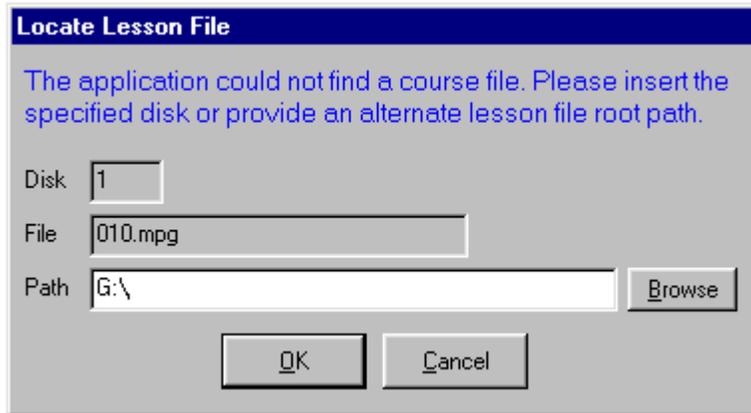
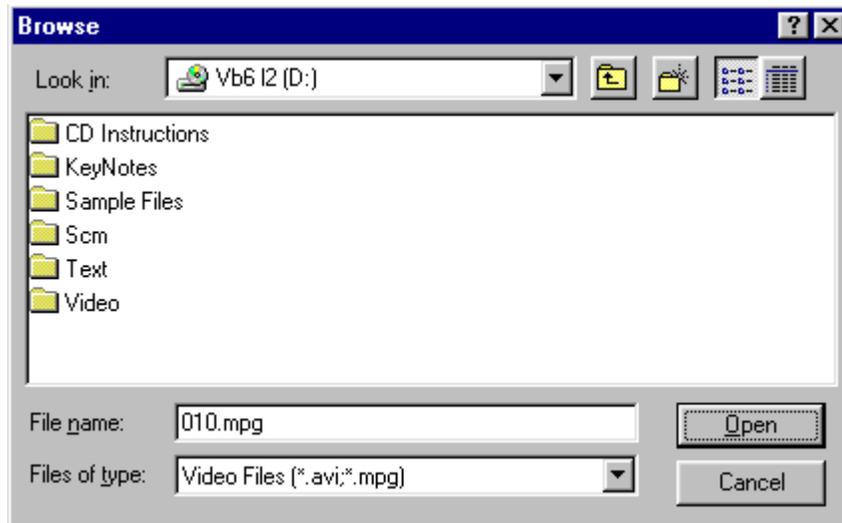


## 2.1 Specifying A Path to Lesson Folders

Before you actually use your Keystone Multimedia training application, you first need to tell your computer where to find the all-important lesson files. If you do not specify the correct location you will get the “Locate Lesson Files” dialog box when you try to view a lesson:



If you do receive this dialog box, click on “Browse”, and locate the correct location of the file specified in the “File” field. The lesson files are located in various folders on the CD from which you just installed this program. Your specific training CD may or may not contain the same files and folders as the example below, but generally they appear in the following:



- The “CD Instructions” folder contains the instruction file you are viewing right now. It is in both the “.doc” and “.txt” format.
- The “KeyNotes” folder contains all the supplemental documentation that accompanies the training. KeyNotes are text documents that either go hand-and-hand with the video or can be used as stand-alone training. These files are Microsoft Word documents (“.doc” files accessed by Microsoft Word or by your word processing application).
- The “Sample Files” folder contains all the files necessary to complete the exercises or examples for the training.

- The “Scm” and “Video” folders contain the audio/visual files that make up the largest portion of the training. These files are accessed by clicking on the “View All Lessons” or “View Lesson” buttons or from the “Action” menu.
- The “Text” folder contains the text files (“.rtf”) for each section of the training. These files are accessed from the keyword searching feature (available from the “Help” menu) and by clicking the “KeyNote” button (which accesses the KeyNote Viewer).

To specify the path, do the following:

1. Click on the “File” menu, highlight “Options”, and select “Specify Path to Lesson Folders...”.



2. From the “Specify Path...” dialog box, enter the path to the folders that contain the lesson files and click “OK”. If this is an initial install you should specify your CD-ROM drive (example below). If you have moved these lesson files on to your hard drive or a network then specify that path and click “OK”.

