Recorded Workshops – Instructions

The file you are viewing is a Flash recording of a PowerPoint presentation. It includes the presenter's audio narration to the audience.

The four tabs in the top left hand side offer various views, access to the presenter's transcript and a key word search function.

You can scroll through the thumbnail view to navigate the presentation and select a slide. The buttons in the control bar at the bottom of the screen can also be used for navigation. The outline view can also be used to navigate through the presentation. It lists the title names of the slides and this makes for an efficient method to search for specific slides.

The presenter's audio recording automatically plays when navigating through the slides. The Play button and the sliding control bar can be used to pause, rewind and fast forward the audio content for that particular slide. Volume control is also accessed from the toolbar.

A transcript of the audio is included in these recorded workshops. This can be accessed by clicking on the Notes tab.

These recordings also have a Search tool. It can be used to locate key words that are contained on a slide or in the Notes section. This is particularly useful when wishing to locate a phrase from a lengthy transcript.

The web links in these recordings can be used to gain direct access to a web site.

The recordings retain all the custom animations of the presenter's original PowerPoint. In some instances, you will need to click on the Play button (or anywhere in the slide) to activate the sequence of custom animations.

Some of the recorded workshops contain video content. These videos are signified with a TV screen and will commence automatically. However, if the slide contains an audio recording of the presenter, the video will not play until it is activated. This is to avoid the two audio files being heard at the same time. The video can be started, paused and restarted by clicking on the TV at any time.

Other recorded workshops and a comprehensive video tutorial can be downloaded from Special Education Resource Unit web site. http://web.seru.sa.edu.au/Workshops.htm

The keyboard commands listed below can be used for accessibility.

Action	Command	Action	Command
Play/Pause	Space	First slide	Ctrl + Home
Next slide	PageDown	Last slide	Ctrl + End
Previous slide	PageUp	Last viewed slide	Backspace
Next step	Enter	Replay current slide	Home
Previous step	Shift + Enter	To end slide	End
Seek forward	Right	Sound volume +	Up
Seek backward	Left	Sound volume -	Down