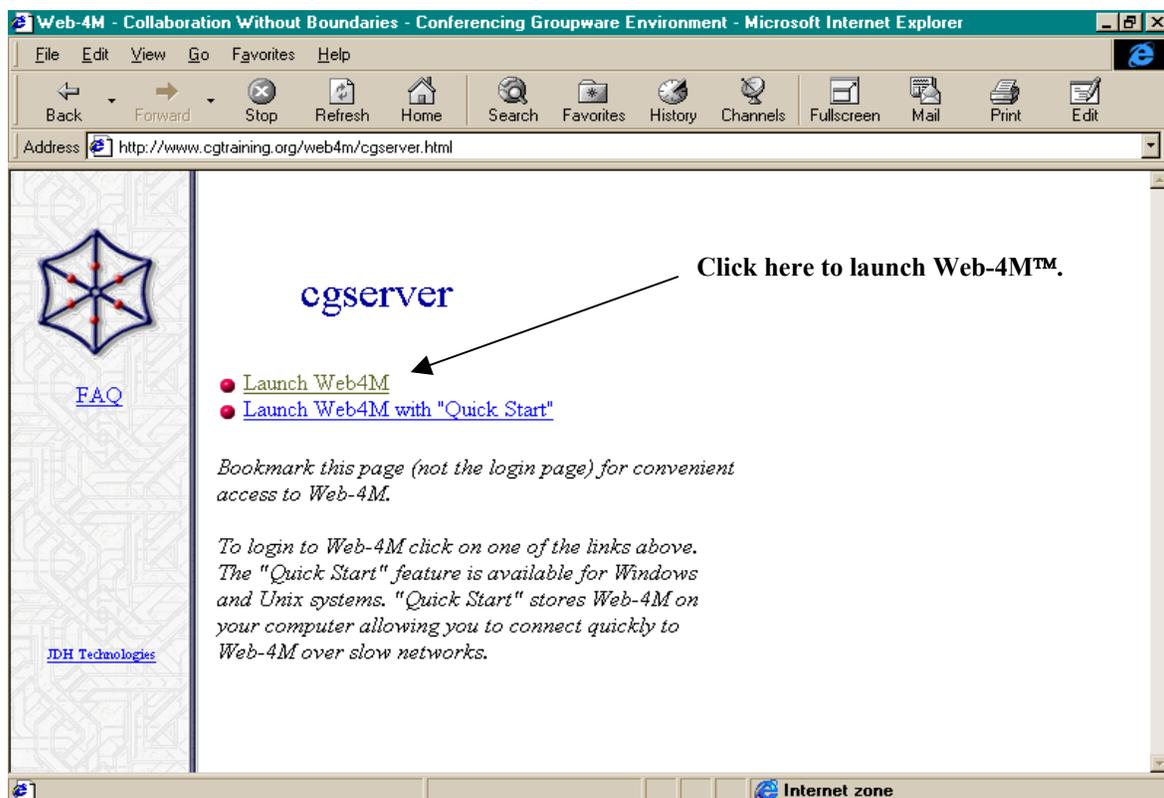
Logging In

1. Double left click on the icon for your system's Internet browser. (Web-4M™ supports only Microsoft Internet Explorer™ and Netscape Navigator™ browsers at this time.) 
2. Type the address **http://www.cgtraining.org/web4m/cgserver.html** in your browser address window and click enter.

Browser Window and Coast Guard Web-4M™ address



3. When the cgserver page loads, single left-click the **Launch Web-4M™** link. (Do not click the **Launch Web-4M™** with "Quick Start" link.)

