

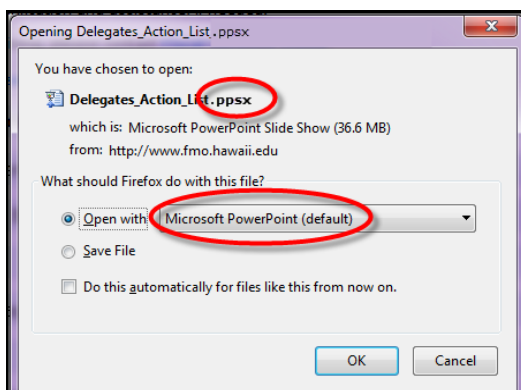
Detailed Instructions for viewing On-Line Tutorials:

Q: How do I view and/or print an On-Line tutorial?

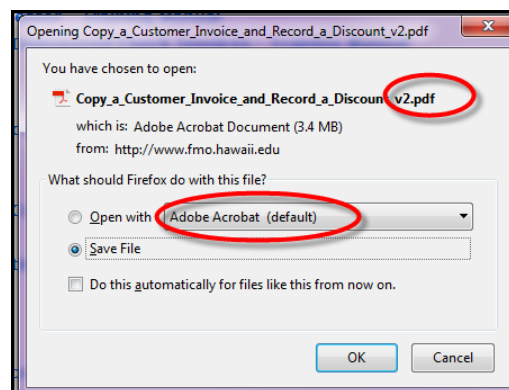
A: On-Line Tutorials have been created in 2 different formats: Narrated Microsoft PowerPoint Slideshow (PPSX) or Adobe Captivate (PDF) which may be viewed using different internet browsers, e.g., Mozilla Firefox, Internet Explorer, Safari, etc. The information below provides instructions for each tutorial format using different default browser settings. NOTE: Depending on your browser settings and preferences, these instructions may not be exactly what is returned.

Go to the Financial Systems service within the Financial Management website (www.fmo.hawaii.edu/financial_systems/) and click on the Training Tab. On the Training Tab there is a topic list that can be expanded to display the related training materials by clicking on the plus symbol. Click on a plus symbol to expand a topic list and then click on the link to the online tutorial to view.

PowerPoint



PDF



Instructions for playing On-Line Tutorials that are in Microsoft PowerPoint Slideshow (PPSX) format:

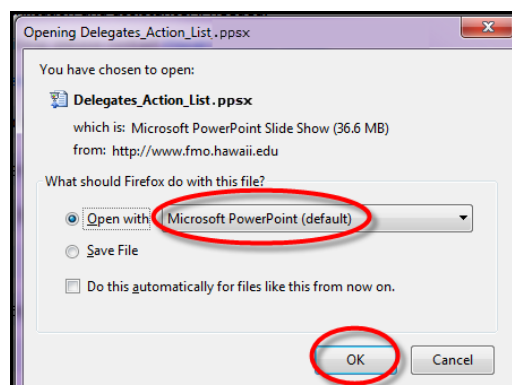
Note: These presentations are narrated so you will need headphones or speakers to hear the audio portion.

A. In Mozilla Firefox, Chrome:

1. To Open

a. Mozilla Firefox:

A window opens prompting you to open or save the file. Click on the radio button beside "Open With" and select Microsoft PowerPoint as the application using the drop down button in the text box. Click "OK". The PowerPoint Slideshow document will open and play automatically.



b. Chrome:

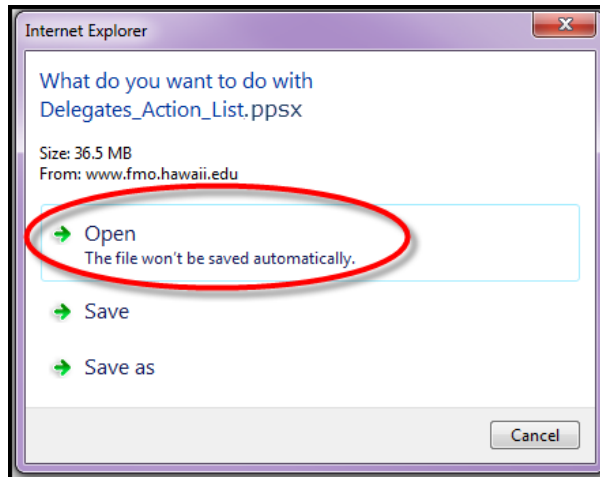
The file will automatically download to your computer. Click on the filename in the download section to open and play the file.



