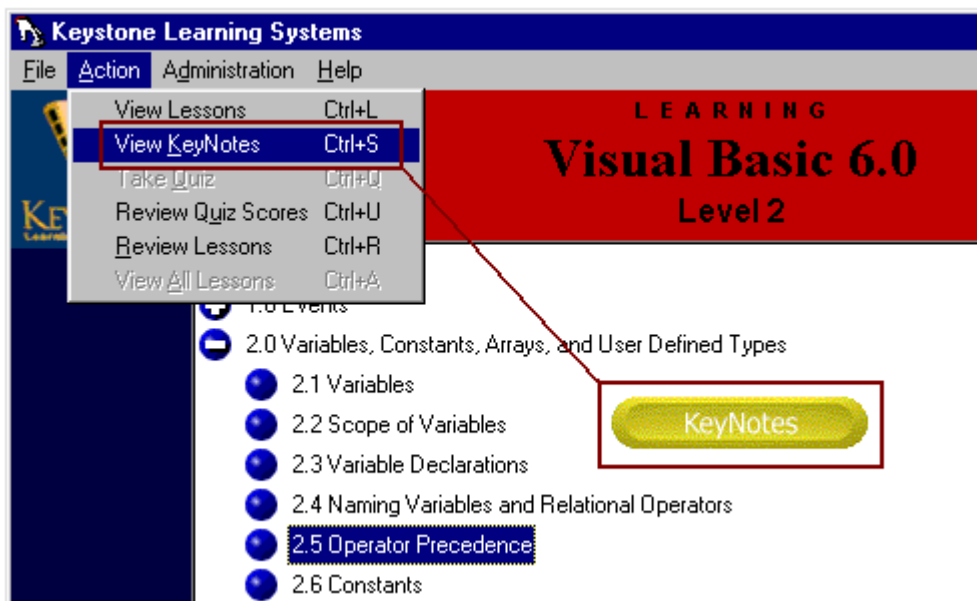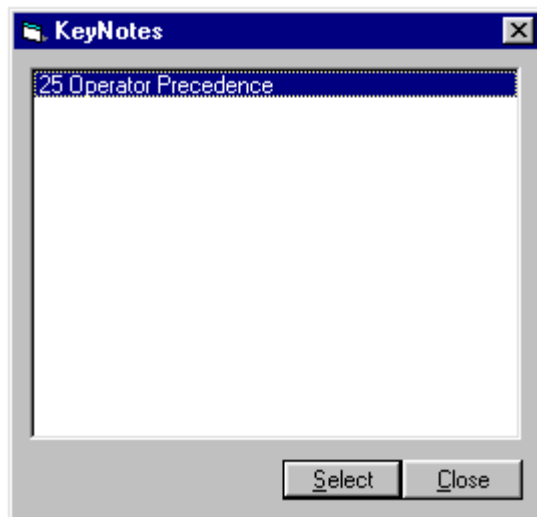# 4.0   Viewing Keynotes