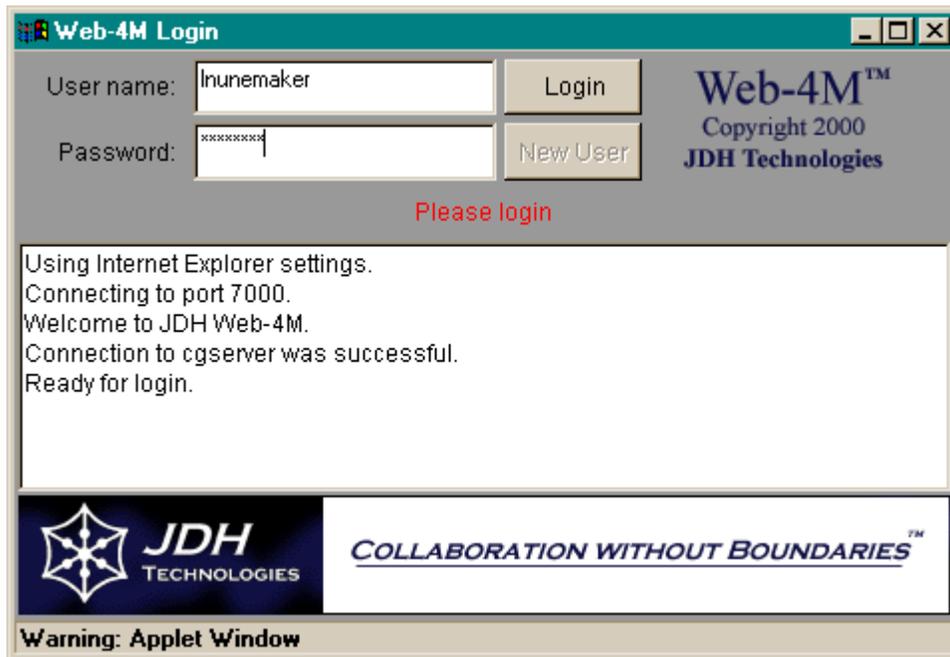


Remember This...

Once you've clicked on the Web-4M™ launch link your browser window will reduce in size considerably. This page acts as your anchor to the Internet. ***It must remain open at all times*** while you are using Web-4M™. You may minimize it, but **do not close it**.

Note: Web-4M™ will take several minutes to load. Please be patient while it goes through its processes.

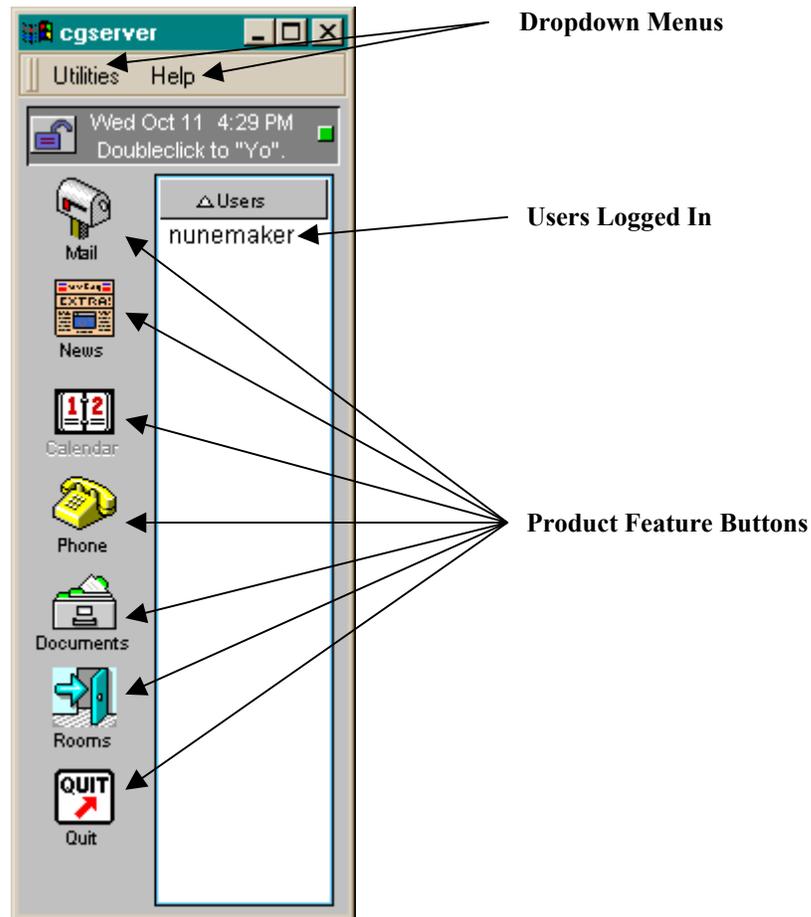
4. If you are taking your training on a Coast Guard Workstation III or Coast Guard laptop computer on the Coast Guard network, you will have a **Security Warning** window pop up. Click the “Yes” button on this window. (If you are taking training on your home computer, the Security Warning window may or may not appear depending on how your home system is set up.)
5. When the Web-4M™ login screen appears, type in the **User name** and **Password** your school or instructor has provided you.
6. Click **Login**.



