

Instructions on How to Use SGNA's Online Software

Under the main slide window are three buttons (Play/Pause, Backward and Forward) and a slide duration bar. When you start the presentation or navigate to any slide in the presentation the software will automatically start playing that slide. Pressing the "Pause" button will pause the presentation. When the "Pause" button has been pressed it will change to the "Play" button. To start the slide again, simply press the "Play" button. To move forward or backward in the slide you can click anywhere on the slide duration bar. The slide duration bar will display the number of the slide and how long the audio and animations are on that slide. You can advance forward or backward to other slides in the presentation by clicking the "Backward" and "Forward" buttons.

On the left side of the screen you will see four tabs (Outline, Thumbnails, Notes, and Search). The default for this part of the screen is "Outline."

Outline:

"Outline" provides an outline of every slide in the entire presentation. At any time you can navigate to any slide in the presentation by clicking on the name of that slide in the outline window.

Thumbnails:

By selecting "Thumbnails" you will see an outline of every in the entire presentation in thumbnail form. At any time you can navigate to any slide in the presentation by clicking on the thumbnail of that slide in the thumbnail window.

Notes: (*Advanced Associates Program Only*)

Some slides in the presentation will include additional notes. These notes will provide additional information about the content of the current slide. To view these notes simply click "Additional Notes." When a slide has additional notes an "Additional Notes" button will appear in the lower right corner of the presentation window. Additional notes can also be viewed by clicking this button.

Search:

The search function will help you to navigate to slides in the presentation using specific search terms

As mentioned above, some slides include additional notes relating to the content of the current slide. If a slide has additional notes an "Additional Notes" button will appear in the lower right corner of the presentation window. Additional notes can also be viewed by clicking this button.

Some presentations will include supplemental diagrams and reference materials. To view these materials click the "Attachments" button located in the upper right corner of the navigation window. Please take a minute to open and print these materials to reference while you using this presentation.

If at anytime you have trouble with this program, please do not hesitate to call SGNA Headquarters at 1-800-245-7462. Thank you for your participation in SGNA's Online Educational Programming!