

TrainerSounds™

Music and Sound Effects

For

Training and Presentation Events

USER'S GUIDE

Product Support

You are eligible for 90 days of "getting started" support. This support covers installation and use of the included software. It does not cover use of advanced features, configuring MP3 players or other third party software, or problems caused by your operating system and/or computer system.

To contact us, please be prepared to provide the following information:

- ✓ Details about your computer and operating system
- ✓ Specific details about the kind of problem you're having

E-mail: trainersounds@hotmail.com
(best method for fast response)

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Technology Solutions for Trainers

- ✓ SWEEP, STINGER, WHOPEE, FANFARE and other miscellaneous clips can be used just about anywhere you want to ‘punctuate’ a remark or moment.

Experiment!

Troubleshooting

As with all software programs, problems can occur. Technical support is available - but first, review this list of most commonly asked questions - and their solutions - before calling. Chances are you'll find the solution for your problem.

TrainerSounds™ loads, but when I clicked on a button, nothing happened.

Check: Is the volume level on your sound device properly set? The Wave volume setting on your Audio Control Panel activated? Microsoft[®] Media Player properly installed? System properly configured to play sound files?

I put the TrainerSounds™ CD-ROM into my computer, and nothing happened. Check: Is Autorun enabled on your system? (If not, select START, RUN autorun from your CD-ROM drive location, or RUN TrainerSounds™ from the *Program* folder on the TrainerSounds™ CD). CD-ROM 4X speed or above? At least 32 MB of RAM installed on your system? Pentium PC 100 MHz or faster?

The sound started, but stopped as soon as I closed the program or used <alt><tab> to change to another open program. Then when I went back to TrainerSounds™, the sound started again. TrainerSounds™ is designed to work only as a full-screen application to make it easy to instantly choose between the maximum number of sound effects or music clips. If you want to use PowerPoint or another presentation software on the same laptop or computer as TrainerSounds™, leave your Projector lens covered until the music or sound effect clip is finished, then <ALT><TAB> to your presentation. (Tip: if you wish, you can incorporate your own sound effects directly into your presentation. See the “help” file for your presentation software for instructions on how to do this.)

Sounds are "choppy," or full of static. Your sound card driver may be outdated or not properly installed. Try reinstalling the driver; if that doesn't help, check with the manufacturer for the correct driver for your sound card.

TrainerSounds™

Congratulations on your purchase of TrainerSounds™, the program that allows you to turn any laptop or desktop PC and speakers into a full-featured sound effects panel! We are confident that you will find this product allows you to instantly supercharge your training and presentation events. Please read this User's Guide thoroughly to get the full use from this program.

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Minimum System Requirements

Before using this software, make sure your computer has the following minimum hardware and software requirements:

- ✓ IBM-compatible Pentium Class PC (100MHz or faster)
- ✓ 1t MB RAM (32 MB RAM recommended)
- ✓ 4X Speed CD-ROM Drive
- ✓ 16 bit SoundBlaster compatible soundcard
- ✓ Speakers or headphones
- ✓ Windows[®] compatible mouse or other pointing device
- ✓ Operating System: Windows[®] 95/98/2000/XP/NT
- ✓ Microsoft Explorer 4+

Installation

TrainerSounds™ requires no hard drive space - it runs completely from your CD-ROM drive. Simply place the TrainerSounds™ CD into your auto-run enabled CD-ROM drive, and the program will start automatically. (If autorun is not enabled, simply select START, RUN, and select "TrainerSounds.exe" from the PROGRAM folder on the TrainerSounds™ CD.

If you want to use your CD-ROM to play music during a presentation, copy the entire contents of the Program folder from the TrainerSounds™ CD onto your hard drive (approximately 100 MB), then run the TrainerSounds™.exe file (you may wish to create a shortcut on your desktop). After copying the program to your hard drive, you can trigger sounds from TrainerSounds™ and also play a music CD through your CD drive.

