

# ToolBox Help

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## Getting Started

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# Presentation ToolBox Add-In Installation Help & Instructions



After you've run the Presentation ToolBox installation program, you MUST enable macros and install/load the add-in in PowerPoint before using the Presentation ToolBox Add-In. It's pretty easy to do, and we've detailed the steps in the next few pages. As an add-in the Presentation ToolBox will always be available on your menu every time you open PowerPoint.

Running the installation program for the Presentation ToolBox only places the ToolBox files on your computer. Again you must set up macros and the add-in in PowerPoint before you can use the Presentation ToolBox Add-In. We also recommend you accept the default installation program's location on your computer. If you have a newer version of PowerPoint (2007 or newer) and change the default installation location, then you might also have to add this new location to the trusted locations for the add-in to work properly.

## Setting Macros in PowerPoint

The Presentation ToolBox uses macros to automate several different game functions. Here are links to Microsoft that will tell you how to turn on your macros. Choose the version of PowerPoint you are using to see the instructions below.

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### PowerPoint 2002

<http://office.microsoft.com/en-us/powerpoint-help/enable-or-disable-macros-in-office-documents-HA010031071.aspx>

### PowerPoint 2003

<http://office.microsoft.com/en-us/powerpoint-help/enable-or-disable-macros-in-office-documents-HA010031071.aspx>

### PowerPoint 2007

<http://office.microsoft.com/en-us/powerpoint-help/enable-or-disable-macros-in-office-documents-HA010031071.aspx>

### PowerPoint 2010

<http://office.microsoft.com/en-us/powerpoint-help/enable-or-disable-macros-in-office-files-HA010354316.aspx>  
x

### PowerPoint 2013

<http://office.microsoft.com/en-us/powerpoint-help/enable-or-disable-macros-in-office-files-HA010354316.aspx>  
x

## Setting up a PowerPoint Add-In

Now you must load or install the new add-in in PowerPoint. Choose your version of PowerPoint below to see the Microsoft instructions.

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2002/2003

<http://support.microsoft.com/kb/276285>

<http://support.microsoft.com/kb/285470>

2007

<http://office.microsoft.com/en-us/powerpoint-help/add-or-load-a-powerpoint-add-in-HA010118196.aspx>

2010

<http://office.microsoft.com/en-us/powerpoint-help/add-or-load-a-powerpoint-add-in-HA010338324.aspx>

2013

<http://office.microsoft.com/en-us/powerpoint-help/view-manage-and-install-add-ins-in-office-programs-HA010354315.aspx>

## Setting Trusted Locations

*Optional if you installed the add-in in a location other than the default location.*

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2003

<http://support.microsoft.com/kb/308983>

<http://support.microsoft.com/kb/285514>

2007

<http://office.microsoft.com/en-us/powerpoint-help/create-remove-or-change-a-trusted-location-for-your-files-HA010031999.aspx>

2010

<http://office.microsoft.com/en-us/powerpoint-help/add-remove-or-change-a-trusted-location-HA010354311.aspx>

2013

<http://office.microsoft.com/en-us/powerpoint-help/add-remove-or-change-a-trusted-location-HA010354311.aspx>

## Display Resolution

### PowerPoint Page Setup and Screen Resolution

To use this program, it is necessary to use the default page setups required for on-screen shows. We recommend the default Landscape orientation. Note: It might be possible to use custom or other settings but imported and created graphics/objects will have to be resized and moved manually.

#### In PowerPoint 2002/2003

From the Menu bar, select Page Setup.

On Slides Sized For, select on-screen show.

On Orientation, select Landscape.

#### In PowerPoint 2007/2010

On the Design tab, select Page Setup.

On Slides Sized For, select on-screen show 4:3 or 16:9.  
On Orientation, select Landscape.

## **Screen Resolution Troubleshooting**

If you are unable to access any part of the Presentation ToolBox pop-up or the text is not readable then here are two things to try:

1. Right click on the desktop and choose Personalize.
2. On the bottom left part of the pop-up choose Display.
3. If you have set this option to any setting above 100%, try adjusting the selection to 100%.

OR

1. Right click on the desktop and choose Screen Resolution.
2. Experiment by selecting a higher resolution for your monitor until you can view all pop-ups.

