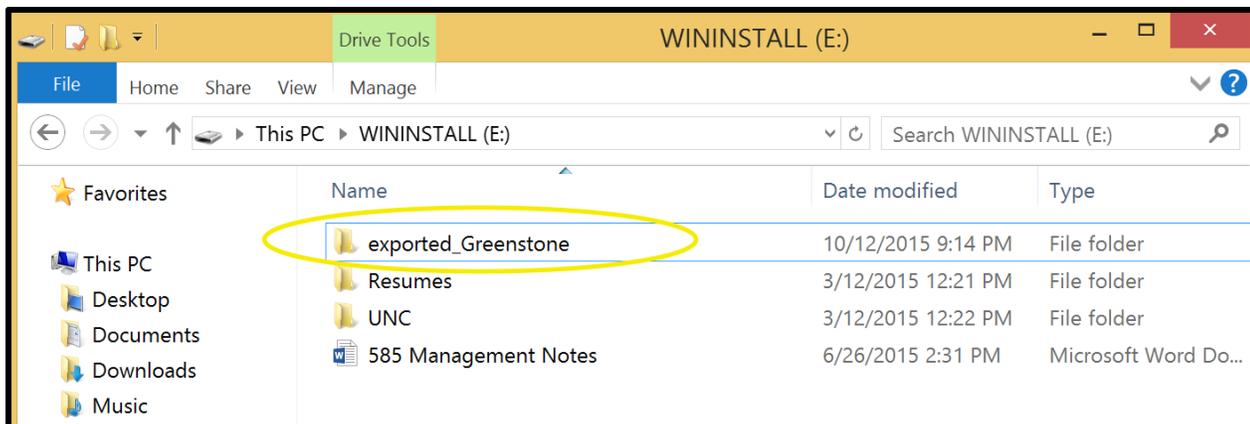


How to Open and Load a Greenstone Collection from a CD or Flash Drive:

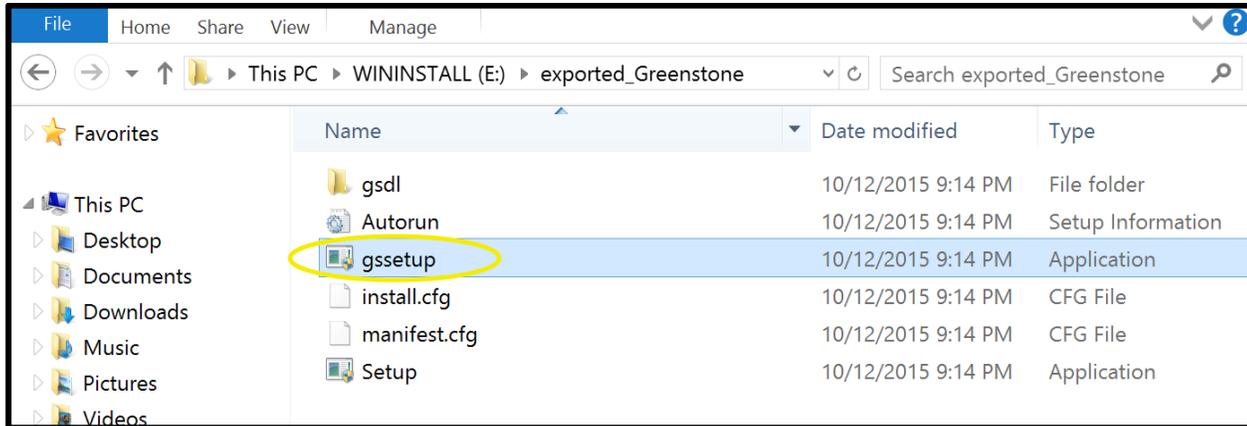
Greenstone collections can be exported to a CD or flash drive and loaded onto Windows computers. These instructions will demonstrate how to download a local copy of the collection to your PC. After a collection is downloaded to a PC, it can be used just like the live version of Greenstone. The local copy does not require internet connection, but will be opened in your default browser.

Step 1: Enter the EWH Dropbox and look for a folder called “BMET Library Files.” Inside “BMET Library Files” is a folder called “**exported_Greenstone**.” Click and drag “**exported_Greenstone**” to a CD or flash drive. This step saves the files to a CD or flash drive and will allow you to load the BMET Library onto other computers.

Step 2: After opening your CD or flash drive, locate and open the exported BMET Library files.

