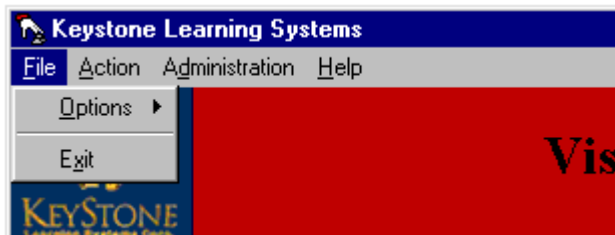# 1.2   Menu Bar

The menu bar is the gray horizontal bar below the application title bar. It has four menu options: File, Action, Administration, and Help.
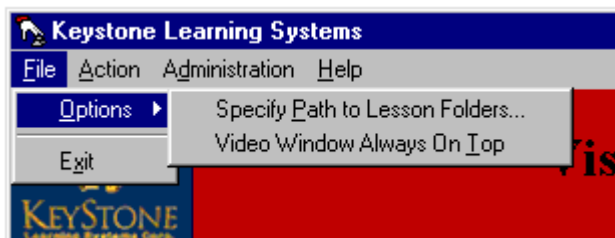
## File Menu
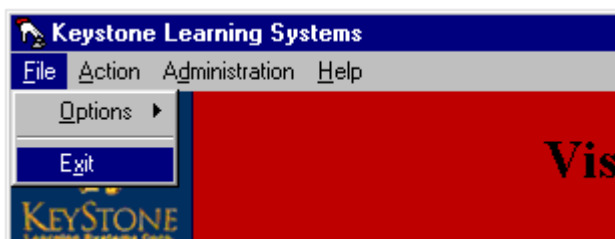
Click on "File" and you see "Options" and "Exit".



"Options" lets you do two things: (1) Specify the path to the video and text lesson files and (2) keep the video lesson window on top. "Specifying Path to Lesson Folders" is a very important setting; one you may need to change before using this application. We will discuss this in more detail in 3.1 Specifying a Path to Lesson Folders .

"Video Window Always On Top" lets you keep the video lesson window (player) on top of other applications you may have opened. So anytime you switch over to another application the video window continues playing on top of that application. This feature is helpful if you are following along with the training. For a description on how to view lessons, refer to "2.2 Viewing a Lesson" and "2.3 Viewing Multiple Lessons". For a description of the different video windows and their features, refer to "2.6   Microsoft ActiveMovie Player" or "2.7 Lotus ScreenCam Player".
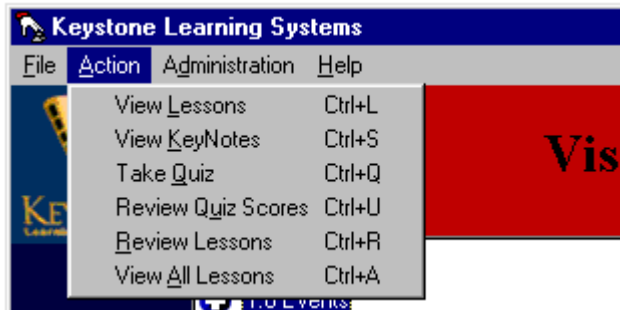


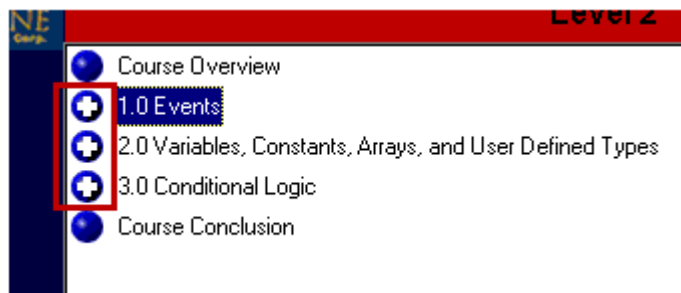The "Exit" option lets you quit completely out of the program.

# Action Menu

The "Action" menu has six options. Depending upon what is selected in the Course Outline, some choices may be grayed out or disabled. Each of these choices functions the same as the buttons with the corresponding names. Each button's feature is discussed in more detail later in this section under the heading "Button Bar".
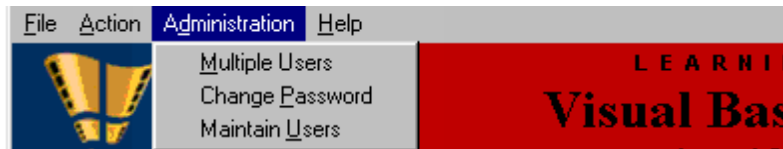


- "View Lessons" lets you view the lesson files for the selected section or sub-section.

