How do I?....Change the Settings on a PC Computer to Not Automatically Open a Downloaded File

You cannot upload a file from BIP.com to RCLAS that has already been opened. If you manually opened the file, redownload the cvs file from BIP.com and do not open it before you upload it to RCLAS. If your PC automatically opened the file upon download, follow these instructions to change your computer's download settings:

The page at http://www.rclauthors.org says: If you see this message, the file you uploaded was FILE PROCESSING STOPPED! S The file you are importing was modified incorrectly by a text editor. Please re-download your CSV file from BIP/GBIP and import the file without editing it. Contact Bowker Technical Support if you have any questions. AGES AN opened, either manually by you or automatically by your OK computer. Note of the odd: This message will appear *after* the 'file uploaded successfully!' screen. Internet Mozilla Firefox Step 1. Double-click on My My Documents 👩 My Recent Docu Computer, either via the E-mail Microsoft Office Outlook 🎐 My Pictures icon on your desktop or your 🤌 My Music Microsoft Office Excel 2003 Start menu. Savorites 🚮 iTunes 🗾 My Compute Microsoft Office Word 2003 My Network Gives access to, other hardware Calculator Control Panel Set Program Access and Defaults Adobe Reader 8 Printers and Faxes Notepad Help and Support Search 7 Run.. D HP Support All Programs 🖒 🙋 Log Off 🛛 🚺 Shut Dow 🕘 Inbox - Microsoft Out... 🛛 😻 Bowker's Book 🛃 start 🚱 Control Panel

Step 2. Go to Tools or Control Panel and doubleclick to open Folder Options.



Step 3. Under Folder Options, select the File Types tab and scroll to select the CSV (Office Excel Comma Separated Values File) extension type. Once CSV is selected, click on Advanced.



Step 4. Check the box to ensure that 'Confirm open after download' is selected and click OK.



When you next download your RCL csv file from BIP, you should see a message box that offers you the option to Open with a program or Save File. Select Save File and save to your computer.

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