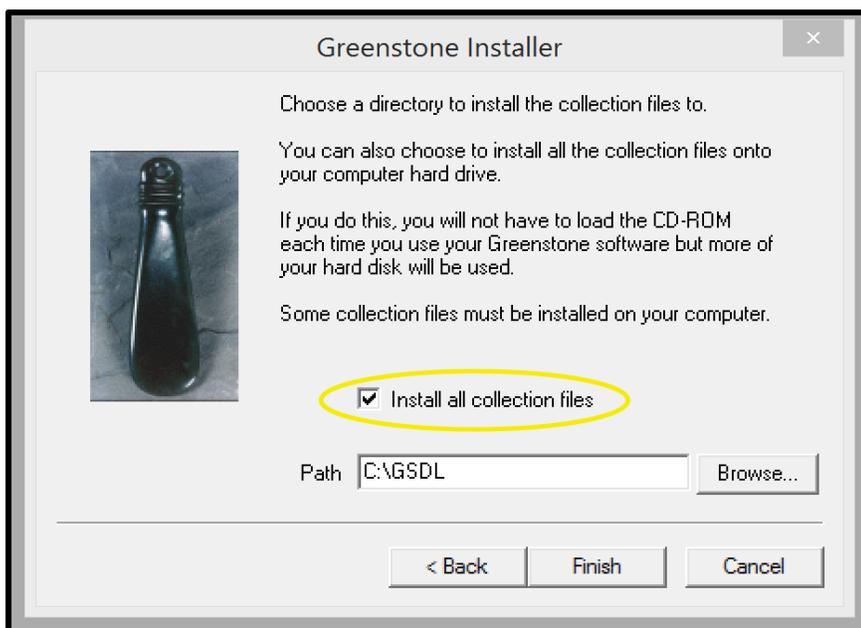


Step 3: Click to open the application “**gssetup.**” This will launch the “**Greenstone Installer.**”



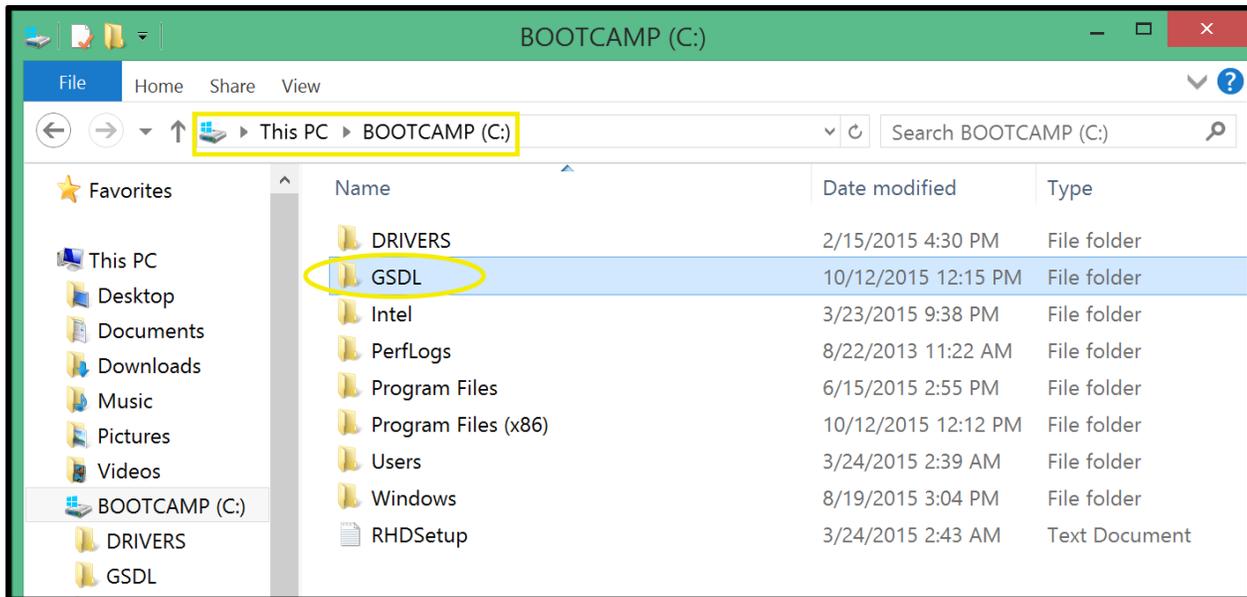
Step 4: Following the instructions for the “**Greenstone Installer,**” choose a directory location to save the BMET Library Files. The default location is the C drive. To save the BMET Library to your PC so that the collection can be used without the CD or flash drive in the future, check the “**install all collection files**” box and follow the “**Greenstone Installer**” instructions.

