

## 1. Slide Introduction

Having both the video page and the exercise page open at the same time, makes it easier to understand and learn skills in the interactive video courses. In other words, you can watch the video, do tasks or complete exercises without having to drop pages down to the taskbar.

First time users can get confused if they are moving back and forth between the video and the exercises and having to constantly open and close pages. It is so much easier to see everything at the same time.

To assist you set this up, I am going to explain the process so you can easily pause and replay your video and practice the skills throughout the course. To help even further, you will find a transcript of these instructions on this webpage that you can download. In the next slide I will list the topics I will discuss in this video.

## 2. Slide Topics

There are several processes I will show you.

First, how to set up on a laptop with a 15.6 inch screen

Then how to set up on desktop with a 19" screen

After that, how to set up on a laptop plus an extra screen

Then I will explain how to increase the size of the video by putting it into full screen mode

For students who have little experience with computer I have included some instructions on how to manage the video controls at the end.

For some additional clarification of terminology. When I refer to a page, I am talking about the video webpage or the Microsoft Word document page, or the File Explorer page. When I refer to a screen I am talking about the computer's physical screen and the desktop background is part of that screen.

## 3. Slide Resize the page on a laptop

Firstly, I will show you the process on a laptop computer which has a 15.6 inch screen.

When you open the webpage of your course you will need to resize it so that it only takes up about half of your screen.

With the course webpage open, if it is maximised or full screen, then click the maximise or resize button in the top right of your screen to slightly reduce the size, just so you can see a margin of the desktop on the right side of the webpage.

Hover your mouse over the side of the webpage until a double arrow appears that looks similar to this. It is called the resize arrow.

Drag the side of the course webpage **in** towards the centre of the screen so it sits similar to this screenshot. You should see the desktop in the other half of the screen where you can open a document.

This is what your screen would like with both parts open. The webpage on the left and a document on the right side of the screen.

This document has been reduced to 75% in the zoom group on the view tab. The reason it has been reduced is the laptop has a smaller screen

With the course webpage positioned this way you can now see and access the desktop and taskbar of your computer. Plus you can do the exercises as instructed in the video and click on either page to swap back and forth.

You can also easily scroll down either page to access more information

#### 4. Slide      How to set up on a desktop and 19 " screen

This is a desktop computer and the size of the screen is 19 inches. It is the same process as the laptop.

Slightly minimise the webpage so you can see margins of the desktop.

Drag the webpage across to the middle so you can see half the desktop.

Open a word document. This document has been sized at 100% because the computer monitor or screen is larger and you can see more of both the webpage and the document.

#### 5. Slide      How to set up on laptop or computer plus an extra screen

Ideally to have a second screen attached to your laptop or desktop computer is the best option, as you can arrange one page on each screen.

And this is what it would look like if with the two screens. In this case I am using a laptop with the extra screen.

The process to set this arrangement up is to firstly place the extra screen on the **right** otherwise you will have difficulty with the way the mouse travels. You will need to experience this to know exactly what I mean.

In this case the screen on the left is the laptop and the screen on the right is the extra 19 inch screen.

The pages can be swapped around with the webpage on the laptop on the left and the word document or the exercise on the right, but as I said the screens of the devices need to be arranged in one way.

One of the advantages of having two separate screens is you can put the webpage into full screen mode.

To attach an extra screen, plug it in, right click on the desktop and select display settings. When the setting screen opens, scroll down to Multiple displays and select 'Extend these displays' and save the changes.

#### 6. Slide      Full screen mode

When you are using a single computer with the pages side by side, there will be times when you cannot clearly see the details on the video. Unfortunately the video is as big as the software will allow me to make it. And technology has not advanced to the stage of a split screen. You can click the 'full screen' mode icon in the bottom right corner to get full screen to watch the video and then re-click the icon to reduce it back to the original size. The video will return to its original size and position so you can see your two pages again.



#### 7. Slide      Video controls


The following instructions are for students who have had little experience with computers and would like to know how to work the video controls

You can do more than start and stop your video and I will explain some of the controls.



To start the video, click on the start/pause icon or button ► which will change the button to this icon ■■


When you want to stop or pause the video, click on the start/pause button to stop the video while you do the activity.



Then click on the start/pause button  to start the video again.  
If you wish to replay a section of the video, use the mouse to pull back the time on the video progression bar.

#### 8. Slide Video controls

Or use the back or forward arrow that looks like this arrow  and this arrow  with a number 5 or 10 seconds signifying how far back or forward the video will go at a time. So, if the arrow indicates it will go back 10 seconds and you want 30, then click it 3 times.

To watch in full screen mode, click on the "full screen" icon in the bottom right corner of the video to expand to full screen, then click on the icon  again to return to the former screen size.

If you need to minimise the screen so you can do an activity, click on the minimise button to send the webpage to the taskbar at the bottom and then click on the browser on the taskbar to restore the page .