INSTRUCTIONS FOR WEBEX PRESENTATION STUDIO

TRAINING MODULES
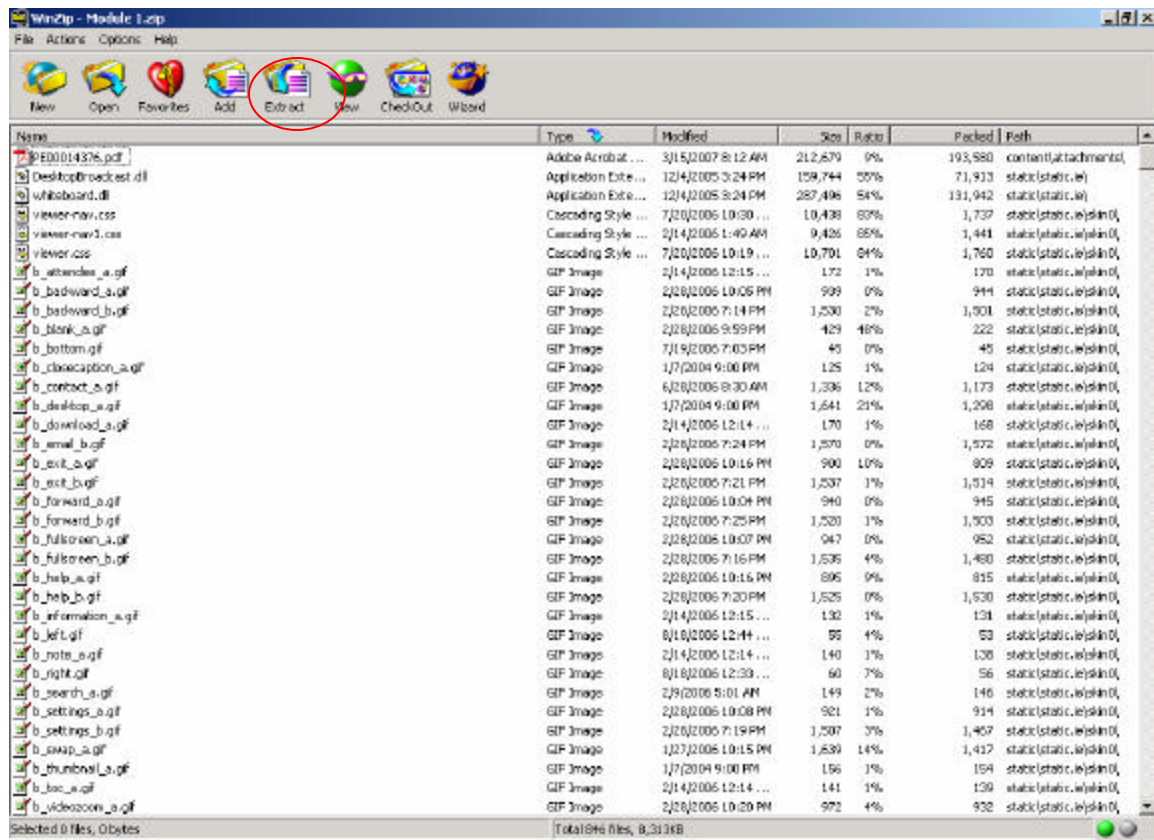
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Instructions on How to Format the WinZip File
Instruction #1

After the user has downloaded a given training module from the Asset Management website to their hard-drive as a WinZip file, the PHA will have to extract the data files to run the training module. The user should download the file into an empty folder. For example: "My Documents\Training Modules\Module 1." Formatting the WinZip file is a multi-step process as follows:

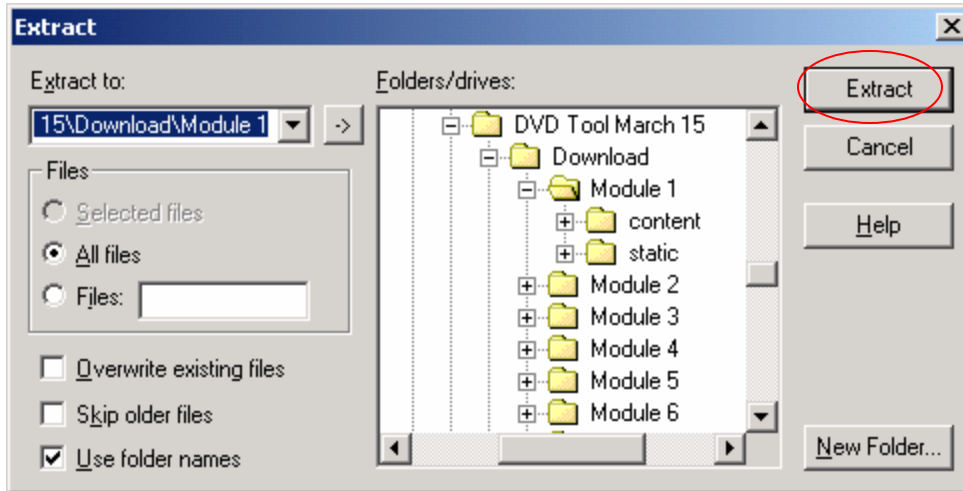**Step 1:** Open Windows Explorer and find the downloaded WinZip file.

Step 2: Use WinZip to uncompress the **.zip** file. Double-click the zipped file. The WinZip file will open. See Exhibit 1:

Exhibit 1

Step 3: Click the Extract button on the menu bar to extract all the files. An Extract dialog box will appear.

Exhibit 2

Step 4: Locate the folder where the user would like to extract the data files using the 'Extract to:' drop down list and 'Folders/drives:' window.

Step 5: Click the Extract button. All the necessary files to begin operating the training module are now on the user's hard drive in the selected folder.
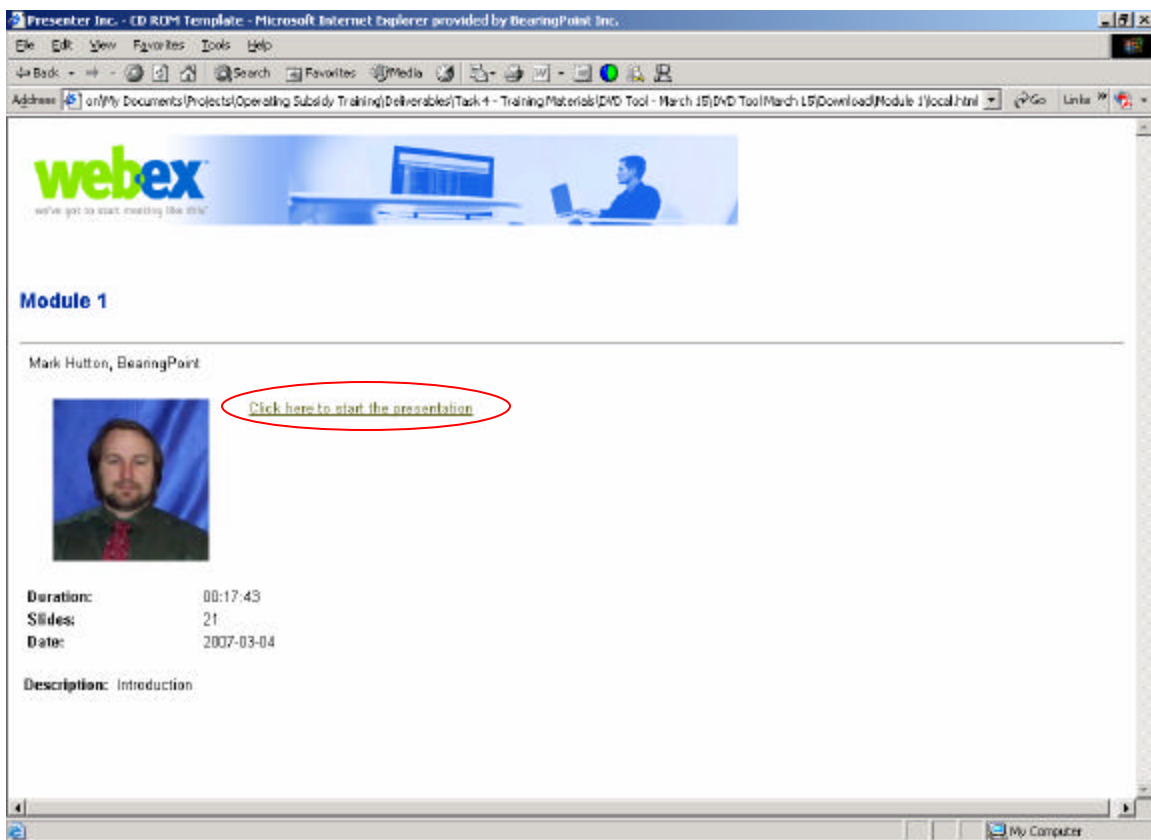
Instructions on How to Start the Training Module
Instruction #2

The user does not need access to the Internet to play the presentation. The use can play the presentation directly from the hard drive of their PC.

