



# Technical Guide

## TAA e-learning electives

Part of the  
**Certificate IV and  
Diploma in Training and Assessment  
(TAA40104 – TAA50104)**

*01/06/07: Version 2.0*



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This Toolbox (version 2.0) was revised and updated in June 2007. The following changes were made:

- All existing references to ANTA have been updated to DEST.
- Minor technical and content issues have been corrected.
- The copyright and disclaimer information has been updated to reflect DEST standards.
- Metadata has been removed.
- All external websites referenced through the Toolbox have been checked and, where necessary, updated.

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## Scope and features of the Toolbox

The TAA e-learning electives Toolbox supports delivery of three units from the new Diploma in Training and Assessment (TAA50104) qualification, that can also be used as electives units for the Certificate IV in Training and Assessment (TAA40104) qualification. It offers trainers, assessors and learners a unique learning experience with engaging learning design features to support the competencies.

The Toolbox has been designed and developed to conform to W3C Priority 1 Accessibility Guidelines and makes use of an integrated navigation system in order to improve accessibility.

The TAA e-learning electives Toolbox as released on the CD is a flexible learning resource that can be easily customised to suit individual learning needs and work environments. The Toolbox comes complete with its own internal navigation ready for installation onto a web server. The Toolbox has been designed to incorporate online communication (email and discussion board) tools and you will need to add the necessary links to your choice of communication tools.

The Toolbox may also be incorporated into a learning management system such as WebCT™, to make use of the system's tools (E.g. Communication tools) and features.

It is recommended that you make a backup copy of the TAA e-learning electives Toolbox CD in case the original becomes lost or is damaged.

## Installing the Toolbox on your server

Before you install this Toolbox, please make sure your server meets or exceeds the following specifications:

### ***Minimum installation requirements***

#### **Hardware**

- IBM compatible computer, 600 MHz processor
- 128 Mb RAM
- 4 Gb hard disk with at least 40 Mb free space
- CD-ROM drive

or

- a Macintosh® or Unix® equivalent of the above.

### ***Installing the Toolbox***

To install the TAA e-learning electives Toolbox on your server, follow these steps:

1. Insert the Toolbox CD-ROM into your CD-ROM drive.
2. Open a directory browser on your computer and navigate to the drive that you inserted the CD into.
3. Copy all the files and directories in the root directory of the CD-ROM to a nominated directory on your server.

There are no server side technologies used in this Toolbox so additional configurations will not be necessary. After all the files have been copied, double click on the file named *default.htm* in the root directory. This will start the Toolbox in your default web browser.

If you rename any of the subdirectories, you will have to change the appropriate links in the content. Unless this is absolutely necessary, it is recommended that the existing directory structure be used to prevent any errors from occurring.

If you encounter problems accessing the Shockwave content in the Toolbox, it may be necessary to set the appropriate mime types for Director® (application/x-director) and Flash® (application/x-shockwave-Flash®) and possibly for RealAudio® as well (audio/x-pn-realaudio). **This should not be necessary for most installations.**

## Making use of the communication tools

The Toolbox does **not** contain any communication tools (e-mail, discussion board or chat), but placeholders are provided to indicate where they should go.

Some tasks and activities in the Toolbox make use of communication tools, so you will need to add your own.

Links to email, chat and discussion board have already been inserted. These links can be found on this HTML page:

- o **toolbox/tools/tools.htm**

These links point to blank pages. Edit these links to point to your own communication tools.

Alternatively, you can add/edit content in the default blank pages that are currently linked from *tools.htm*.

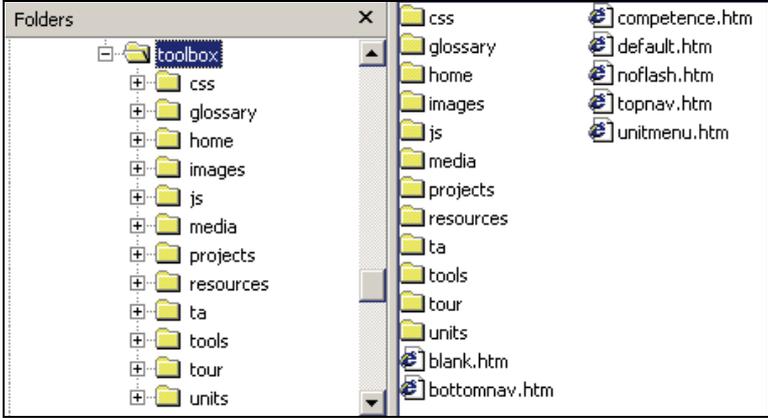
- o Email - **toolbox/tools/email.htm**
- o Chat - **toolbox/tools/chat.htm**
- o Discussion board - **toolbox/tools/discussion.htm**