Once the program is running properly on your computer, plug your external speakers into your computer's "line out" port (if applicable). Be sure to choose a set of self-powered speakers that is large enough for your meeting or training room.

How to Use the Program

To Start the Program: Insert the TrainerSounds™ CD into your computer's auto-run enabled CD-ROM drive, and the program will start automatically. Once the program is running, simply click on a desired sound effect or music clip to trigger it. You will notice that the cursor changes to a finger when you place it over a button.

Click on a new sound while a sound is already playing to immediately cause the first sound to stop and the second sound to begin.

To stop a sound: click on a different sound; click on the screen's title button (TRANSITIONS, BACKGROUND MUSIC, OR SOUND EFFECTS) or a category button (i.e., "Humans/Audience", etc.); or turn your external sound volume down or off.

To pause a sound: right-click on any part of the screen and choose "pause." (Note: it is rarely necessary to pause a sound that is currently playing). Changing to a different program that is already running by using your Windows taskbar or pressing <alt><tab> will also cause a sound to pause.

BELLS – These effects are great for starting or stopping an exercise; helping people keep track of time during long activities or role-plays; for game shows; and for general use.

- ✓ If someone wants to “go a few rounds” with you during a training presentation, you can use the BOXING BELL effect.
- ✓ An idea that’s not quite right can get the GONG or the BUZZER. (Of course, you’ll want to use these effects on yourself before using them on audience members!)
- ✓ The PHONE RINGING, NO ANSWER and BUSY SIGNAL effects can be used to simulate phone use during a telephone role-play.
- ✓ And of course the CHOW TIME bell is a great intro for a lunch break!

HUMANS/INSTANT AUDIENCE – No one laughed at your joke? No problem! Trigger your own audience sounds with the many applause and laugh track selections. (They'll get you more laughs than your joke would have, anyway!) Experiment several times and you'll know just which one to select for different situations.

- ✓ ONE CLAP is great for when you're just not getting the enthusiasm from the group that you'd like, or when nobody really likes your idea
- ✓ EVIL LAUGH is great for introducing a role-play or other exercise – again, a great tension reliever.
- ✓ PLAYGROUND can remind participants why “adult learning” is preferable to the alternative.
- ✓ BREATHING and HEARTBEAT can be used to check the “vital signs” of your audience.
- ✓ BABY sounds give you hilarious ways to deal with participants who don't want to participate in role plays, complete their homework, etc.

MISCELLANEOUS – Here are animal, insect, and general sound effects that are great effects in a multitude of situations.

- ✓ ROOSTER is a great way to introduce an early morning class.
- ✓ A participant can play the SLOTS and possibly hit the JACKPOT.
- ✓ You can FLUSH an idea that no one likes.
- ✓ A DRUMROLL is great when selecting a door prize winner.
- ✓ CRICKET is great to use when NO ONE laughs at your joke, you didn't get any applause when you were introduced, or you can't get anyone to raise his or her hand for a question.
- ✓ HOWLING WIND reminds people that it's much more uncomfortable outside; your training is the place to be on a cold, windy day.

Live Presentation Tips

TrainerSounds™ is designed for use by the person who is conducting a meeting, presentation or training session, although you can have another person trigger sound and music clips for you. The buttons are easy to locate and click, meaning you can bring up any sound effect or music clip instantly. The sounds are organized into three screens that are linked together by buttons at the top of each screen so that you can move to a different screen with a single click. The definition of each screen and suggestions for use are below.

TRANSITIONS



Transitions are music clips designed for use at the beginning and end of specific parts of your live event. For example, when it's time to begin a training session everyone is usually talking, paying no attention to you! You can either clap your hands loudly, shouting "People, people time to start!" (not very professional), or you can play a short music clip or sound effect, alerting everyone that the session is about to start (highly professional!) When it's break time, trigger another clip to cover the noise of scraping chairs, etc. Playing a music clip at the beginning and end of each segment of your event adds polish to your efforts and tangible energy to the proceedings.

