



Getting Started with the MnPALS Tutorial

Internet Explorer is the recommended browser for this tutorial. In order to view the tutorial, you will need to perform the following tasks:

1. Open or Download the Tutorial

You need to open the tutorial files to view them, or download them to your hard drive. The tutorial can be found on the MnSCU/PALS web site at:

<http://www.pals.msus.edu/aleph/opac/home.html>

For your convenience, the tutorial has been broken down into ten segments:

- Introduction [intro.exe]

Lesson 1: Basic Searches

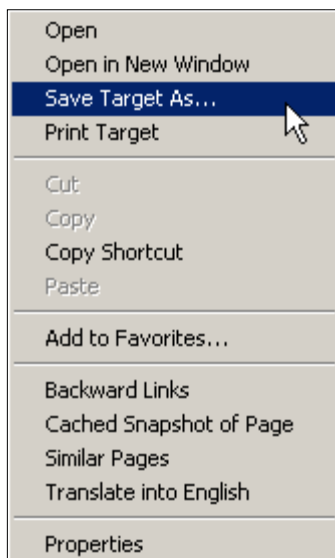
- Part 1: Keyword Searches [mnpals1_1.exe]
- Part 2: Subject Searches [mnpals1_2.exe]
- Part 3: Title Searches [mnpals1_3.exe]
- Part 4: Author Searches [mnpals1_4.exe]
- Part 5: Call Number Browse [mnpals1_5.exe]

Lesson 2: Working with Results

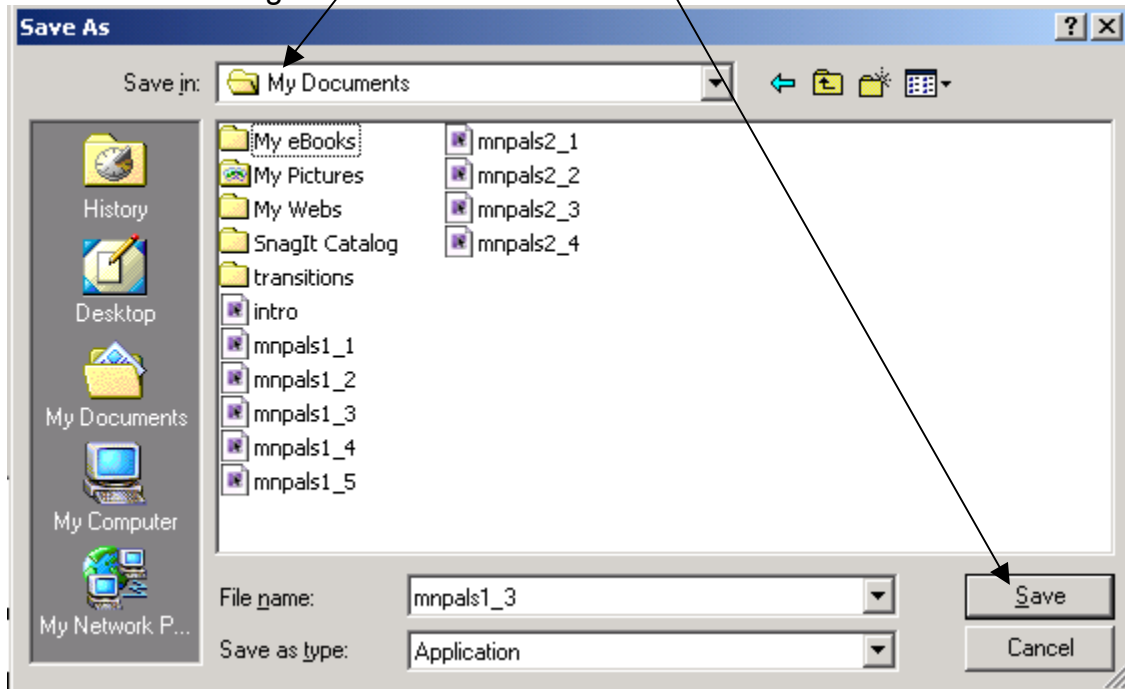
- Part 1: The Results List [mnpals2_1.exe]
- Part 2: Saving & E-mailing Records [mnpals2_2.exe]
- Part 3: The Full View [mnpals2_3.exe]
- Part 4: The Holdings Record [mnpals2_4.exe]

Left-click on a tutorial segment to open it, **or** take the following steps to download a tutorial segment to your hard drive:

- 1) **Right-click** over a segment and select the **Save Target As...** command



- 2) When the **Save As** window appears, select a destination folder (e.g. **My Documents**) and click the **Save** button to begin downloading.



2. Set Your Monitor Resolution

These tutorials are best viewed with a minimum monitor resolution of **1024 x 768**. Resolutions smaller than this (e.g. 800 x 600) will result in you having to scroll vertically and horizontally while viewing the tutorial.

