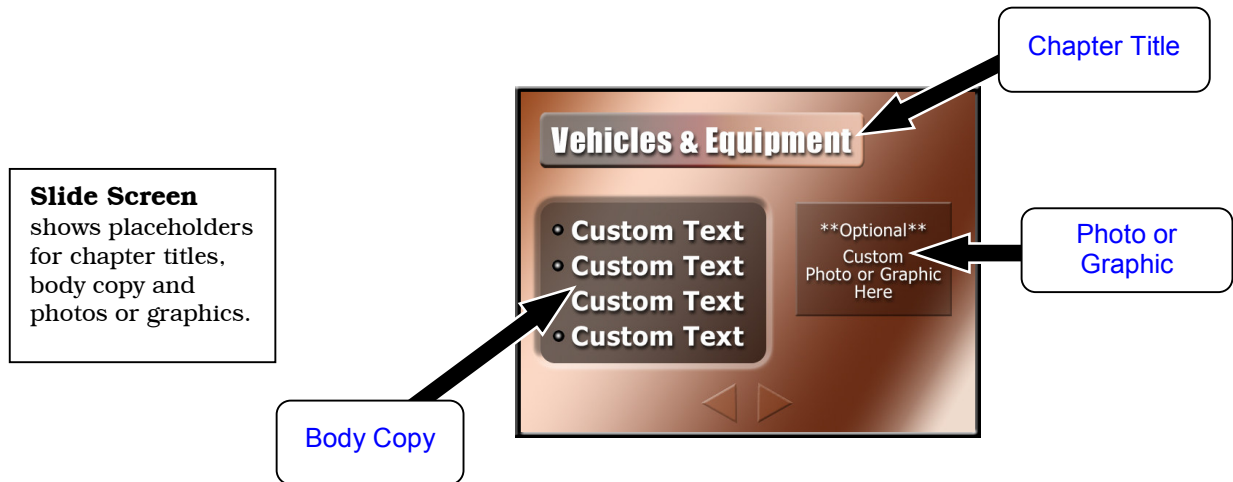


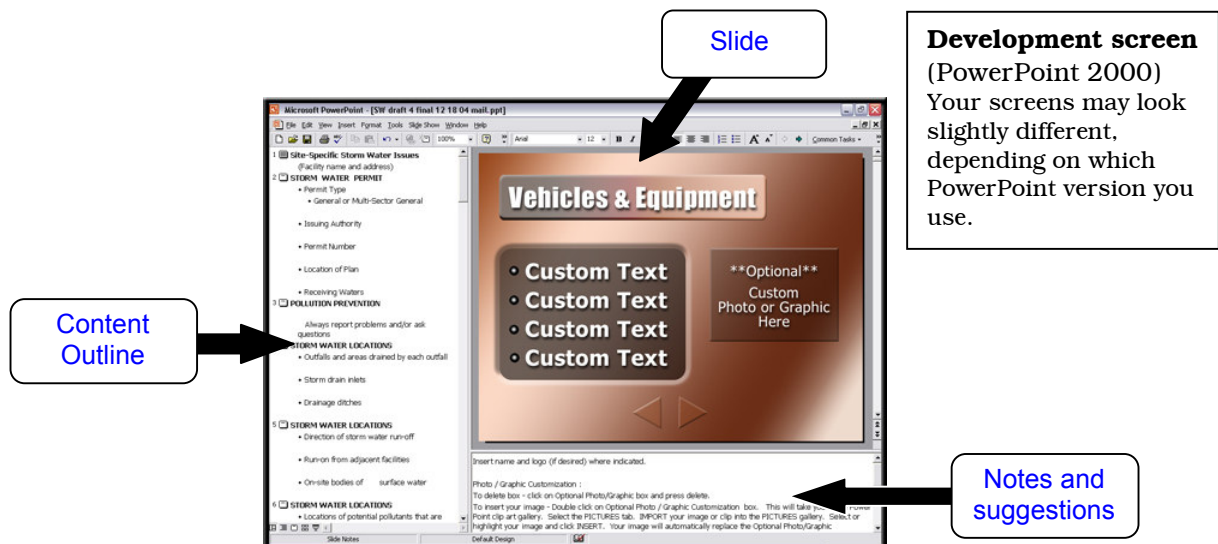
Site CAST

SiteCast templates

The SiteCast template includes the PowerPoint structure with text and image placeholders, ready for your content. Some of the image positions are populated with photos or graphics that serve as examples and might be appropriate for your presentation but most elements on each slide can be replaced with your own elements.



Working in the development mode you have access to the content outline, the slide image and the speaker notes window. In the speaker notes area, the template provides notes about training requirements, the regulations and the suggested content for the slide.



Build Your Show

Most experienced PowerPoint users will need no further guidance to embark on the customization process. The following is a brief overview of the process. The mechanics of operating PowerPoint are not included.

1 View the template

Walk through the slides. Identify the sections or issues that are relevant to training at your facility. Decide which slides you need and which you can delete. Think about the information you will need to complete the slides in your customized show. Most slides have instructions in the speaker notes window to help in planning your content.

2 Prepare the content

- Collect the facts, figures, specifications, rules, procedures, etc that will make up the text items in the slides.
- Collect visuals -- shoot photos of installations, equipment or work practices, capture images from company videos, scan facility maps, prepare charts and graphs. You may want to consult the graphics department for library visuals or for help preparing the visual files.

3 Plug in the content

Type in the text, either into the outline or on the slide screen. Import your photos, graphics or movies and position them to replace the placeholders. Delete the slides that are not relevant.

4 Liven it up

- The template comes with preset text animations, slide transitions and timings for advancing the slides. These can be enabled or disabled. To enable or disable go to the Slide Show menu and select **Set Up Show. . .** Somewhere in this dialog, depending on the PP version, you will find controls to turn on and off the slide animations and the timings. Most likely you'll want to adjust some or all of the transitions and/or timings if you use them.