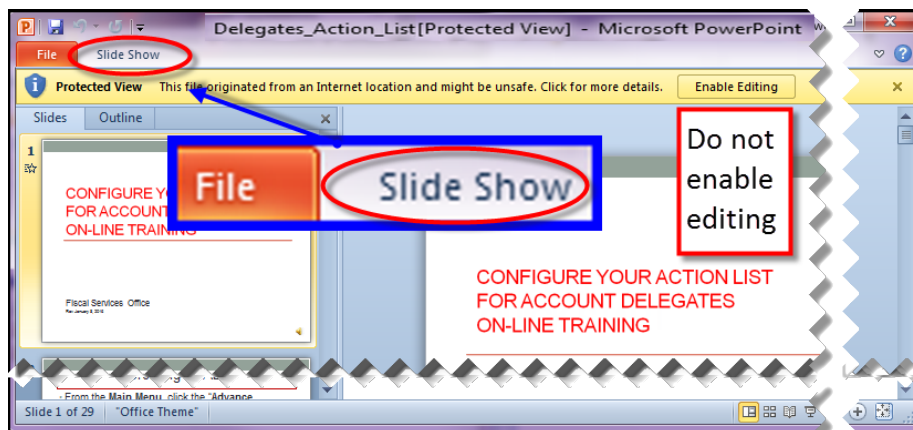
2. **To Close:** At the conclusion of the tutorial click anywhere on the screen or click the “Esc” button on your keyboard to end the slideshow.

B. In Internet Explorer:

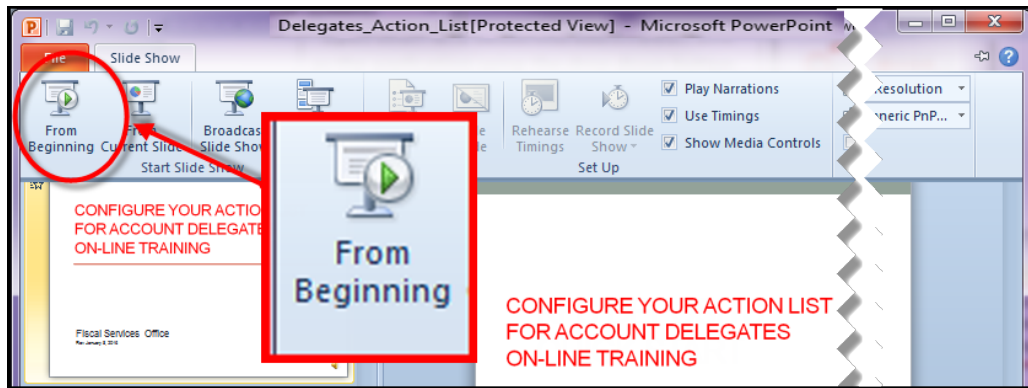
1. **To Open:** A window opens prompting you to open or save the file. Click on the radio button beside “Open.” The Microsoft PowerPoint Slideshow will download to your computer and open automatically in PowerPoint.



2. **To View:** You may need to click to advance to the next slide.
 - a. Click on the “Slide Show” menu option from the PowerPoint main menu at the top of the screen. Please do not click “Enable Editing as the document is in “Protected View



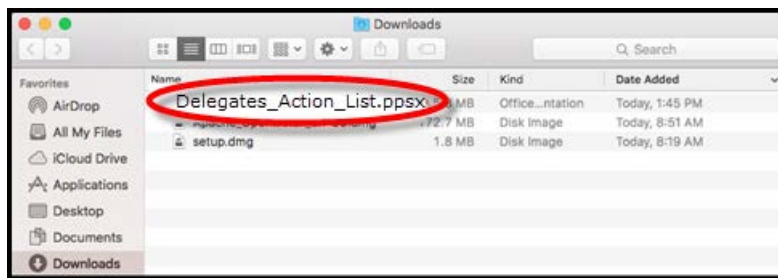
To view the entire content, click the “From Beginning” button



- To Close:** To close the file, click the Close button (“X”) that appears at the top right of the PowerPoint window

C. In Safari

- To Open:** The file will automatically download to your computer. Click on the filename in the download section to open and view the tutorial.

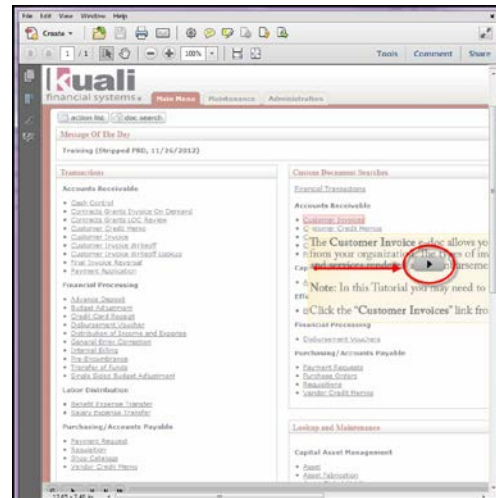
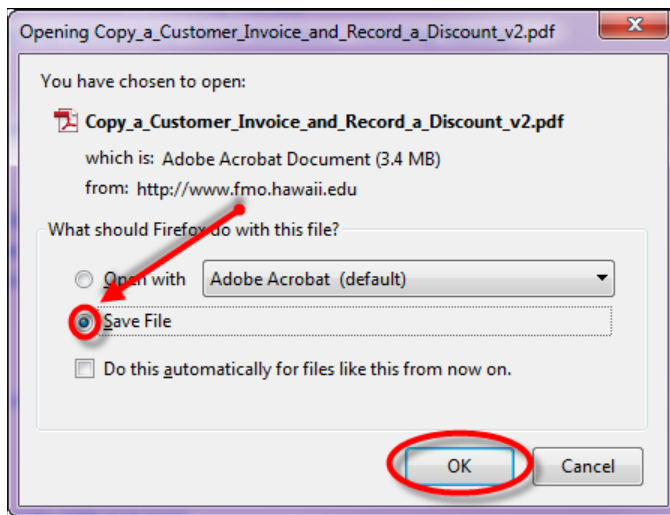


- To Close:** At the conclusion of the tutorial click the “Esc” button on your keyboard to end slideshow. To close the file, click the Close button (“X”) that appears at the top left of the PowerPoint window.

