


# ViaGrafix Teach Yourself Training



[The Application Bar](#)

[The Control Bar](#)

## Clear Marks Button



Clear Marks

This button clears the color from the topic text, which is used to indicate topics that have already been viewed.

## Play Button



If you select a topic for viewing, you can use this button to play the topic. This makes it easy for everyone, since some new users have trouble double-clicking. Many experienced users prefer this method also.

## Help Button



Help

This button opens a multi-media Help topic which will take you on a guided tour of the user interface.

## Try It Button

When you highlight a topic that contains an optional interactive topic, the Try It button becomes available or "lights-up."



**Inactive**

**Active**

With the topic still highlighted, click on the Try It button to start the interactive topic.

## **User-Interface Controls**

There are just two types of controls you need to know about to use this tutorial effectively. One is the [Application Bar](#) and the other is the [Control Bar](#).

Click on the button you would like to know more about.



## **Application Button**

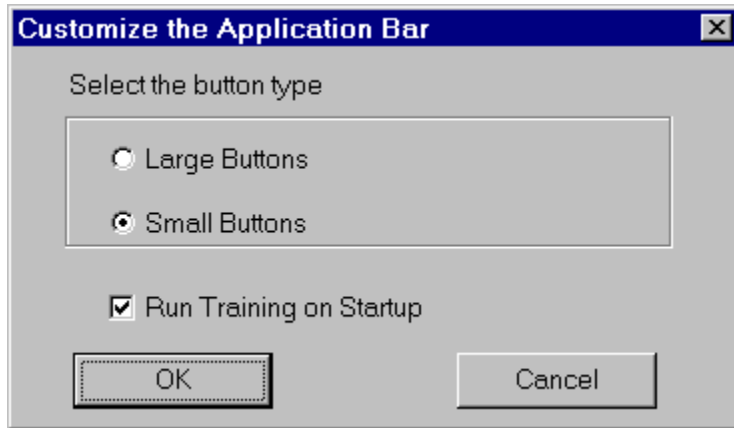
This button starts the tutorial for the program.



## Options



This button allows you to set the options for the Application bar. When you click on this button the following dialog box appears. You can choose small or large icons, or select which titles appear on the Application Bar.



**Exit** 

Click this button to exit the ViaGrafix Application Bar.

Click on the button you would like to know more about.

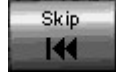


**Current Topic Bar**

Saving a File

This area displays the name of the topic that is currently being viewed.

### **Skip Back Button**



This button allows you to “skip” backward to the previous topic in the tutorial to watch or listen to that topic again. If you lose track of where you are in the tutorial while skipping through topics, refer to the Current Topic Bar which is located on the left end of the Control Bar.

### **Skip Forward Button**



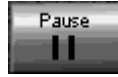
This button allows you to “skip” forward to the next topic in the tutorial if you have watched the current topic previously or just don’t want to know about that topic use this button to skip past them. If you lose track of where you are in the tutorial while skipping through topics, refer to the Current Topic Bar which is located on the left end of the Control Bar.

## **Repeat Button**



The repeat button starts the current section over again.

## **Pause Button**



This button lets you stop the tutorial where it is while still maintaining your position. To start the tutorial where you paused it, press the pause button again to restart the topic.



## **Stop Button**



This button stops the current section and returns you to the Contents section where you may choose a different section you would like to learn about.