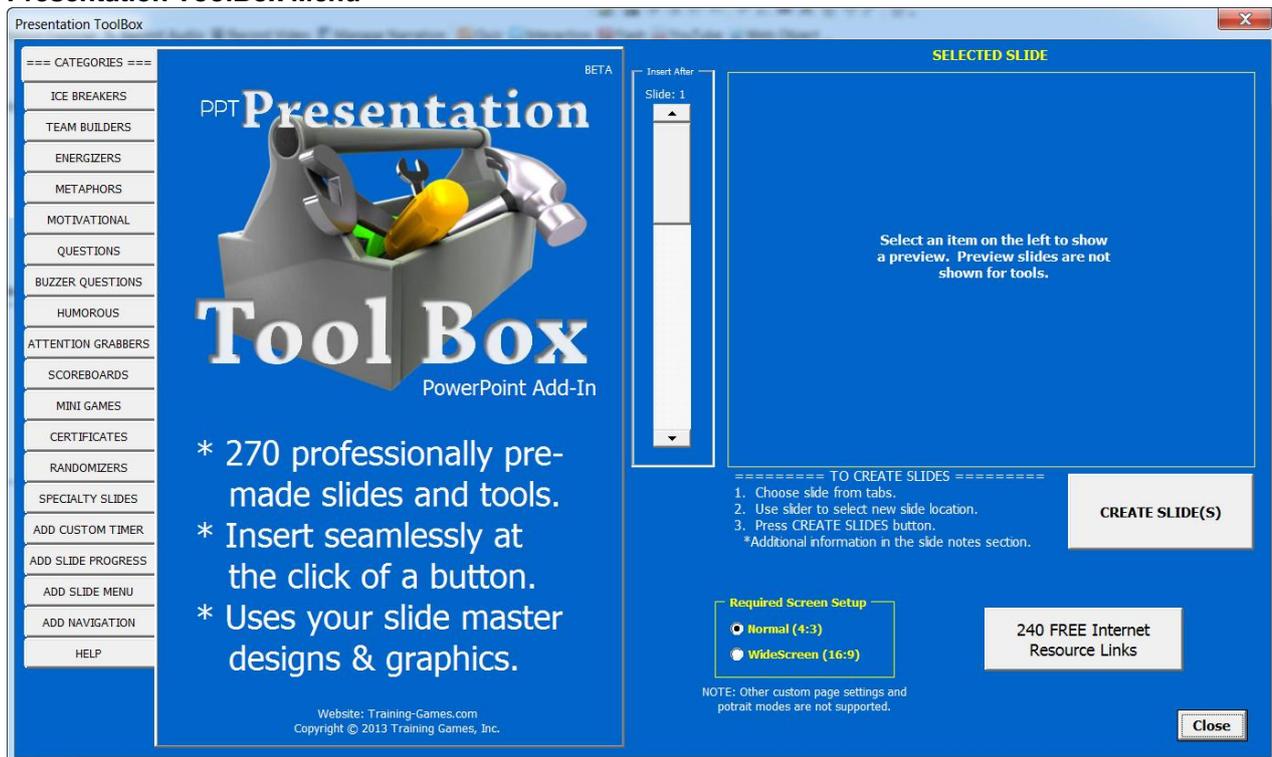
## Using Presentation ToolBox

All of the functionality in the Presentation ToolBox is instantly available by pressing the Presentation ToolBox Menu button. In PowerPoint 2002 – 2003 this button will appear as a separate toolbar. In 2007 PowerPoint and newer, just select Add-Ins from the ribbon bar to access the Presentation ToolBox. The following pages cover all of the product features.

NOTE: You must select a screen setup from the main pop-up before using any of the features. Once a Normal or Wide Screen format is selected - it is highly recommended that you do not change this setting as it will require you to individually alter all of the slides in your presentation to fit the new size.

## Presentation ToolBox Menu

### Presentation ToolBox Menu



The Presentation ToolBox displays all of its features on a single pop-up. Choose from 265 professionally created slides which can be inserted at the touch of a button into your presentation or use one of the 5 presentation tools to enhance your presentation. Each will be covered as separate topics in this help file. All ToolBox slides are specially developed to blend perfectly with, and will adapt to any PowerPoint design template you are using.

Slides included:

- 40 Ice Breakers
- 17 Team Builders
- 20 Energizers
- 20 Metaphor Slides
- 20 Motivational Slides
- 18 Question Slides
- 4 Buzzer Question Slides
- 20 Humorous Slides
- 14 Brain Teasers (Attention Grabbers)
- 12 Useless Facts (Attention Grabbers)
- 13 Weird Thoughts (Attention Grabbers)
- 4 Scoreboards
- 9 Mini Games
- 2 Action Games (Mini Games)
- 20 Certificates

- 8 Random Selectors (Randomizers)
- 7 Spinner Slides (Randomizers)
- 3 Timer Slides (Specialty Slides)
- 8 Miscellaneous Slides (Specialty Slides)
- 5 Dashboard Slides (Specialty Slides)

Tools included:

- Custom Timer Tool
- Slide Numbers (Slide Progress Tool)
- Progress Bars (Slide Progress Tool)
- Menu or Table of Contents Tool
- Slide Navigation Tool

We strongly recommend you use these tools AFTER your presentation is complete, since most of these tools reference or allow you to hyperlink to specific slide numbers in your presentation.

### REQUIRED SCREEN SETUP

This add-in supports normal and wide-screen formats in landscape mode only. Click on one of the setup buttons to automatically set your slide dimensions. One of these boxes will be required to be checked anytime you create a new slide from the Presentation ToolBox.

## Inserting Pre-Made Slides

Installing or inserting pre-made slides into your presentation from the ToolBox is easy.



