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:

If you see this message, the file you uploaded was opened, either manually by you or automatically by your computer.

The page at http://www.rclauthors.org says:

⚠ FILE PROCESSING STOPPED!
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.

[OK]

Note of the odd: This message will appear *after* the 'file uploaded successfully!' screen.

Step 1. Double-click on My Computer, either via the icon on your desktop or your Start menu.

Step 2. Go to Tools or Control Panel and double-click to open Folder Options.
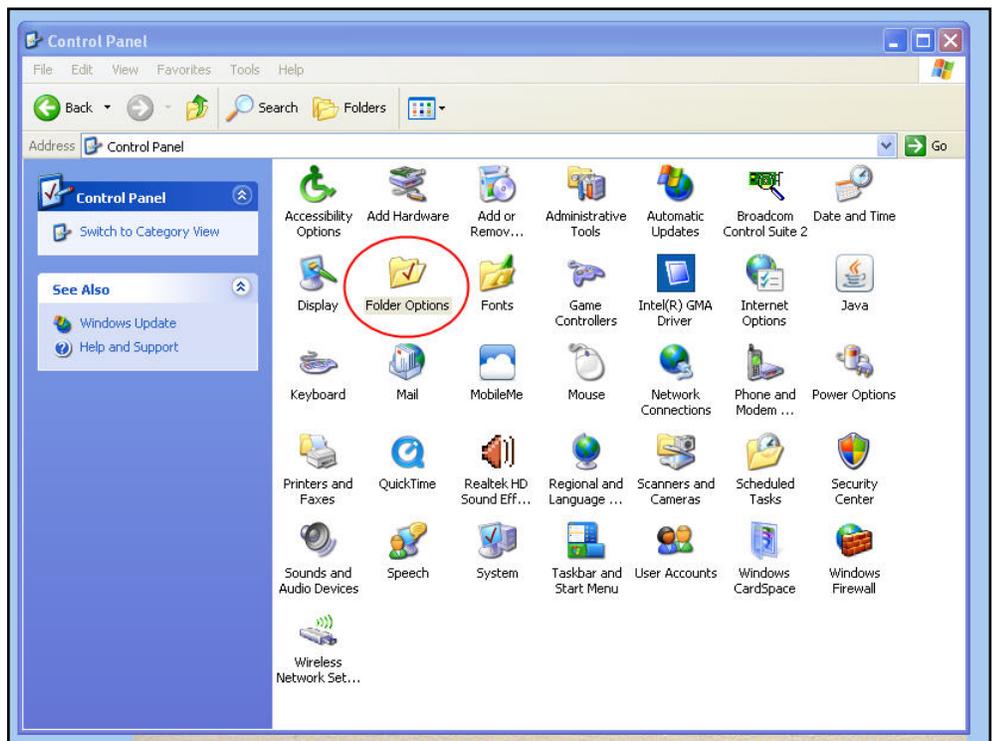
