

## Playing a DVD or Using Microsoft Office Using Windows 7

-Insure ELMO is on and “COMP” or “AV 1” is selected (lower LH side of ELMO)

-Boot Computer

Login: tmccadm\your name

Password: as usual

-Wait for gray “Policy” screen and click on “Accept”

FOR DVD:

-Insert DVD

-Go to multicolored “Windows Ball in lower LH side of screen and click

-Click on “All Programs”

-Select “DVD-VLC Media Player” near the top of the menu-Orange colored icon.

-Click on “Play” icon (sideways triangle) when the next menu appears.

-Select “Disc” from the next menu tab (upper LH side of menu tab)

-Click on “play” with the next menu.

-Now click on the 4<sup>th</sup> button from the left. “Toggle the Video in Full Screen”.

-The picture will now go full frame, and the control bar will disappear when you stop moving the mouse. The control bar will re-appear whenever you move the mouse again.

FOR POWERPOINT

-Repeat above procedure except when you get to the “all programs” go down the list to “MicroSoft Office”, click, then click on “PowerPoint” or the MS Office program you need!

Problems?? Please call Media Services 57177.

Thank you.