- "View KeyNotes" lets you view the particular text files that are associated with the selected section or sub-section.

- "Take Quiz" allows you take a quiz for a particular section or sub-section. KeyStone's Multimedia training also keeps track of which quizzes have been taken and the scores for each.

- "Review Quiz Scores" gives you results of each quiz you have taken.

- "Review Lessons" is similar to "View Lessons" in that it lets you to view the lessons for a selected section or sub-section. The only difference is that "Review Lessons" allows you to choose which lesson file to view if multiple files exist.

- "View all Lessons" lets you view all the lessons found in a selected section or sub-section. This feature is only available when additional sub-sections exist in a section or sub-section. Additional sub-sections are indicated by a plus sign.
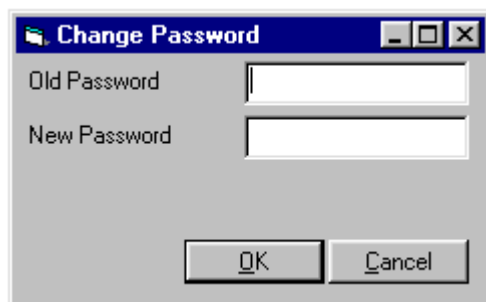
# Administration Menu

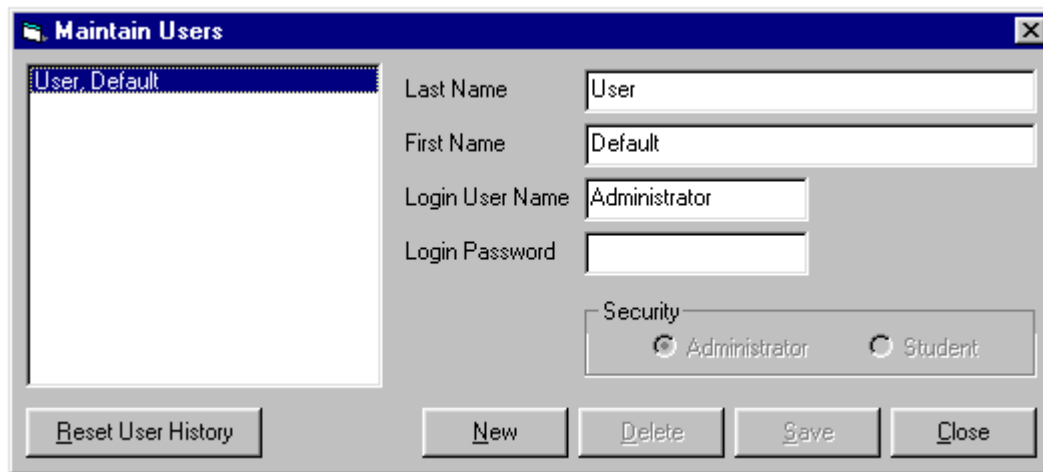The first time you run this application you see the following three menu options under "Administration":



As the menu implies, these options help the system administrator set up the application for multiple use. For step-by-step instructions on how to set up this application for multiple users and how to create those users, refer to Section 6.0, System Administration. Let's take a look at each option:
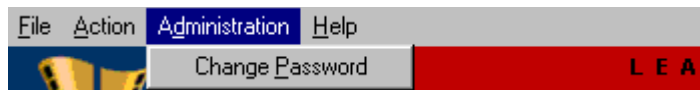
- "Multiple Users" is simply a toggle. When checked every user will need a login and password and only the administrator can see every user's quiz score. When it's unchecked the program launches without asking for a login and password.

- "Change Password" allows you to change your user login password. When this option is selected, the "Change Password" dialog box appears and you are asked to enter in your old password and then the new password. When you are done, click "OK".



- "Maintain Users" allows you to add, delete, and change user logins and passwords as well as login and password for the administrator. It also lets the administrator reset quiz scores. "Maintain Users" is also discussed in more detail in Section 6.0, System Administration. When this option is selected the "Maintain Users" dialog box appears:

- When this application is setup for multiple users ("Multiple Users" checked), each user will be required to enter a login and password. Then when "Administration" is clicked, only the "Change Password" option is available.



# Help Menu

The Help menu provides three options: "Keyword Search", "Meet the Instructor", and "About".



- "Keyword Search" allows you to search all the lessons for specific topics based on keywords you enter. As you type in the first few characters, the system immediately goes out and locates the closest  match. For step-by-step instructions on how to use the keyword search feature, refer to "Keyword Searching".

- "Meet the Instructor" displays biographical information about the instructor. Click "OK" to close this feature.



- The "About" option displays contact information for KeyStone Learning Systems. Included are the mailing address, phone and fax numbers, and the URL to KeyStone's website. Click "OK" to close.