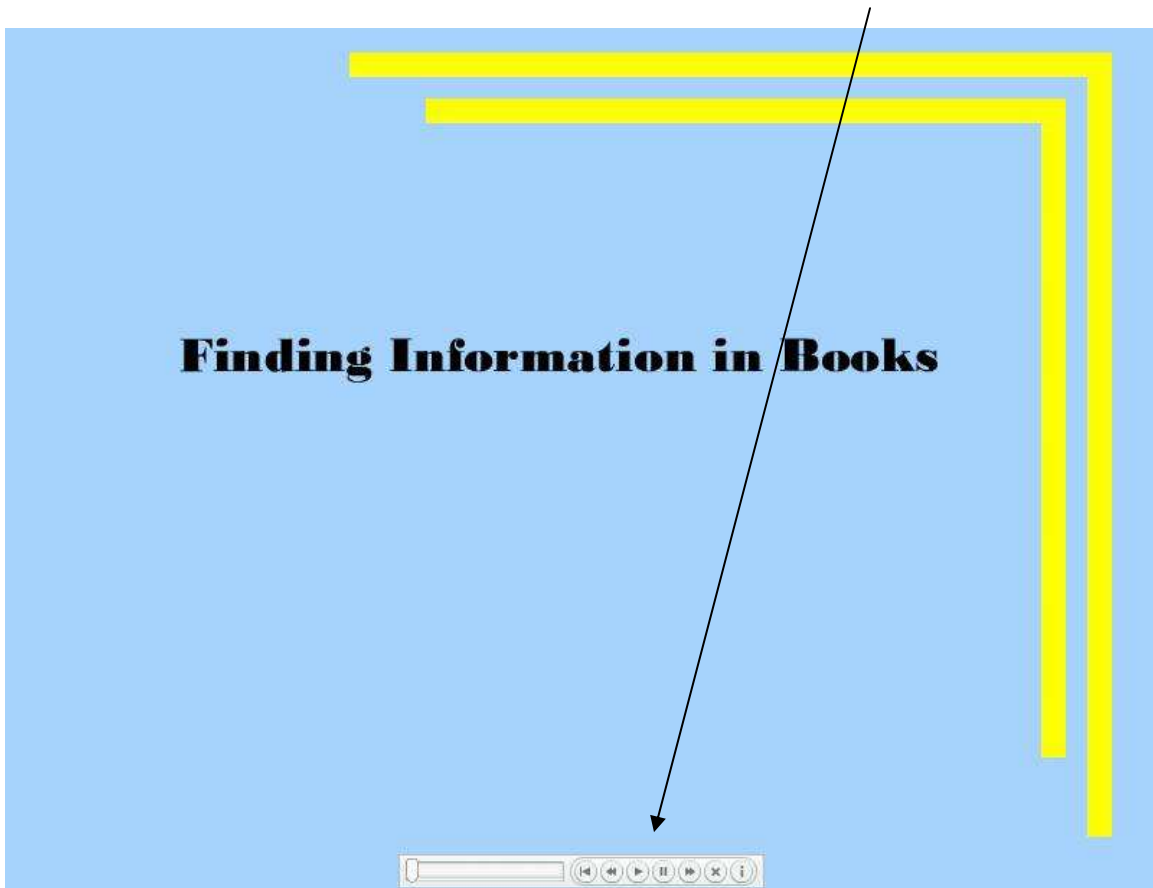


Tips for using flash tutorials

1. Be sure you have flash loaded on your computer. You can download a free version of Adobe Flash Player at http://www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash
2. Each tutorial will have a playback control bar as seen at the bottom of this screen. You can use this to control your timing through the tutorial. You can use it to pause, resume play, exit, skip forward or skip backward.



3. Many of the tutorials have a menu screen following the introductory screens which allow you to skip to particular sections of the tutorial. This allows you to revisit particular sections or complete various sections of a tutorial as time allows.



4. There are two different types of tutorials. The first is a movie style tutorial which gives you information or shows you how to perform a task. For these tutorials you simply watch the tutorial. The other type of tutorial is an interactive tutorial. For these tutorials you are asked to perform tasks such as typing text or clicking on search buttons. Red text is used to indicate an action you should perform. For example in screen below you are directed to click on the title of the item *Employee training and development*, the tutorial will not advance until that action is taken.

The screenshot shows a Mozilla Firefox browser window titled "Cooperating Libraries in Consortium /CLICwoBEW - Mozilla Firefox". The address bar contains the URL "http://clinet.clic.edu/search/X?searchtype=X&searcharg=emplo". The search results page shows 192 results found, sorted by relevance. The first result is "Employee training and development / Raymond A. Noe, Noe, Raymond A. Boston : McGraw-Hill, 1995." with a book cover image. A yellow callout box points to the title of this first result, containing the text: "Let's look closer at one of the results. Click on the title of the first item, *Employee training and development / Raymond A. Noe.*" Other results include "Measuring the level of satisfaction with regard to employee training at Fisher-Rosemount Systems, In" and "State employee training : a best practices review."