ShipShape Program e-Learning Sessions

Steps to Success / Preparing for the Future

Navigating the session

- If the session does not begin automatically, click the Play button ▶ to begin the session.

- Click the Forward button ⏭ to advance one slide. Click the Back button ⏮ to go back one slide.

- Each slide will advance automatically in five minutes. If you need to pause the session, click the Pause button ⏸ to prevent the automatic advance.

- Click the Audio button 🔊 to mute the audio. Click again to unmute audio.

- Click the CC button **CC** to read a transcript of the audio for that slide.

- Play bar [_____] advances with each slide, showing roughly how much has been viewed and how much of the session is left to view. For best results, do not drag the play bar to fast-forward or rewind the session. Use the navigation buttons, instead.

Interactive Features

Note Feature

- The Note feature allows you to jot down ideas and keep them after the session is over.
- Click the Notes icon to open a new note.
- Type your notes into the body area of the note.
- Click the Save icon at the top of the Note to save a Word version of your notes to your computer, tablet, or device.
- Click the Print icon at the top of the Note to print a Word version of your notes.
- Click the Styles icon at the top of the Note to change the color of your Note feature.
- Click the Delete icon at the top right of the Note to delete the Note, altogether. (To delete the Note text, simply delete as you would in any office software text field.)
- To create an additional Note, mouse over the top left corner of the Note. A + sign appears. Click that area and drag to create another Note.

- Information you input to a Note feature disappears permanently from the session when you exit the session. It remains as long as you remain in the session, and you can click the previous button in the session navigation to return to the page to review the Note.

External Web Pages

- Certain resources and web tools that offer general, ongoing aid to increase fitness are hyperlinked within the session, but set to open in a separate web tab. This is intentional, so you can bookmark that page to your browser.

System Requirements/Recommendations

Web Browsers

The Shipshape online sessions are best viewed in recent browser versions, such as:

- Safari version 9
- Internet Explorer version 11
- Google Chrome version 52.0.2743.75