



***Trinity Valley Community College
Compliance Certification Document***

Instructions Packet

***submitted to the Commission on Colleges
Southern Association of Colleges and Schools
March 15, 2006***

TECHNOLOGY CONTACT:

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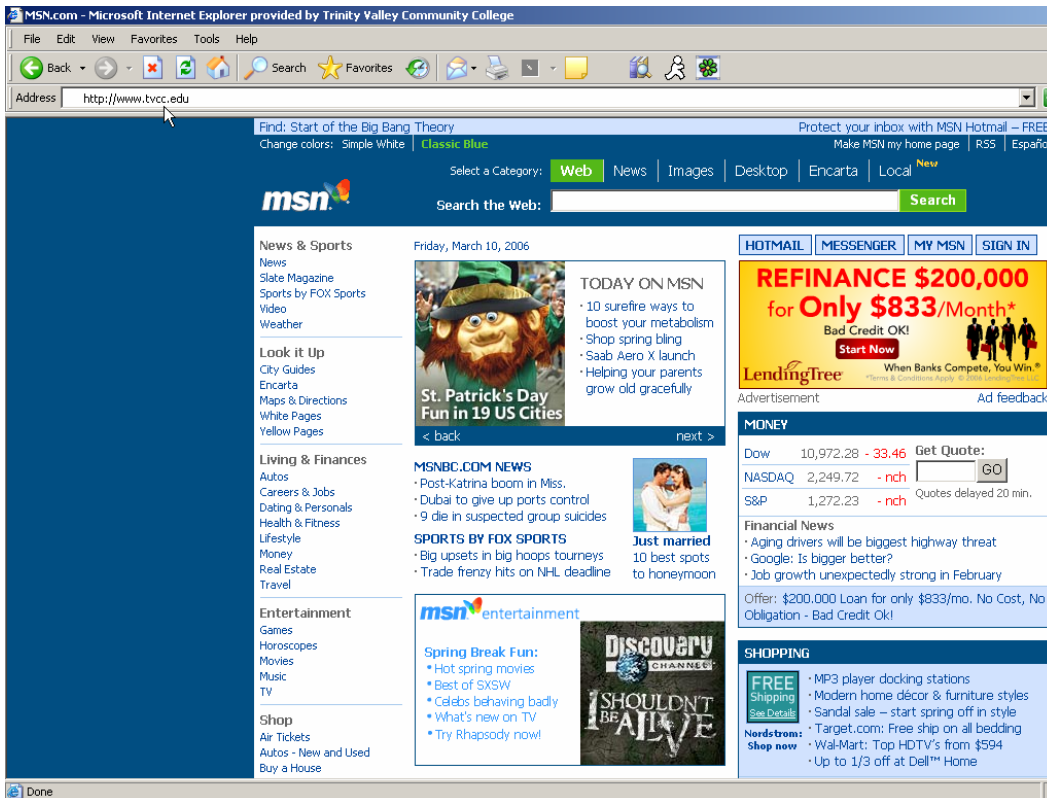
TVCC Email: jmcmillen@tvcc.edu

TVCC Compliance Document Accessing Via the Internet

<http://www.tvcc.edu/sacs>

INTERNET ACCESS:

1. To access the Compliance Certification Document through the internet, you will open your Internet Explorer and type <http://tvcc.edu> in the address bar:



This will take you to the home page of the Trinity Valley Community College web site.

2. Click on the Compliance Certification link in the lower right hand side of the home page:



You will see the following web page:

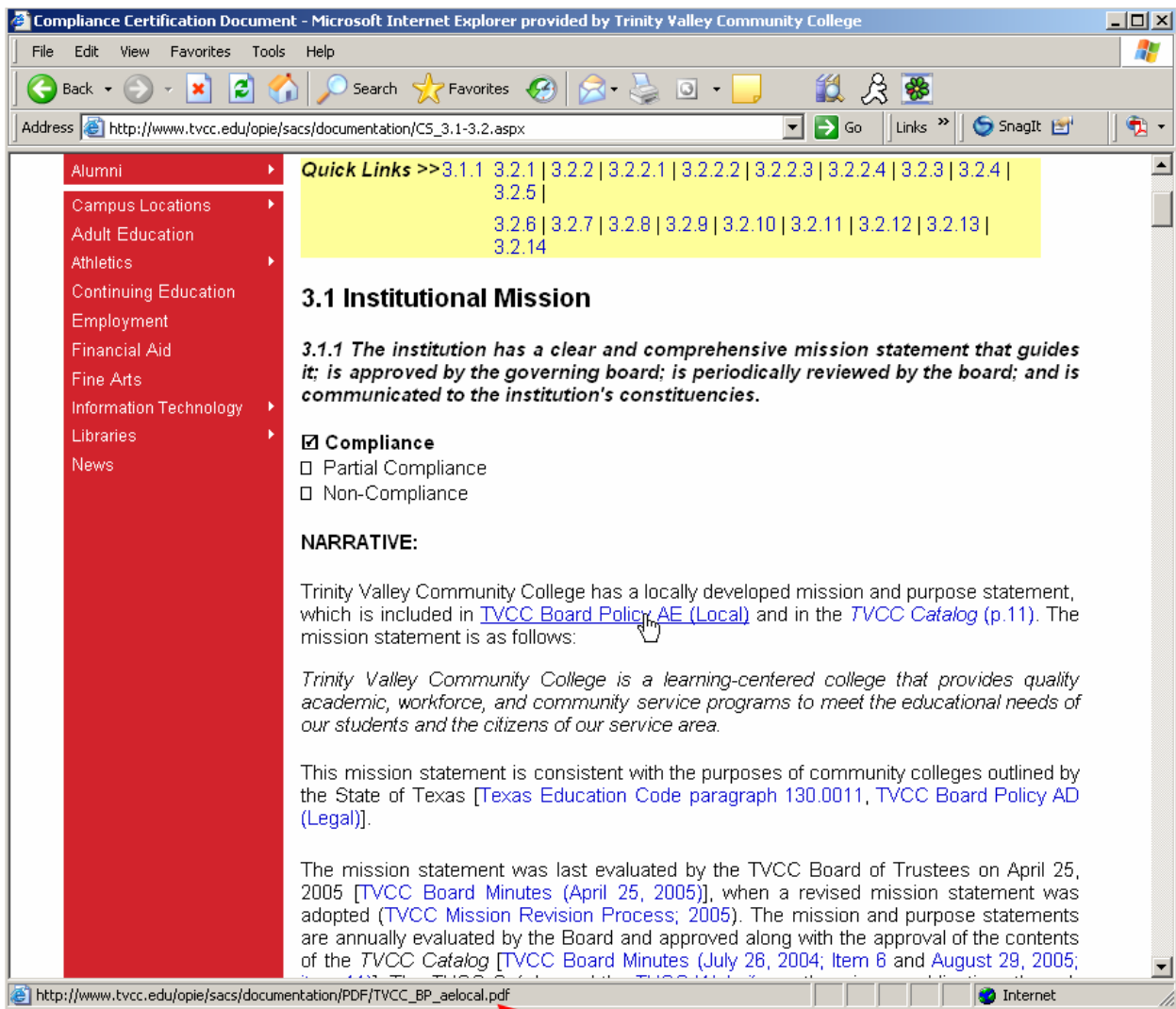


There are a few things to keep in mind as you view the Compliance Certification documentation.

1. We recommend viewing the site using a high speed connection such as DSL, Cable, or T1 at your home or school. Some of the documents are very large. If you are using a dial-up connection, downloading of these documents may be very slow. Please be patient while these large files download.
2. You will also encounter external links contained in the Compliance Certification documentation. These links point to sites outside of the TVCC web site. Keep in mind that these links are out of the college's control and are subject to change. We have made every effort to ensure that the links are up to date. If you should find one that doesn't work correctly, please contact Jeremy McMillen. Mr. McMillen's contact information is located below:

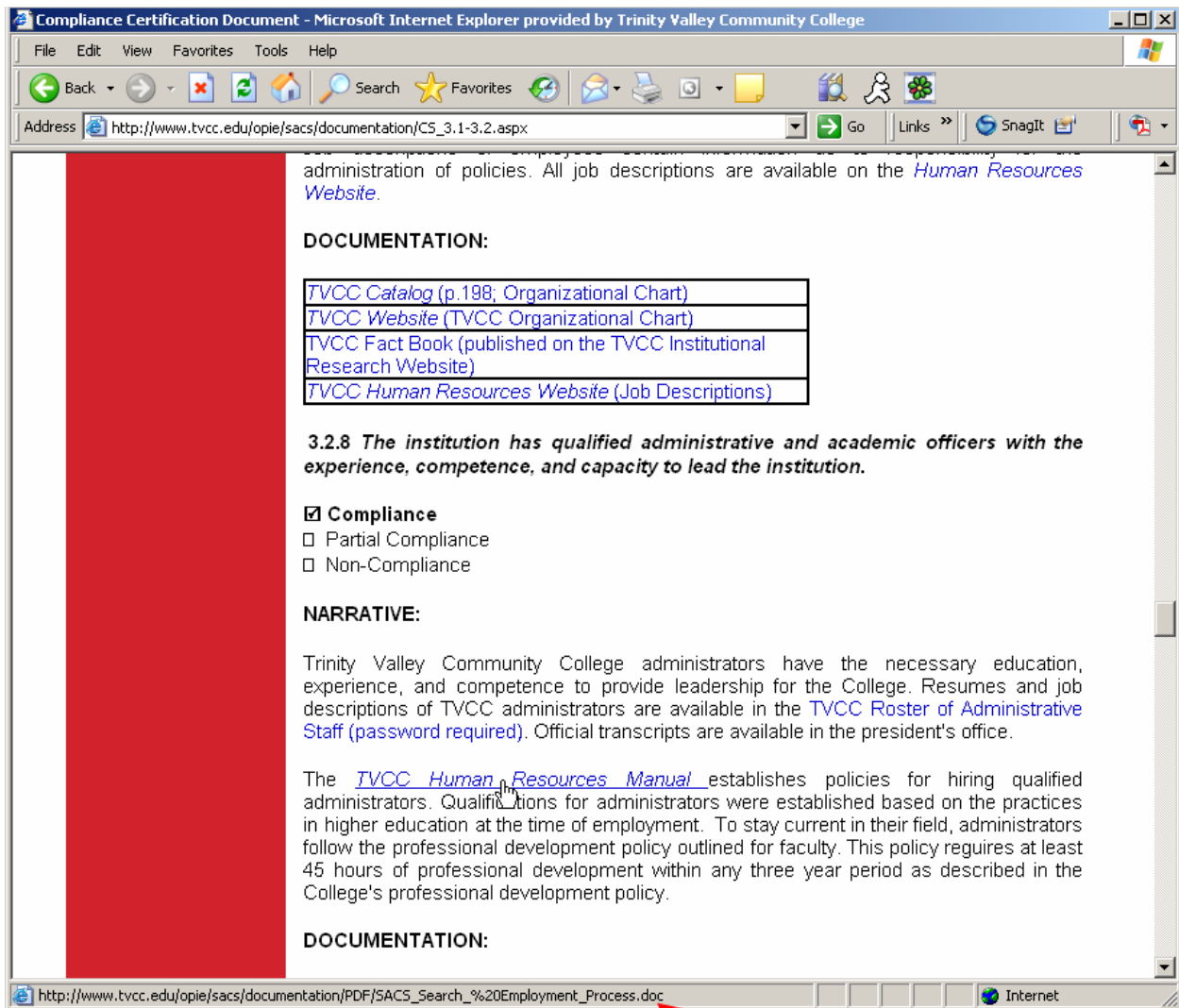
Jeremy McMillen
Cell phone: (903) 243-0575
TVCC Office: (903) 675-6313
TVCC Email: jmcmillen@tvcc.edu
3. Since a few of the links point to other sites you may find that a page you requested is unavailable. Please note that we have no control over that situation, but if you will notify Mr. McMillen he will assist you in resolving the issue.

4. There are two types of documents in the Compliance Certification documentation, Adobe .pdf files, and Word .doc files. When you hover over a link, you will be able to tell what software will be required to open the document by checking the left side of the status bar as show below:



Example 1: As you can see, the filename in the bottom left of the status bar ends with .pdf. This means this is an Adobe Reader file. As mentioned earlier, if you do not have Adobe Reader you will need to download and install it. Adobe Reader is free software. Please see the section "Installing Adobe Reader"

If the file type is a .doc, as in the example below, you will need Microsoft Word to view it. If you do not have Microsoft Word, the file will open in Microsoft WordPad. Keep in mind if you use WordPad to view the documents, the document may be formatted on the screen differently than that of Microsoft Word. Also, if you are using a Macintosh computer, you may not be able to easily view these documents.



