Thank you for choosing CFI Toolbox presentations. If assistance is needed contact us at customerservice@cfitoolbox.com or call us at 815-943-8785. You may also find assistance on the FAQ page of our web site at www.cfitoolbox.com

Many of the presentations have internal links to extra illustrations and external links to FAA regulations, live weather, navigation simulators, and other sites. PowerPoint and PDF classes offer great visuals, save time, and have the ability to "toggle" back and forth between illustrations and other resources. **Note that some of the web site links such as ADDS Weather, navigation, and pitot static tools, will require JAVA in 32 and 64 bit versions.** Go to JAVA.com for down loads.

The discs also contain hundreds of illustrations from the **Pilots Hand book of Aeronautical Knowledge**, **Airplane Flying Hand book**, and **Instrument Flying Hand book**.

The discs are closed and cannot be changed. However all contents can be copied to a hard drive folder, where any change can be made, including most of the text. The flexibility is nearly without limit and you can copy any slide or illustration from any presentation to any other. You can also create your own presentations from the contents.

NOTE: The PDF files, and all test, open in similar fashion.

The PDF version will play as is using your free Adobe acrobat reader, but making changes to the PDF version will require an actual Adobe Acrobat program.

Note that the presentations fall into two categories "Chapters" and "Links". The stall airflow mp4 is a link in chapter 1.

The "Chapters" eg. "Chap 1 Airplanes and Aerodynamics" are parts of the main presentation.

The "Links" e.g. "Link landscape charts" presentations are hyperlink targets placed in presentations separate from the main chapters, so that the main chapter presentations can be edited without displacing the hyperlinks. The "Link" presentations can be opened separately and you can add more slides to a hyperlink file **but <u>always</u> add them to the end of the file to retain proper hyperlink targeting**. **<u>Caution,</u> if you change the name of a hyperlink "Link" file you will not be able to access it when in slide show unless you edit the hyperlink itself. If you are not accustomed to editing hyperlinks contact us, we will be glad to assist you with that function.**

Note: PDF links always target the first slide in the link only, and scrolling may be necessary to find the slide you want.

Any presentation can be run in simple chapter order or jumped to any other slide in any other presentation as needed. Internal links have green buttons and online links have blue buttons. The chapter slides have a blue background and hyperlink slides have a green background.

Internal links are green   Web sites (external links) are blue

<div style="display:flex; gap:2em;">
<div style="background:#3a9b6e; color:white; padding:12px 30px;">Full size chart</div>
<div style="background:#1a1af0; color:white; padding:12px 30px;">Link to current FAR's</div>
</div>

While in PowerPoint "slide show" simply left click on the action button to go to the link. **To return from an internal link**, right click and select "end show" or scroll past the end of the link slides. **To return from an on line link** simply close the on line site. **In PDF simply close the window to return to the main presentation**

Getting comfortable with the presentations
There is no better way to prepare for a class than to get plenty of practice navigating the presentations.

 We suggest that you copy all disc contents to "my documents". Presentations normally respond more quickly from your hard

drive than from a disc, particularly the hyperlinks that access web based training aids. A particular chapter will also run faster if you scroll through it and "exercise" the hyperlinks before doing your presentation.

The disc's are closed so there is no danger of breaking down the presentations by experimenting. With a bit of practice you will be able to navigate very quickly to any part of the presentation.

We have experience doing presentations so if you're just starting out feel free to contact us at customerservice@cfitoolbox.com You can also contact us at 815-943-8785. Were glad to help.

An FAA knowledge test class can be taught in a number of ways but there are some things we have found effective.

If a student has a question pertaining to the chapter being taught it should be addressed at once rather than at the end of the class. But if a student has a question concerning something other than the chapter being taught it should be covered either before or after official class time.

Included on the Knowledge test disc is a complete set of printable practice tests with answer keys, in Word and PDF. There are three tests per chapter and two practice finals for class testing.

Extra Visuals
Our disc's also contain illustrations from the **"Pilots Hand book of Aeronautical Knowledge," "Airplane Flying Hand book," and " Instrument Flying Hand book."**

Place the disc containing the extra visuals into the disc drive. Left click any of the 3 icons to open the appropriate file below. Then open each presentation as needed.

The illustrations are placed by publication and chapter, and can be used for designing your own flight training presentations.

To start, simply open a blank presentation and then copy and paste the illustrations or slides from our disc into your own custom show. The illustrations in each slide can be sized to fit and any text you want can be added.

HINT: **For best image clarity** it may be best to copy the **selected illustration only** rather than the entire slide, then paste the illustration into a new blank slide and add text as needed.