1. From the tabs on the left side, select a category.
2. Then select a slide. When a slide is selected, a thumbnail will appear to show what it looks like.
3. Using the slider bar (shown in the middle of the above graphic), scroll to the slide location within your presentation that you wish to add your new ToolBox slide. (Note: slide numbers appear above the scroll bar, and you will also be able to see the slide thumbnails to the left of the ToolBox pop-up).
4. Press the CREATE SLIDE(S) button. The Presentation ToolBox will add the slide immediately after the slide selected in step 3.

That's it. The slide or slides related to that item will be added to your presentation. Additional information will be in the slide notes section of the new slides. You can edit the new slides as needed.

Categories of slides included:

- Ice Breakers - 40

Many teachers, trainers, and speakers know it is wise to get to know your audience a bit before beginning a presentation or program. Ice breakers help the audience to energize, and get ready to learn. They convert a potentially stale classroom setting into a comfortable, yet charged, learning environment. At the same time ice breakers allow presentation participants to learn a little about one another. There are (40) ice breakers to choose from and these slides are typically placed before your introductory slides.

- **Team Builders - 17**

Many training programs include a team building exercise. These are of course designed to help participants work as a team both in class as well as when they go back to work. Team builders motivate employees and organizational members to form cohesive units that work together, and become more effective. The ToolBox team builder slides provide complete participant instructions as well as detailed exercise implementation descriptions for the trainer within the notes section of the slides. Exercises are fun, interactive and engaging.

- **Energizers - 20**

We've all had program presentations in which enthusiasm seems to wane. Energizer slides work to do as advertised; energize your audience. It is difficult for any of us to maintain focus for any presentation over extended periods of time. Energizers allow training participants to interact, become involved, and re-energize. The ToolBox energizer slides provide complete participant instructions as well as detailed implementation descriptions for the trainer within the notes section of the slides.

- **Metaphor Slides - 20**

We learn best when we use all of our senses. Trainers and teachers know they need to present powerful visuals to convey ideas. In the Toolbox you'll find such slides ready to use and enhance your presentation!



- **Motivational Slides - 20**

A picture is worth one thousand words, and so your audience will be grateful! Motivational slides are designed to bring to light important ideas, and of course, to motivate participants into action. With the Presentation ToolBox you select from colorful, cogent and at times, comical slides that will drive home your message. Simply click the Create Slide/s button and insert your selection into the ideal spot in your presentation.



- **Question Slides - 18**

On the Questions tabs you'll find many different question formats including multiple choice, true/false, open ended, matching and more. What better way to engage your audience than to periodically introduce a training question. With the Presentation ToolBox you'll have all you will need (spinners, scoreboards, team selectors, etc.) to develop an exciting game to complement your presentation materials. There are (23) different question formats on these tabs however, some of the formats are similar and merely offer a different correct answer response. For example, we offer you (5) multiple choice formats with (5) possible correct responses. One in which (A) is correct, one in which (B) is correct and so on. When you click on the correct answer while in slide show view, a voice congratulates you on getting the answer correct, and the text begins to flash. Conversely, an incorrect response is also announced when clicked on, and the text will then

fade to indicate that response has already been selected. Question slides, generally speaking, offer a (30) and (60) second timer. The timer must be clicked on to start it counting down. You can delete one or both of the timers from the slide if you prefer and use the "Create Timer" program feature, which allows you to create a timer and specify its duration (ranging up to 20 minutes). A reminder that Presentation ToolBox slides are designed to use your own Design Template and the specific color scheme you've selected. In this way all the slides you add to your presentation from the Presentation ToolBox will fit seamlessly into your existing presentation. Within the Question tab 2 you'll also find a survey question which will allow you to survey your audience about their belief on a particular question. After adding several question formats in strategic spots within your presentation you simply close the Presentation ToolBox and add/edit your training or survey questions.

- **Buzzer Question Slides - 4**

The ToolBox also offers you a selection of buzzer questions. A buzzer question is one that will actually integrate with a wireless buzzer system. When a team or player buzzes in first, their team number flashes up on screen, indicating they have the question! These are fantastically fun questions. When you move to the slide itself, there is a 5 second delay prior to the question being shown. This allows the trainer or an assistant time to move the cursor into the black buzzer box. When the question appears, teams or players slam their buzzer, sending a numeric symbol to the game. First-in gets the question. If using these questions, don't forget to penalize wrong answers or else, believe me, folks will be buzzing in even before the question shows on screen. When a correct answer is given, a voice chimes out as the answer text flashes, signaling that there are some pretty clever people on that team.

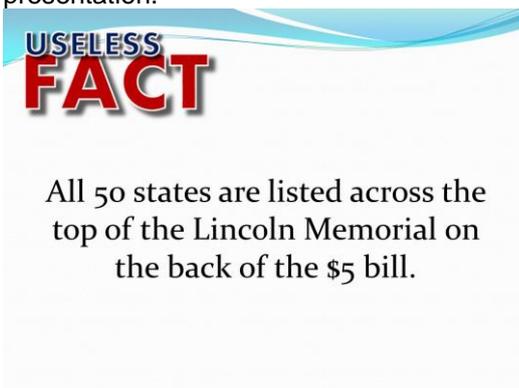
- **Humorous Slides - 20**

The most important bone in your body is of course, your funny bone. This is even truer when you're up there presenting to a sea of drooping heads. We've included 20 humorous slides into the ToolBox to spice up the most insipid presentation material. Place a few of these strategically into your presentation to lighten the mood and enjoy a few laughs.