Remember This...

Your User name and initial Password are case sensitive and must be entered in exactly as you receive them.

As Web-4M™ opens you notice several things happening on your screen simultaneously. A JDH Technologies web site will open. This web site is for your reference and may be closed if you choose. A pop-up window will also appear momentarily. This pop-up window is telling you that your system is searching for the most current Web-4M™ audio drivers installed on your system. Finally, you will see the Web-4M™ main screen open. On the main screen you will see two dropdown menu files and several icon buttons that will perform various functions within the product.



Changing Your Password

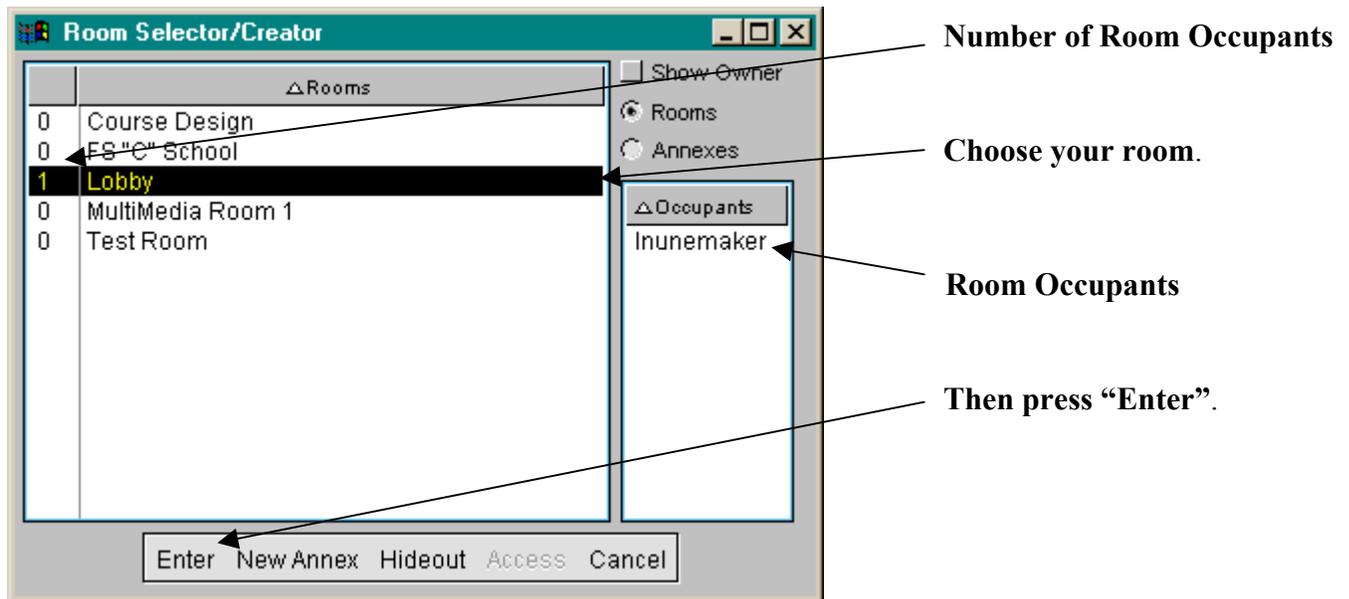
When you first enter Web-4M™ everyone has been assigned the same password: 12345678. You will want to change this as the very first thing you do in Web-4M™. To change your initial password:

1. Click the **Utilities** dropdown menu.
2. Click **Change Password**.
3. Type your original password in the first line of the Change Password pop-up menu. Press **Tab** on your keyboard to move you to the next blank line.
4. Type your new password in the second line of the pop-up menu. (**Select something you will remember as your new password**. Your instructor or school will have no way of replicating your password if you forget it.)
5. Press **Tab** on your keyboard to move to the next line. Re-type your new password.
6. Click **OK**. Your password is now changed.

Entering the Web-4M Classroom

Your school and/or your instructor will set up the rooms available to you for training. You will be notified via email as to which room you will be expected to participate in. Enter your room as follows.

1. Single left-click the **Rooms** button in the CGWeb-4M **Main Menu**.
2. Single left-click your room in the **Room Selector/Creator** pop-up window.
3. Click **Enter**.



Once you enter the room you have selected, you will see the list of other users already participating in that conference. The room will have already been opened by your instructor and you should hear music playing.

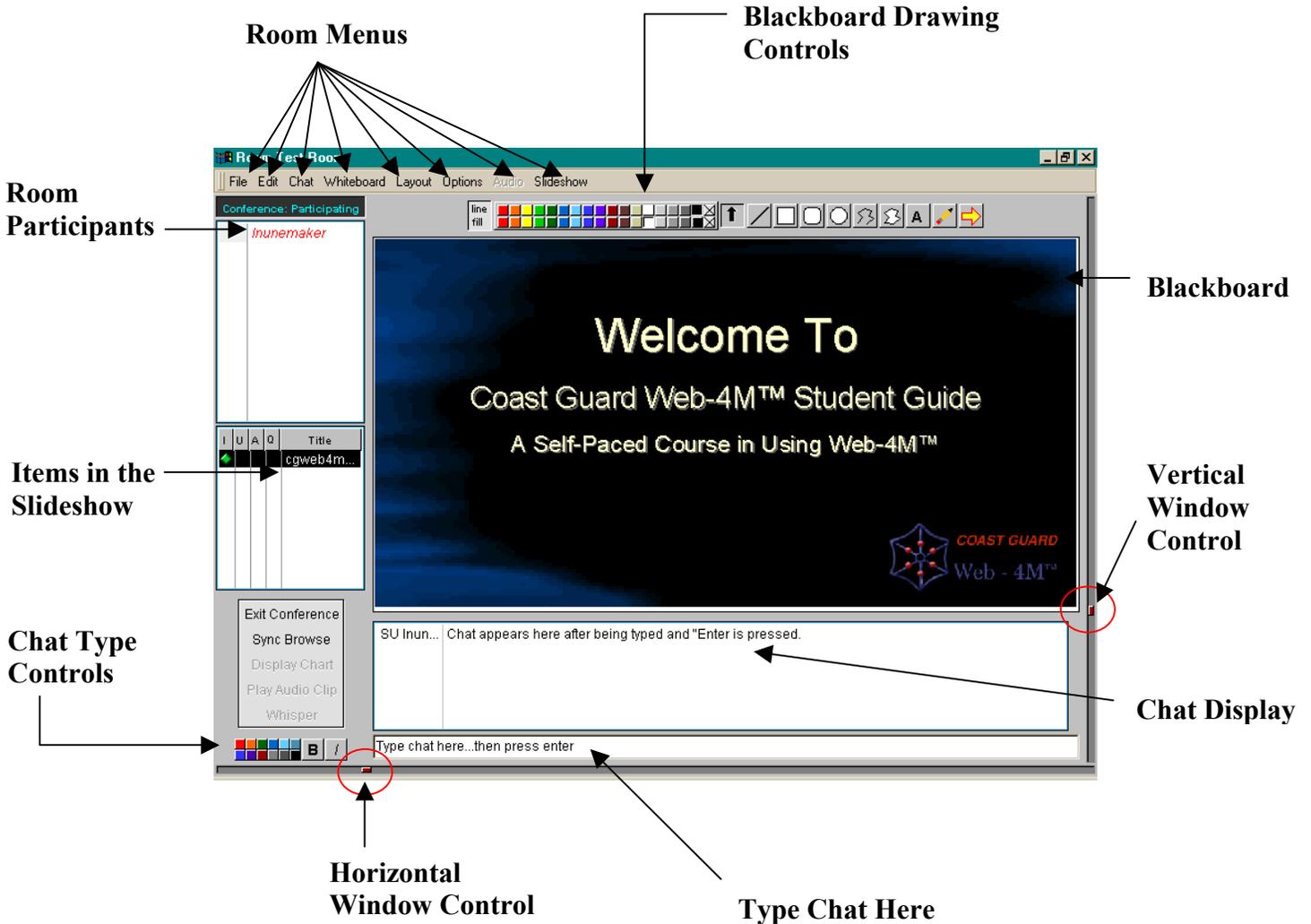
If you do not hear the music and you are working on a Standard Workstation III, log out and re-try entering the room. If this too fails, you should contact your network administrator for audio sound driver update.