## Toolbox directory structure

Each unit, section and activity has its own directory for its content (HTML pages) and its associated multimedia resources (JPG, GIF and media files).

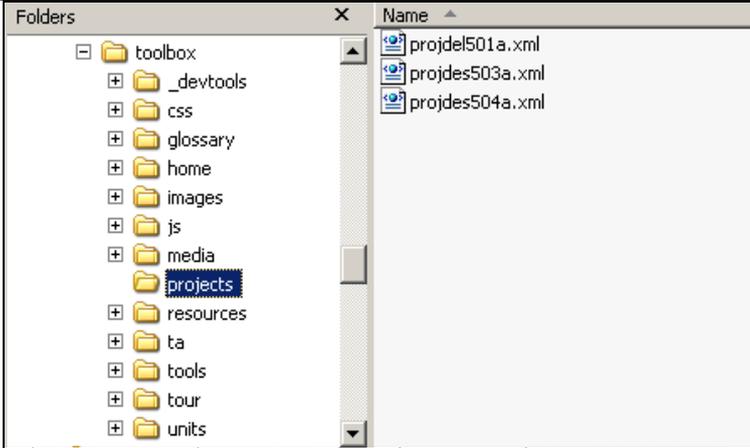
The files have been organised in this way to make it easier to extract and deliver individual components of this Toolbox. The following table outlines the directory structure of this Toolbox:

### The 'root' directory

 <b>root</b> directory	
General description	<p>This directory contains the main entry page to the Toolbox (<b>index.htm</b>) and the installation text file (<b>install.txt</b>). The Trainer's Guide (<b>t_guide.doc</b>) is also located in this directory. Each of these files should be copied across to the root location on the server.</p> <p>The <b>toolbox/</b> directory contains the Toolbox (see below for more info).</p> <p>All other files in this directory are used to auto load the CD-ROM. If you are installing the Toolbox to your server, you don't need to install these files.</p>
	

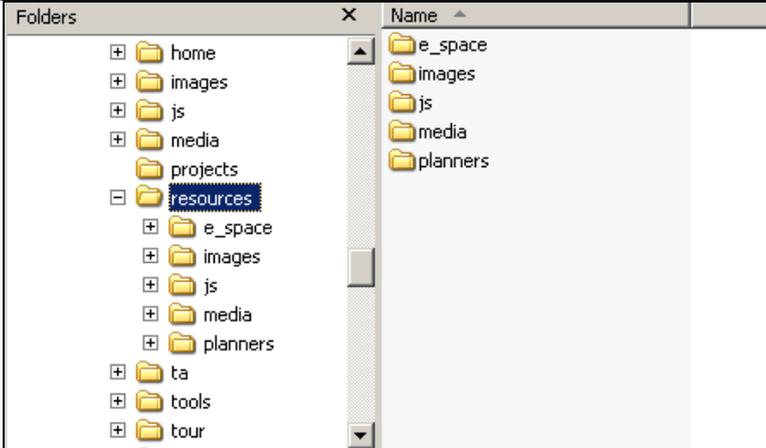
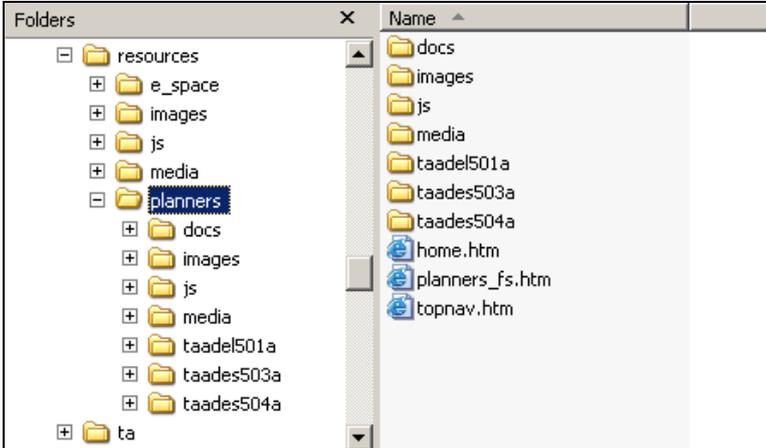
## The 'toolbox' directory

