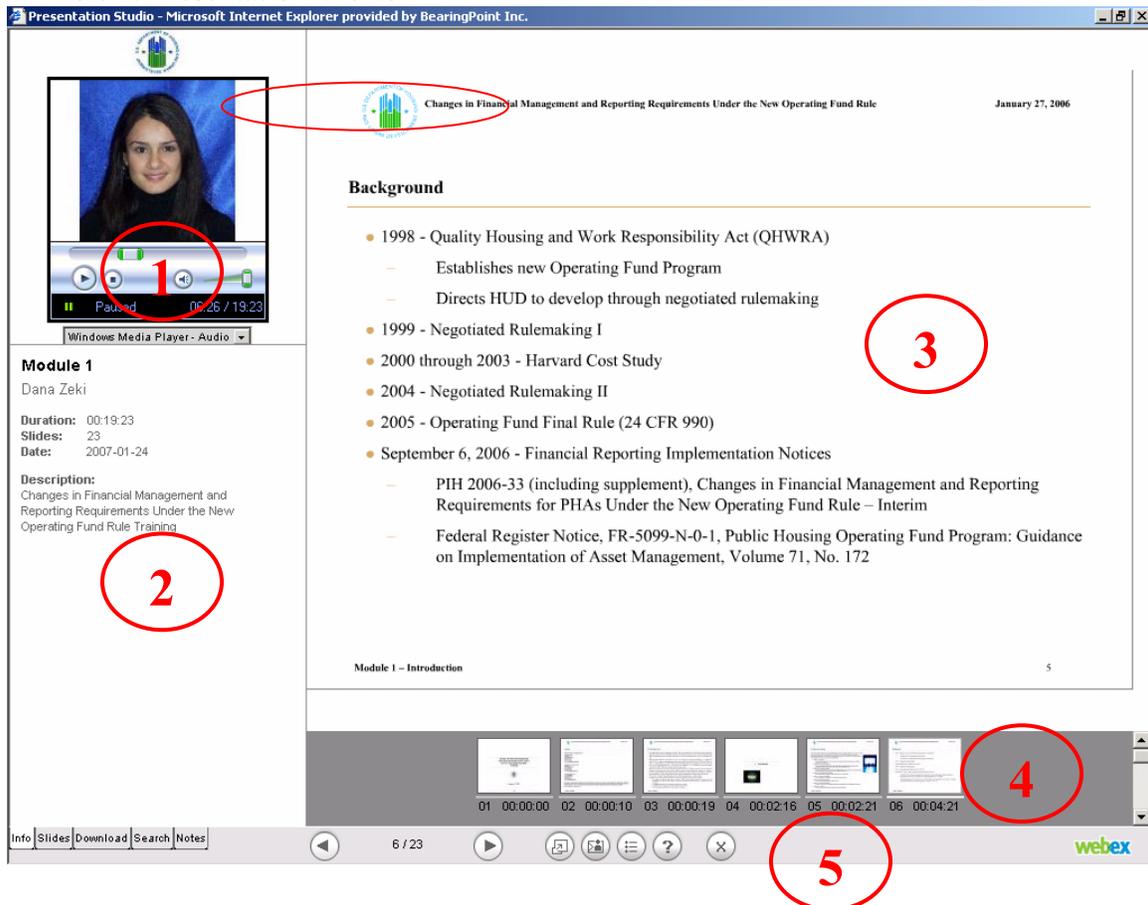

**BASIC INSTRUCTIONS FOR USING CHANGES IN
FINANCIAL MANAGEMENT AND REPORTING
REQUIREMENTS DVD TOOL**



How to Play Presentation Viewer

The presentation viewer consists of five separate sections. See Exhibit 1.

Exhibit 1: Presentation Viewer



Section 1 - Top-Left Corner: This shows the speaker's picture and the windows media player features to enable you to start, stop, pause or continue the presentation. If the user decides to stop the presentation and exit the application, then just click the "X" on the right hand top corner of the presentation viewer. When the user decides to continue with the presentation, it will resume from where the presentation last stopped.

Section 2 - The Bottom-Left Corner: This section has five tabs as follows:

Info Tab: This tab provides basic information about the presentation including duration, number of slides, and description.

Slides Tab: This tab gives a vertical view of all the slides in the presentation. This will allow end-users to navigate between slides.