If you are operating from a Coast Guard issued laptop (and not on the Coast Guard network) or from your home system the sound drivers will automatically load.

Remember This...

Web-4M™ takes several minutes to load. Please be patient. If you experience any problems contact your network administrator.

The Web-4M™ Classroom

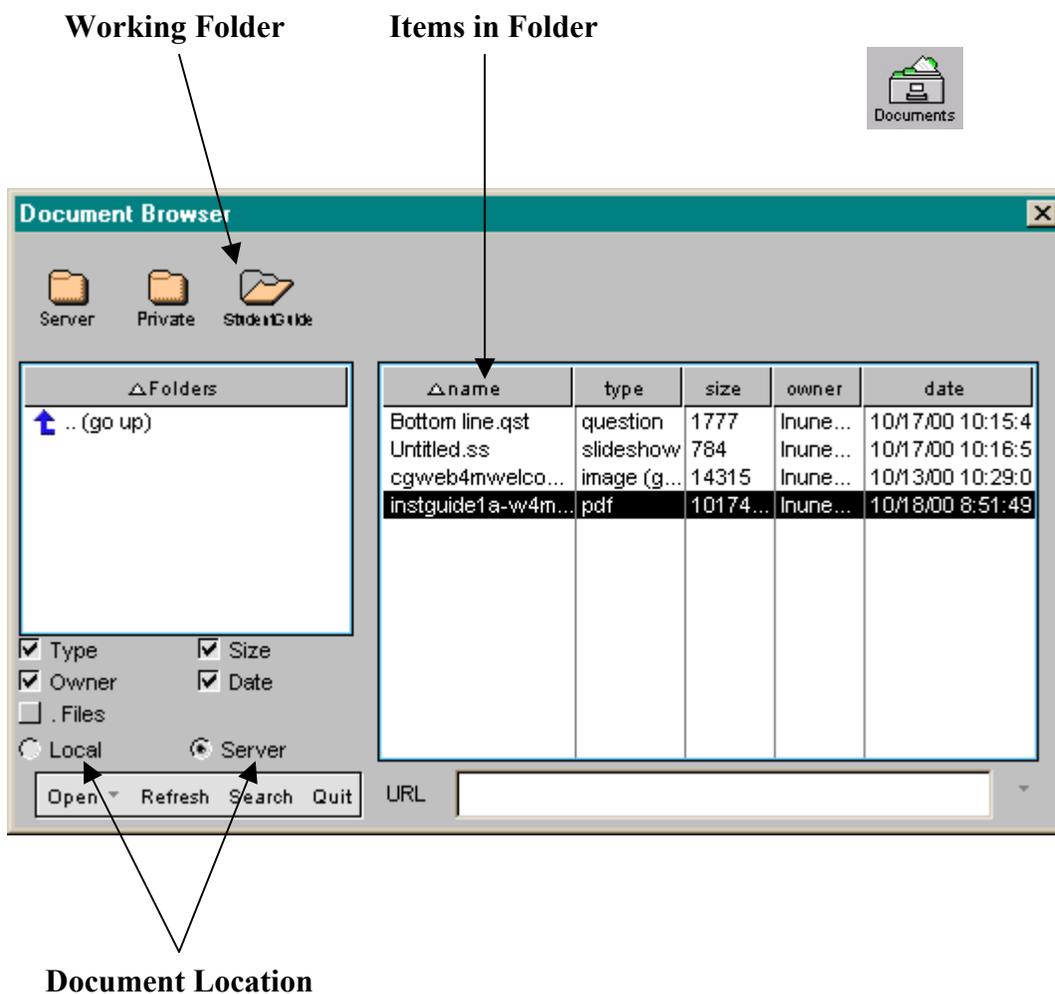


Remember This...

This is your main Web-4M™ room screen. The Web-4M™ classroom is instructor controlled with regard to blackboard images. Only the instructor and his/her designees will have the ability to speak in the room. You have the ability to control the size of your screen by