

## MPHI Webcasting Quick Reference Guide

The screenshot shows a webcast interface for "insurance 101 with Butch Hollowell". At the top left, a banner (1) displays the title. To its right, a resource button (2) says "Click Here for Presentation Resources". Below the banner is a navigation bar with buttons for question (3), share (4), resume (5), slide list (6), magnifying glass (8), help (10), and full screen (18). The video player (11) shows a man speaking, with a play/pause button (13), play slower (15), audio (17), and closed caption (16) buttons. A closed caption window (19) is open below the video, displaying the text: "And when I ask people this question, simply, would you settle for \$20,000, the answer is usually no way." The main presentation slide (12) has a blue background with the title "insurance 101 with Butch Hollowell" and the text "Other types Of Auto Coverage".

**This Quick Reference Guide provides you information on all the aspects of this Webcast to ensure that you have an enjoyable webcasting experience. As you can see, the reference numbers run left to right and top to bottom. Below is the explanation for each site.**

1. The webcast banner/title usually linked back to the sponsor's website
2. The resource button – click here for all the webcast resources.
3. The Question Button – Click here to ask a question. A question box will open.
4. Click here to share the presentations with another person
5. Click here to resume the slide show.
6. Slide List – Click here to get a list of the slides in the presentation
7. Slide Advance/Return - To move the slides forward or backward
8. Magnifying Glass to make the print larger/smaller in the PowerPoint window
9. Enlarge PowerPoint – Click here to make the PowerPoint the full screen
10. Help button – Click here for help.
11. Video Window – View the video here.
12. PowerPoint Window – View the PowerPoint here
13. Play/Pause Button – Play or Pause the Video here
14. Pause/Stop Button – Pause or stop the webcast by clicking here
15. Play Slower Button – Slow down or Speed up the webcast
16. Closed Caption Button – If the Webcast is Closed Captioned this button will show
17. Audio Button – Increase or Mute audio
18. Full Screen Button – Click here for full screen video – press escape to return
19. Closed Caption Window – If the webcast is CC it will show here. You need an IE 7 or a Firefox browser to view Closed Captioning.