

July 10, 2007

To: Certified Instructors

Subject: 2007 - 2008 CI Package

This CD package contains the LMA Required modules and the LTA Elective modules. These modules are located in their respectively named subfolders. They organized in the same manner as last year's training package.

The training files in this package will be defined in three formats.

- The files are formatted in either Microsoft Word XP or Microsoft PowerPoint XP. The viewer folder contains readers for the XP format. This will allow users with the Microsoft products 97 and above to run. A PowerPoint XP reader is also being included for those of you who may not own the PowerPoint XP application.
- Generally, the Student Notebooks will be in a .pdf(Adobe) format. You will need to download the free Adobe 6.0 Reader from the Adobe website in order to view and print these notebooks. The only student notebook that will need to be ordered through GPH is Ranger Basics; all others can be printed from the CI Package.
- The instructor's training overheads will be in a .ppt(PowerPoint) format. The slides may be used directly in a PowerPoint presentation or they may be printed out on transparencies if a computer with an attached display unit is not available.

At the end of Session One of Ranger Basics is a "Summary Slide" which allows the instructor to automatically link to the next slide presentation.

The PowerPoint presentations are best viewed in an 800 x 600 resolution.

- The instructor guides or outlines will generally be available in a .doc(Microsoft Word) or in a .pdf(Adobe) format already mentioned above.
- Award certificates and registration forms are in .doc(Word) format so they can be edited to fit your class administrative needs.

We request your assistance in identifying errors and problems that you may encounter so that they can be resolved for next year's training package release. Please forward a detailed description of any errors or problems to your District Training Coordinator, who will then route them to the National office.

Perry Siddle
National Training Coordinator