adjusting the vertical and horizontal window controls. You have the ability to chat in the room, send private messages called "YO" or send whispers, messages that appear in the chat display window but are only viewable by the person(s) you designate.

The Web-4M™ Document Library

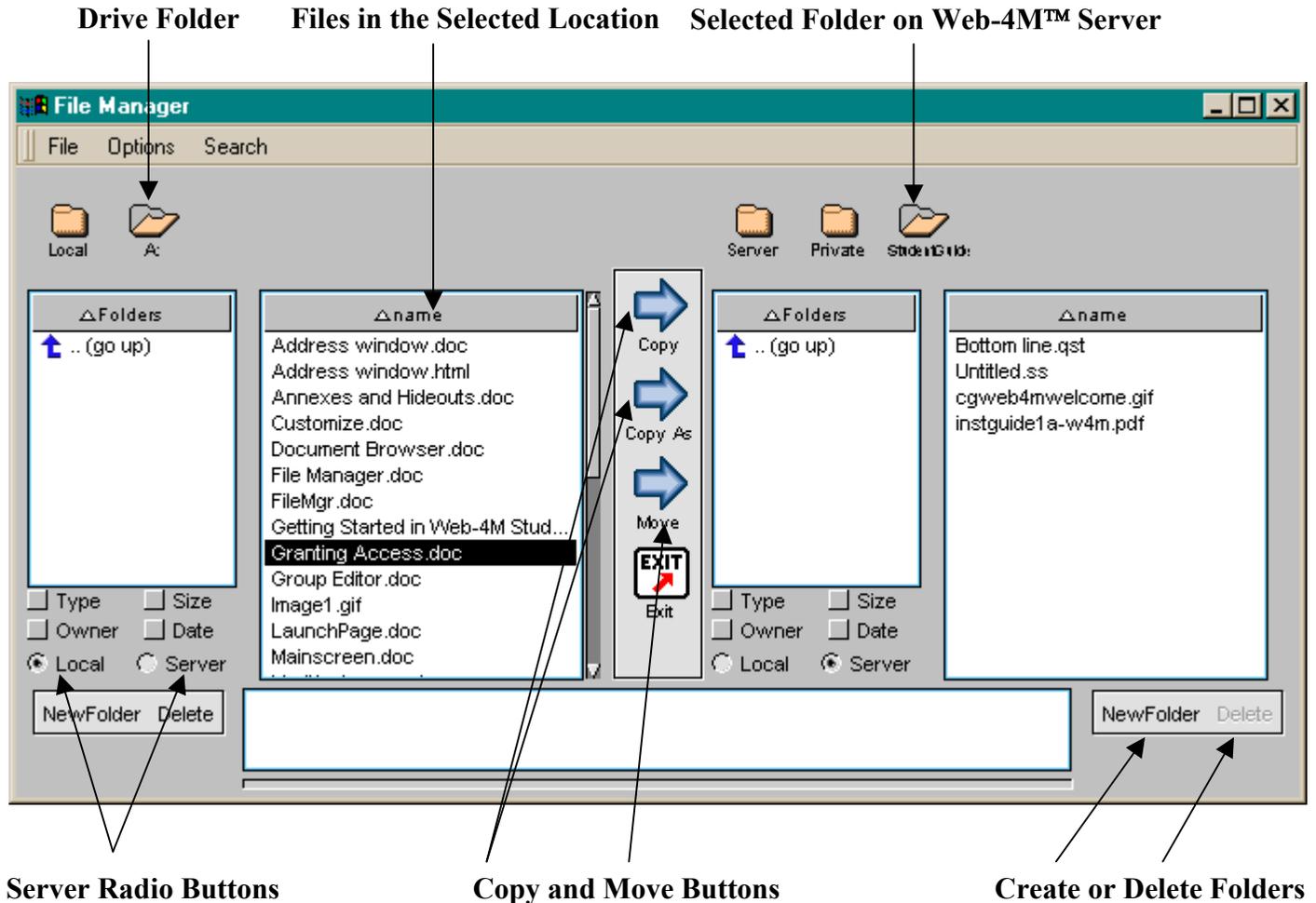
You will want to familiarize yourself well with the Document Library. This is the area where your instructor will store documents for you to download for reading, study or completion. To get to items in the document library click the **Documents** icon on the Web-4M™ main screen. When open, the document library will look as follows.



