PROCEDURE
Getting a Slide Show from the Exchange Box
3/26/03

Just a note: please be patient through this process. It takes a couple of moments after you do each step for the software to react.

To get the 2 slide shows I have put into 24/7

Log into 24/7

Then go to “Folders”

Then Click once on the “Exchange Folder”

Then mark the box in front of CINAHL – HFL and Finding Books – HFL

Then go to the top of the window and click once on the COPY icon

Then Click once on the folder labeled Personal

Then go to the top of the window and click one on the PASTE icon

Now these two “Slide Shows” are in your personal folder.

I will leave them there until April 11th. Then I will remove them both from the EXCHANGE FOLDER.

TO VIEW ONE of the SLIDE SHOWS
Go to the upper right corner of the screen and mark the box labeled Thumbnails

Then click once on the title of the slide show you want to see. All of the slides will be displayed.