 <b>toolbox</b> directory	
default.htm	<p>Unit page containing all links to the units covered in the Toolbox and links to resources.</p> <p>The Flash® file for the unit menu is located in the media/ directory. To modify the unit list, you can edit unitmenu.xml, also located in the media/ directory.</p>
 css	<p>The linked style sheets that control the formatting (fonts, colours, sizes) of the HTML content in the Toolbox.</p>
 glossary	<p>The glossary directory contains the popup window displayed when a glossary link is clicked on.</p> <p>It is recommended that the files contained in this directory not be modified as it may affect the glossary feature.</p>
 home	<p>Contains all the files that are accessed from the unit menu screen.</p>
 images	<p>This directory contains all the images shared across the Toolbox.</p>
 js	<p>The JavaScript files contained in this directory control a number of important functional features in the Toolbox such as:</p> <ul style="list-style-type: none"> <li>Navigation</li> <li>Interactions</li> <li>Popup windows</li> <li>JavaScript version of the glossary</li> <li>Flash® detection</li> <li>Image preload.</li> </ul> <p>It is recommended that you do not alter these files unless it is absolutely necessary as this can cause errors to occur in the Toolbox.</p>
 media	<p>This directory contains a number of Flash® files and XML files that are used across numerous directories.</p> <p>These files include the unit menu (<b>unitmenu.swf</b>), resources navigation (resources.swf), utilities menu (<b>utilities.swf</b>) and the bottom navigation bar used on the unit menu screen (<b>bottomlft.swf</b> and <b>bottomrte.swf</b>).</p> <p>You can modify the links for these Flash® files by editing the corresponding XML file in this directory. E.g. To modify the unit menu, edit <b>unitmenu.xml</b>.</p>
 projects	<p>XML files that contain the project information for each unit. These files work in conjunction with the unit menu Flash® file.</p> <p>The information for each project is contained within its own XML file and named according to its unit code.</p>

	
 resources	<p>All the resources are stored in this section (see below for more information).</p>
 ta	<p>The files that make up the text-alternative version of the unit menu are contained in this folder.</p>
 tools	<p>Contains the Communication tools and the search feature used in the Toolbox. The JavaScript files used for the search are located in this folder inside the js folder.</p>
 tour	<p>All of the files needed to run the tour section of the Toolbox are stored within the tour directory.</p> <p>To edit content in the Flash® version of the tour, edit the media/tour.xml. Files prefixed with 'x_' represent the text version of the tour.</p> <p>There is also a PDF file in this directory that contains all the information within the tour.</p>
 units	<p>All of the units are stored within the units directory. Each unit has its own subdirectory based on its unit code (see below for more information).</p>

### ***The 'resources' directory***

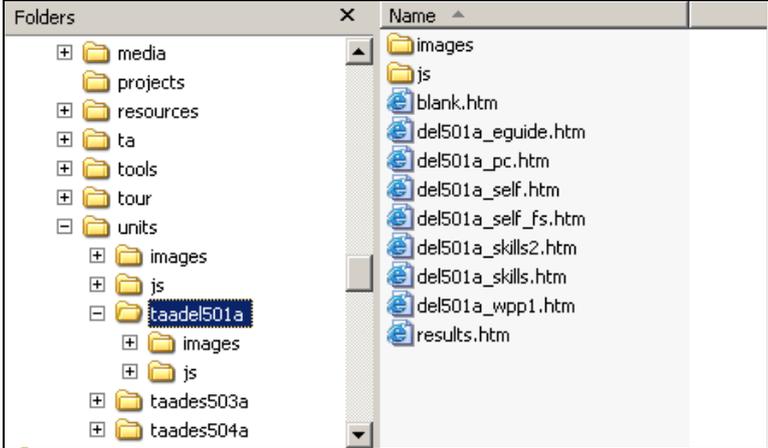
 <b>resources</b> directory	
<p>General Description</p>	<p>The resources directory contains subdirectories for the various sections within the resources.</p> <p>Each resource is self-contained within its own directory, complete with HTML, JavaScript and image files.</p> <p>As the resources are referenced and linked to throughout the Toolbox, it is recommended that the directory structure of the resources not be altered.</p>

