

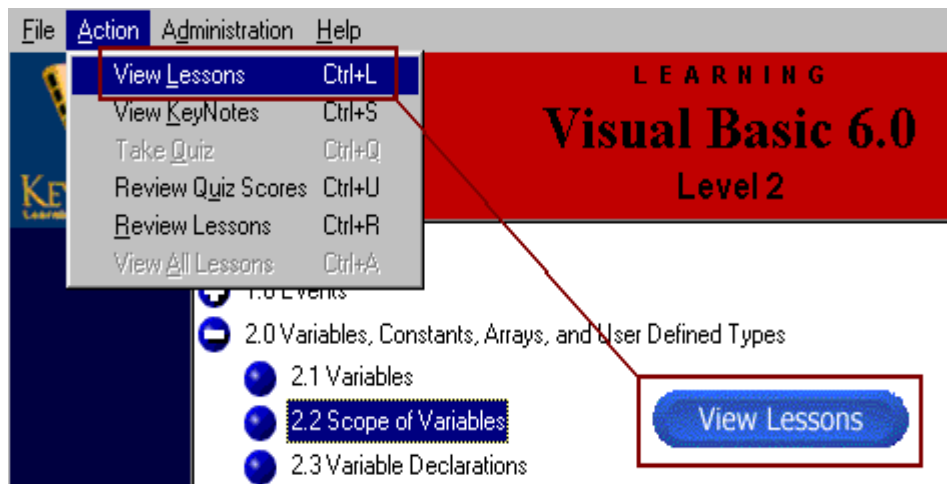
## 2.2 Viewing A Lesson

(If you are a single user, leave the “Multiple Users” option unchecked in the “Administration” menu)



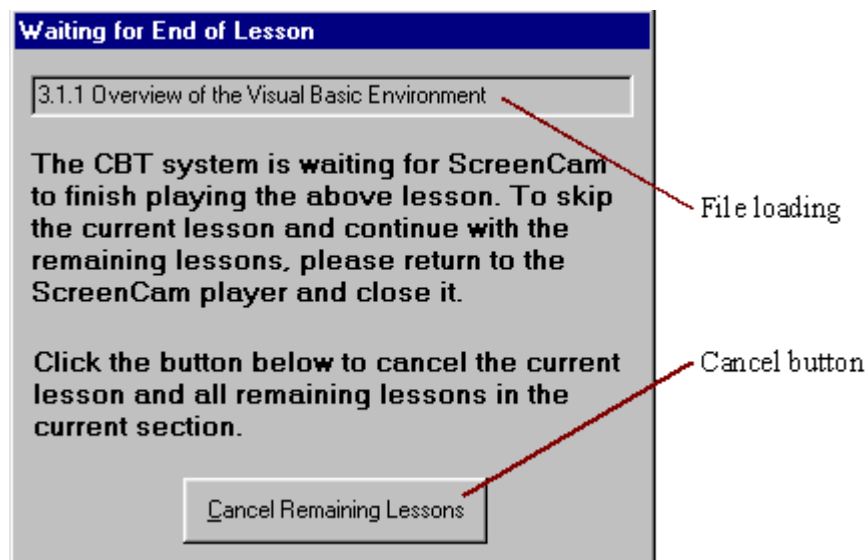
To view a single topic do the following:

1. Click on a section title in the Course Outline or double-click on the plus sign to expand selection and select a sub-topic.
2. Click on “View Lessons”, or select “View Lessons” from the “Action” menu, or press <Ctrl><L> on the keyboard.



3. A Microsoft ActiveMovie or Lotus ScreenCam player appears, and the first lesson file runs. To stop the playback, click on “Stop”. To pause a lesson, click on the Pause/Play button. This button toggles between pause and play. Also the <Space Bar> functions the same as the Pause/Play button. To close the lesson, click on the “Close” button in the upper right corner of the window or panel. We will describe the features of these viewers a little later in this section.
4. When the first lesson file is done the next runs, through the whole sub-section, unless you click on the “Close” button (X) in the upper right of the video window.

As you view these video files, you will often see a dialog box like this:



This dialog box is specific to the Lotus ScreenCam files (".scm") and only appears when it is loading the next file. Sometimes this box appears and disappears very quickly, leaving you with little or no time to read the options. You basically have two options: (1) Let the next file load and play or (2) cancel the remaining lessons by clicking the "Cancel..." button. You also have a third option that cannot be accessed from this dialog box. This option is performed by clicking on the "Closed" box in the upper right corner of the ScreenCam control panel. For a description of the ScreenCam player and its features, refer to "2.7 Lotus ScreenCam Player Features".