



Vizcaya Museum and Gardens

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MEMORANDUM

DATE: August 1, 2009

FROM: Wendy Wolf, School, Youth and Family Programs Manager
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RE: Pre-Field Study Lesson & Teacher Version 4th – 12th grades

Enclosed are directions to operate and access the pre-field study lesson as well as the accompanying Teacher Version. This lesson is a general introduction to Vizcaya Museum and Gardens and supports all thematic school tours.

Should you have any questions, please let me know.

WEB VERSION

To Access the Teacher Version:

- The Teacher Version includes all the notes necessary to lead the presentation
- Double click the Teacher Version to open it as a pdf
- Go to File and select Print
- Proceed to print

To Operate Pre-Field Study Lesson:

- This lesson requires a laptop computer and projection, such as an LCD projector
- This lesson is in powerpoint format
- Double click the presentation to download as a powerpoint show
- A dialogue box will open and you can choose to open or save the presentation
- Once open, operate as a powerpoint show
- To advance the slides use the up and down arrow keys on your computer keyboard
- Along with the Teacher Version, you are now ready to lead the lesson for your students

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CD-ROM VERSION

To Access the Teacher Version:

- The Teacher Version includes all the notes necessary to lead the presentation
- Open the presentation
- Go to View and select Notes Pages
- Go to File and select Print
- Under Print What, select Notes Pages
- Proceed to print

To Operate Pre-Field Study Lesson:

- This lesson requires a laptop computer and projection, such as an LCD projector
- This lesson is in powerpoint format
- Insert the CD-Rom into a laptop computer
- Open "My Computer", or follow steps that you usually take to access files on a CD-Rom
- In "My Computer", double click the CD-Rom drive
- Double click the powerpoint file icon to open the file
- When the file is open, go to View on the horizontal navigation bar at the top of the screen and select Slide Show (this format will project only the slides and not the teacher notes)
- To advance the slides use the up and down arrow keys on your computer keyboard
- Along with the Teacher Version, you are now ready to lead the lesson for your students