	
 images	<p>This directory contains all the images that are shared across the resource section.</p>
 js	<p>Contains the JavaScript file that controls and monitors the navigation throughout the resources. This file should not be altered or modified.</p>
 media	<p>This directory contains the navigation files used in the resources section.</p> <p><b>utilities_pl.swf</b> – The utilities Flash® file used in the planners frameset containing the Search, Print and Close button.</p> <p><b>utilities_re.swf</b> – The utilities Flash® file used in the resources frameset containing the Planners, Search, Print and Close button.</p> <p><b>tree.swf</b> – The Flash® navigation used in the left frame of each of the resource sections. You can customise the look and links in each of the sections through an XML file. For further information, see the section in this guide titled, <i>Customising a menu in the resources</i>.</p>
 planners	<p>This directory contains each of the Project planners for each unit. Each unit planner is contained in its own folder and each folder has three commonly named files.</p> <p><b>diy.htm</b> – The Do-It-Yourself page for the unit.</p> <p><b>guide.htm</b> – The step-by-step Project Guide for the unit.</p> <p><b>intro.htm</b> – The introduction to the planner for the unit.</p> <p>This folder has is self-contained and has its own <b>images/</b> folder, <b>js/</b> folder and <b>media/</b> folder which contain all the files and images associated with the planners section.</p> 
 e_space	<p>The E-space files are contained in this folder.</p>

	<p>Each section within the E-space is contained in its own folder.</p> <p>These sections are outlined below with their folder name in brackets.</p> <p>E-facilitator (<b>e_facilitator/</b>)</p> <p>Advice (<b>advice/</b>)</p> <p>Q&amp;A (<b>qa/</b>)</p> <p>E-sources (<b>e_sources/</b>)</p> <p>Documents (<b>documents/</b>)</p> <p>E-zine (<b>e_zine/</b>)</p> <p>In Focus (<b>infocus/</b>)</p> <p>Quick guides (<b>quickguides/</b>)</p> <p>Weblinks (<b>weblinks/</b>)</p> <p>E-team (<b>e_team/</b>)</p> <p>Developers (<b>developers/</b>)</p> <p>Content expert (<b>expert/</b>)</p> <p>Instructional designer (<b>id/</b>)</p> <p>Team leader (<b>leader/</b>)</p> <p>E-tivities (<b>e_tivities/</b>)</p> <p>Shadowing Marcia – Effective chat (<b>chat/</b>)</p> <p>E-learning in practice (<b>elearn/</b>)</p> <p>Being there (<b>gameshow/</b>)</p> <p>Managing space and silence (<b>managing/</b>)</p> <p>Toolbox showcase (<b>tbshowcase/</b>)</p> <p>Glossary (<b>glossary/</b>)</p> <p>Files in each section are also contained in their own folder with their own <b>images/</b>, <b>js/</b>, <b>media/</b> and <b>ta/</b> folders.</p>
--	---

## The 'units' directory

 <b>units</b> directory	
 <b>unitcode</b> E.g. taades503a	<p>Each unit is stored in its own directory and named according to its unit code.</p> <p>Each of the unit folders contains a number of commonly named files.</p> <p><i>unitcode_eguide.htm</i> – Evidence guide</p> <p><b>unitcode_pc.htm</b> – Performance criteria</p> <p><b>unitcode_self_fs.htm</b> – Self-assessment frameset</p> <p><b>unitcode_self.htm</b> – Self-assessment content</p> <p><b>unitcode_skills.htm</b> – Skills recognition</p> <p><b>unitcode_skills2.htm</b> – Skills recognition (more information)</p> <p><b>unitcode_wpp1.htm</b> – Workplace project</p> <p><b>blank.htm</b> – Blank file used in the self-assessment frameset</p> <p><b>results.htm</b> – Displays self-assessment results</p> <p>Each unit has its own <b>images/</b> folder and <b>js/</b> folder. The <b>js/</b> folder</p>

	<p>contains a file that holds the performance criteria information for that unit. This file is used whenever the performance criterion for the unit is to be displayed.</p> 
 images	This directory contains all the images shared across the units directory.
 js	Contains a file named <b>sassess.js</b> that controls the self-assessment activity. This file should not be altered or removed.