****Note:** if you do not check the “Install all collection files” box, you will not be able to run the BMET Library on that PC without the CD or flash drive.**

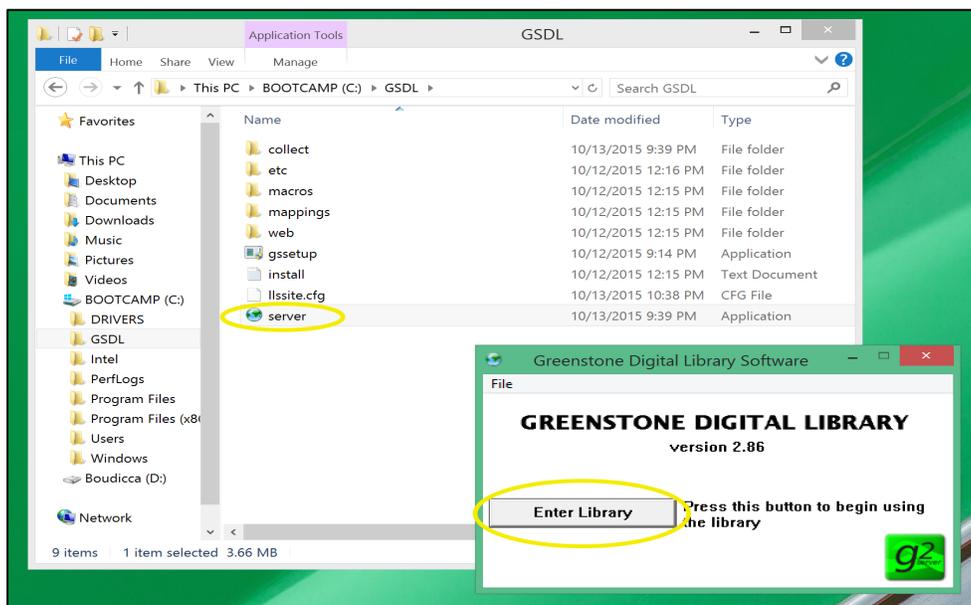


Step 5: After finishing with the “**Greenstone Installer,**” navigate to the “**GDSL**” file on your PC. In this example, the GDSL file is located on the C: drive. Open the “**GDSL**” file.

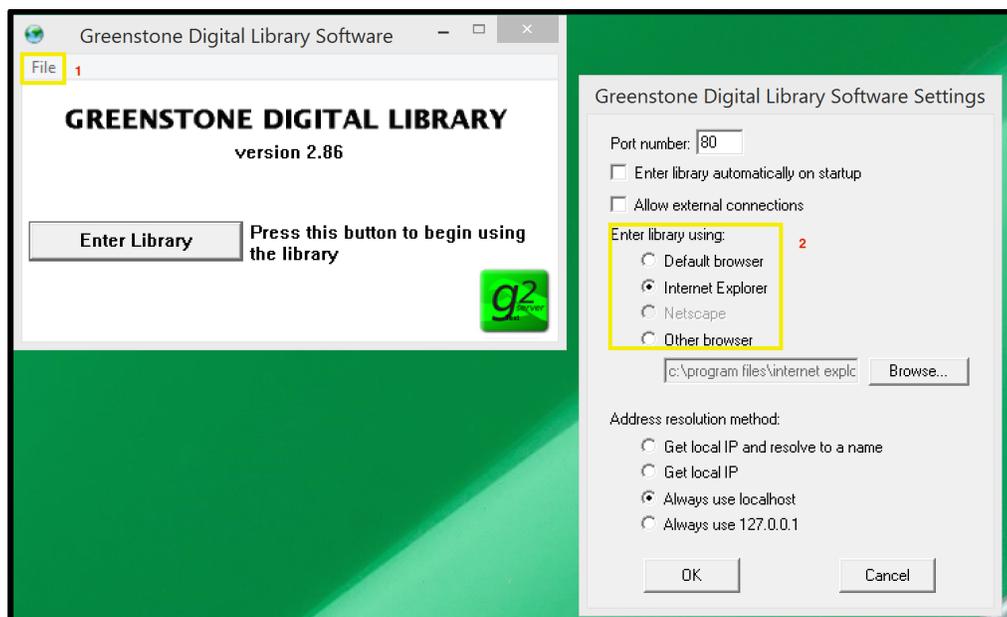
Depending on your version of Windows, the C: drive can be accessed by clicking on “Computer” or “This PC” and then clicking on “Local Disk C:.” The C: Drive can also be accessed by typing “C:” into the PC’s search box.



Step 6a: Once you have opened the “**GDSL**” folder, click on “**server.**” This is the button that is shaped like a little globe. Launch the Greenstone server and click “**Enter Library**” to view the available collections.



Step 6b: You can change the browser that displays the BMET Library. After launching the “server” a window will pop up that say “**Enter Library.**” In the top left corner of the “**Enter Library**” window there is a menu called “**File.**” Click “**File**” and then click “**Settings.**” In the “**Settings**” menu there is a section called “**Enter Library Using.**” Here, you can select your default browser, Internet Explorer, or another browser that will be used to open the BMET Library.



Step 7: Choose the collection you would like to view. The library will open in your browser, but does not require Internet connection to work. You can use the BMET Library in the same way you would use the live online version!