Step 1: Open the folder where the WinZip extractions were placed as per Instruction #1.

Step 2: Double click the file: **index.html** to start WebEx Presentation Studio. A screen similar to that represented in Exhibit 3 will appear.
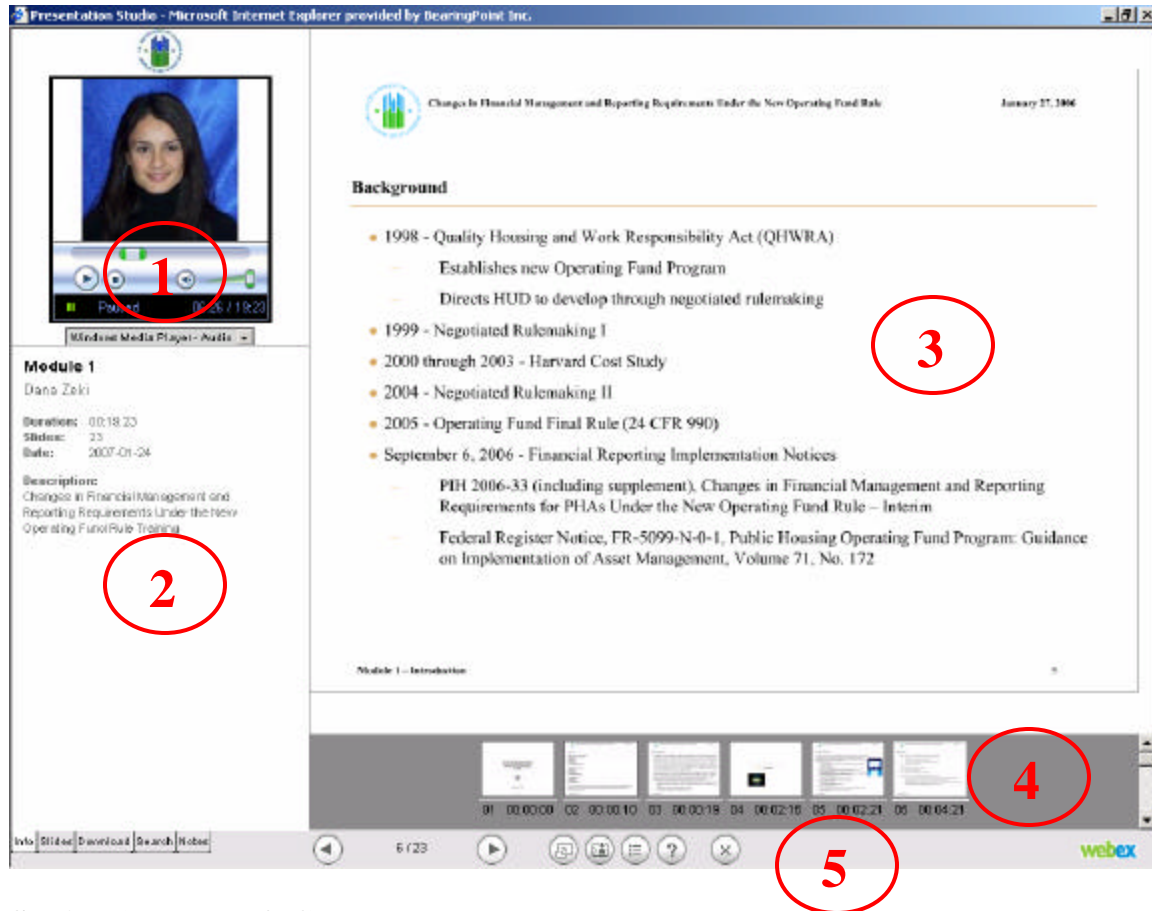
Exhibit 3: Start Screen

Step 3: Click the 'Click here to start the presentation' link to begin the training module.

Basic Instructions On How to Play Presentation Viewer
Instruction #3

The presentation viewer consists of five separate sections. See Exhibit 4.

