CREATING A PRESENTATION FOR THE
TELEWRITER TRAINING SYSTEM

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[Editor's Note: Several offices have asked how to develop and conduct a teletraining session. For example, an NWSFO could conduct a one-hour session with all of the sites within their state. These instructions are meant to provide enough information for the office to get started.]

Introduction

The Telewriter 2000 is an audio/graphic conference system that can be used easily and effectively for training purposes. Up to this point, the system has been used for the Hydrometeorological Training course (HMT), but it has a wide range of unexplored uses. The system connects two or more computers and provides participants with real-time graphical and interactive capabilities. The interactive capabilities are useful not only for training exercises but also for meetings and smaller training activities that would be enhanced with the visual aid of computer graphics.

The following instructions detail the set up of a presentation or conference.

Creating a Presentation

The first step in creating a presentation is to decide what information needs to be presented. It is best to start out with a short outline of the information. Once this step is completed, there are two ways to create a Telewriter slide show. The first is to use the Telewriter 2000 software to create the show and the second is to import a slide show from another software package, for example, WordPerfect Presentations.

If a more professional presentation, which includes background, different fonts, and two to three graphics on individual slides is needed, it is best to follow the instructions for importing a show. This process will take longer but the end result will look better. If a presentation needs to be put together quickly, the Telewriter software can prepare a suitable presentation in a small amount of time.

I. Creating a Slide Show in Telewriter 2000.

A. Create individual slides. Slides consist of text and/or graphics. Graphics may be inserted from a number of different sources: scanned image, existing graphic file, and a "grabbed image." After each slide is finished, save the file in a single directory. This will be useful when distributing the slide show to the participants. It is best if you create the directory before you start creating the slides. **FILE|CREATE DIRECTORY** is a useful way to create the directory.

1. Scanning - Select **EDIT|ACQUIRE**. After scanning, the image will appear in the Telewriter window. Add text or other details and then save the file (**FILE|SAVE AS**).

2. Existing Image - Select **FILE|OPEN**. Choose the file and then select **OK**. Add text or other details and then save the file (**FILE|SAVE AS**).

3. Grabbing Images - This feature allows you to grab a 'window' from the VGA Display. This 'window' can be an area, a dialog box or the whole display.

a. Click on the Grab Tool icon or choose **EDIT|GRAB TOOL**.

b. Switch to the program that contains the object you wish to capture. Make sure the object is visible.

c. Choose from the **Part, Full,** or **Win** buttons, depending on the size of the object.

d. Select the area.

(1) Part - Box in the area you want for the slide. The "CLIPBOARD PASTE OPTIONS" dialog box will be displayed. Determine if you wish the desired image to fill the entire graphic window.

(2) Full - Click in the center of the screen and the entire screen will appear in the Telewriter software.

(3) Win - Click inside a window and the entire contents of the window will be displayed in the Telewriter software. The "CLIPBOARD PASTE OPTIONS" dialog box will be displayed. Determine if you wish the desired image to fill the entire graphic window.

e. Add text or other details and then save the file (**FILE|SAVE AS**).

4. Images may be annotated using the different drawing tools on the tool bar. A pen tool is available to insert hand drawn lines. Geometric shapes are also available with the objects icon. Finally, text may be inserted using the text icon. Colors may be changed on all of these options.

B. Incorporating individual slides into a master slide show. After all the slides have been created, they need to be incorporated into a master slide show.

1. Go to **Slide Show|Create Show**.

2. Change the source directory to the directory containing the slides.
3. Select the first slide from the list under **Source Files.**
4. Click on the **Add** button to make it part the slide presentation.
5. The file name should appear in the list under **Slide Sequence**.

C. Saving a Newly Designed Presentation
    1. Select **FILE|SAVE AS**.
    2. Enter a file name with no extension, the .shw extension will be added automatically.

II. Importing a Slide Show from WordPerfect Presentations. This method consists of saving each individual slide as a gif or bmp and then incorporating them into a master slide show in the Telewriter software. Instructions for incorporating a slide show from WordPerfect Presentations are as follows:

A. Open the slide show file.
B. Select the first slide.
C. Go to **File|Save As.**
D. Rename the slide. Use an easily recognizable name describing what is on the slide or a reference to the order (slide1.bmp).
E. Use the **bmp** extension.
F. Change the field "Save file as type" to **BMP - Windows Bitmap (.bmp)**
G. Select **OK**.
H. At this point a dialog box will come up, and the size and resolution will need to be specified.
    1. The size of the slide should be **10 inches x 7.5 inches**. It is easiest to change this if the unit of measure is first changed to inches and then the size can simply be typed in.
    2. The default resolution should be OK if the slide contains text and low detail graphics. Otherwise, the resolution may need to be increased.
    3. Select **OK**.
    4. Repeat for each slide.
I. Incorporating the slides into a master slide show in the Telewriter software.
    1. Go to **Slide Show|Create Show**.
    2. Change the source directory to the directory containing the slides.
    3. Select the first slide from the list under **Source Files.**
    4. Click on the **Add** button to make it part of the slide presentation.
    5. The file name should appear in the list under **Slide Sequence**.
J. Saving a newly designed presentation
    1. Click on the **Save As** Button
    2. Enter a file name with no extension, the **.shw** extension will be added automatically.

Setting up the Conference

An FTS2000 conference will need to be scheduled. This can be done by calling **8-700-288-2000** on an FTS line. Be prepared to give a government calling card number, the number of lines needed, and the start time and duration of the conference. They will give you a conference ID number, the conference phone number, and access codes for the controller and the conferees. In addition, they will fax all this information to you (this is very helpful for verification).

Each participant will need to know the conference phone number and access code before the training takes place. Additionally, participants will need a copy of the slide show file as well as all of the individuals slide. This can be done via diskette or Internet. It is best if the diskette or download directory contains a single directory with all the files inside the directory. When the participants get the directory, they will need specific directions on where the directory should be copied. To reduce confusion, it is easiest to copy the slide show directory directly to the root directory (c:\).

Starting the Presentation

1. Select **Slide Show** and click on **Create Show**.
2. Click on **Change Remote Dir**.
3. Enter directory name.
4. Click on **OK**.
5. Select **Open**.
6. Choose the name of the slide show (XXXXX.SHW), then click **OK**.
7. Choose **Run**.

Conclusion

With diminishing resources, this is an excellent tool for real-time graphical and interactive communications, not only for the HMT course but for coordination of intra-state activities.