

INSTRUCTIONS AND TIPS FOR USING THE CURRICULUM POWERPOINT PRESENTATIONS

Even with the new look and feel of the new curriculum, the videos are set up the way they have always been - right in the PPT slides. Please refer to pages 20 and 21 in the Instructor Preparation section of the Instructor Guide (IG) which has the following information. Please note if Instructors do not copy and paste the folders over correctly the videos will separate from the PPT slides and Instructors will need to reconnect them.

All files can be opened whether the videos are linked or not. To play the videos, however, requires cutting and pasting the files so they are together in one folder with the equipment you are using to conduct a certification course. Whether the videos play in PowerPoint or not depend on your computer (PC/Windows, Mac), your operating system version, and the type of media player installed on your computer. Older versions of PowerPoint (such as 2002) may only intermittently play the videos within the PowerPoint slide. In this case you will need to minimize the PowerPoint presentation and directly play the video file.

One correction that is needed pertains to Module 4, WMV Version, in the last slide, 4-23. This slide is linked to the wrong video. The NCPSTB sincerely apologizes for this error! This slide is linked to the same video as the prior slide which shows installation with a locking retractor. This should have been the video with the title "Install Car Seat with Auto Locking Retractor". To fix this, the existing video has to be replaced by the correct video. To do this, please delete the current video and then link the correct video.

For Module 9, to use the PPT MP4 you need to relink the videos. Don't want to do that? Just use the WMV PPT instead.

For Chapter 10, you need to close the MASTER View and link up the videos. To close the MASTER view, go to the top tool bar and you should see a red square with an X in it. It says "Close Master View". Click on this red square and the full Power Point presentation should appear. Then, follow the instructions below to reinsert the video files.

You are not able to edit the DVD so please save all course materials on your computer. This will also keep you safe from a broken or scratched DVD.

Always refer to your computer and software manuals for details and troubleshooting.

Running the Presentation and Videos

To view the presentation on your monitor, open the presentation file for the appropriate module, and then select Slide Show from the View menu (or click on Slide Show from the icon near the bottom of the screen, or press the F5 key). The first slide will fill your screen.

There are several ways to advance to the next slide or go back to previous slides. The easiest way is to press the down arrow to advance and the up arrow to go back. Press the Esc (Escape) key to return to the normal view.

The slides with videos are not set to start automatically. Instead, manually start the videos by clicking on the Play Video icon. This allows the Instructor to introduce the topic in advance of the video.

Working with the Presentation and Video Slides

Because the videos are linked to the presentation, the videos MUST be in the same folder as the PowerPoint presentation to operate.

- Copy the entire PowerPoint Slides folder from the Instructor DVD as is to the hard drive of the computer that will be used for a course.
- Check ALL slides and videos BEFORE you begin teaching.
- Be sure to play the each video to the end.

NOTE: Always use the Copy and Paste feature of My Computer (or Windows Explorer or equivalent function) to move the slide presentation files from one folder to another.

The slides with videos are linked to the MP4 (for Mac) or WMV (for Windows) video files.

If the video file is separated from the PowerPoint slide it will not play.

Follow these steps to reinsert the video file

1. On a Windows (PC) computer, open the PowerPoint presentation with the slide that links to the video.
2. From the top menu and while in Normal view, select Insert < Movie < Movie from File.
 - Double Click the video file to insert. This will insert your video directly into the presentation as an image that can be moved, resized, and played either when the slide comes up in your slideshow or when you click on the image.
 - Resize the video file to fit within the slide header/footer.

NOTE: Make sure the video is saved into the same folder as your PowerPoint presentation. This helps to prevent broken links and ensure the video will play properly if you move both files (the PowerPoint deck and video) to another location.

3. Save the changes made to the PowerPoint presentation.
4. Play the video to ensure it is now connected to the slide.

Again, whether the videos play in PowerPoint or not depends on your computer (PC/Windows, Mac), your operating system version, and the type of media player installed on your computer. Older versions of PowerPoint (such as 2002) may only intermittently play the videos within the PowerPoint slide. In this case you will need to minimize the PowerPoint presentation and directly play the video file.

If one is available, consult your MIS or IT department to assist you with any problems.