- **Attention Grabbers (Brain Teasers - 15, Useless Facts - 12, Weird Thoughts -13)**

Along the same lines we've added some brain teasers, fun facts and just plain weird thoughts for you to select and quickly add to your presentation. Often there is little a lecturer can do to reduce the amount of information they need to convey in one presentation. The facts, as they say, are the facts. But you certainly can include small diversions from an endless cascade of factual information with this group of slides. In fact, in order to digest highly factual presentation information it is important to give your audience a breather. In essence we learn best when we can take in information, give our brains a moment to consolidate the information and then move on. By the way, you'll note that we've been having some fun inserting slides from the ToolBox into this instruction doc. We've also selected some different PowerPoint formats so that you'd be able to see how each slide will adopt ANY PowerPoint format you decide to use for your presentation.



- **Scoreboards - 4**

Most games involve keeping score. Scoring adds an element of competition to the game and in this regard, immerses the participants into your presentation. Scoreboards are provided in this application for (2) to (6) teams as well as for up to 32 players. Team names can be easily edited. Many of the scoreboards contain random selector buttons for choosing the next team or player to play. Detailed operating instructions are found within the notes section. We recommend that you use this application's navigation bar (explained below) to more easily access the scoreboard from any spot in your presentation, and then just as easily, click back (Last Slide Viewed button) to your place within the presentation. Score one for the Presentation ToolBox!

- **Mini Games - 9 (Action Games - 2)**

Mini game slides have been included in this application so that you may add a variety of games into your Presentation. For example, one of the many mini games offered in this application is entitled The Pyramid Game. The object of the game is for one player on a team to guess all (6) keywords found on the pyramid (typically drawn from your training program). The guessing player turns their back to the screen as team members offer word clues. When one word is guessed, the player moves to the next, attempting to guess all (6) words within one minute. By duplicating this slide a presenter might incorporate several game rounds into his/her presentation. It's a fun and engaging way to review key program words and concepts as you present. As mentioned above, detailed instructions for the various mini games can be found on the notes section of each slide. (Note: 60 second timer built into the slide itself).



- **Certificates - 20**

The Presentation ToolBox also includes (20) certificate slides with colorful graphics. After inserting a selected certificate, you can duplicate the slide (make one for each class participant), then edit appropriately, and finally print them out. This is a fast and easy way to offer an award or program completion certificate to your class.

- **Randomizers (Random Selectors - 8, Spinners - 7)**

Like spinners, random selectors add an element of chance into your Presentation ToolBox. There are (8) random selector slides offered on this tab, three of which are macro enabled, and another two are designed as prize selectors. A few of these selectors offer some unique features, so you'll want to check each one out!

Spinners are game elements that add a bit of chance and therefore excitement to your game. Spinners can be used to select players, teams, game points, prizes and more! Obviously we have placed so many different game elements within the Presentation ToolBox, that you can clearly see, the games you develop are only limited by your own creative imagination. (7) Different spinners are provided to you on this tab. Three of these are macro enabled. Macros allow us to program these slides so they are completely randomized. To operate the macro enabled spinners click first on the Ready button (spin sounds are heard) then click on the Spin button (the wheel begins to spin and eventually stops on one of the wedge selections). Note: When inserting macro enabled slides, it may take a moment for the slide to appear in your presentation as opposed to non-macro slides, which appear almost instantaneously. The three macro enabled spinners (an (8), (12), and (16) wedge version) are all editable and therefore offer you a great deal of versatility (select teams, players, numbers, points, prizes etc.). Non macro spinners work quite well when you allow a random time interval between clicks. To operate, click once on the Start/Stop button, to start the wheel spinning and again to stop it. When playing the game, we suggest clicking the Start/Stop button as soon as you come to this slide to start it spinning. Then allow a team or player to yell "STOP" to end the spin cycle and select a wedge. One of the non-macro spinners is editable. We will talk more about slide navigation feature offer in this program later in this document. We do however, want to mention that spinner slides, because you will want to hop to and from them while presenting, are excellent candidates to be positioned on your slide bar.

- **Specialty Slides (Timer Slides - 3, Miscellaneous Slides - 8, Dashboard Slides - 5)**

There are three sub-headings on the Utilities Slide tab. These include Timer Slides, Miscellaneous Slides,

and Dashboard Slides.