Exhibit 4: Presentation Viewer

Section 1 - Top-Left Corner: This shows the speaker's picture and the windows media player features to enable you to start, stop, pause or continue the presentation. If the user decides to stop the presentation and exit the application, then just click the "X" on the right hand top corner of the presentation viewer. When the user decides to continue with the presentation, it will resume from where the presentation last stopped.

Section 2 - The Bottom-Left Corner: This section has five tabs as follows:

> **Info Tab:** This tab provides basic information about the presentation including duration, number of slides, and description.

> **Slides Tab:** This tab gives a vertical view of all the slides in the presentation. This will allow PHAs to navigate between slides.

Download Tab: This tab includes up to four data files and four websites available to the user for download. The user should simply click any hyperlink under this tab to download or view a file.

Search Tab: This tab allows the user to make a key word search for any text in the presentation.

Notes Tab: This tab includes the notes of the Microsoft PowerPoint imbedded in the WebEx presentation. These notes match exactly the narrator's script and the user can use this tab to follow along with the narrator's presentation.

Section 3 - Main Slide Section: This section shows the main presentation module.

Section 4 - Bottom-Right Section: This shows the thumbnail view of the slides. If the user would like skip ahead to a particular slide or repeat a slide that has already played, then the user should click on that particular slide.

Section 5 – Bottom Pane: This section has seven buttons with different functions. They are as follows:

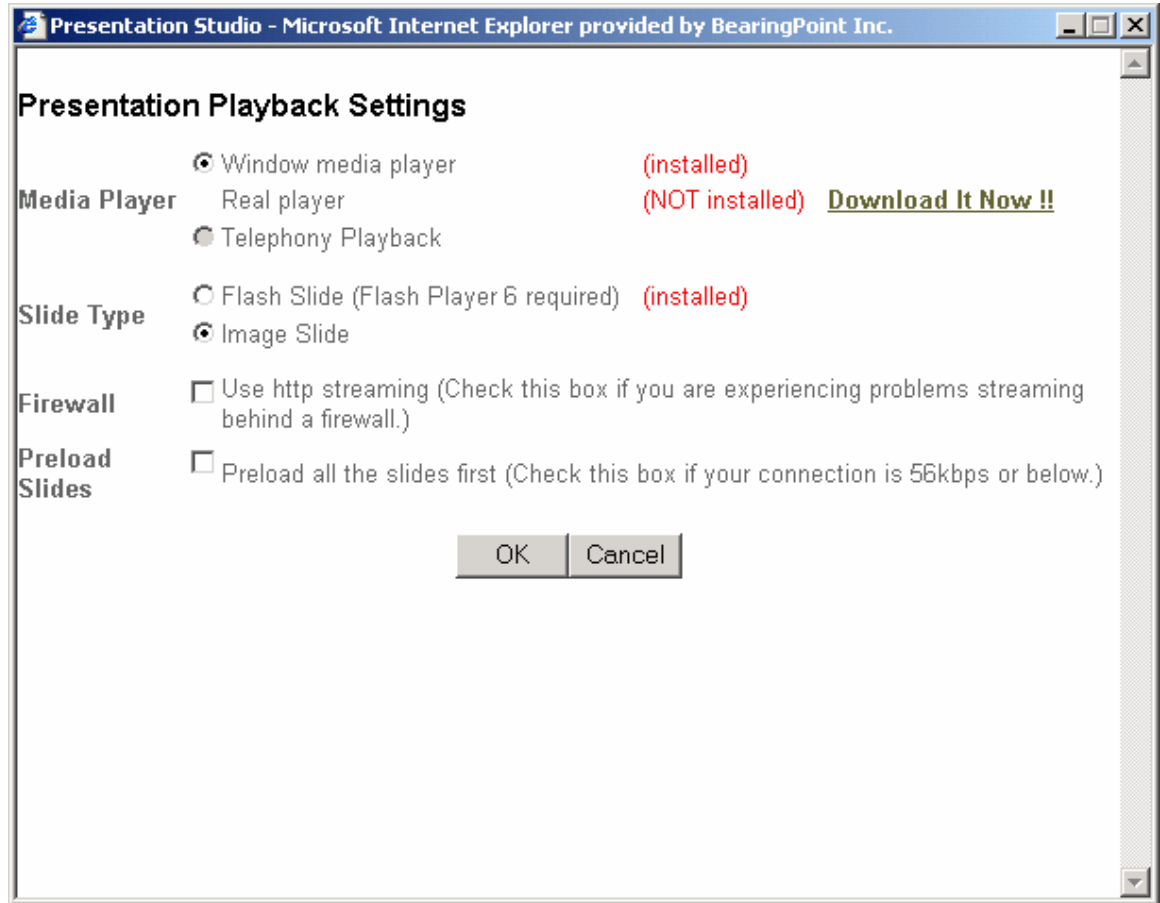**Left Back button:** Moves the presentation backward by one animation.