This document requires Microsoft Word

Example 2: As you can see, the filename in the bottom left of the status bar ends with .doc. This means this is a Microsoft Word file. If the file type is a .doc file type you will need Microsoft Word to view it. If you do not have Microsoft Word, the file will open in Microsoft WordPad. Keep in mind if you do not use Word to view the documents, all of the features in the document may not work. Also, if you are using a Macintosh computer, you may not be able to view these documents.

SUPPORT EVIDENCE LINKS:

Support Evidence has been linked in a manner to open a file in a new Adobe Acrobat document window. When you have completed reviewing the support evidence document, click on the small x, below the red X in the top right hand corner, of the windows screen. This small x, closes the document window. The red X closes the adobe acrobat reader. By clicking on the small x you will be returned to your place in the Compliance Certification document. Clicking on the red X will return you to the compliance audit files index page.

TVCC Compliance Document
Installing Adobe Acrobat
(free software)

Instructions for Installing Adobe Reader:

1. Go to the following link using your Internet browser:

<http://www.adobe.com/products/acrobat/readstep2.html>

2. You will probably want to take the checkmarks from beside “Adobe Yahoo! Toolbar” and “Adobe Photoshop Album Starter Edition”. Click Download

The screenshot shows a Microsoft Internet Explorer browser window displaying the Adobe Reader download page. The browser's address bar shows the URL <http://www.adobe.com/products/acrobat/readstep2.html>. The page features the Adobe logo and navigation links for Products, Solutions, Support, Purchase, and Company. The main heading is "Adobe Reader" with the subtext "Download the latest version of Adobe Reader".

Latest version for your operating system

Adobe Reader 7.0.7 for Windows XP, English
Latest version

[Choose a different version.](#)
[Adobe Reader for mobile devices.](#)

Also download:

- Adobe Yahoo! Toolbar [Learn more.](#)
- Adobe Photoshop® Album Starter Edition [Learn more.](#)

Download information

File size: 20.3MB

[System requirements](#)

download

Adobe Reader updates
Get the latest updates available for your version of Adobe® Reader®.

Distribute Adobe Reader
Find out how to distribute Adobe Reader software on an intranet, CD, or other media, or place an "Includes Adobe Reader" logo on your printed material.

More info

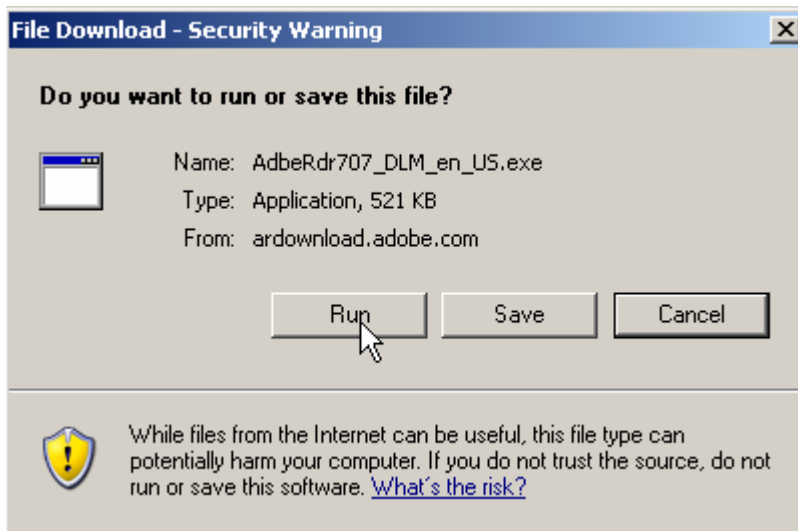
- [Adobe Reader](#)
- [Adobe Reader for Symbian OS™](#)
- [Adobe Reader for Pocket PC](#)
- [Adobe Reader for Palm OS®](#)
- [What is Adobe PDF?](#)

