

# User Instructions

- **Programs Required**

There are two programs used in the Video Lessons: PowerPoint 97 (or later) and Acrobat. If you do not have these programs, you can download free viewers to display both applications. Click on the icons below to download the viewers.

If you are on an educational or corporate network, you may not be allowed to install PowerPoint or Acrobat viewers. Ask your System Administrator to install them for you or to change your permission to do it yourself.



- **Downloading files**

When you click on the Lesson or Homework link to download the Lesson or Homework files, a File Download box will open. The Box will have three buttons horizontally arranged across the center:

**Open, Save, Cancel.**

**Choose Save. Do NOT choose "Open."** (The file will not download correctly if you choose Open.)

- **Using a Video Projector**

In order to use these lessons effectively, every student must be able to read the text on the screen. While an individual student can use a monitor, in order for an entire class to participate, a video projector must be used. The video projector can be stand-alone or part of a Smart Board unit.

In order to use a stand-alone projector, communication must occur between the computer running the program and the video projector. This can be done by running cables from the computer to the projector on a temporary basis. Alternatively, cables may be avoided altogether. CablesToGo (<http://www.cablestogo.com/>) (and other vendors) sells a wireless kit (about \$300) that connects to a USB port on the computer and to the VGA connector at the projector.

Also, it is highly desirable to control the computer cursor wherever the presenter is located. Microsoft sells a wireless mouse (called the Presenter Mouse) that allows control of the computer cursor at a maximum distance of 30 ft. away see:

<http://www.microsoft.com/hardware/Presenter/productdetails.aspx?pid=085>

In order to hear the audio, which is an essential part of the lessons at this site, at least one speaker must be attached to the “Sound “Out” port of the computer. The sound must be loud enough for the entire class to hear the audio easily. If a Smart Board is used and is equipped with speakers, the speakers should be used for audio output.

- **Smart Board**

A Smart Board is an ideal for these lessons since students participate throughout the lesson by touching elements on the screen. Smart Boards appear to be set up in two different configurations to make a selection on the screen – press once or press twice.

If your Smart Board requires two presses to make a selection, you can easily change the setting to requiring one press. See the instructions at the end of this document to make the change.

- **Starting the Lesson from the beginning**

**Method 1 – Press the F5 button.**

**Method 2 – Use the Slide Show Menu**

When the PowerPoint Lesson is opened, the user will see a menu selection at the top of the screen labeled “Slide Show”. In PowerPoint 2003, all that is necessary to start the Lesson is to click on this drop-down menu and select “View Show”.

PowerPoint 2007 is a bit more complex. Clicking on the “Slide Show” menu displays a number of options in the form of icons. Pressing the leftmost icon, labeled “From Beginning”, will start the show from slide #1.

- **Starting the Lesson from a selected slide**

When the PowerPoint program is active but not in “show” mode, the slides making up the program can be seen on the left side in a thumbnail form. Clicking on one of the thumbnail slides will enlarge the selected slide in the center of the screen.

There are two methods to start the program from a selected slide:

**Method 1 – Press Shift + F5.**

## Method 2 – Use the Show Icon or the Slide Show Menu

In PowerPoint 2003, there is no convenient way to start the show from a particular slide. Selecting a slide and using **Shift +F5** is the most convenient method. The show can also be started from a selected slide by clicking on the “Show Icon “. The Show Icon is the right-most icon in a set of 3 small icons at the bottom of the page. It is supposed to look like a stand-up projection screen.

In PowerPoint 2007 the methods described for PowerPoint 2003 may be used. In addition, the PowerPoint program can be started from a selected slide using the “Slide Show Menu”. Clicking on the Slide Show menu will open a row of icons. The icon at the far left (labeled “From Beginning”) starts the show at the beginning. The icon second from the left (labeled “From Current Slide”) starts the program from the slide which has been selected.

- **Stop Points**

There are numerous times the lesson will halt so that the teacher can discuss the lesson if desired. At those points, an **arrow box** and the word “**Continue**” is shown at the lower right of the screen. The program will not resume until the arrow box has been selected. The first slide in the program is a picture of a globe playing “It’s a Small World” The show is started from that slide by pressing the “**Start**” button on the screen. The program will not begin until the “Start” arrow box has been clicked.

- **Stopping and Starting the Lesson**

The lesson can be interrupted by pressing the right mouse key on the computer. It can be resumed by pressing the left mouse key; **however this will likely cause a PROBLEM**. Starting and stopping the lesson in this way may produce a timing problem that may end slides prematurely or make audio out of synch with the graphics.