INSTRUCTIONS FOR WEBEX PRESENTATION STUDIO

Download Tab: This tab includes up to four data files and four websites available to the user for download. The user should simply click any hyperlink under this tab to download or view a file.

Search Tab: This tab allows the user to make a key word search for any text in the presentation.

Notes Tab: This tab includes the notes of the Microsoft PowerPoint imbedded in the WebEx presentation. These notes match exactly the narrator's script and the user can use this tab to follow along with the narrator's presentation.

Section 3 - Main Slide Section: This section shows the main presentation module.

Section 4 - Bottom-Right Section: This shows the thumbnail view of the slides. If the user would like to skip ahead to a particular slide or repeat a slide that has already played, then the user should click on that particular slide.

Section 5 – Bottom Pane: This section has eight buttons with different functions. They are as follows:

Left Back button: Moves the presentation backward by one animation.

Right Forward button: Moves the presentation forward by one animation.

Zoom in/out the Image Slide button: Enlarges or decreases the size of the presentation in Section 3 – Main Slide Section.

Switch to/from Full Screen Slide button: Switches back and forth between full screen and normal screen. A full screen shows only the slide presentation without Sections 1, 2, and 4 available for viewing.

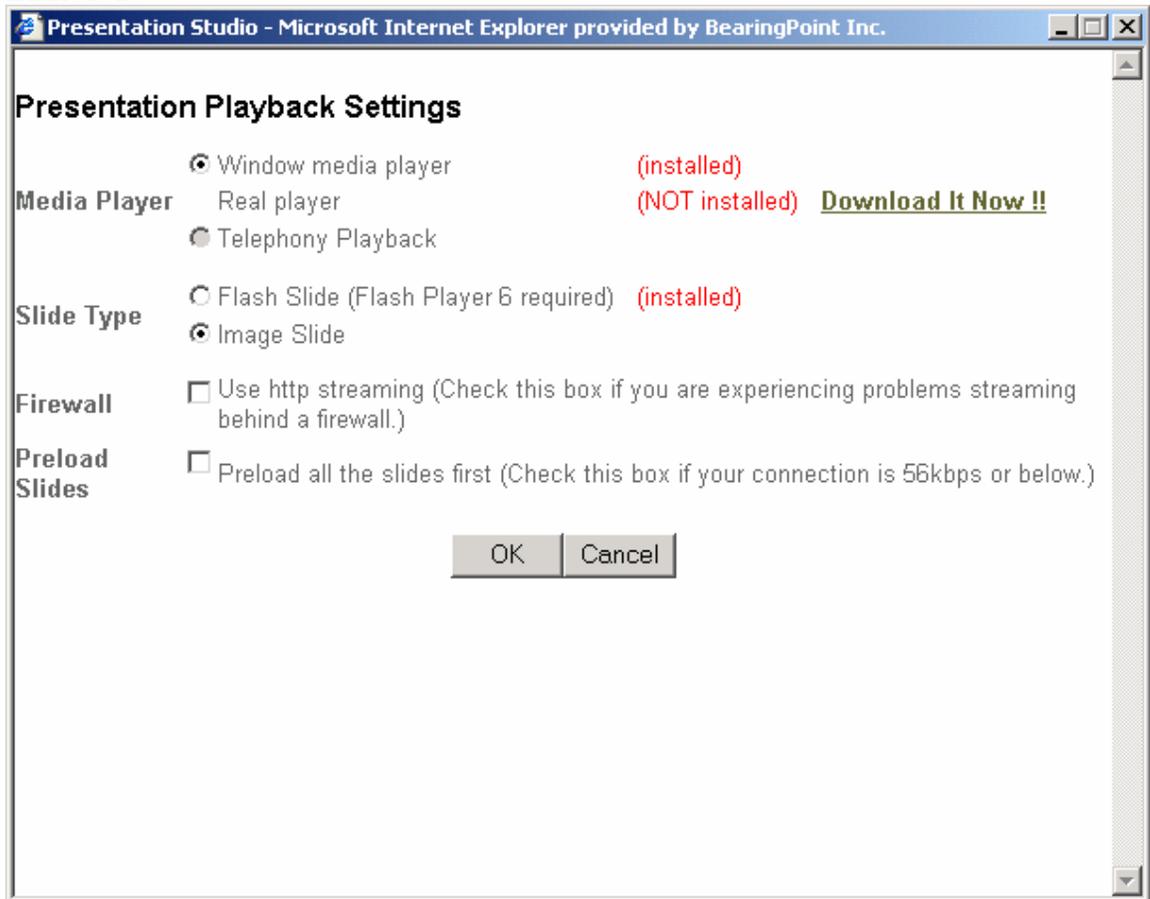
Contact Author: This option is not available

Change the Player Setting Slide button: This button opens up the Presentation Playback Settings window. See Exhibit 2. This window will normally not be necessary for any user except to change the slide types to Image Slide.