Right Forward button: Move the presentation forward by one animation.

Zoom in/out the Image Slide button: Enlarges or decreases the size of the presentation in Section 3 – Main Slide Section.

Switch to/from Full Screen Slide button: Switches back and forth between full screen and normal screen. A full screen shows only the slide presentation without Sections 1, 2, and 4 available for viewing.

Change the Player Setting Slide button: This button opens up the Presentation Playback Settings window. See Exhibit 5. This window will normally not be necessary for any user except to change the slide types to Image Slide.
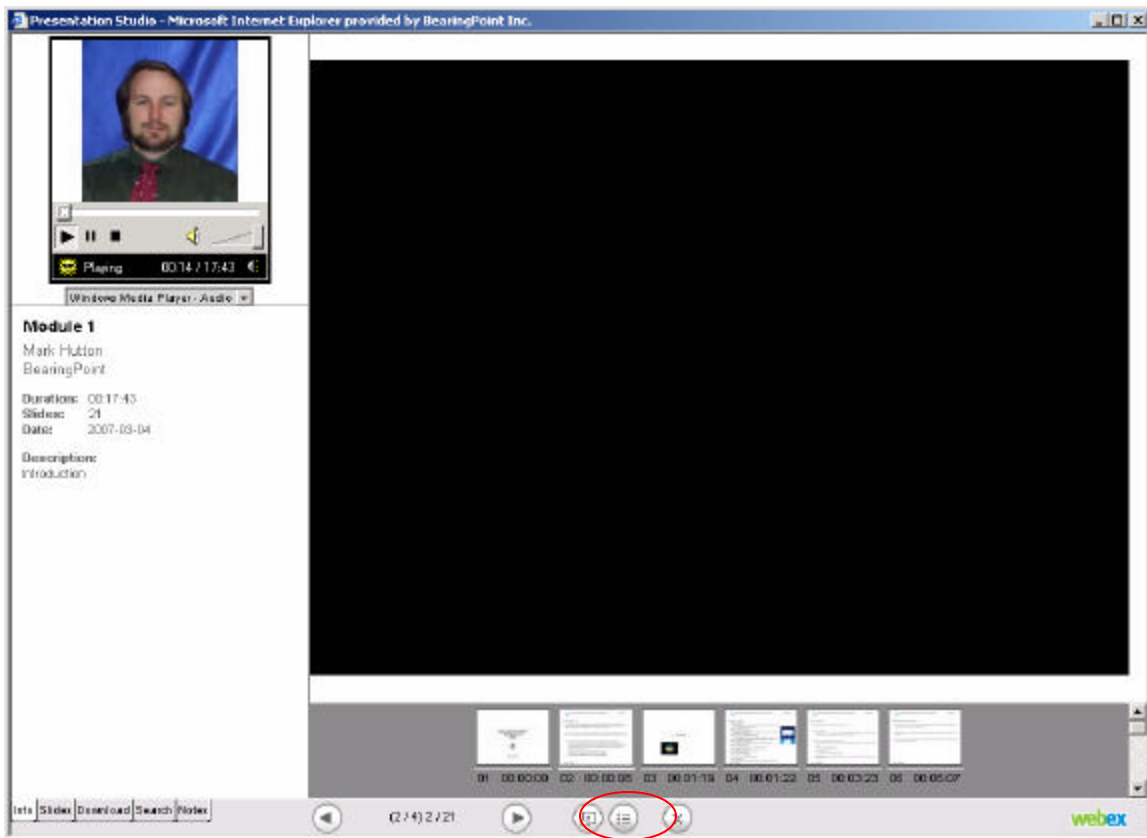
Exhibit 5:

Exit the Player button: This button closes the presentation.
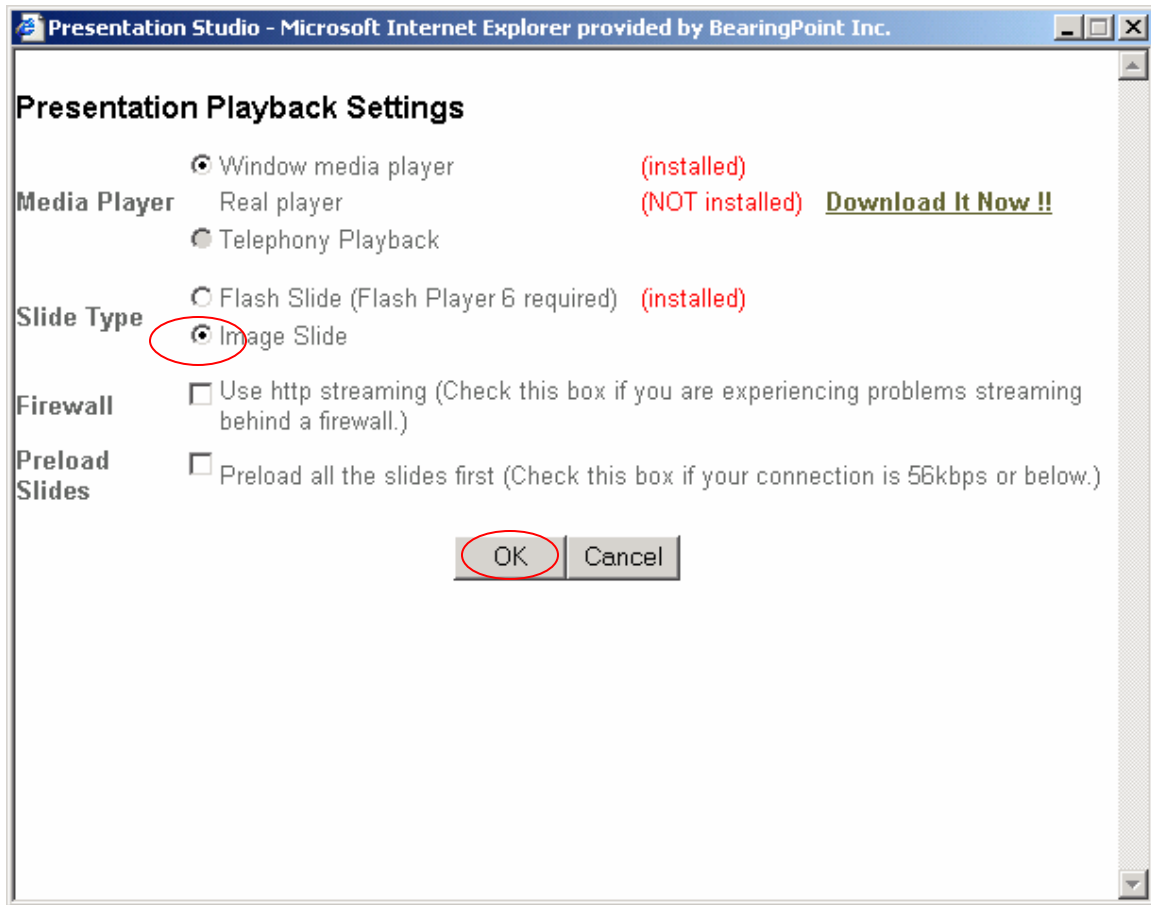
Special Instructions If Slide Show is Blank

If a trainee brings up a presentation and blank screen appears (See Exhibit 1 below) then the trainee will have to make a fix by changing the presentation from a Flash Slide type to an Image Slide type. This is a simple two step process.

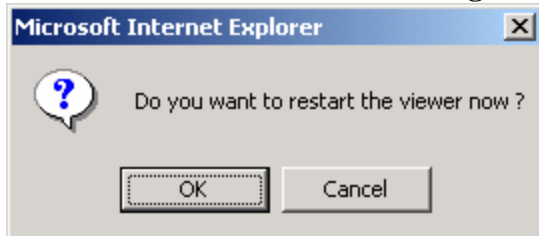**Exhibit 6: Blank Screen**

Step 1: Press the 'Change the Player Setting' button at the bottom of the presentation. See the area circled in red on Exhibit 6. The 'Presentation Playback Settings' window screen will appear. See Exhibit 7: 'Presentation Playback Settings'.

Exhibit 7: Present Playback Settings Window

Step 2: Check the option button 'Image Slide' and press the OK button. A message box will appear asking the user to restart the viewer. See Exhibit #8. Please press OK.

Exhibit #8: Restart Viewer Message Box

After the viewer restarts, the user can proceed with viewing the presentation.