Break Timers - A (5), (10) and (15) minute countdown clock with a music button. As we all know it is important to give your group a break now and again. The Break Timer slides allow you to place a countdown clock on screen which will inform the audience when the break is over and the meeting is about to reconvene. A Music button is included on the slide to alert audience members that the break time is just about over. Again we recommend that you use this application's navigation bar for easy access to the Break Timer slide from any spot in your presentation, and then just as easily, click back (Last Slide Viewed button) to your place within the presentation.

Lunch Timers – A (30), (45) and (60) minute countdown clock with music button. Similar to the break timer slides described above.

Another slide includes various Timers and Manual Fast Response buttons. First of all there is a selection of question timers (30, 60 and 90 second timers. You have a choice of timers which begin counting down as soon as your slide appears, or begin counting down the moment you click on the timer itself. In addition, there are two fast response buzzers (a large and a small). These buzzers work with the Who's First and Me First Buzzer systems sold by Trainers Warehouse, and also available on the Training Games website. When the question appears, the host must first click into the fast response buzzer box, allowing the respondents to “buzz in”. The “First In” response will be recorded in the box. Note: the timers and buzzers mentioned above appear as a group on this slide, and after inserting the slide into your presentation, you can then cut and paste any of the selected items onto slides within your presentation.

Dashboard Slides - At the start of the year many organizations are looking back to see how they did last year. They can use these slides to report on many different measures. A common approach is to create one or more dashboard slides that give executives a quick snapshot of how the organization is performing. In the Presentation ToolBox we've provided you with five such slide measures including a horizontal and vertical thermometer, a pressure and safety gauge as well as a speedometer.

#### **Notes about inserting slides with Macros into your presentation:**

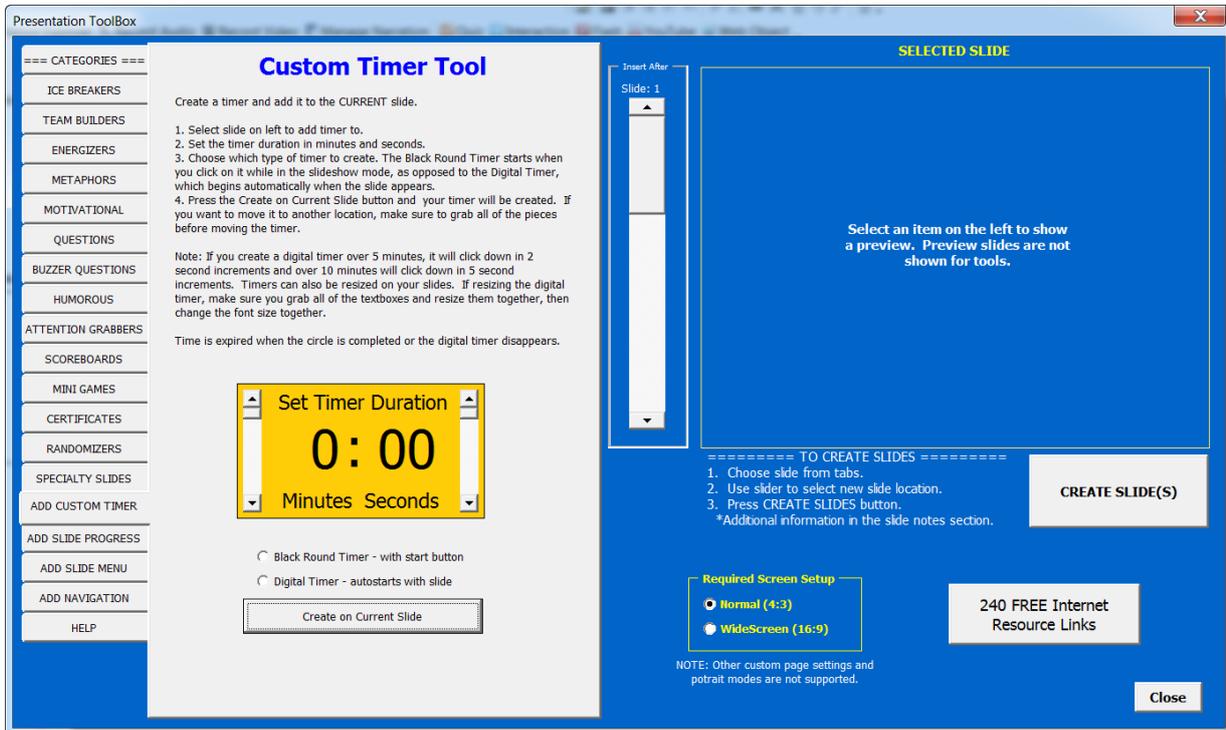
If you are going to use any of the slides with Macros, before inserting them make sure your file is either a.PPT (2002/2003 format) OR a .PPTM file format. The macros will not be inserted into any .PPTX file formats.

If when you are inserting a macro slide into your presentation, you do not get a pop-up asking you to enable macros - you might have to change your security settings to Enable All Macros to ensure these macros work properly.