## Commonly named files and folders

You will notice that the Toolbox contains a number of similarly named files and folders. A number of files have been prefixed with a particular code to identify them as a certain type of file (eg. Navigation file, menu file, home page etc). This section of the guide will list these files along with a description of each.

### Files

Below is a list of commonly prefixed files throughout the Toolbox.

File prefix/suffix	File type	Description
x_	.htm or .doc	Text-alternative page. Will either be a HTML document or a Word® document. Usually contained within a <b>ta/</b> folder.
l_	.htm	These files are common in the resource section. Each file appended with 'l_' is a left navigation frame.
h	.htm	Files appended with this prefix represent the home page for the folder/section they are in.
topnav	.htm	A navigation/banner frame that appears at the top of a frameset.
m_	.xml	XML files with this prefix represent an XML navigation file. These files control the links displayed in files with the prefix 'l_' and are always located in a folder named <b>media/</b> .
_fs	.htm	Frameset files.

fdata_	.js	JavaScript files that contain a redirect JavaScript. These files are essential so that individual pages within a section open within their correct frameset.
--------	-----	---

## Folders

Below is a list of commonly named folders through the Toolbox.

Folder name	Description
ta	These folders contain text-alternative files for navigation and interactions. All files within this folder should be prefixed with 'x_'.
images	As the name suggests, these folders contain images. Almost every folder within the Toolbox contains an <b>images/</b> folder. Only images specific to that section or page are contained in each <b>images/</b> folder.
js	These folders contain JavaScript files that are responsible for navigation and interaction within the Toolbox.
media	The <b>media/</b> folder contains Flash® and/or XML files. Usually, an XML file in a <b>media/</b> folder is connected to and controls a Flash® file in the same <b>media/</b> folder. Flash® files and XML files that work in conjunction with one another have been given the same name. Eg. <b>unitmenu.swf</b> is controlled by unitmenu.xml. Both these files can be found in <b>toolbox/media/</b>

## Delivering units individually

You can choose to display only select units on your server. It is important that you maintain the overall directory structure within the nominated directory on your server to make sure that links between pages remain functional.

Firstly, make sure you have copied across all the Toolbox files. Then you must edit the unit list. To do this, edit the following file:

- o **toolbox/media/unitmenu.xml**

Units belonging to the same stream have been divided and separated by comments

E.g. <!-- purple stream (learning environment) -->

The following represents a unit:

---

```
<unit code=" Unit code " name=" Unit name " display=" yes or no ">
  <unit-info> Unit information text </unit-info>
  <performance-criteria> Performance criteria link </performance-criteria>
  <skills-recognition> Skills recognition link </skills-recognition>
  <projects display="1"> Project information link </projects>
</unit>
```

---

To disable a unit from the unit menu screen, change the attribute named “**display**” for the relevant unit.

E.g. `<unit code=" Unit code " name=" Unit name " display="no">`

The cube representing that unit will still be visible on the unit menu screen but it will not be selectable by the user. The user is made aware of this by the text that pops up when they roll their mouse over the cube. The word **Unavailable** will appear in brackets after the unit name.



If you decide to disable any units, make sure that you also edit the text-alternative version of the menu.

The text-alternative pages of the unit menu are in the **toolbox/ta/** directory.

To edit the list of available units for the text-alternative open **toolbox/ta/x\_unitmenu.htm**

To disable a unit you must edit the link for that unit.

E.g. To disable unit TAADES503A:

```
<ul id="green">
  <li id="greenttl">Learning Design</li>
  <li><a href="x_des503a.htm"><strong>TAADES503A</strong> Research and design e-
learning resources</a></li>
  <li><a href="x_des504a.htm"><strong>TAADES504A</strong> Develop and evaluate e-
learning resources</a></li>
</ul>
```

Change:

```
<a href="x_des503a.htm">
to...
<a href="javascript:disabled()">
```

If the user clicks on a link with the above change, they will be alerted that the unit is unavailable.

