

Germanna Community College Procedure Documentation

PREPARING THE CLASS SCHEDULE FOR WORD

The class schedule is put in a word document using the following instructions to go to the publisher for print. The information in this website is loaded from PeopleSoft on a daily basis by Application Support. If you find that you need the data updated please contact Application Support.

Divided into 3 Sections

LGC – includes all LGC classes minus “I” classes

FAC – includes all FAC classes minus “I” classes

Distance Ed – includes I, H, V, HV

1. OPEN INTERNET EXPLORER

- Enter the address below in the address bar

http://www.gcc.vccs.edu/spring2006/schedule_listings.asp

2. LOGIN ID – IS YOUR 7-DIGIT ID USED FOR PEOPLESOFT

Schedules Login

Login ID:

Password:

Login

Reset

Chg Password

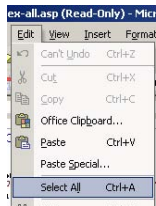
3. CLICK FILE > EDIT WITH MICROSOFT WORD



- Word will open with the contents of the webpage

4. FORMAT THE CONTENTS

- Click **Edit > Select All** (CTRL + A)

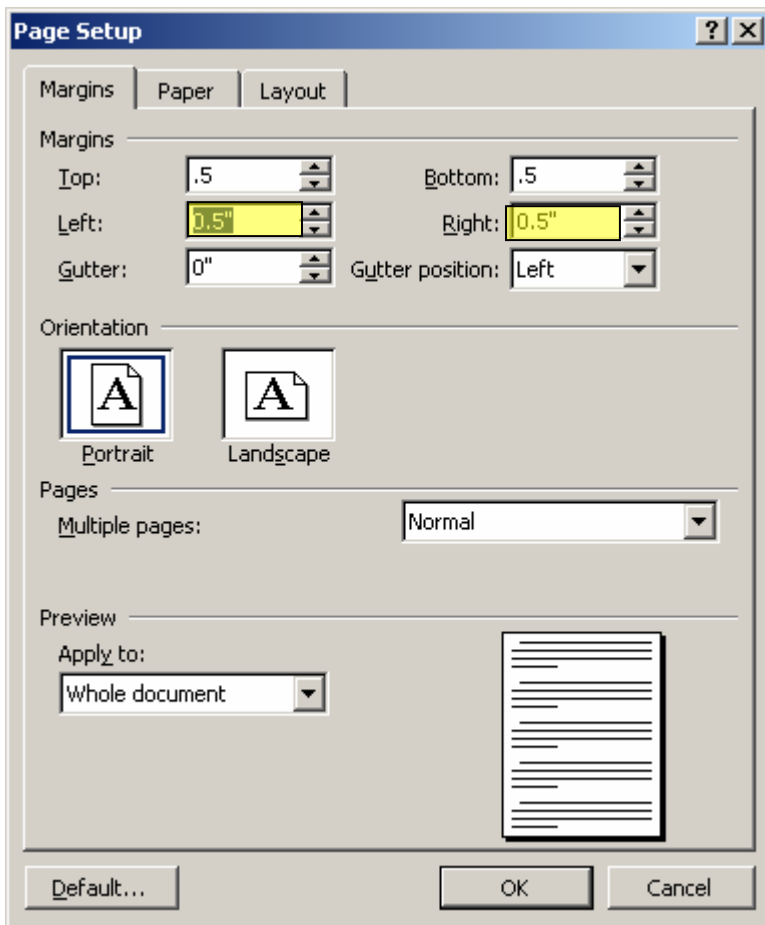


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- Click **Edit > Copy** (CTRL + C)
- Click File > New
 - Blank Document
- Click Edit > Paste Special
 - Select Unformatted Text
 - Click OK

5. ADJUST PAGE SETUP

- File > Page Setup
 - Change Left and Right Margins to 0.5
 - Click OK



6. SAVE THE DOCUMENT