

HELP - Frequently Asked Questions

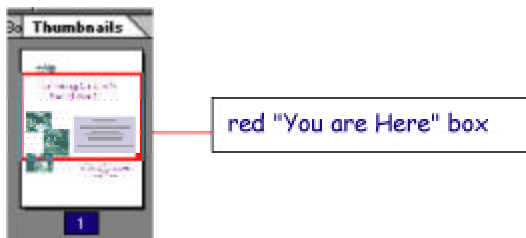
Q. How Do I Listen to a Session?

A. Click on the View Session button and then proceed to choose a session that you would like to hear and click it once. The session will automatically open and the sound will begin to play.

Q. How do I move through the syllabus (written materials)?

A. Use the scrollbar to the right of the page. Click on the slider bar or click, drag and release the thumb.

B. Double-Click on a thumbnail to the left. The red box indicates what page you are currently looking at.



C. Click on page forward or backward located on the bottom of the page.



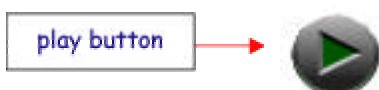
Q. How do I pause the lecture?

A. Click on the pause button.



Q. How do I play the lecture after it's paused?

A. Click on the play button.



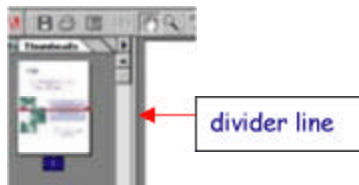
Q. How do I fast-forward and rewind the lecture?

A. Click on the slider bar or click, drag and release the thumb.

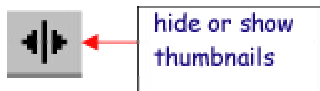


Q. How do I hide/show my thumbnails?

A. Click and drag the divider line.

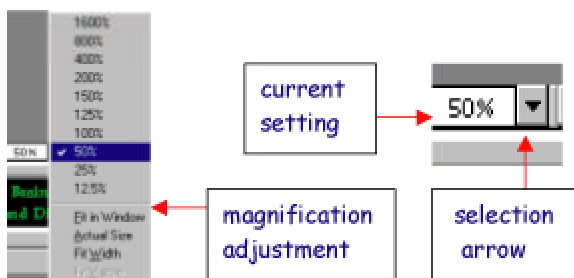


B. Click the Hide/Show button at the bottom of the page.

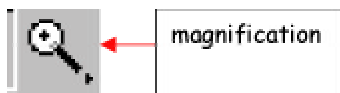


Q. How do I adjust the magnification?

A. Click on the arrow beside the current magnification setting and select the desired magnification.



B. Click on the magnification icon at the top of the page and click on the page to increase magnification. Hold the Ctrl key down while clicking on the page to reduce the magnification.



Trouble Shooting

Q. I put it in my audio CD-player but I couldn't hear any of the sessions

A. This CD cannot play in an audio CD-player. The sessions can be played in an mp3-CD-player.



Q. I installed Acrobat Reader 4 and when I open a session, a license agreement opens and my computer crashes?

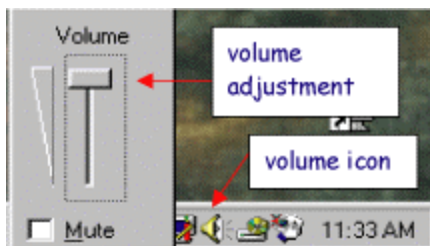
A. Double-click the Acrobat Reader 4 icon on your desktop, click *Accept* on the license agreement, close Acrobat Reader, and re-start the application and run normally.

Q. I have Windows 95 and I can't hear any of the sessions? What's wrong?

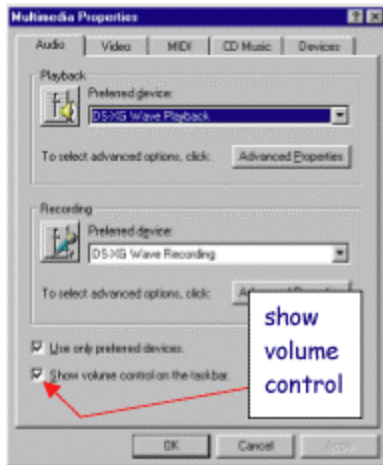
A. Your system is not configured to play mp3's. Go online to Microsoft's downloads site at <http://microsoft.com/downloads> and follow the directions to download and install the upgrade for Windows Media Player.

Q. I am running the CD on a laptop and I can barely hear the sessions. How do I increase the volume?

A. Exit the CD. On the desktop, next to where the time is displayed in the system tray - located lower right-hand corner, look for a volume icon. Single click it and increase the volume. Re-start the application and run normally.



B. If there is not a volume icon in your system tray, go to the *Start* menu in the lower left-hand corner of your desktop. Go to *Settings* and click on *Control Panel*, double-click *Multimedia*, Click on the checkbox in front of *show volume control on the taskbar*, then click *OK*. Follow directions in step A.



Q. I cannot hear any sounds on the CD?

A. Exit the CD. On the desktop, next to where the time is displayed in the system tray - located lower right-hand corner, look for a volume icon. Double-click it and de-select the mute checkbox on Wave Out. Re-start the application and run normally.