## Customisation

### Customising a project

The information for each of the projects can be found in **toolbox/projects**. Each unit has its own XML file which looks similar to the following:

```
<projects unitcode="TAADES503A" unitname="Research and design e-learning resources">
  <project text="[p]Text about the project to display on the project page.[/p]">
    <planner
url="javascript:showPlanner('resources/planners/planners_fs.htm',
'taades503a/pl/intro.htm');" />
    <briefcase url="javascript:showWPP('units/taades503a/des503a_wpp1.htm');"
/>
  </project>
</projects>
```

XML node/attribute	Description
<code>&lt;project text="" /&gt;</code>	The Project text.
<code>&lt;planner url="" /&gt;</code>	The link to the Project Planner.
<code>&lt;briefcase url="" /&gt;</code>	The link to the Workplace Project.

If you would like to edit/modify the text in a project, open the corresponding XML file in a text/HTML editor and make the necessary text changes.

It should not be necessary to change the links to the Workplace Project or the Project Planner and it is recommended that these remain unchanged to prevent technical difficulties.

If these links need to be changed, it is recommended that a developer with sound technical skills make the changes.

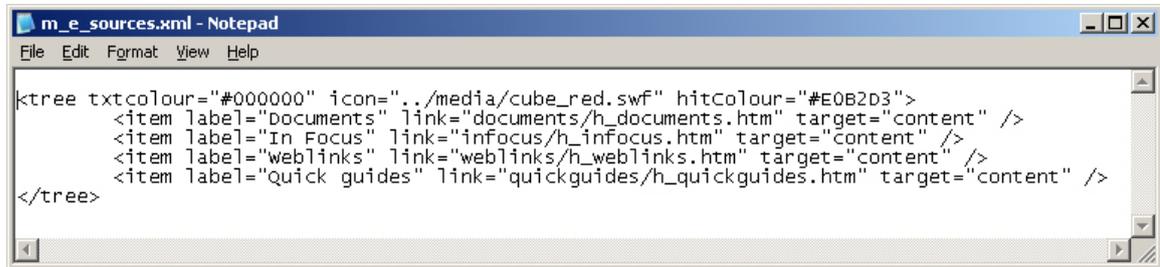
## Customising a menu in the resources

The resource sections in the Toolbox use a Flash® / XML driven navigation system in the left frame. Each menu is controlled by its own XML file.

These XML files are located in the *media* folder of the directory that they control and are named accordingly. For example, the XML file that controls the E-sources navigation in the E-space is located in */toolbox/resources/e\_space/e\_sources/media* and is named *m\_e\_sources.xml*.

All XML files that are used for the left navigation bar are prefixed with “m\_” followed by the name of the section that it belongs to.

Below is an example of what the E-sources menu XML looks like.



```

<tree txtcolour="#000000" icon="../media/cube_red.swf" hitColour="#E0B2D3">
  <item label="Documents" link="documents/h_documents.htm" target="content" />
  <item label="In Focus" link="infocus/h_infocus.htm" target="content" />
  <item label="weblinks" link="weblinks/h_weblinks.htm" target="content" />
  <item label="Quick guides" link="quickguides/h_quickguides.htm" target="content" />
</tree>

```

Each menu tree can have its own individual look and style by editing the following attributes:

Attribute	Description	Value
txtcolour	The colour of the text in the menu.	Any hexadecimal colour value. Eg. #000000
icon	Displays a custom bullet point next to each menu item. The bullet graphic must be a <i>jpeg</i> or <i>swf</i> <u>only</u> .	Location of graphic. E.g images/bullet.jpg
hitColour	Specifies the colour to change to when the user rolls over a menu item or clicks on a menu item to show that it is selected.	Any hexadecimal colour value. Eg. #cccccc
alpha	Control the transparency of the hitColour on a scale of 1 – 100 where: 0 = Invisible and 100 = Visible	A value between 0 and 100. Eg. 35
bg	Displays a specified image to be used in the background of the menu. The image must be a <i>jpeg</i> or a <i>swf</i> only.	Location of graphic. E.g images/bgimage.jpg

## To add a menu item

Copy the following code:

```
<item label="" link="" target="" />
```

Paste it under the last `<item>` in the XML file.

