Investigator 101
User's Manual

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Training for investigators in
the responsible conduct of
human subjects research.
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Installation

General Instructions

Investigator 101 is designed to run on Windows 95/98/2000/NT and Mac OS computers. To ensure the highest quality playback of the digital video in your course, you will need at least:

- 133 MHz Pentium or 80 MHz PowerPC Macintosh
- 32 MB RAM (on a Macintosh, set Virtual Memory to 64 MB or more)
- An 800 x 600 (or larger) screen size,
- 16 bit color (High color) enabled, 32 bit (True color) is preferred
- A 6x (or better) CD ROM drive

In general, the more color your monitor can display at the selected resolution, the better the quality of your video.

To make use of all the features available in your course, you will also need a Web browser with E-mail functions. This User’s Manual covers the basic operation of the course program. There is also an online User’s Manual on the CD that covers the same information. Use the Help menu to access the on-line User’s Manual. The on-line User’s Manual is a Web document and requires an installed Web browser.

Windows 95/98/2000/NT Instructions

To check the video color settings:

- Right-click on the desktop, click “Properties” and then select the “Settings” tab
- Under Settings,
  - Set the “Color Palette” to True Color (24 bit) or True Color (32 bit) and
  - The “Screen Area” to (at least) 800 x 600 pixels.

If you change the color settings, you may need to restart your computer.

To install your course:

Use one of the following methods:

- Quit all Windows programs;
- Place the CD-ROM into your CD-ROM drive;
- Double click on My Computer;
- Double click on the CD-ROM;
• Double click Install or Install.exe;
• Follow the on-screen instructions.

OR
• Quit all Windows programs;
• Place the CD-ROM into your CD-ROM drive;
• Click Start, then Run;
• In the Open edit box type D:\install.exe (If your CD-ROM drive is assigned a letter other than D, you will need to replace the letter D above with the letter assigned to your CD-ROM drive);
• Click OK;
• Follow the on-screen instructions.

The installation program will automatically install Acrobat Reader and QuickTime 3 (both needed to read the CD-ROM) if they are not present on your computer. The installation program will also create a desktop icon to launch the course and a program group with entries to:
• Launch the Investigator 101 course, and
• Uninstall the Investigator 101 course.

These are also accessible through the Start menu by clicking “Start”, “Programs” then “Investigator 101”.

Mac OS Instructions

To check the video settings:
• Use the Monitors & Sound control panel
• Select a resolution of 800 x 600 pixels or greater
• Select thousands or millions of colors

To install your course:
Double-click the installer icon on your CD-ROM drive and follow the on-screen instructions. The installation program will automatically install Acrobat Reader and QuickTime 3 if they are not present on your computer.

The installer will create an alias on the desktop and an Apple Menu alias to launch the course. To uninstall the course, simply drag the installation folder to the trash, delete the desktop alias, and the delete the Apple Menu alias.
Welcome to Investigator 101

Investigator 101 consists of:

- Digital video sessions, where each presentation has
  - Table of contents,
  - Presentation material,
  - Full text transcript of presentation, and
  - Searchable index
- An electronic library of readings

As the presentation is viewed, the Investigator 101 program keeps all the content synchronized. The transcript, presentation material, and table of contents all change automatically to keep pace with the digital presenter. All of these parts are combined so that each course is portable, easy to use, and—perhaps even a little fun.

Investigator 101 is a product of The JITLearning Group. If you have technical questions, suggestions, or problems with the CD-ROM, please send e-mail to Support@JITLearning.com
Session Tab

The Session Tab is the centerpiece of Investigator 101. Here, you can watch the video, read and print the transcript, navigate through the presentation, and much more.

Presentation Area

In the presentation area you'll see the graphics that accompany the presentation. As the speaker proceeds, the graphics will change to keep pace with the presenter. Additionally, any other video, animation, or supporting material will also display in this area.
Digital Presenter

Investigator 101 features an area where video is shown. This is known as the digital presenter. The presenter also operates a video control. When the video is stopped, clicking on the presenter will start the video. Likewise, clicking on the presenter while the video is playing will stop the video.

Video Controls

The video controls are only available on the Session Tab and allow you to control the digital presentation.

Play & Stop: These are toggle controls that start and stop the digital presenter. Clicking Play will start the presentation and activate the Stop button. Clicking the Stop button will stop the presentation and reactivate the Play button. The controls also start and stop the audio when the presentation is in zoomed mode.