The correct way to stop and later restart is to right click with the mouse and end the program by clicking “End the Program” at the bottom of the menu that is displayed. When you resume later, select the frame that you want to resume from and then restart the show using one of the methods described above.

- **Repeating a Task**

Some programs contain an arrow box on the left side of the screen labeled “**Click to Start Over**”. When one student has finished the task, selecting the Click to Start Over button will restore the screen to its original state so other students can do the task.

- **Changing the Lesson**

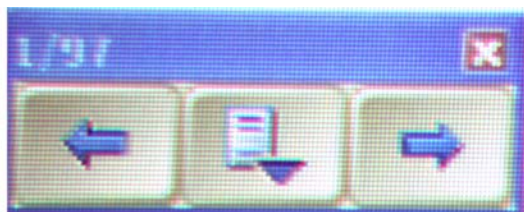
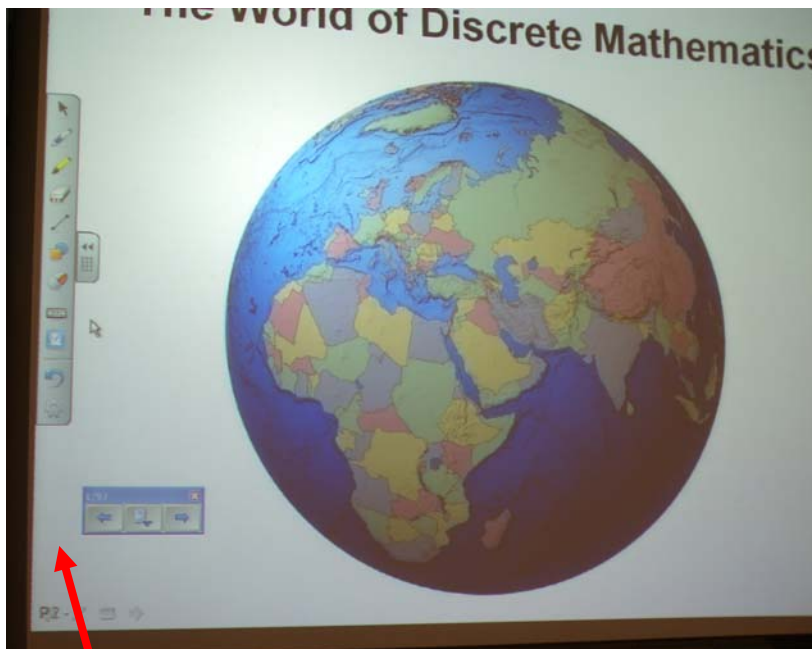
The user is free to skip over portions of the lesson by stopping at a slide and

continuing at a slide later in the series. The user is also free to move slides around, add a slide or add text and graphics on an existing slide.

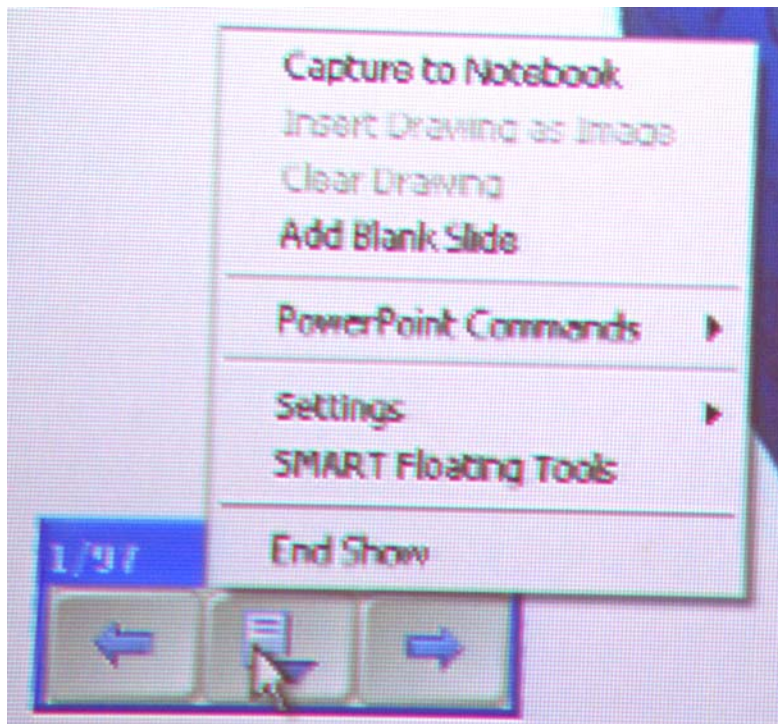
- **Problems**

If you encounter any problem send an email to Robert Springer at [springer@wbhsi.com](mailto:springer@wbhsi.com). This mailbox is reviewed several times a day.

