

NAVIGATING THROUGH the NEO MODULES

Now we'll go over a few steps to help you easily navigate throughout the modules in the New Employee Orientation. We cover a lot of material in each of these modules so it's important to know how to use the function buttons to move freely among the modules. So let's begin by going over each of the navigation components.

	Scroll Bar	SCROLL BAR: Click and drag the Scroll Bar to scroll up or down to see additional topic headings.
	Audio On/Off Button	AUDIO ON/AUDIO OFF: This function key allows you to toggle, or switch back and forth between listening to, or turning off the voice narration in the presentation. By clicking on the Audio On button this allows the viewer to turn off the voice narration in the presentation. By clicking on the Audio Off button this allows the viewer to turn the voice narration on.
1 of 32	Slide Number	SLIDE NUMBER: (bottom, left corner) Indicates which slide the viewer is on and how many slides are in the entire presentation.
	Play, Pause/Stop Button	PLAY, PAUSE/STOP: This function key allows you to toggle, or switch back and forth between Pausing/Stopping or Playing the presentation, using the same function button. Click on the Stop button the presentation and pause it. Click on the Forward Arrow button to play the presentation. STOP: By clicking on the STOP button this will stop the presentation on the current slide, until you click it again to start the presentation.
	Replay Audio	REPLAY AUDIO: Allows viewer to replay audio back to the beginning of that topic.
0:11/1:29	Slide Play Time	SLIDE PLAY TIME: Indicates the length of time each slide has played and how much time it has left to play.
	Read/Index Button	READ/INDEX: This function key also allows you to toggle, or switch back and forth between reading the Written Narrative or viewing the Topic Index headings (found in the left hand margin of the presentation). The viewer has the option to read narrative text along with or without listening to the voice narration.
	ABC/Glossary Button	ABC/GLOSSARY: This function key allows you to toggle, or switch back and forth by clicking the ABC button to view an alphabetized list of words found in the glossary, or you can click on the GLOSSARY button to see a detailed explanation of each term. Viewers can click on the Bolded words in the narrative to go directly to the Glossary for further explanation of that term.
	EXIT	If at any time during the orientation you would like to stop the presentation and return to the NEO Home Page, you can click on the Stop button to stop the presentation, then click on the EXIT button which will return you to the NEO Home Page.
	Previous Slide	PREVIOUS SLIDE: Allows viewer to return back to the previous slide within the same module.
	Next Slide	NEXT SLIDE: Allows viewer to advance forward to the next slide within the same module.
	Hyperlink	HYPERLINK: In the narrative, and on the bottom of many of the slide images, are hyperlinks to important information addressed in that slide. If you click on the hyperlink it will take you to more information on a webpage or pdf. To return back to the presentation, just click on the WHITE X to return to the slide you were just viewing.
	White X	WHITE X: By clicking on the WHITE X in the red box at the top right hand corner of the page, this will close the presentation you are currently viewing.

HOW TO RETURN TO THE NEO MODULE PAGE (TO VIEW ANOTHER MODULE): If at any time while reviewing a module you would like to review one of the other modules, you may do so, by: clicking on the **STOP** button, click on the **WHITE X** in the top right hand corner, and then clicking on the **CLOSE CURRENT TAB** button. This will return you to the module home pages. You can then click on another module of your choice. Another way is to click on the Conclusion tab in the index where you will find a hyperlink to return to the **NEO Module Page**.

HOW TO RETURN TO THE NEO HOME PAGE/TABS: If at any time you would like to return to the **NEO Home Page** to access any of the information housed within the tabbed categories, just click on the **STOP** button, to stop the presentation, then click on the Exit button which will return you to the NEO Home Page.