Go to Help Center: This option is not available

Exit the Player button: This button closes the presentation and returns you to the presentation module main menu.

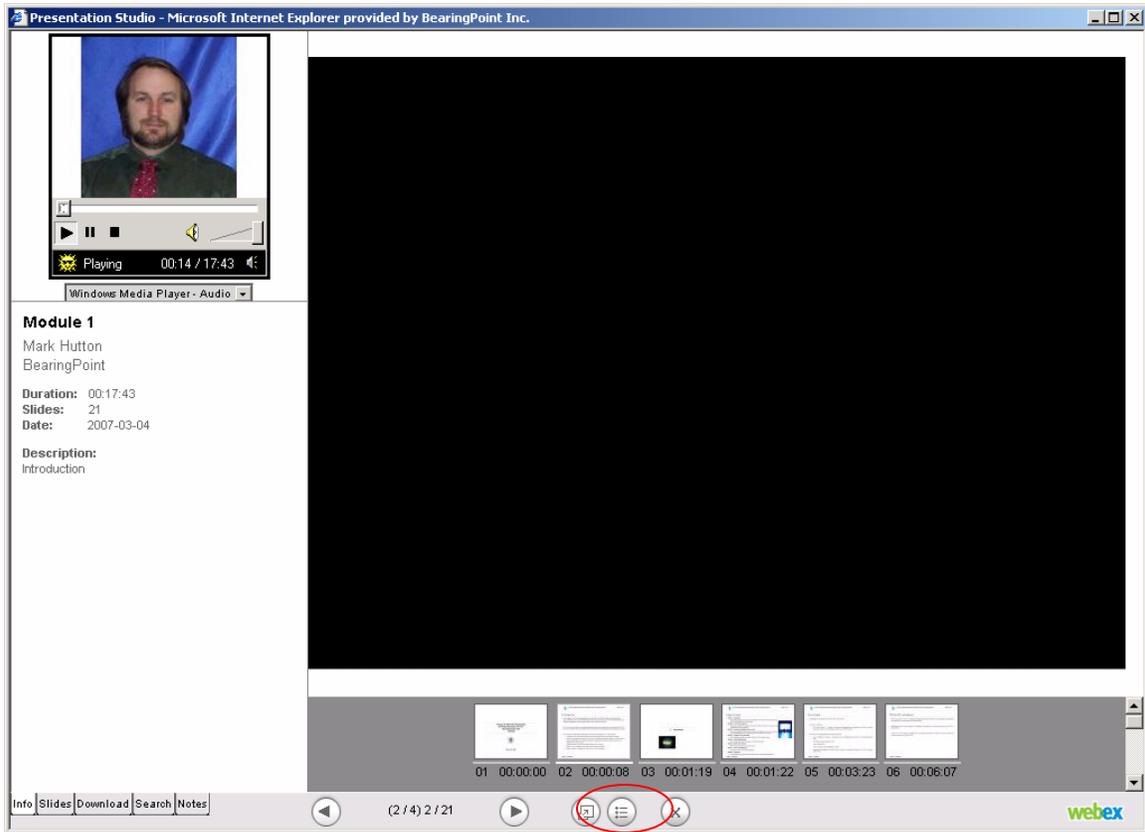
Exhibit 2:



Special Instructions If Slide Show is Blank

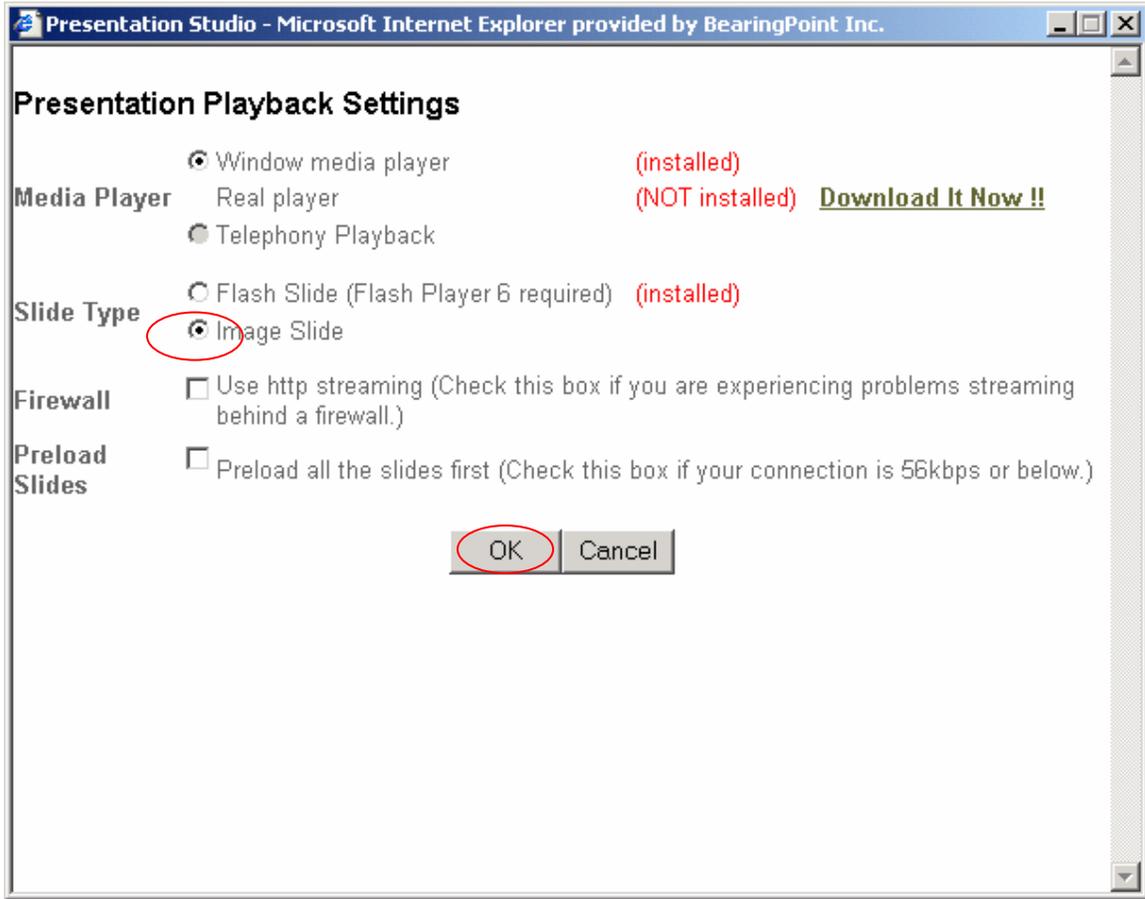
If a trainee brings up a presentation and blank screen appears (See Exhibit 3 below) then the trainee will have to make a fix by changing the presentation from a Flash Slide type to an Image Slide type. This is a simple two step process.

Exhibit 3: Blank Screen



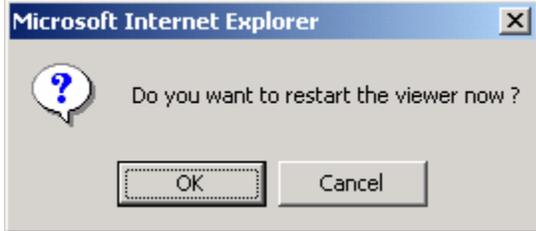
Step 1: Press the 'Change the Player Setting' button at the bottom of the presentation. See the area circled in red on Exhibit 1. The 'Presentation Playback Settings' window screen will appear. See Exhibit 4: 'Presentation Playback Settings'.

Exhibit 4: Present Playback Settings Window



Step 2: Check the option button ‘Image Slide’ and press the OK button. A message box will appear asking the user to restart the viewer. See Exhibit #5. Please press OK.

Exhibit #5: Restart Viewer Message Box



After the viewer restarts, the user can proceed with viewing the presentation.