Pause/Leave Program: If you need to pause or stop and leave in the middle of a particular session, the Investigator 101 program remembers where you were and allows you to return to the exact part of the program. See “Return to Last Section Viewed”, p. 15.

Zoom +/-: The Zoom + button enlarges the current graphic to fill the Session Tab and activates the Zoom - button, while continuing to play the presentation audio. Use the Zoom + button to restore the presentation to normal. In situations where no enlarged graphic is available (for instance, when a supplementary video is playing in the presentation area), the Zoom + button will be inactive.

Volume: Sets the relative sound level of the digital presenter. The absolute volume is set using the standard volume controls of your computer. You can change the volume in two ways:

- Left-click and hold down the mouse button on the round volume controller, then
  - Drag the controller up toward the top of your screen to raise the volume, or
  - Drag the controller down toward the bottom of your screen to lower the volume
- Click on the volume slider
  - Click above the round volume controller to raise the volume
  - Click below the volume controller to lower the volume
Session Actions

The Session action buttons open auxiliary windows on your computer. These windows provide additional ways for you to interact with the presentation content.

Notes: Opens the resizable Notes Window for note taking.

Search: Opens the Search Window to access the full text search engine.

Email: Opens a simple form for sending a message without having to leave the Investigator 101 environment. The first time you use the email function, you will need to supply your email address, after that, the program will remember your email address. The SUBJECT field is automatically filled in with the current session and section of the presentation and the TO field is automatically filled in with the e-mail address of the digital presenter (when available).

Contents: Opens the resizable Table of Contents Window for the presentation.

Transcript: Opens the Transcript Window for displaying the full text of the presentation.
Library Tab

The Library Tab is the reference area where you access the supplemental material associated with your course. In this area you will find material that is specific to the current presentation as well as material that is applicable across the entire course. The Library Tab contains a list of readings and reference materials.

Readings: This area holds a list of electronic readings included with the course. To access any reading in the list, click on the item to open it. For instance, this list always contains a copy of the presentation material in Adobe Acrobat format. Double clicking on this item will launch Acrobat Reader (which is installed as part of Investigator 101) where you can print a hard copy of the material.
Library Actions

Notes: Opens the resizable Notes Window for note taking.

Search: Opens the Search Window to access the full text search engine.

Email: Launches your e-mail program. The SUBJECT field is automatically filled in with the current section in the presentation and the TO field is automatically filled in with the e-mail address of the digital presenter (when available).

Search

The Search Window allows you to perform a search on all the indexed course material. The session transcripts are always indexed for searching. Depending on the course, other material, such as the Table of Contents, presentation material, and library items may also be searchable. You perform your search by selecting the items to be searched, entering a search phrase, and clicking the search button. The results show up in the Matches Found area, where you double-click on an item containing the search phrase to open that document and browse through the matches.

Search Window

Lecture option: Allows you to select which sessions in the course to search:

Current option: Will search only the current session selected in the Sessions Menu.

All option: Will search all the sessions in the course.

Library option: Allows you to include indexed library material in a search.

Key word or phrase window: This is where you enter the text you wish to search for. You can have two search phrases. The first phrase must have text (or no matches will be found). The second phrase is optional and is combined with the first phrase based on the logic described below.

And / Or option: Allow you to combine multiple search phrases:

and: Selecting this option requires that both phrases be present in the document for a match,

or: Selecting this option will produce matches for documents that contain either phrase (or both phrases).
**Whole Word option**: Allows you to refine your searches by requiring each word in the search phrase to match an entire word. Searching for "the" also matches "there" and "them". Selecting the Whole Word option prevents this behavior and yields fewer, but more accurate matches.

**Search option**: Finds all the documents that contain text matching your search text and displays their titles in the Matches Found area. Using the Enter/Return key on your keyboard is equivalent to clicking on the Search button.

**Save Settings option**: Tells *Investigator 101* to remember your search settings after you close the Search Window.

**Matches Found**: The Matches Found area lists all the documents containing the search expression. Clicking on an item in the list opens the Search Details Window.

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**Search Details Window**

The Search Details Window is where you see the matches that resulted from your search expression. Each match is highlighted or marked in red in the document area. When this window opens, the first match is highlighted and visible. You can then browse the matches using the Next and Previous buttons or the scrolling text controls.

Previous option: Scrolls the text to the previous search match and highlights the search phrase.

Next option: Scrolls the text to the next search match and highlights the search phrase.