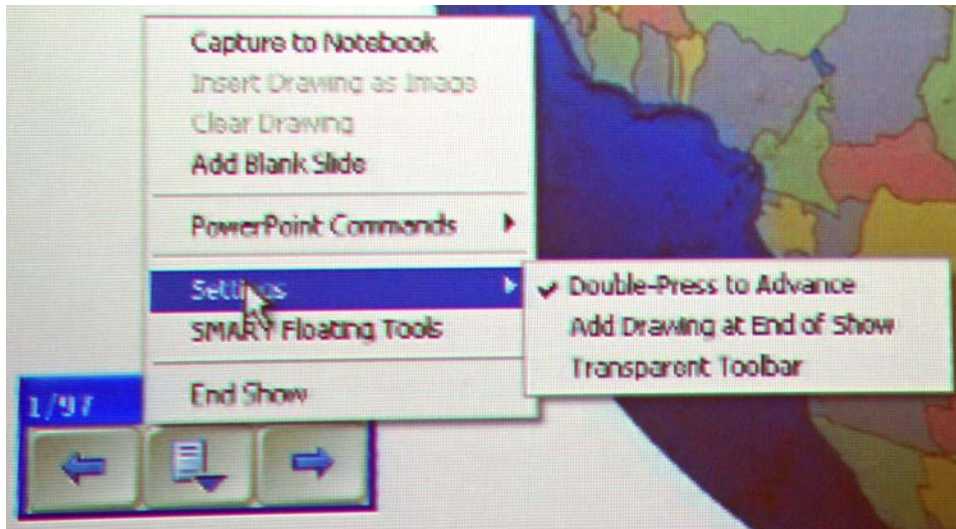
## How to set the Smart Board to make selections with a single press.



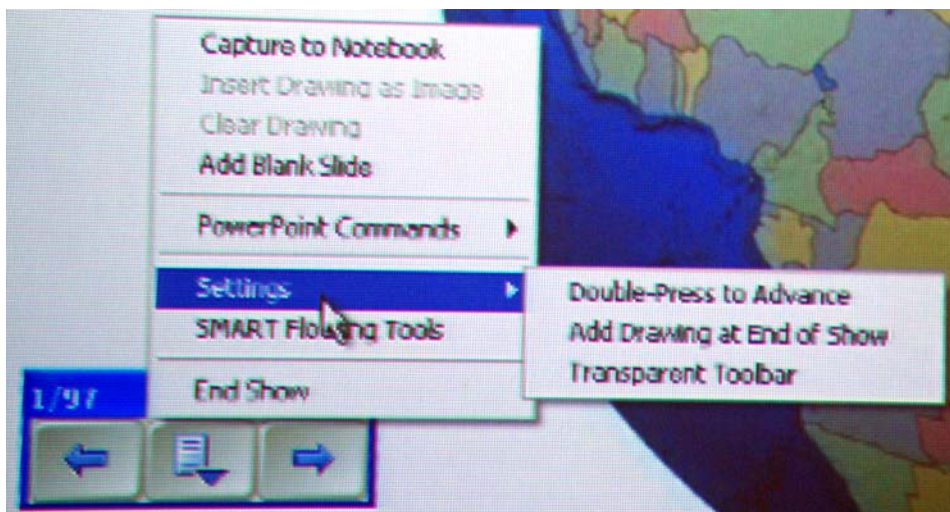
When the PowerPoint program (i.e. the Vertex-Edge Lesson) opens, this icon should be displayed. The arrows will move PowerPoint Slides back and forward. The icon in the center opens a menu when selected. Please select it.



This is the list that is displayed when the menu icon is selected. Select **SETTINGS**.



A submenu will open. It is likely that “Double-Press to Advance” will be selected. Click on it to deselect it, turning the check mark off. If it is unchecked, do nothing.



This is how the “Double-Press to Advance” menu item should look after you deselect “Double-Press to Advance”.