KeyNotes are supplemental text documents that enhance your CD-ROM training. KeyNotes are generally stand-alone training materials that cover the important concepts and features contained in the CD training. The "KeyNotes" feature lets you select a particular topic and then view a text document, complete with graphics. Note that not all training have KeyNotes.
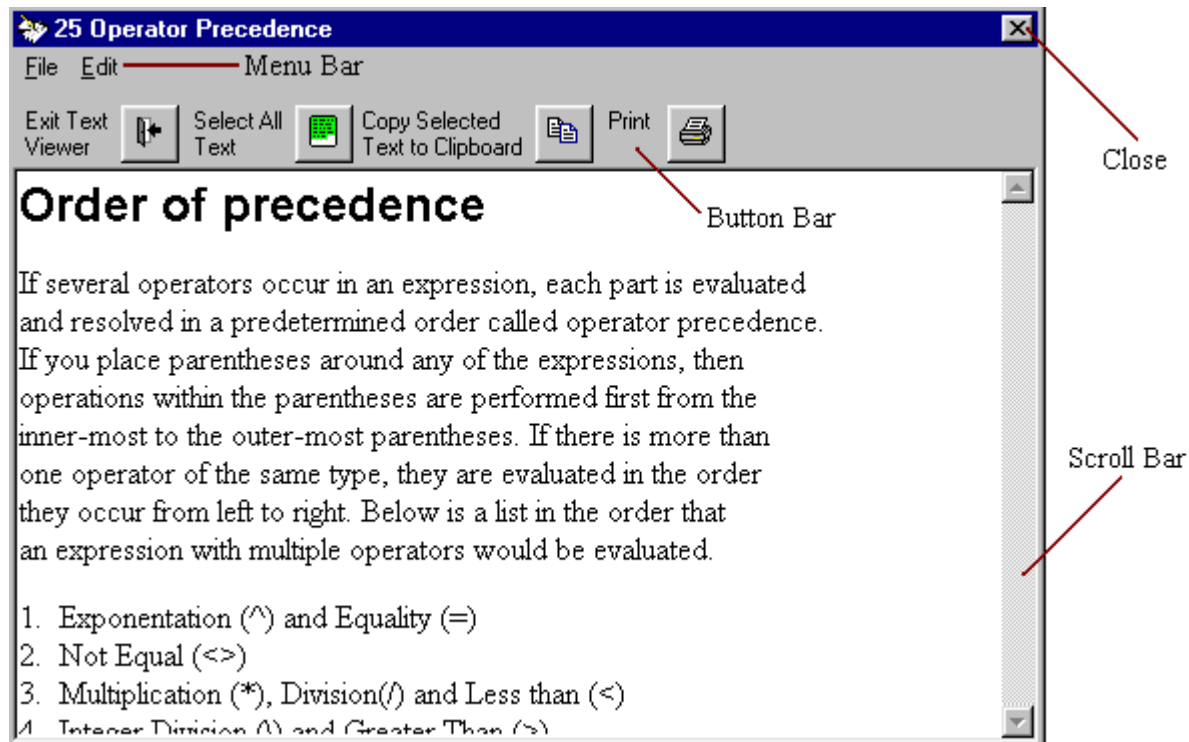
To view a KeyNote…

1. Select the topic and click on the "KeyNotes" button, or select "View KeyNotes" from the "Action" menu, or press <Ctrl><S> on your keyboard.
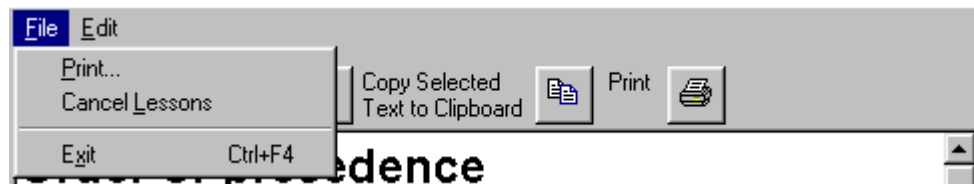

2. The following "KeyNotes" dialog box appears. The KeyNote file you selected from the course outline appears highlighted. Click   "Select" to continue.
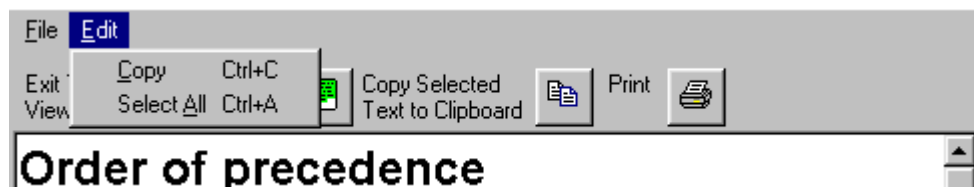
3. The KeyNote Viewer appears. In the text window, below the menu and button bar, you see the text for the topic you selected.

- The bar to the right lets you scroll up and down through the entire KeyNote file.
- The "File" menu allows you to print the KeyNote and close the KeyNote Viewer.

- The "Edit" menu allows you to select all the text in the document and copy the selected text to the clipboard.

- The buttons below the menu bar let you close the viewer, select all the text in the document, copy selected text to the clipboard, or print the KeyNote. These features are also found in the "File" and "Edit" menus.

Exit Text Viewer   Select All Text   Copy Selected Text to Clipboard   Print

- You can change the window size by moving the cursor to any edge and when the cursor changes to a double-headed arrow click and drag to desired size.
- To move the KeyNote's viewer, simply click and drag on the title bar to the new location.