- ✓ Use QUICK CHANGES to "change the subject," introduce a new presenter or topic, or quickly get people back to their seats after a break.

- ✓ CATTLE CALL is a fun way to mimic the "line up and move out" process after you announce a break
- ✓ LUNCH SOUNDS is handy when it "sounds like lunch."
- ✓ Use THIRTY SECOND INS AND OUTS at the start and stop of your live events, to introduce and end breaks, etc.
- ✓ Some of the QUICK CHANGES work well with the TRANSITIONS, allowing you to create a music "theme" for your event. For example, BANJO OPEN *quick change* works well with the COUNTRY *thirty second in and out* to give your event that "homespun" feel. Hi-Tech is easy when you use clips like SLAM IT and DIGITAL DRUMS together.

BACKGROUND MUSIC



Background music is intended to eliminate the "tomb effect" that can suck the life right out of any meeting or training presentation when people are working silently. Background Music clips are thirty seconds to three minutes long. If your exercise is longer than the music clip, simply start another one after the first one is finished.

If you want to use longer music clips, copy the program onto your computer's hard drive so that you can play music CDs on your computer's CD-ROM.

A Word About Copyrights: If you choose to play your own music recordings during a live event, please be aware of the copyright issues involved! Playing

a music recording without obtaining/paying for permission to do so can result in significant penalties to you and/or your company. TrainerSounds™ contains royalty-free music clips that can be played without worrying about copyright issues.

You will find that using BACKGROUND MUSIC during individual exercises, role-plays etc. keeps the energy level up and helps people be less self-conscious. Just be sure the clip you use is appropriate for the kind of activity people are completing; that the sound isn't too loud; and that the music doesn't distract your audience.

SOUND EFFECTS



The Sound Effects screen is the default screen that you will see each time you run TrainerSounds™. These sounds are designed for the many occasions during a training session or meetings when you or an audience member makes a point or asks a question, you want to introduce another speaker, etc. You can easily add humor and energy to your live events by triggering an appropriate sound effect.

Many of the effects can be used during role-plays and game shows, or to start and stop a session or exercise. With practice, you'll think of hundreds of ways to use these sound effects during your live events. To get you started, take a look at the following suggestions for using some of the most popular effects.

Changing the Screen Size: TrainerSounds™ is designed to run only in a full-screen window. The window cannot be minimized or re-sized. This is to ensure that you have instant access to all of the available sounds.

Navigation: The program contains three screens: SOUND EFFECTS, TRANSITIONS, and BACKGROUND MUSIC. You can access a total of 156 music files and sound effects. Buttons are provided at the top of each screen to move to one of the other two available screens with a single click. (Please note that moving between screens will cause the current sound effect or music clip to stop.)

To exit the program: press <ESC> twice.

Additional Controls: Right-click on any part of the screen to bring up a small menu of controls that can be used to pause a sound, navigate, or exit the program.

Suggestions for Using TrainerSounds™

When using TrainerSounds™ you are limited only by your imagination! However, since your audience will probably be new to the idea of sound effects during a training or presentation event, keep these suggestions in mind:

- ✓ **PREVIEW ALL SOUND EFFECTS AND MUSIC FILES**– Not all of the sound effects and music files are appropriate for every kind of event. Spend some time with your software and get to know the sounds and music clips. You may want to make lists of the effects and music clips that you want to use in advance of your event. Your goal is to get to know enough sound effects and music clips to use them "on the fly."
- ✓ **CHECK YOUR AUDIO SET-UP** – Be sure to set the controls on your computer and external sound equipment properly before use. If you test your equipment in an empty room, remember that the sound volume will not seem as loud in a room full of people.
- ✓ **USE MODERATION** – With overuse sounds can become a distraction instead of an enhancement. With 60 sound effects, 48 transitions and 48 background music clips, you've got plenty of sounds to choose from. So, use a few each presentation for that "just right" effect. During your next presentation you'll have plenty of clips your audience has not yet heard!