

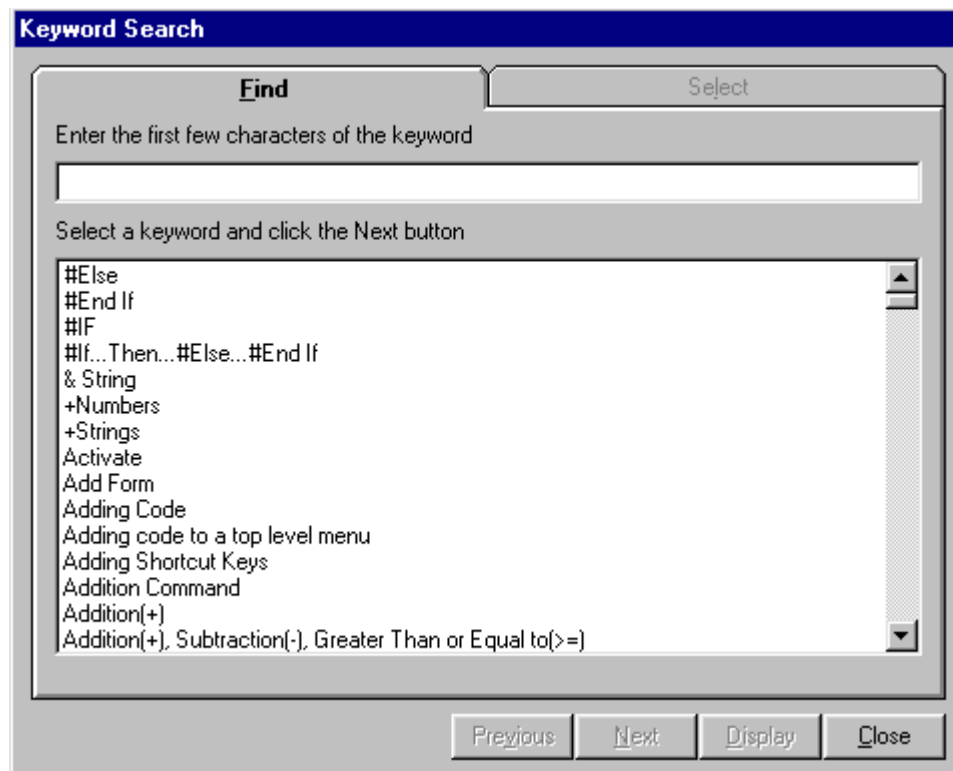
## 5.0 Keyword Searching

The keyword searching feature allows you to enter a few characters of a topic and then immediately view a video or text lesson file. This feature is accessed from the “Help menu.

1. Select “Keyword Search”.



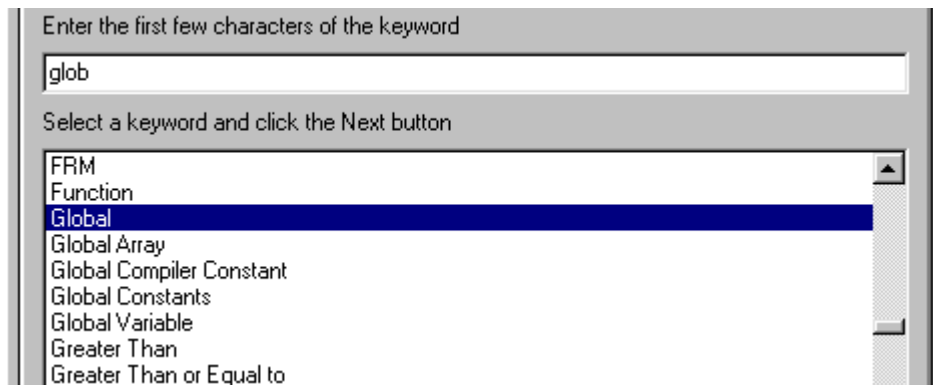
2. The “Keyword Search” box appears.



