

Web-Based Training CD-ROM

by Margaret Driscoll

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How To Use This CD-ROM

This CD-ROM been designed to use in conjunction with *Web-Based Training*. This file explains how to use the directories and documents on the CD-ROM. Become familiar with these resources and print them out as needed.

What is on This CD-ROM?

The disk has five folders that contain resources such as templates, sample presentations, job aids, and URLs.

- 1. Document Templates.** The *Document Directory* contains templates to guide you in the creation of design documents, scripts, and storyboards. These templates can be copied, then customized to meet your needs and used for multiple projects.
- 2. Job Aids.** The *Jobaids Directory* contains checklists, tables, and guidelines to help manage an initial Web-based training project.
- 3. Presentation Templates.** The *Present Directory* contains two presentations that can be used to educate the management team about Web-based training and to kick off a project.
- 4. Worksheets.** The *Worksht Directory* contains copies of the worksheets that accompany the exercises in the book. Before starting an exercise, make a copy of the worksheet and use it to mark your answers.
- 5. WWW Links.** The *WWWlinks Directory* contains complete URLs that provide hot links to professional organizations, e-forums. listservs, and vendors of Web-based training tools.

What Hardware and Software is Needed?

The files found on this CD-ROM require that you have access to a PC running Microsoft® Word 4.0 and PowerPoint® 6.0 or higher. The following table outlines what you can expect from various versions of software.

Hardware

Minimum hardware configuration for Word® 4.0 / PowerPoint® 6.0

Operating Systems	MS-DOS version 3. Or later
Microprocessor	386 or higher
Memory	4MB required
Hard disk space	Microsoft® Office Standard 21 MB
Disk Drive	One 3.5 high-density drive, 2X CD-ROM drive or faster
Video adapter	VGA or higher resolution
Pointing device	Microsoft compatible mouse

Software

Browsers

Either browser will work

Versions

	Minimum	Higher
Microsoft	Internet Explorer® 3.0	Yes
Netscape	Navigator® 3.0	Yes

Microsoft Office Applications

	Minimum	Higher
PowerPoint®	Office 95 version 4.0	Yes
Word®	Office 95 version 6.0	Yes

Where To Obtain Browser Software?

Browser software can be purchased from a computer store or from the Microsoft and Netscape Web sites. The terms on which Microsoft and Netscape provide their browser software are subject to change, so it is best to locate their Web sites to become familiar with most current terms.

Microsoft Internet Explorer: <http://www.microsoft.com>

Netscape Communicator: <http://www.netscape.com>