TUTOR™

Installation and Operation Instructions

Note: While performing any procedure related to the **TUTOR™** software
(such as installing the software, running it or removing it from your hard drive), you must
make sure that the **TUTOR™** CD is inserted in the CD-ROM drive of your computer.

Installing TUTOR™ on Your PC

The **TUTOR™** CD contains several titles, each teaching a different software application.
Each title you wish to review needs to be installed separately on your computer.

For the first **TUTOR™** *title you wish to install on your computer, perform the following steps:*

1. In the Windows 3.1 Program Manager, open the **File** menu and choose **Run**.
Or if you are using Windows 95, click on the **Start** button and choose **Run**.

2. In the Run dialog box, type: *X:\ SETUP.EXE* where **"X"** represents your CD-ROM drive. (For example, if your CD-ROM drive is D, type d: \setup.exe).

3. After typing the command, click on the **OK** button.

4. Click on the **Install a Title** button.

5. Click on the drop-down list button, select the title to be installed, and click on the **OK** button.

6. When performing this installation procedure for the first time, you will be asked for the workstation directory in which to install the **TUTOR™** files. Click on the **OK** button to accept the default location (c:\swmaster), or type a different location (drive and/or directory) and then click on **OK**.

7. When the title is installed, an information box will notify you so. Click on the **OK** button.

8. The installed title is hooked (linked) to the Help menu of the application it teaches. Activating the Hook requires restarting Windows. Click on **Yes** to restart Windows (and activate the Hook) now, otherwise click on **No**.

Note: The Hook feature can be enabled or disabled at any time during your work with **TUTOR™** . More information on this subject is provided below.
This feature is not available for the *Windows 95: Introduction* and *Windows 95: Advanced* titles.

You have successfully installed your first **TUTOR™** *title. You will notice that the installation program created a* **TUTOR™** *group in the Program Manager. This group contains several icons. Among these icons you will find a* **TUTOR™** *icon displaying the name of the title you have just installed.*

For each additional **TUTOR™** *title you wish to install on your computer, perform the following steps:*

1. In the Program Manager, open the **TUTOR™** group and double click on the **TUTOR™ Installation** icon.

Or if you are using Windows 95, and the **TUTOR™** group is not open, click on the **Start** button, select **Programs**, select **TUTOR™** and then click on **TUTOR™ Installation**.

2. Click on the **Install a Title** button.

3. Click on the drop-down list button, select the title to be installed, and click on the **OK** button.

4. Proceed according to the instructions appearing on the screen.

Linking TUTOR™ to an Application (the "Hook")

The Hook feature links the **TUTOR™** title to the application that it teaches. This enables you to access **TUTOR™** from the application's Help menu while you are working in the application. For example, if while working in Word 6.0 you wish to reference **TUTOR™** in order to receive more information about aspecific operation, you can open the Word 6.0 Help menu and then choose the **TUTOR™** menu item.

Enabling the Hook

1. In the Program Manager, open the **TUTOR™** group and double click on the **TUTOR™ Installation** icon.

Or if you are using Windows 95, and the **TUTOR™** group is not open, click on the

Start button, select **Programs**, select **TUTOR™** and then click on **TUTOR™ Installation**.

2. Click on the **Hook** button.

3. Click on the drop-down list button, select the title that you wish to hook and click on the **OK** button.

4. Click on the **Enable** radio button.

5. You will be asked if you wish to restart Windows so that the changes will take effect. Choose **Restart Windows Now** if you want to use the Hook immediately. However, if you want to use the hook only during your next Windows session, you may choose **Continue**. In this case, the hook will be activated only after you re-enter Windows.

6. If you chose **Continue**, click on the **Exit** button to exit from the Setup screen.

Disabling the Hook

1. Perform the steps 1, 2 and 3 as described above.

2. Click on the **Disable** radio button.

3. Proceed according to the instructions appearing on the screen.

Activating TUTOR™

Remember! The **TUTOR™** CD must be inserted in the CD-ROM drive of your computer when activating the **TUTOR™** software.

TUTOR™ software can be activated in one of the following two ways:

Direct Activation

In the Program Manager, open the **TUTOR™** group and double click on the **TUTOR™** icon representing the title that you wish to activate. (For example, the icon labeled "**TUTOR™** Introduction to Word 6.0").

Or if you are using Windows 95, and the **TUTOR™** group is not open, click on the **Start** button, select **Programs**, select **TUTOR™** and then click on the **TUTOR™** item representing the title that you wish to activate.