Step 3. Under Folder Options, select the File Types tab and scroll to select the CSV (Office Excel Comma Separated Values File) extension type. Once CSV is selected, click on Advanced.
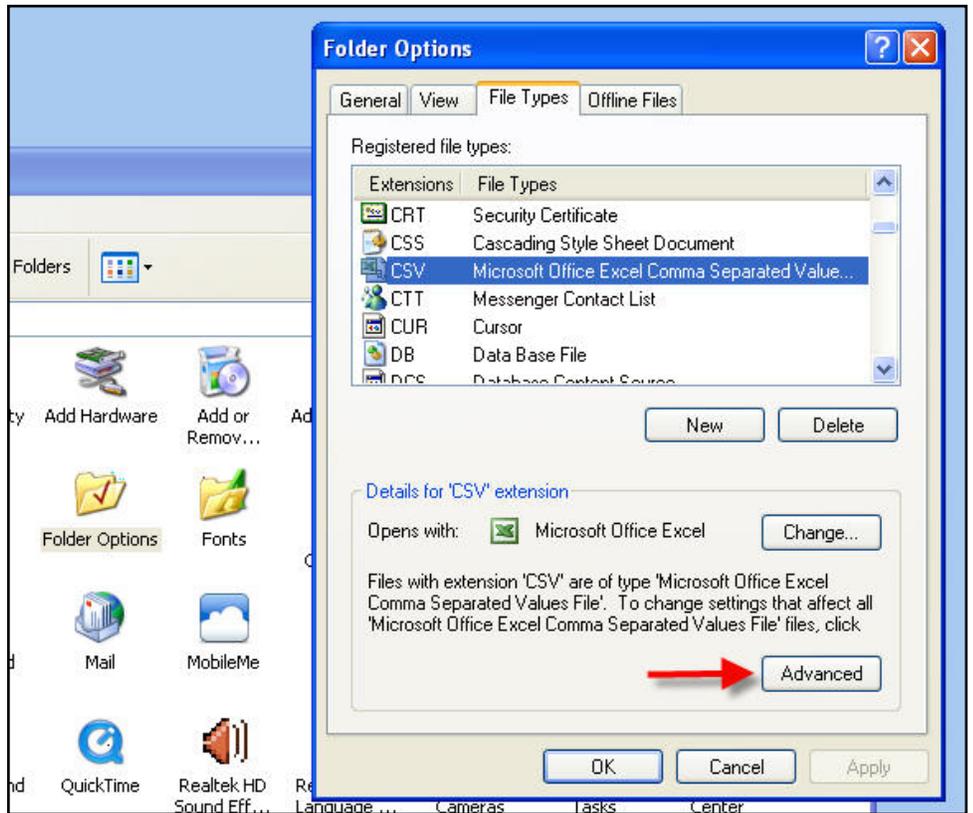
Step 4. Check the box to ensure that 'Confirm open after download' is selected and click OK.
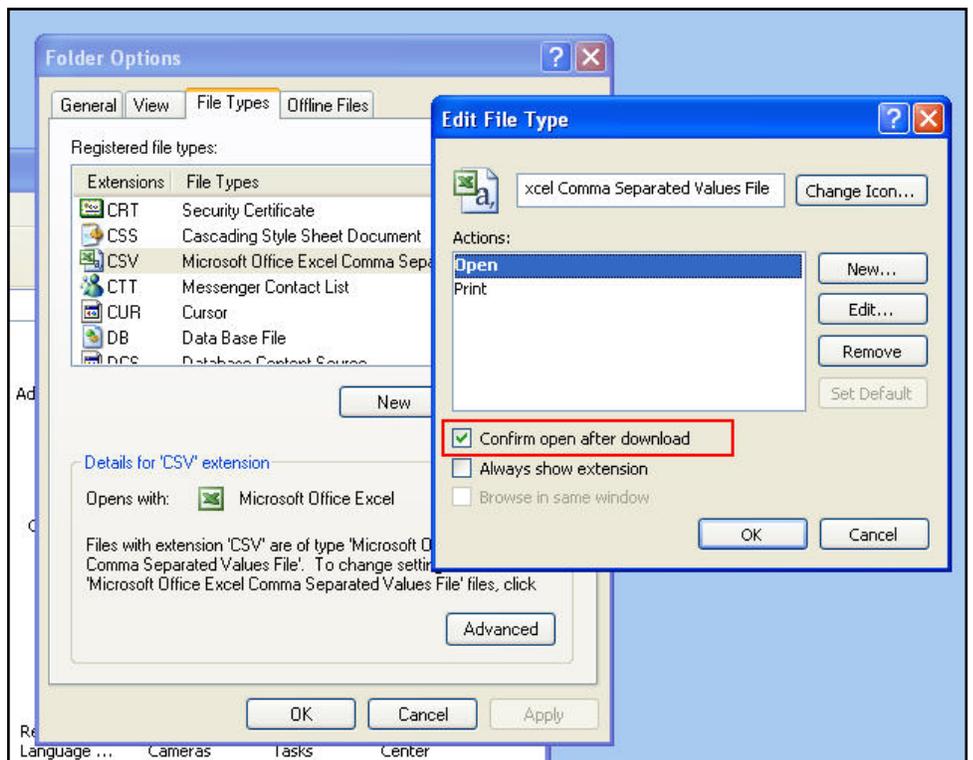
When you next download your RCL csv file from BIP, you should see a message box that offers you the option to Open with a program or Save File. Select Save File and save to your computer.
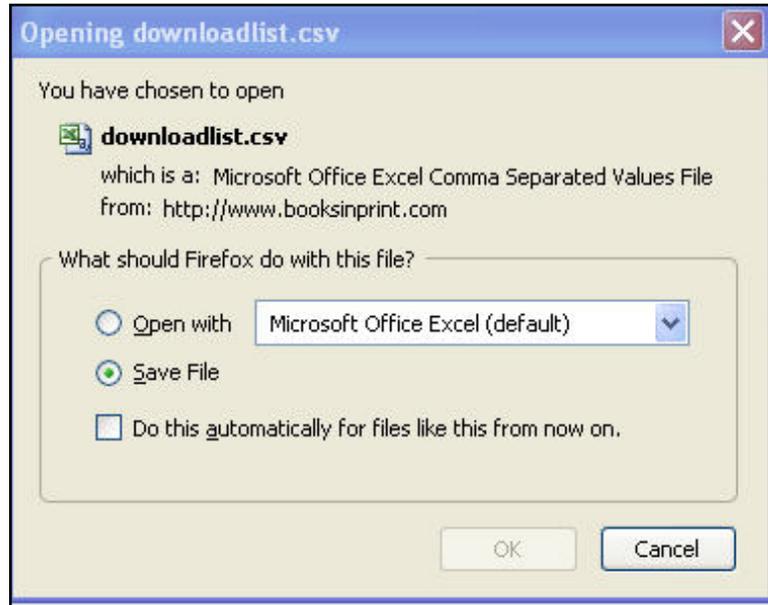
To rename the file *without opening it*, right-click on the file and select 'Rename.'