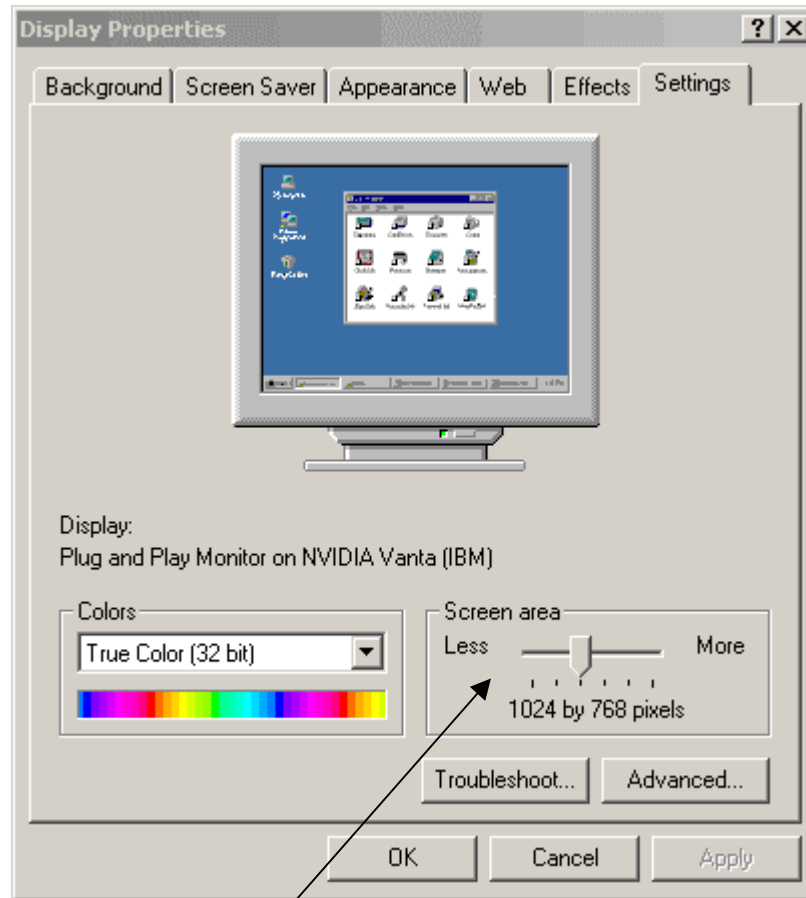
To view or change your monitor resolution, follow these steps:

- 1) Right-click on your computer's desktop to display the shortcut menu (make sure you don't click over an icon's image).



- 2) Select the **Properties** command to open the **Display Properties** window


3) Select the **Settings** tab



- 4) Make sure your **Screen area** is set to 1024 by 768 pixels or greater.
- 5) Click **OK** to close the **Display Settings** window.

3. **Activate Your Audio Settings (optional)**

Audio narration accompanies parts of the tutorial. Everything covered in the audio is also covered in written format on the screen, so the audio is optional. You will need to have speakers connected to your computer if you want to hear the audio narration.

- 1) Please make sure that your speakers allow you to adjust the volume of the audio.
- 2) You can also adjust the volume from your computer's sound card by clicking on the Volume icon  in the bottom-right **System Tray** of your computer window.
- 3) You may want to use a set of computer headphone speakers if you will be viewing the tutorial with other people in the vicinity.

4. Playing the Tutorial

You can play the tutorial by left-clicking on one of the segment links at <http://www.pals.msus.edu/aleph/opac/home.html>, or by double-clicking on one of the segment files that you downloaded (from Step 1). The tutorial will open in a separate window. Here are some helpful guidelines to consider while playing the tutorial.

Using the Playback Controls

You will notice a Playback Control bar at the bottom of the player window that allows you to control the pace of the tutorial.



The buttons on the Playback Control bar include:



Rewind: restarts the movie from the beginning



Back: goes back one frame



Play: plays the movie (or restarts the movie if pause has been pressed)



Pause: pauses the movie (until Play is pressed)



Forward: goes forward one frame (**Note:** if you press **Forward**, only the first caption from the next frame will display)



Exit: closes the Web browser or movie window

Progress Bar:

The Progress Bar shows where you are within a movie. It can also be used to move backwards or forwards to a specific frame by dragging the **slider button** on the bar to the left or right.



5. Returning to the Table of Contents to open or download the next segment

- When you open a new segment to view from <http://www.pals.msus.edu/aleph/opac/home.html> or from your hard drive, the segment will open in a new window. At the end of each segment, the Web browser or movie window will close.
- Return to the Table of Contents at <http://www.pals.msus.edu/aleph/opac/home.html> or to the appropriate directory on your hard drive to proceed to the next segment.