## **Using the Tools**

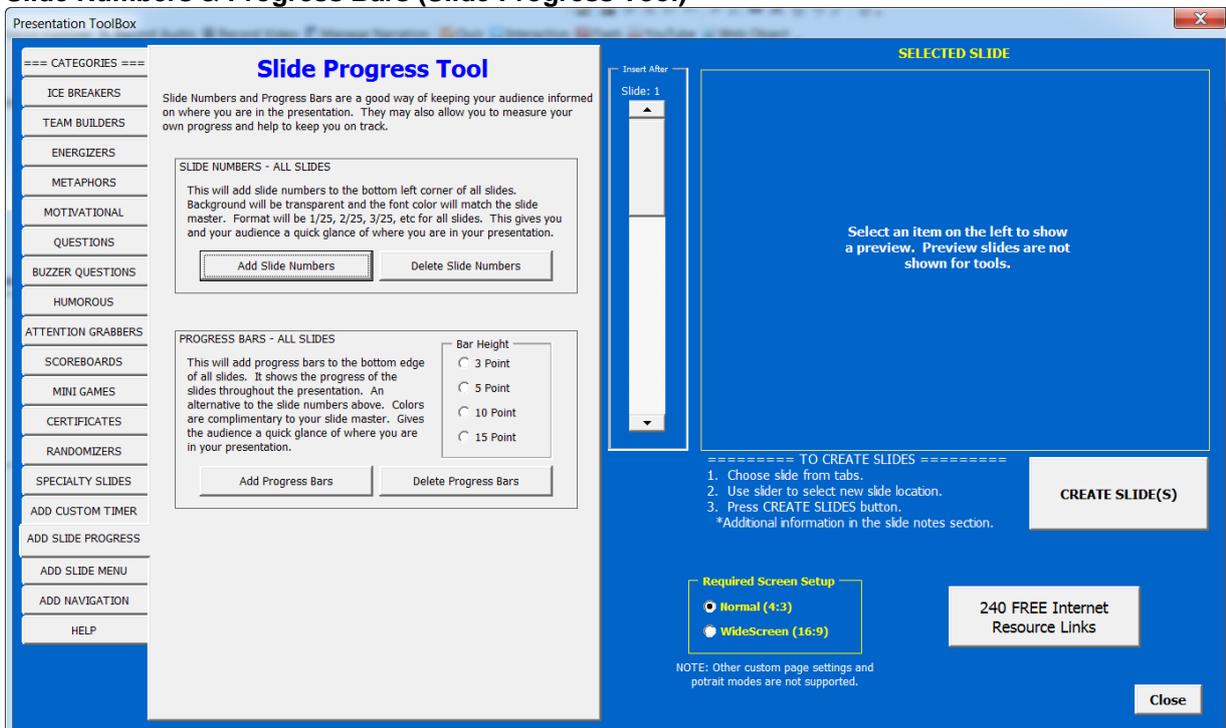
Here are the five tools that can be used in your presentations. Once created they do NOT use macros to run; they use hyperlinks and custom animation only. This means, should you share your presentation, others will not be required to enable macros to have these tools operate properly.

- **Custom Timer Tool**



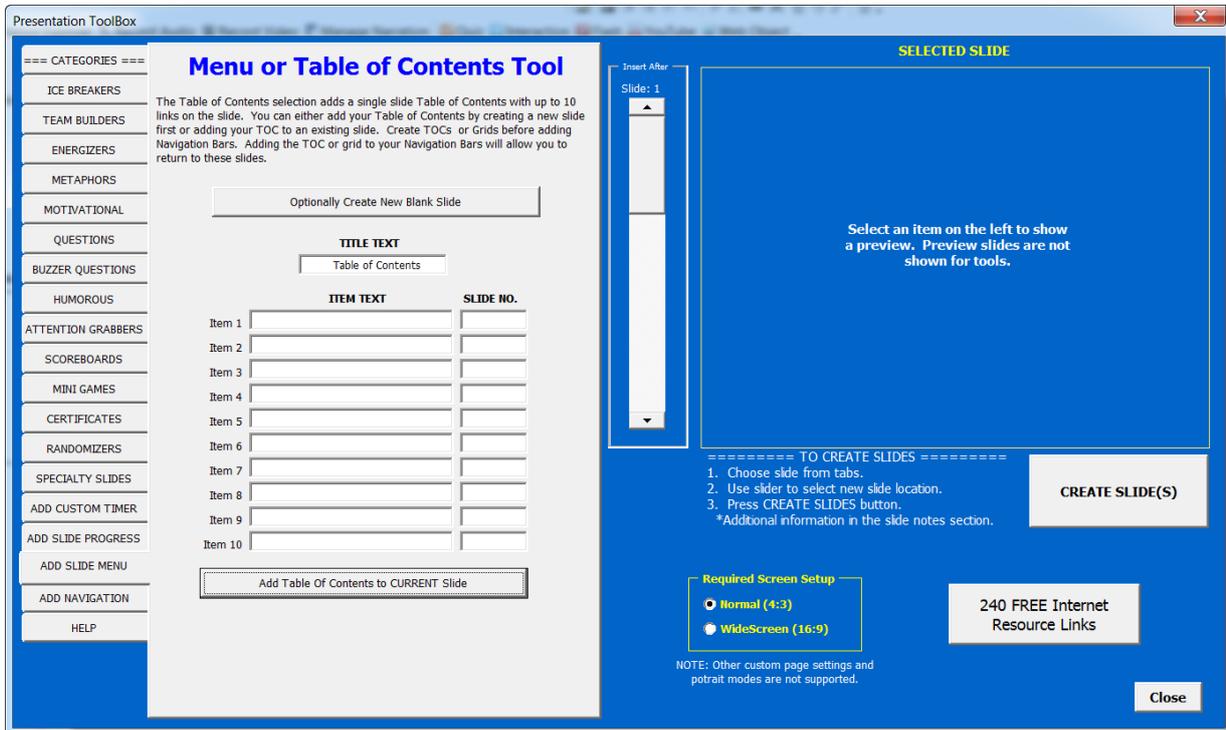
Although we've presented several standard question and meeting timers above we also wanted you to be able to create a timer for ANY countdown duration required. The Create Timer feature allows you to input both minutes (up to 20) and seconds (from 0 to 60) on a countdown timer, and then add that timer to a selected slide within your presentation. The timer, once added to your presentation, can be resized to your required need.

