

USER SPECIFICATIONS

“The *ORGANIZATION*” Web Site

Site: www.theorgtrainingsite.com

Basic Requirements For User’s System:

- Microsoft Office Suite, or minimum of Microsoft Word and Excel
- Adobe Acrobat version 9 (link available for user to download via the website)
- If you have a PC- Windows Media Player 10 or above (to view/stream video downloads)
- If you have an Apple/MAC- QuickTime Player 6 or above (to view/stream video downloads)
- Minimum Internet connection speed – 28.8 kps (dial up connection) will work, but can take quite awhile to download the video clips. Preferred is a DSL connection.
- System won’t work with modem or connection speed of less than: all computers that can access the internet should be able to use the site.
- Minimum internal capability of user’s computer system- Pentium 3 Processor
- Basic system requirements- 64 MB RAM (128 recommended), up to 150 MB of available memory on hard drive.

Technical Checks

- To determine your internet connection speed, complete the following steps;
 - Go to www.speedtest.net or CTRL + Click the following link [Speedtest.net - The Global Broadband Speed Test](http://www.Speedtest.net). **This site has been rated as SAFE by Norton Anti-Virus/Safe Web.** Once at the site, click on the gold star and select the city closest to your location. In a few minutes, you will get a summary of your download speed along with a sample time to download video clips. On average, video clip will range in size from 20 MB up to 130 MB depending on the quality you select.
- To determine your RAM and memory capacity, complete the following steps:
 - To check you available hard drive space, **double-click** on your My Computer icon. Your hard drive should be C. If you have more than **150 MB** available, you are ready to go.
 - To check your RAM, **right click** on the My Computer icon and select Properties at the bottom on your choices. Look for Memory (RAM.) If your computer has anything above **128 MB** you will be fine.
 - Note- 1 GB is roughly 1000 MB.

Video download issues or problems:

- The user can’t access video when the option is chosen from the web site.
 - The key is to be patient. The files available range greatly in size. You need to first decide which file size your computer can best handle. If you left click on one of the video links, it will start streaming the video using your computer’s default video player. If your computer doesn’t have a video player installed, the computer may prompt you to download a player from the internet.
 - Recommended- before you attempt to view videos, go to the Additional Info. Tab and download the appropriate player for your computer system. MAC users- QuickTime 7. PC users- Windows 2000- Media Player 10, Windows XP and Vista- Media Player 11.

(More on next page)

- Video loads on to screen, but will not advance, or advances and then stops on consistent basis.
 - Streaming video directly from internet. Wait until the player is **100 % buffered** before attempting to play. The video should start on its own once it is ready to play. If your connection speed is slow (dial-up users,) you should not choose to stream the video. See #3 below for downloading

instructions.

- Recommended- start with the lowest quality/smallest size video file and see how your system handles it. Once you have found a size that works, stick with it each time you access a new video clip.
- How can the user save the video on C drive after viewing the video?
 - If you want to have the video available on your computer while you are offline, this is the recommended method. We suggest creating a file on your desktop by simply **right clicking** on the desktop—select **New**--- select **Folder**. It will appear on the desktop. Rename it Organization Training Videos/Info. From the website you will need to **Right Click** on the video you want to download. Choose **Save Target As...** Now you will need to find the Organization folder you created on the **Desktop**, or you can simply download it to the desktop and move it to the folder later. Click the Open box and the download will begin.
 - Recommended- new videos will be posted on Tuesday evenings. If you have a slower connection speed, you may want to begin your download at
- Space restraints caused by storing video on C drive can be the following:
 - The only restraint on storing video is how much available disk space you have on your hard drive. You have the option of deleting video clips from your system as soon as you view it, or saving it in your Organization folder so you can review again later.

Technical Assistance

Contact Bryan Hay at theorgwebhelp@hotmail.com. He is available between **8-10PM** Sunday through Wednesday for issue. Please no phone calls. Leave your preferred method for communication and a brief description of the issues you are facing. He will respond within 24 hours.