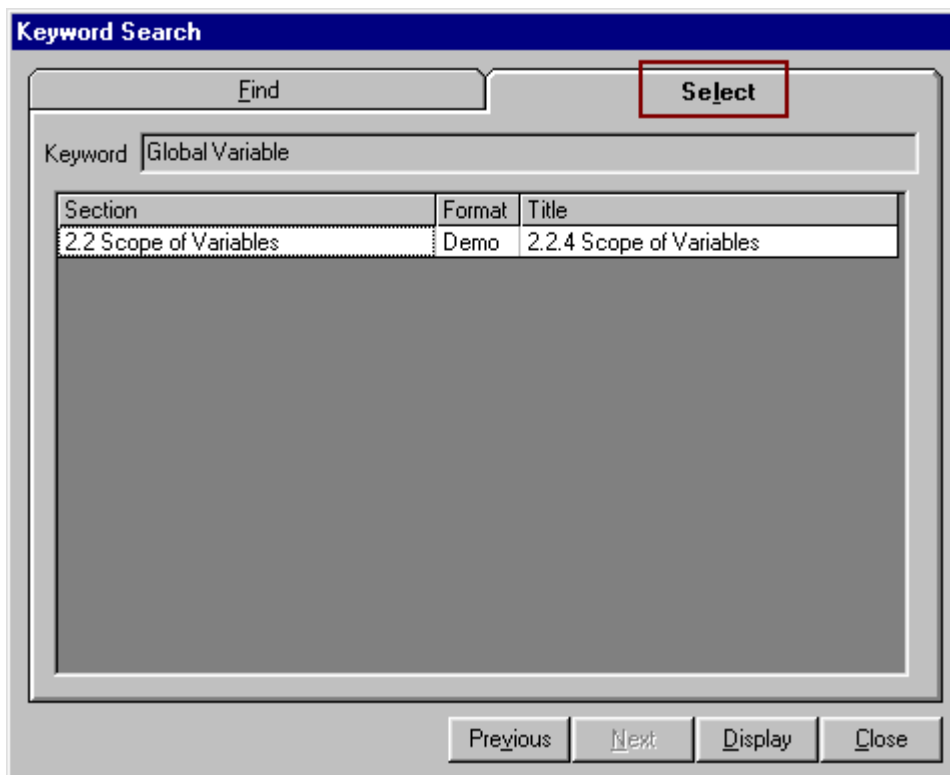
3. Within the “Find” tab, enter the first few characters of the topic you wish to search on.



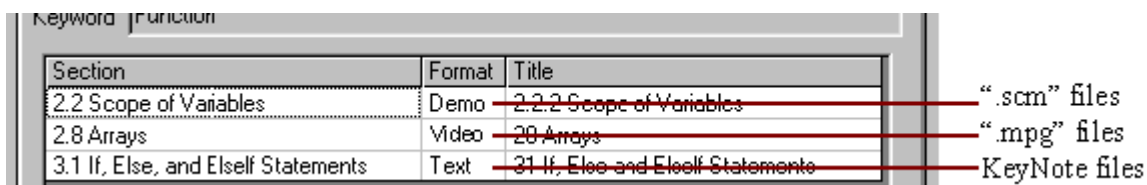
4. Below the enter line, the closest match is highlighted. With this topic highlighted, click on “Next”.



5. The “Select” tab becomes active. The “Previous” button takes you back to the “Find” tab to alter your search. To view the lesson file for this topic, click “Display”. If more than one lesson file is assigned to the topic, select the file you wish to view and click “Display”.



Lesson files with the format, “Demo” are ScreenCam (“.scm”) files. Files with the format “Video” are Mpegs (“.mpg”). The “Text” files are the KeyNotes that are also accessed with the “KeyNotes” button or from the “Action” menu.



Depending upon the format or type of lesson file, you see a KeyNotes Viewer (A), a Microsoft ActiveMovie Player window (B), or the Lotus ScreenCam Player (C).