- **Slide Numbers & Progress Bars (Slide Progress Tool)**



Slide progress numbers (i.e. slide 20 of 35) and progress bars allow both you and your audience to see exactly where you are in the presentation. It is important for you to know where you are in the presentation so that you can determine whether or not you are on schedule. This also allows your audience to see how your presentation is progressing. Slide numbers and progress bars can be placed on or removed from the entire presentation with a click of a button.

- **Menu or Table of Contents Tool**



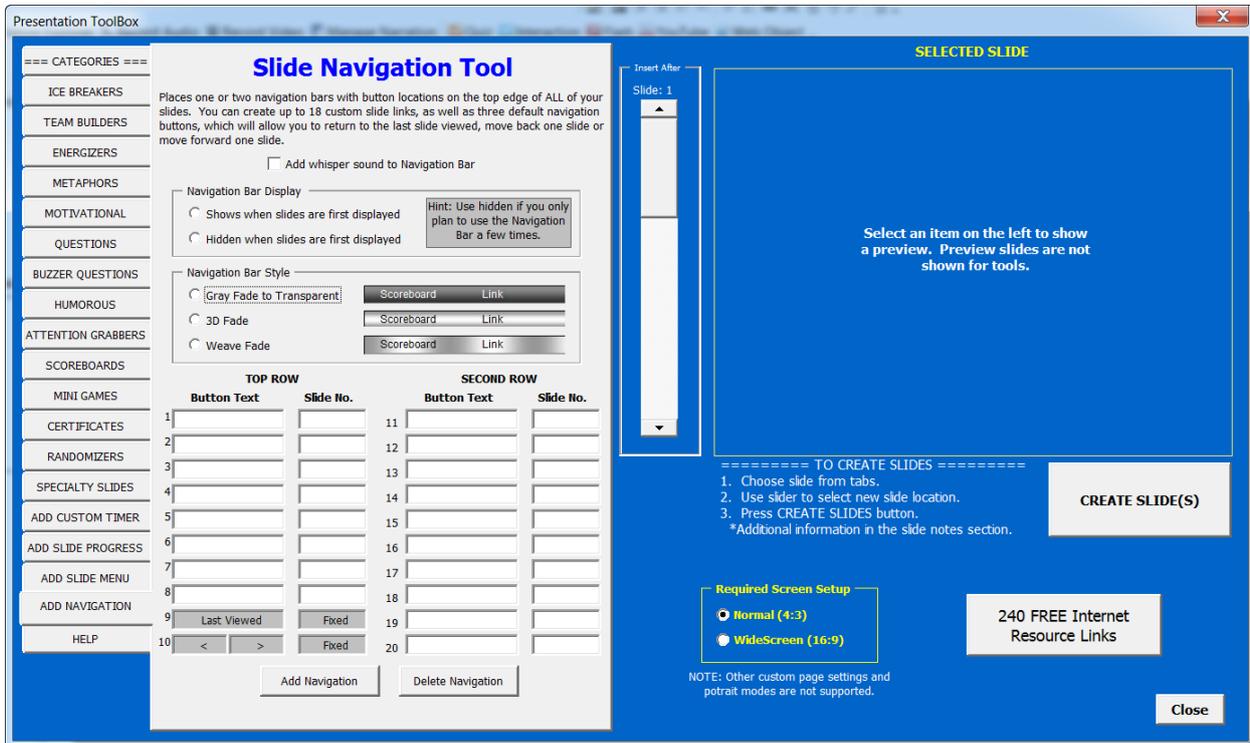
The Table of Contents slide can be created anywhere you desire in your presentation. If you have a large presentation more than one can be used. You can use the button on the top of the page to insert a new slide for your TOC or you can insert a TOC on any current slide.

