CCBT Today

Technical Support

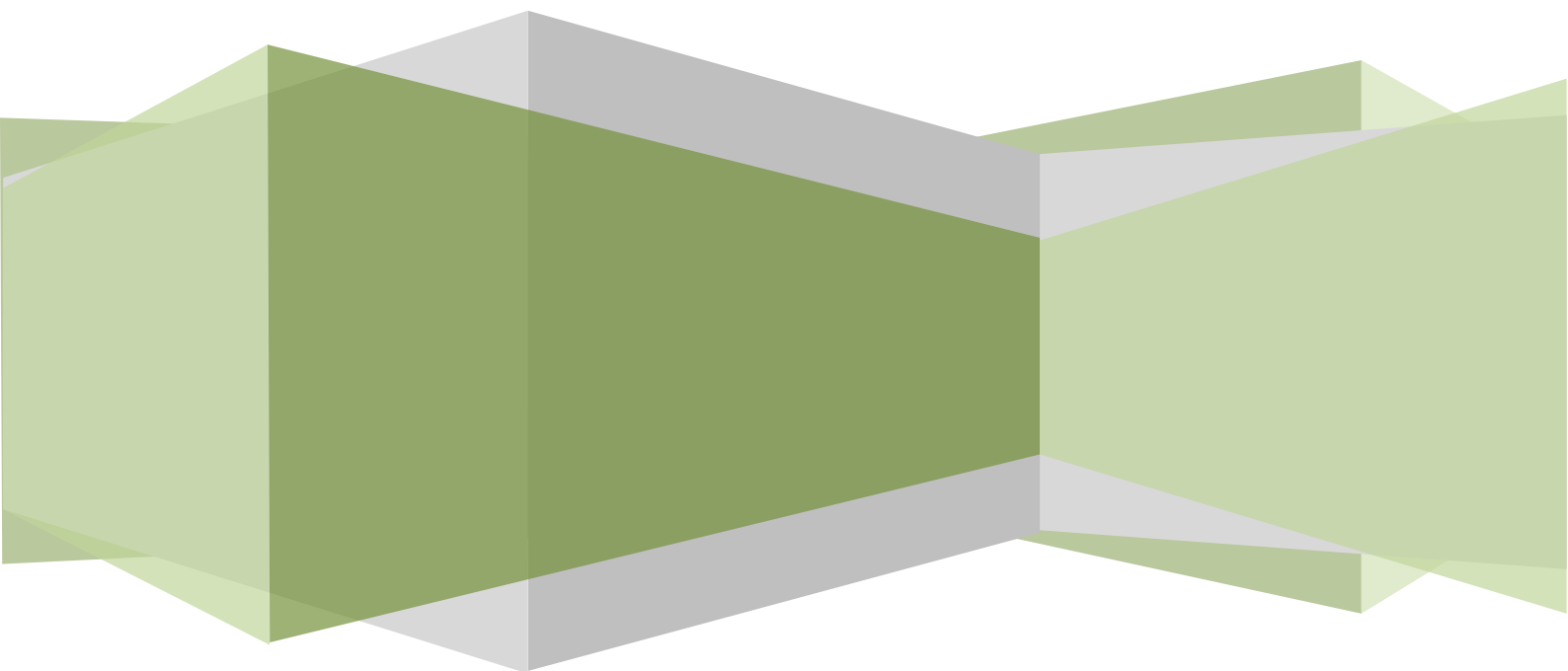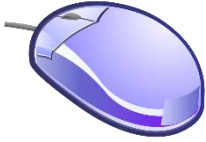# CCBT Today
Technical Support

Introduction

This document provides technical guidance for CCBT Today. If you're having problems, please ensure you're using the most recent version of Adobe Reader and that your web browser is up-to-date.

To access CCBT Today

1. Go to https://ccbt.today or search for 'CCBT Today' in Google or other search engine.

2. Feel free to click around and explore the site!

3. To access your workbooks, go to the 'Members' link at the top of the page and select 'Member Login' on the menu.

4. A page will open asking for your username and password. Type in the username and password you were given.

5. This will take you to a webpage where you will find, amongst other things, the Programme workbooks.

6. Click the button which says 'click for password' - this will give you your workbook password.

Downloading your workbooks

(The following instructions are for Microsoft Windows)

Important: Modern browsers are able to open PDF files in the browser itself, however if you open the workbook in your browser it probably won't work correctly. **Please download and save your workbooks to your computer** - the website will download your workbooks when you left-click on the links.

1. Clicking on the links opens a dialogue box, allowing you to choose where you want to save your workbooks. If left-clicking doesn't work, right-click and choose '**Save As …**'
2. We suggest you save your workbooks to somewhere they'll be easy to find, such as 'My Documents' or to your 'Desktop'.
3. Save your workbooks to your computer or to your USB drive if you want to take them with you.

When you have written in your workbooks …

4. Click the **floppy disk** icon on the top left-hand side of the menu in Adobe Reader or use the '**File > Save As …**' option in the menu bar to save the changes you've made to your workbooks.
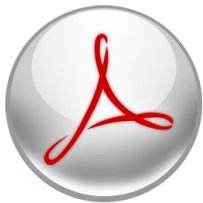
Security

- If you share your computer with other people, please ensure your user account has a password to help protect your confidentiality.
- Once you have downloaded your workbooks, they are yours to keep. We have no way of knowing what you have written in your workbooks unless you tell us.
- Please remember that email is not a secure method of communication, so be careful if discussing personal matters by email.

Technical requirements

The workbooks won't work correctly in **Apple**, **Android** or **Blackberry** smartphones or tablets; please use a computer running Windows, Linux or an Apple operating system.

Please use [Adobe Reader](#) version 11 or better to open your workbooks - other PDF readers, e.g. 'Foxit' or 'Nitro' may not work correctly. Adobe Reader is already installed on most computers.

Use a modern browser, such as [Chrome](#), [Firefox](#), [Safari](#) or [Opera](#). We don't recommend Internet Explorer. [JavaScript](#) must be on for the site to work correctly (it's usually turned on by default).

Please keep your anti-virus and anti-spyware software up-to-date. Free software is available on the Internet, e.g. [Avast](#), [AVG](#) or [Microsoft Security Essentials](#).

Especially if you're using a shared computer or keeping your workbooks on a Flash (USB) drive, consider using encryption software such as [Axcrypt](#) to further protect your workbooks.

Intended audience: CCBT Programme participants or people in helping roles

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