Search option: Returns the Search Window discussed above.

Go to Section option: Returns you to the Session Tab at the point in time where the currently highlighted search match occurs. If the material in the Search Details Window is not associated with the current presentation, *Investigator 101* will automatically switch to the correct session.
Menus

The set of menus available, depending on the content in your course and computer operating system, include:

- File
- Window
- Notes
- Transcript
- Help
- Sessions

File Menu

Preferences: Opens the Preferences Window for locating the auxiliary applications. The installation process will locate as many of these auxiliary applications as possible. If you remove an application, install a new application, or upgrade one of these applications, or wish to change applications, you will need to update the corresponding location using the Preferences Window.

![Preferences Window](image)

Locate option: Opens a file selection window and navigate to the location of the needed program. On a Windows-based PC, the best place to start looking for an application is in C:\Program Files\.

Save option: Saves your changes and close the Preferences Window.

Cancel option: Closes the Preferences Window without saving any changes.

Default option: Clears all the program selections.
Quit: Exits *Investigator 101*.

**Window Menu**

On Windows OS computers:

Show Desktop option: Reveals the Windows desktop in the background.

Hide Desktop option: Replaces a solid black background under *Investigator 101* windows and over the Windows desktop.

Minimize option: Reduces the *Investigator 101* program to an icon on the task bar.

On MacOS Computers there is only one item in the Window menu:

Hide JITLearning option: Deactivates and hides the *Investigator 101* program (although any active QuickTime videos may continue to play) and brings the Finder to the front.

**Notes Menu**

Open notes window option: Opens the Notes Window (see page 16).

Close notes window option: Closes box of the Notes Window.

Open notes file option: Opens a previously saved file and displays it in the Notes Window.

*Investigator 101* can open any text file.

Save notes option: Save the contents of the Notes Window to the current notes file. If no name is specified, it defaults to "notes.txt".

Save notes as option: Allows you enter a file name and location before saving the contents of the Notes Window to a text file.

Print notes option: Prints the contents of the Notes Window.

**Transcript Menu**

Open transcript window option: Opens the Transcript Window.

Close transcript window option: Closes box of the Transcript Window.

Print current section option: Prints the highlighted section of the presentation, even if the Transcript Window is not open.

Print all sections option: Prints the entire transcript of the current presentation, even if the Transcript Window is not open.
Help Menu

Help on JITL option: Launches your web browser for viewing the on-line User's Manual. Use this item to access the on-line User's Manual any time you need help.

About JITL option: Displays the technical support email address of JITL Learning for technical help and information with the Investigator 101 CD-ROM.

New Features option: Displays a quick summary of the major changes since the last version of the JITL Learning software.

Keyboard Shortcuts option: Displays a quick summary of the keyboard editing controls supported in the Notes Window and Transcript Window.

Sessions Menu

The Sessions Menu is used to select a presentation for viewing. Selecting a presentation will automatically close the current presentation, will open the Session Tab, and will load the new presentation for viewing.

The current session is always indicated in the title bar of the main Investigator 101 window.

Return to last section viewed option: This menu item is a simple "bookmark" for your course. The Investigator 101 program remembers where you were whenever you last exited the program. When you return to the CD-ROM, you can use this item to automatically return to your stopping point.

Open Search Menu option: This menu item opens the course Search Window.
Notes Window

The Notes Window is a resizable text window for taking notes.

The contents of the Notes Window are automatically saved whenever you exit Investigator 101. Later, when you open the course again, your last note file is automatically opened and displayed in the Notes Window. You can change the name and location of the notes file by use the Save or Save As options found under the Notes Menu. Clicking and dragging the lower right-hand corner of the window can resize the Notes Window.

You can use the standard editing shortcuts to Copy, Copy and Paste text in the Notes Window. The supported keyboard shortcuts are:

<table>
<thead>
<tr>
<th></th>
<th>Windows</th>
<th>MacOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
<td>Command+X</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
<td>Command+C</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
<td>Command+V</td>
</tr>
</tbody>
</table>

In particular, you can copy text from the Transcript and paste it into the Notes Window (or other word processing program) for editing.

In addition, the contents of the Notes Window can be printed via the Notes Menu.
Contents Window

The Contents Window is an outline summary of the presentation that can be used to quickly navigate the presentation.

The Contents Window scrolls automatically to keep pace with the presenter. Clicking on a line in the Contents Window takes you to that time in the presentation and automatically updates the Presentation Area and the Transcript Window.