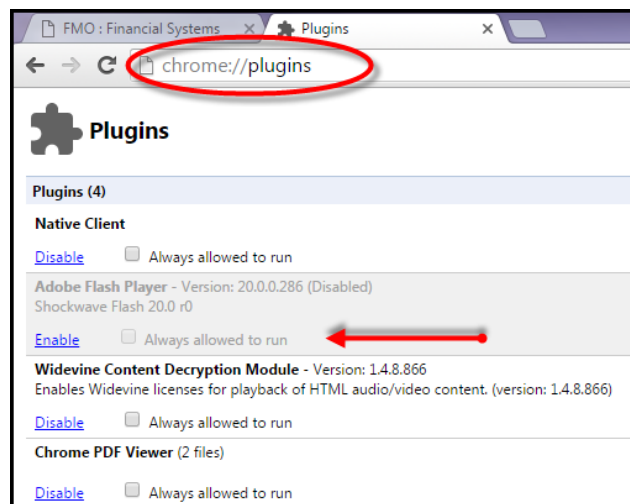
Instructions for playing On-Line Tutorials that are in Adobe Captivate (PDF) format:

Note: These tutorials have an interactive component and require the user to enter data as indicated in the instructions on the screen.

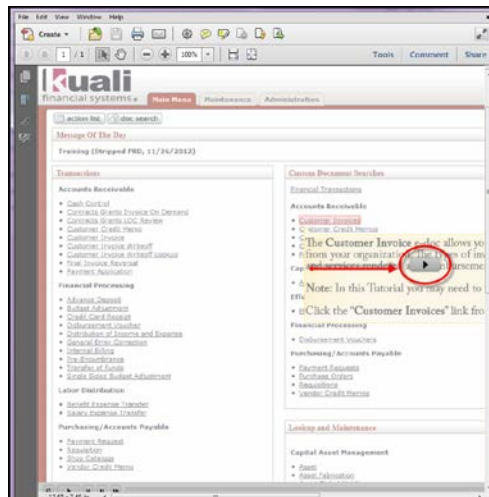
- A. In Mozilla Firefox, Chrome or Internet Explorer
1. Mozilla: A window opens prompting you to open or save the file. Click on the radio button beside "Save File". Save the PDF file to a location you can remember. Double click on the filename in the saved location. In the window that opens click on the "Play" button and follow the instructions in the tutorial to proceed.



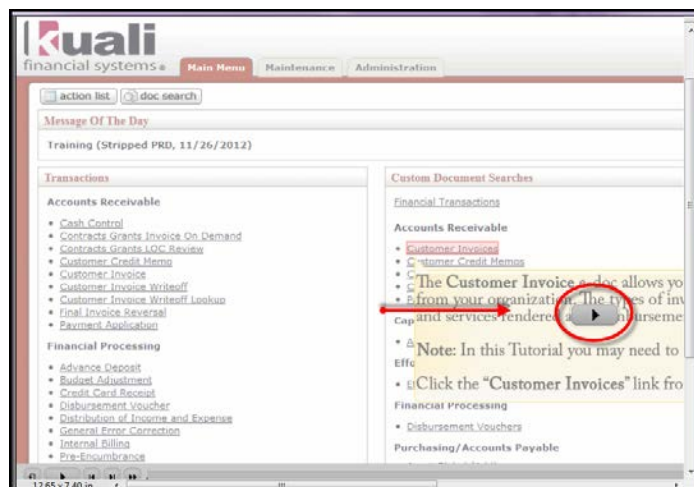
2. Chrome: The file will automatically download to your computer. Click on the filename in the download section to open the file. If the file does not open, click on the "Save" icon to save the file and open the saved file. Follow the instructions in the tutorial to proceed. Note: You may need to enable the Chrome PDF Viewer in settings: Chrome://plugins



- Internet Explorer: The file will automatically load on your computer. Click on the “Play” button in the window that opens and follow the instructions to proceed through the tutorial.



- In Safari: When you click on the link, the file will automatically load on your computer. Click on the “Play” button in the window that opens and follow the instructions to proceed through the tutorial. Be sure to play the file using the Adobe program and not the default PDF Viewer program on the Mac.



To close the file, click the Close button (“X”) that appears at the top right of the PowerPoint window in Mozilla Firefox, Chrome and Internet Explorer or on the top left of the screen in Safari.