Activation via the Application to which the Title is Hooked

If the title is hooked to the application that it teaches, open the application and choose the **TUTOR** item from the application's **Help** menu. (For example, if you wish to activate the **TUTOR™** title "Introduction to Windows 3.1", choose the **TUTOR** item from the Help menu of the Program Manager).

As a result of activating **TUTOR™** *, the **Lesson Menu** appears on the screen.*

The **TUTOR™** Lesson Menu

Once the Lesson Menu appears, take a moment to review the available **topics** in the lesson. Each of the topics contains **subtopics**. To review the names of the subtopics within a particular topic, place the mouse on the topic and click once. The inner circle will display the names of the subtopics.

In addition, notice the menu **buttons** at the bottom of the screen. There are four Lesson Menu buttons:

Go to Bookmark - when you exit **TUTOR™** in the middle of a topic, a bookmark automatically marks the screen that was last reviewed. You can easily return to that screen any time later by clicking on the **Go to Bookmark** button.

Help - enables you to receive on-line help about the **TUTOR™** software.

Exit - enables you to exit from the **TUTOR™** software. (Note that you can also press the ESC key, located at the upper left corner of your keyboard).

Options - clicking on this button displays a menu that enables you to reset the **checkmarks** appearing in the Lesson Menu, to change the title's **color scheme** and to **hook** the title to the application's Help menu.

Reset Checkmarks - upon completion of a topic or subtopic, **TUTOR™** automatically places a checkmark next to the topic/subtopic name in the Lesson Menu. This can help

you track your progress in the course.

If you wish to remove all checkmarks from the Lesson Menu, choose the **Reset Checkmarks** option from the **Options** menu.

Color Setup - **TUTOR™** allows you to customize the color scheme of the screens in your **TUTOR™** titles according to your personal preferences. If you wish to customize the title's color scheme, choose the **Color Setup** option from the **Options** menu, select the desired color scheme from the drop-down list and click on **OK**.

Add to Help Menu (or Remove from Help Menu) - enables you to hook the title to the application that it teaches by adding a **TUTOR™** menu item to the application's Help menu. If the title is already hooked to the application, this option enables you to remove the **TUTOR™** item from the Help menu.

Note: The **Add to Help Menu** and **Remove from Help Menu** options appear only in selective titles. (Remember that the Hook feature may also be enabled/disabled via the **TUTOR™** Installation icon. More information about these procedures is provided above.)

To begin your **TUTOR™** *training, perform one of the following operations:*

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1. To start at the beginning of the **TUTOR™** title, double click on the first topic.

2. To study a particular topic, double click on that topic.
3. To study a particular subtopic, click once on the topic of your choice and then click once on the desired subtopic within the inner circle.

Navigating **TUTOR™**

Once you have started the topic or subtopic of your choice, your training begins by reading the box that appears on the screen and performing operations that you are requested to carry out. The operations that you perform will move you through the screens in the title. You may also navigate between the various screens by using the buttons in the **Control Panel** displayed at the bottom of each screen. This panel contains the following buttons:

Lesson Menu - exits the topic/subtopic and returns you to the Lesson Menu.

Help - provides you with on-line help about **TUTOR™** .

Previous - allow you to go back to the previous screen.

Next - moves you forward to the next screen. (You may also press the ENTER key to move to the next screen).

Notes: 1. In some **TUTOR™** titles you are required to press a **Control** button in order to access the Lesson Menu, Help and Previous options.

2. Some titles contain a **Review** button in the Control Panel. This button allows you

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> to access a set of questions that are included at the end of these titles.

While advancing through the title's screens you may also notice the **TUTOR™** intelligent feedback system (IFS). If you make an error during your training, IFS will appear at the bottom of the screen. The IFS message will tell you the error that you made, and point out the corrective action you need to take in order to proceed. IFS will give you three chances to correct the error, and then it will make the correction for you.

Removing TUTORÖ From Your PC

1. In the Program Manager, open the **TUTOR™** group and double click on the **TUTOR™ Installation** icon.

Or if you are using Windows 95, and the **TUTOR™** group is not open, click on the **Start** button, select **Programs**, select **TUTOR™** and then click on **TUTOR™ Installation**.

2. Click on the **Remove a Title** button.

3. Click on the drop-down list button, select the title to be removed, and click on the **OK** button.

4. Click on **Yes** to confirm the deletion of the selected title from the workstation directory.

5. A message will appear confirming the deletion of the title.
    Click on **OK** to return to the Program Manager.

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