Add a label, link and target and then save the file. Your new link should now appear in the menu.

## To remove a menu item

To delete a link you can either:

- Delete item you wish to review, or,
- Add HTML comments (`<!-- -->`) around the item that you wish to remove.

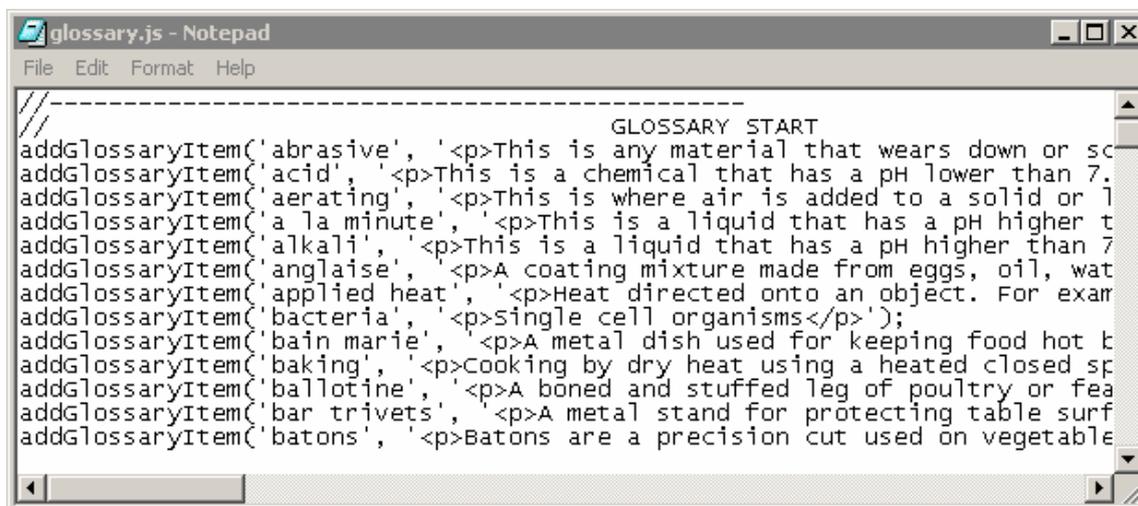
E.g.

```
<!-- <item label="Bookcase" link="bookcase/h_bookcase.htm" target="content" /> -->
```

This method is recommended so that if you require this resource again at a later date, you can easily remove the comments and the link will be restored to the menu.

## Customising the glossary

The glossary can be customised by the addition of new terms or through the modification of existing definitions. Do this by accessing the **glossary.js** file in the **toolbox/js/** directory.



To add or edit a glossary item use the following syntax:

```
addGlossaryItem('term', '<p>Definition.</p>');
```

To link to a glossary term from an individual HTML page (such as an activity page) use the following syntax within the page itself:

```
<a href="javascript:void(0);" class="gloss" title="Definition of 'term' (opens in new window)" onclick="doGlossary('term', level);"> glossary term </a>
```

Where **term** matches the term used in the **addGlossaryItem()** function in **glossary.js** (including case) and **level** equals the number of folder levels back to correctly reference the glossary.

Adding or modifying glossary items in *glossary.js* automatically updates the Glossary in the E-space section.

A web-based 'Glossary code generator' tool with instructions has been provided to automatically generate the code required to insert a new glossary definition.

This tool can be found in *toolbox/\_devtools/glossdefine.htm* and can be opened using any of the latest web browsers.

**Note:** When adding new items to the *glossary.js* file, be sure to add your new glossary item under the correct letter heading so that it appears in correct alphabetical sequence when displayed in the E-space section.

## ***Customising Flash® interactions***

All Flash® movies/interactions in the Toolbox that contain large amounts of text use an XML file that sits external to the Flash® movie. This allows the text to be edited without the need to edit the Flash® itself.

The XML file will be located in the same directory as the Flash® movie and will have the same name as the Flash® movie it belongs to. Both these files will be located on a directory titled *media/*.

To edit the text in the XML file:

- Open the XML file in a text editor
- locate the text you want to change
- make your changes
- save the file.

You must make sure that the XML file keeps the same name. The Flash® movie references this file using its file name and if it is changed, the Flash® movie will not work correctly.