- For the advanced PowerPoint user, now is the time to exercise your skills, to enrich the learning experience. Suggestions: Modify the Master slide to include a

company logo or facility photo. Insert video clips or animations of the more interesting or complex processes at your plant. These add life and energy to a presentation. Where you need a very precise explanation you could record narration and attach the audio file to a slide or sequence of slides. Get creative.

5 Plan the program for the audience

Work out your explanations. Add notes to the speaker notes window. You may want to revise the order of text items on slides or of slides within a section if it works better for your talk. Make final adjustments to the text or visuals.

6 Rehearse

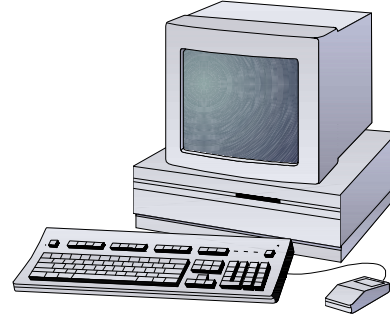
Run a rehearsal for a colleague who can give feedback on content accuracy, flow and presentation aesthetics. Apply any fine tuning.

Your site-specific training is ready!

Requirements

As these templates are built in Microsoft PowerPoint, the first requirement is to have access to PowerPoint. These templates will work in any version of PowerPoint from '97 on. The differences between the PP versions have only minor effects on the template.

Processor and memory requirements are minimal. If you are currently using a recent version of PowerPoint at your workstation, you should have no trouble with these templates. If you choose to use the transitions in the template, you may need to adjust the timings of transitions on slower computers. The template requires less than 10MB of disc space.



Customizing the template requires a working knowledge of PowerPoint. A basic knowledge of the fundamentals will be enough to allow you to build a presentation. Preparing the visual source elements requires other applications to perform other functions, such as image capture and editing, graphic composition or chart building. Remember that files created with other applications must be saved as file types that can be imported into PowerPoint.