1. Click on either the Local or Server Radio Buttons. (The files you download from your instructor will always be located on the Web-4M™ Server.)
2. Click the folder(s) where you have been told the file resides.
3. Highlight the file you wish to download by left-clicking on it once.
4. Click Open. You may save the document on disk or print it.

File Manager

File manager is the place where you can upload documents onto the Web-4M™ Server. You may or may not be asked to do this by your instructor. However, it is an easy means to share documents or images with the class or turn in completed writing assignments to your instructor. File Manager has two sides. You can download or upload files from or to either your local drives (the computer you are working on), or the Web-4M Server.



1. Click Utilities → File Manager in the Main Menu of the cgserver screen.
2. When File Manager opens click either the Local or Server Radio Buttons. (This will depend on whether you are uploading or downloading files.)
3. Single left-click on the folder(s) and files you wish to upload or download from the Folders section of the File Manager window. (Left side of Copy/Move Bar.)
4. Single left-click on the folder(s) and file you wish to upload or download from the Folders section of the File Manager window. (Right side of the Copy/Move Bar.)
5. Single left-click either the Copy or Move buttons in the center of the window. (**Copy makes a copy of the document; Move actually moves the file to a new location.**)

Note: The blue Copy and Move buttons will change direction depending which file name you select first.

Wrapping it Up

These are the basics of Web-4M™. This instruction is not intended to teach you all the nuances of the product. You are encouraged to explore Web-4M™ for yourself and discover the power of web instruction. For more detailed assistance you may open, download and print sections from the JDH Web-4M™ Users Guide or Reference Manual by clicking Help on the main menu. If you encounter difficulties that you cannot fix yourself, contact your local network administrator first. If the difficulties you are experiencing are related to the product and are not immediately solvable by your local network administrator, please email Smartforce@tcyorktown.uscg.mil with a description of the problem with as much detail as possible. Your email will be answered within 24 hours.