The PowerPoint material has been used in MS Office, Word, and PowerPoint XP, 2003, 2007, 2010, and 2013 with no problems. Please note earlier versions of may require a compatibility update available free from Microsoft updates on line.

On Line Testing

CFI Tool Box offers an online practice testing service with you the flight instructor in control of the testing process, for a very reasonable per student fee. This service gives you the ability to test on line and not have to hand out or correct any written tests. The testing center will be yours to control and administer as you see fit. We email you the pass words and you assign them to your students. You can test, and retest as often as you like, and review their scores and progress at any time. Each test must be reset by the instructor before it can be taken a second time. After that no resetting is needed to retake that test unless test results are deleted.

On line testing saves classroom time and provides excellent flexibility. This service is available only to flight instructor's using our kits.

Each flight student password is 6 months in duration. Instructor accounts do not expire unless inactive for more than a year. Start up begins with a free flight instructor account and also one free student account for the CFI to use as a class example.

To email us at customerservice@cfitoolbox.com or call 815-943-8785 for info. The pass words can be purchased on our web site in any quantity only by CFI's using our presentations.

Set up your student test center accounts as follows.

1 - Go to www.aavtrain.com for direct access.
2 - When the test center login page appears simply click on the "**1ST time students register here box**" A registration form will open.
3 - When filling out the form please note the student **user name** should be composed by you the instructor.
4 - The student pass word is case sensitive and should be entered exactly as received. All passwords are upper case.
5 - When the form is complete click "SUBMIT". If the form was correctly filled out a "Thank you" message will appear. BE SURE TO PRINT THIS PAGE USING THE Ctrl - P keys, or make some other written record. It will be your only printed record of the students user name and pass word combination.
6 - You may now close out your browser and return to the test center and use either your student log in data to take tests, or your CFI log in data to manage test results.

Test center operation

We suggest you take some tests using your student account and then using your flight instructor account observe your results and do some resets, and test deletions. Be careful not to delete the entire student account. To view a test supplement while testing click on the appropriate link on the left side bar of the test page and the supplement will appear in a separate window.

Customization of your presentation

With a bit of practice, any slide, visual, or text from any of the presentations can be edited or copied and pasted into another presentation. Since the discs are locked, their contents must first be saved or copied to a new folder. Then the customization process can begin, including the addition of your own materials.

Note: When transferring visuals, a higher degree of clarity is often maintained if only the photo, chart, or graph is copied and

then pasted to a new slide, rather than copying and pasting the entire slide. For assistance contact us at 815-943-8785 or customerservice@cfitoolbox.com

Create a hyperlink in PowerPoint

A hyperlink is a connection from one slide to another slide in the same presentation, or to a slide in another presentation, an e-mail address, a Web page, or a file.

Create a hyperlink to a slide in a different presentation in PowerPoint 2007-2010-2013

1. This "**bookmark**" process must be used to insure that the hyperlinks will work on a computer other than the one it was created on.
2. In Normal view, select insert, then select shapes. Then choose the object that you want to use as a hyperlink button. Place your selection on the slide. Then click on that shape.
3. On the **Insert** tab, in the **Links** group, click **Hyperlink**.
4. In the "insert hyperlink" box under **Link to**, click **Existing File or Web Page**.
5. Locate and highlight the presentation that contains the slide that you want to link to.
6. Click **Bookmark**, and then click the title of the slide that you want to link to. Then click OK. Text may then be added to the link box. Be sure to save.

PDF readers

There are a number of free PDF readers available, some of which come installed on your computer. We strongly recommend the Adobe Reader DC which is a free download at www.adobe.com/reader/ The optional offers can be unchecked.

PDF on the Ipad.

Adobe now has a free PDF reader download for most Ipads
 The current web address is
http://www.adobe.com/products/reader-mobile.html

Methods of placing the PDF version of our presentations is as follows.

If your Ipad has a mini or micro USB port the presentations may be loaded via USB connection or transferred by thumb drive.

If your Ipad has no USB port simply email the chapters to the Ipad. Note that internal link operations require that the "link" chapters be loaded on the Ipad also.

The Pilots Library (endless possibilities)
For contents go to our web site and click the "Pilots Library"

The "Pilots Library" is a DVD with more than 30 FAA aviation handbooks, Chart guides, ACS's, and Test Supplements, in PDF format. It's a great reference for you and your students.

Illustrations and text from it can be copied and placed into your PowerPoints using the "Snapshot" function of the free Adobe DC Reader, resulting in virtually endless possibilities for your own custom presentations. Please call us for more info.