The Contents window is divided into three columns:
- Column 1: is the running time of the presentation (in minutes:seconds format)
- Column 2: is the section title
- Column 3: is the length of the section (also in minutes:seconds format)

Clicking and dragging the lower right-hand corner of the window can resize the Contents Window.
Transcript Window

The Transcript Window is a resizable window that displays the full text of the current presentation.

Print Section option: Prints the transcript for the current section of the presentation. This action can also be performed using the Transcript Menu.

Print All option: Prints the entire transcript of the current presentation. This action can also be performed using the Transcript Menu.

Transcript Following option: Turns on or off the transcript following capability. When "transcript following" is on, the text of the transcript is automatically scrolled to keep pace with the presenter. That is, the gray bar always highlights where the presenter is in the transcript. When "transcript following" is off, the transcript doesn't scroll as the presenter speaks, instead, it jumps to the start of each new section.

Video Scrolling option: Turns on or off the ability to scroll the video and table of contents via the transcript window. When this option is selected, scrolling the transcript automatically "scrolls" the video to the same location. This allows for much finer control of the digital presentation than can be accomplished via the table of contents window.

You can also use the scroll controls to browse through the transcript. As you scroll the transcript, the video will fast forward or fast reverse to the currently highlighted section of the transcript. However, if the presentation is playing, it will still scroll to keep pace with the presenter, no matter where you may have scrolled.

While the transcript cannot be modified in the Transcript Window, you can select a block of text in the Transcript Window and use the keyboard Copy shortcut to copy the text to the clipboard. Clicking and dragging the lower right-hand corner of the window can resize the Transcript Window.
Troubleshooting

Windows 95/98/2000/NT Problems

Problems with video quality

For best video quality, you need to have the color depth on your monitor set to High Color (16 bit) or True Color (32 bit). If these settings are not available at your current monitor resolution, you will need to adjust the resolution to 800 x 600 (which is the minimum screen size supported). NOTE: Changing your monitor resolution will change the position of any icons you have on your desktop.

To check the video color settings:
- Right-click on the desktop and select the "Settings" tab
- Under Settings,
  - You can set the "Color Palette" to High Color (24 bit) and
  - The "Desktop Area" to (at least) 800 x 600 pixels.

If you change the color settings, you may need to restart your computer.

Disappearing cursor

If you experience a flickering or disappearing cursor while the video is playing, you need to make an adjustment to the QuickTime control panel. First, exit Investigator 101 and return to the Windows desktop. Then, open the QuickTime control panel using: Start > Settings > Control Panels. Double-click on the QuickTime control panel.
Verify that you're using the correct version of QuickTime. You should have a screen that looks like:

Next, select "Video Settings" from the drop-down menu and select "Safe Mode (GDI Only)." When done, you should have a screen that looks like this:

Close the QuickTime Control Panel and restart the Investigator 101 course.
QuickTime install problems
In general, the best approach is to uninstall QuickTime, restart your computer, and try reinstalling
QuickTime. If this does not help, then you will need to consult Apple's QuickTime web site at:
http://www.apple.com/QuickTime/

Audio playback problems with QuickTime video
Audio problems can be caused by DirectSound components on your system. Try forcing QuickTime to
use your computer’s audio hardware directly. To do this, open the QuickTime control panel using: Start
> Settings > Control Panels and double-click on the QuickTime control panel. Select “Sound Out” from
the drop down menu and select “waveOut” as the playback device (as shown below). Close the control
panel and restart your Investigator 101 course.

Mac OS Problems

Out of Memory Errors
40MB of real (not virtual) memory are needed to run the Investigator 101 system with QuickTime 4.

Video freezes when changing between QuickTime Movies
This is a MacOS problem between the QuickDraw Rave Extension (that comes in Mac OS v8.6 and
higher) and QuickTime 3. There are two solutions, either turn off the extension or upgrade to
QuickTime 4.
Error -108
This error results from insufficient RAM or having Virtual Memory turned off. To correct the problem:

- Open the Memory Control Panel
- Turn on Virtual Memory
- Set Virtual Memory to at least 64 megabytes
- Restart computer

Common Problems (both MacOS and Windows OS)

Screen Savers
Screen savers may interfere with the playback of the video. If you experience any problems viewing your video after the screen saver has run, you will need to exit the Investigator 101 course and temporarily turn off the screen saver.