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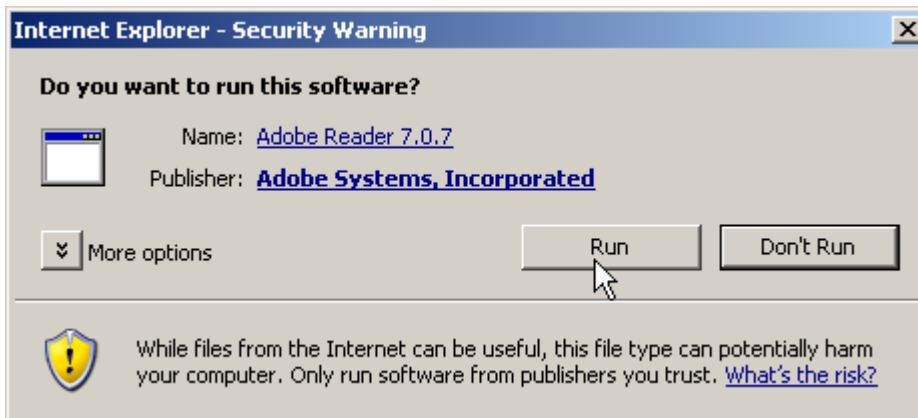
[Adobe Reader license agreement](#)
[Adobe Photoshop Album Starter Edition license agreement](#)

Download Adobe Reader

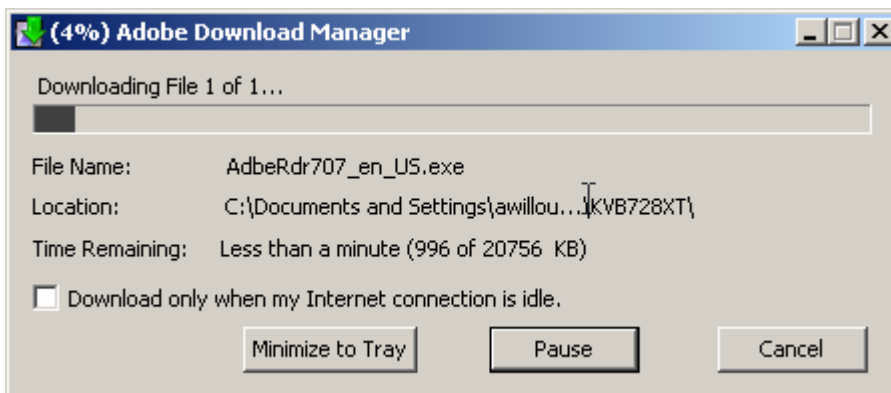
3. You should see the following box pop up on your screen. If you do not, you will need to turn off any pop-blockers you may have running: Click Run:



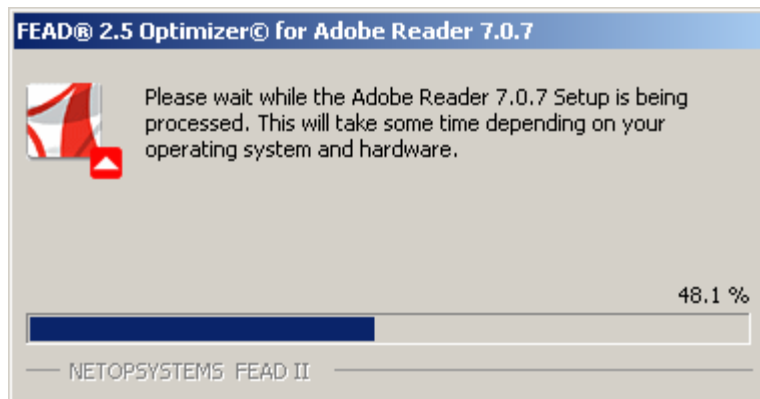
4. Once you click "Run" you will get another pop-up box. You will click "Run" here also:



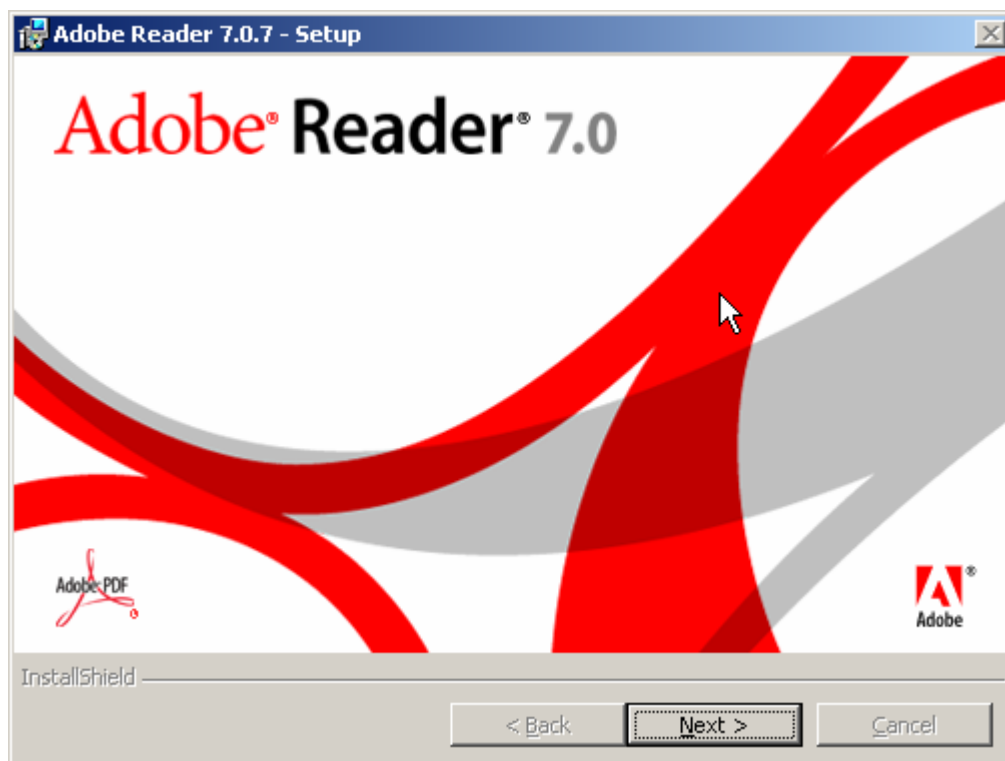
You should see the following screen:



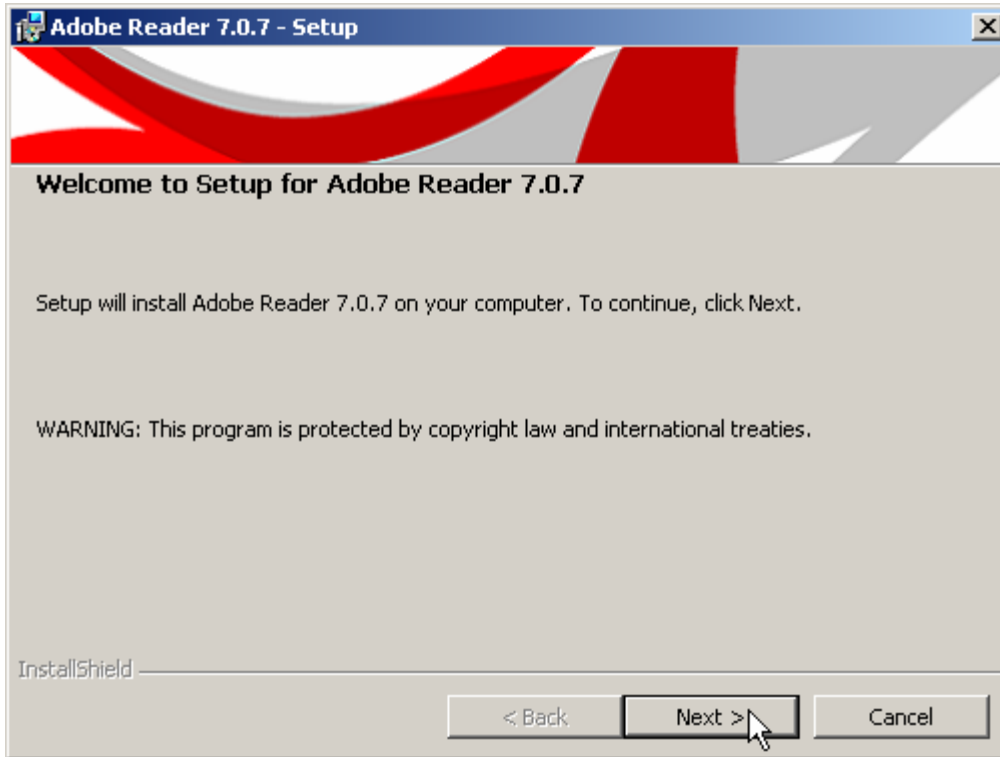
Once the download completes you will see the following:



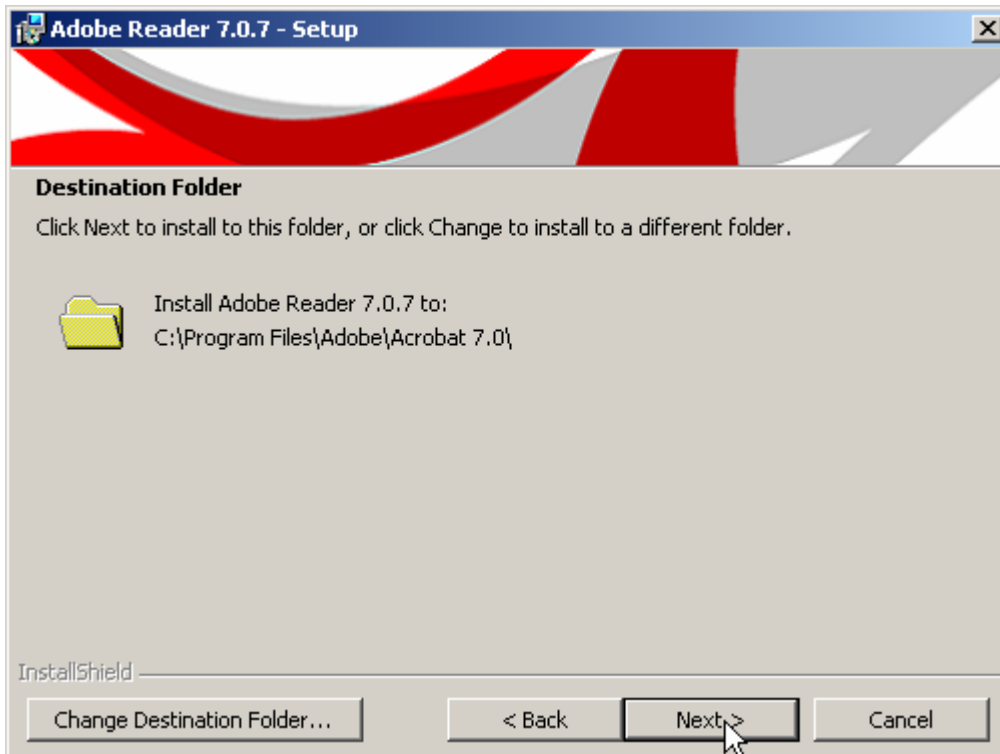
5. Once the set up files are ready, you will be prompted with the following screen. You will click next:



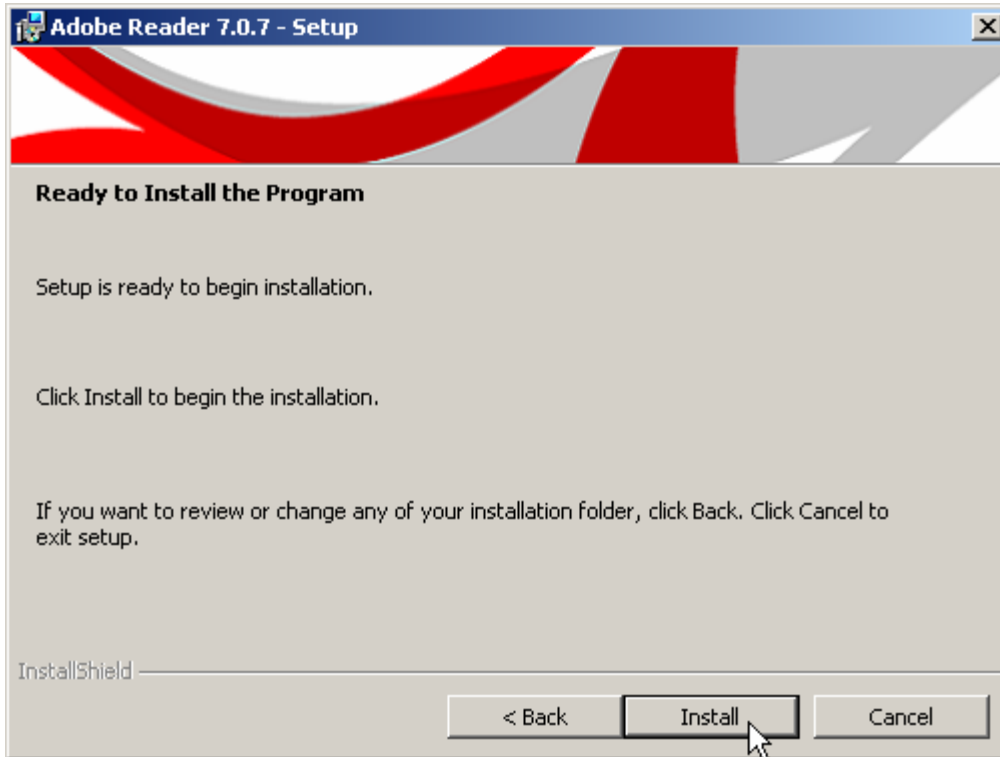
6. Click next:



7. Click next:



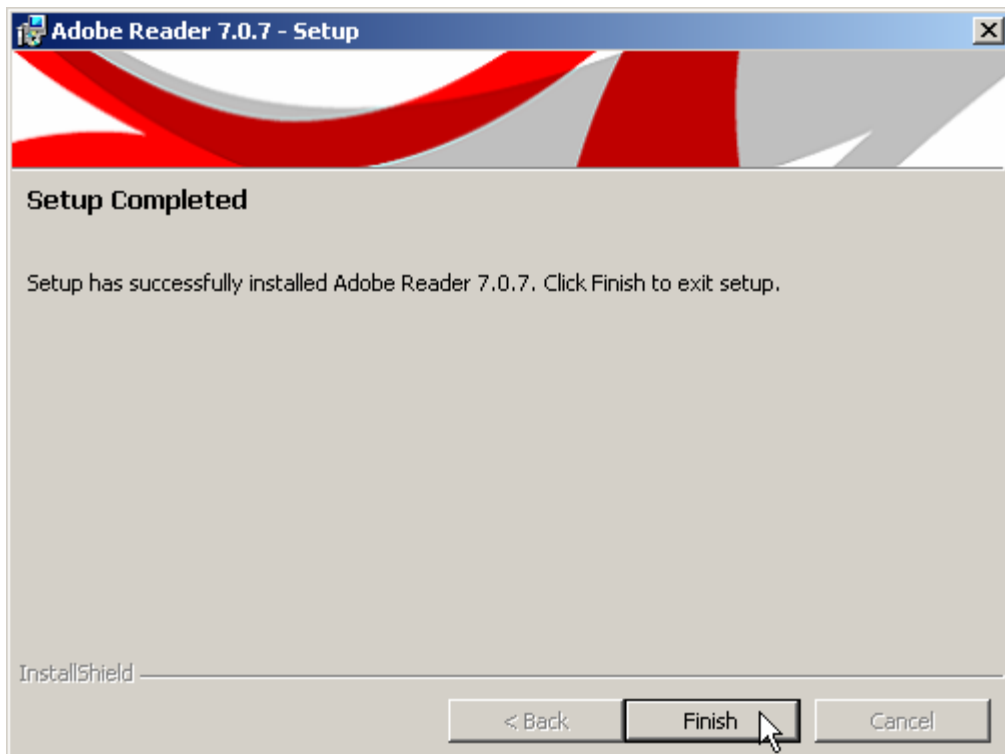
8. Click install:



You will see the following screen, showing the progress of the installation:



9. Click finish:



**TVCC Compliance Document
Navigating Using Adobe Acrobat**

Several documents require that you navigate through them in Adobe Acrobat. To most effectively use the tools in Adobe, we have pointed out a few tips below.