## **Using a learning management system**

While the TAA e-learning electives Toolbox has been designed as a self-contained resource, with its own internal navigation, individual units and activities can be easily transferred to a web-based learning management system. If your learning management system has in-built navigation then you will need to disable the internal navigation tools contained within the Toolbox.

This can be done using the individual HTML files within each activity directory and incorporating them into the learning management system navigation as appropriate.

Consult the technical documentation that accompanies your learning management system for more details.

## **Known issues**

### ***Resizing windows (Macintosh®/Netscape 4.x only)***

Resizing some of the windows on the Macintosh using Netscape 4.x will cause the pages to lose their colours and text style. If you experience this problem, press **Apple key + R** on your keyboard to reload the pages correctly.

### ***Printing in Netscape®***

Background colours and images will not print when attempting to print from older versions of Netscape®.

Background colours and images should print in other browsers provided your browser settings and printer settings allow for this.

### ***Accessing Word® documents***

Some problems maybe encountered when accessing DOC files on the Macintosh system. These files will not open in a separate browser window and will need to be downloaded to the computer's hard disk first, and then accessed using a suitable word processing application.

Problems may also be encountered when using Netscape® 4.7. The browser will ask whether you would like to save the document to disk or open the document from its location.

- If you select "open", the document will open in another window, leaving the original popup window blank. You can close this window.
- If you select "save", the popup window will remain open and display blank. You can close this window.

## Flash®

Adobe® Flash® navigation components will not be available in those browsers that do not support JavaScript. In this case a text-alternative version of navigation menus will be loaded.

## Screen readers

The Toolbox has been tested for use with the JAWS screen reader version 4.01. If you are using a screen reader it is recommended that you leave JavaScript on and set the screen reader HTML options as follows:

Headings Verbosity	Headings Only
Text Link Verbosity	Speak Longest
Graphic Verbosity	Tagged Graphics
Image Map Link Verbosity	All Image Maps
Graphical Link Verbosity	All Graphical Links

## Minimum system requirements

Before you begin using this Toolbox, please make sure your computer meets or exceeds the following specifications:

### Hardware

- IBM compatible computer, 300 MHz processor
- 64 Mb RAM
- 4 Gb hard disk
- 800 x 600 display (1024 x 768 recommended)
- CD-ROM drive
- 1.44 Mb floppy disk drive
- sound card and speakers/headphones
- 28.8 k modem or higher configuration

or

- a Macintosh® equivalent of the above
- Access to a printer would also be useful, in order to print out pages from within the Toolbox.

### Software

URLs provided in brackets, are links to free downloads allowing users to upgrade their software.

- Microsoft® Windows® 95, 98 or 2000 (PC users)

or

- Mac OS® 8.9 or above (Macintosh® users)
- Internet Explorer® 5 or above (<http://www.microsoft.com/>)

or

- Netscape® version 4.7 or above (<http://home.netscape.com/>)
- JavaScript and CSS support enabled

- a word processing program such as Microsoft® Word, to open and use downloadable forms, checklists and worksheets
- a PDF reader such as Adobe® Acrobat® Reader™, to open and read downloadable forms, checklists and worksheets
- a valid email address.

## **Plug-ins**

You will require the following plug-ins:

- Adobe® Flash Player® 6 or above  
(<http://www.macromedia.com/go/getflashplayer/>)
- Adobe® Acrobat® Reader™  
(<http://www.adobe.com/products/acrobat/readstep.HTML>)

**Toolbox contact details:**  
**Flexible Learning Toolbox Help Desk**  
**Phone: 1300 736 710**  
**Email: [toolboxhelp@flexiblelearning.net.au](mailto:toolboxhelp@flexiblelearning.net.au)**  
**Website: [flexiblelearning.net.au/toolbox](http://flexiblelearning.net.au/toolbox)**

**For more information contact:**  
**2005 Australian Flexible Learning Framework**  
**National Communication**  
**Phone: (07) 3247 5511**  
**Fax: (07) 3237 0419**  
**Email: [enquiries@flexiblelearning.net.au](mailto:enquiries@flexiblelearning.net.au)**  
**Website: [flexiblelearning.net.au](http://flexiblelearning.net.au)**  
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**Brisbane QLD 4001**