- The title can be changed from Table of Contents to any title you desire.
- Enter a description of the slide and the slide number for up to 10 items.
- Any items left blank will not be created on the TOC.
- Press the bottom add button to create your TOC.

There is no delete button because it is just on one slide. If you decide that you don't want the created TOC, just delete the slide.

TIP: When adding navigation to a presentation, add any Grids or TOCs first then add the bars. This will ensure you have the correct slide numbers when adding a Grid or TOC to the Navigation Bar.

- **Slide Navigation Tool**



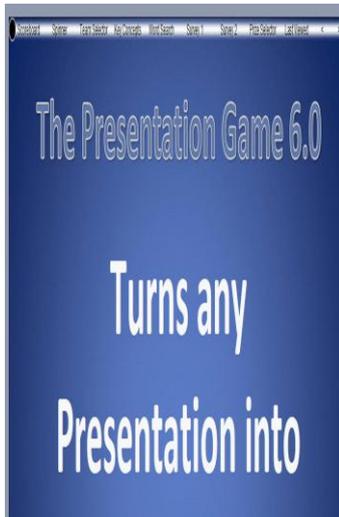
Typically in a PowerPoint presentation you'll move through the presentation in slide number order. However, with the Presentation ToolBox you'll have incorporated slides that need to be visited several different times during the course of your presentation, and also allow you to jump back to your place in the presentation. For example, perhaps you've just come to your first multiple choice question in the game. It's the Red Team's turn, and they get the question correct. You'll want to move to the scoreboard and award them their points. Because you've set the Scoreboard slide on your presentation navigation bar, you can easily jump to this slide, award points, and jump back to your place in the presentation. We automatically place a "Last Slide Viewed" button on your navigation bar so that you can quickly resume presenting.

Keep in mind, that if you jump to a scoreboard slide, as in the above example, then to another slide on the navigation bar (verses returning to the last slide viewed), you will be unable to easily return to the slide in your presentation that you were on prior to moving to the scoreboard.

Typically you may not need a second navigation bar within a presentation. After all, the navigation buttons are really used for jumping back and forth between slides that appear several times in a presentation. Conversely, most of your presentation slides will only be shown one time. However, the Slide Navigation Bar provides you with (18) input boxes and (3) preset boxes. The preset boxes are for moving to your Last Viewed, Previous and Next slides. The 18 remaining input boxes on Navigation bar can be assigned to any slide in your presentation. To assign a position on the navigation bar you enter the name of the slide (i.e. - Scoreboard, Spinner, Prizes etc.), and the number of that slide in your presentation (because you are referencing slide numbers, we always recommend you add Navigation Bars only after you have added ALL slides to your presentation). You can use the slider bar on the Creation Menu to help you find the corresponding slide numbers. Leave the unused slots blank. Click the "Create" button to place your customized navigation bar on ALL of your slides. After the navigation bar is created, a small tab button on the left side of the bar itself, allows you to toggle between displaying and hiding the navigation bar on the slide. The first 8 user defined boxes will be on the top row and the rest will be created in a second row if needed.

**IMPORTANT:** Again, creating your navigation bar should be the last step in developing your Presentation. If for example, other slides need to be inserted into the game after the navigation bar has been created, you will need to re-input most of the Button Text and Slide Numbers into the navigation bar tool.

Here is a sample of a presentation with Navigation Bar in place.



## Help

There is one very last category on the Creative Menu of the Presentation ToolBox entitled HELP. Here we see a review of some of the important points for operating the game as well as information about setting PowerPoint macros. As we've seen above, the Quick Help category at the top of the Creative Menu provides a fast reference for creating a Presentation ToolBox. We have also placed specific information about each category and tab on the category/tab itself. Additionally we have placed detailed operation, edit and usage information for each individual slide in the Notes section of that slide and information on enabling macros on the side of each macro enabled slide.

- The Presentation ToolBox is loaded with over 100 interactive slides and other options that can be added to your own presentations to increase overall participation and retention of your presentation material. Here are some help, instructions and tips for using this program.
- An ideal way to use the creation menu is to work through the tabs on the left from top to bottom. This will ensure you add all of the slides you want before layering in the remaining features. **IMPORTANT:** Make sure your presentation is complete before adding any Slide Progress or Slide Navigation. Slide additions made after these have been created will require that you re-enter Slide Progress and Slide Navigation information.
- You can use PowerPoint's Slide Sorter view to jot down slide numbers when setting up a presentation's slide navigation system. However, when using the Presentation ToolBox to insert slides we recommend using the normal edit view. Normal edit view allows you to focus on one slide location, and will insert slides directly behind the highlighted slide.
- Some of the slides available in this program require macros to work. They are labeled \*MACRO ENABLED after the slide descriptions on the various tabs. If you create any of these slides you will need to save your presentation as a Macro Enabled file. Depending upon the speed of your computer, and because these slides involve more intricate coding, they make take a few seconds longer to insert into your presentation. Be patient, they are indeed, worth the wait!

### Saving Your Presentations:

- In 2002/2003 – Under “Save as type” use Presentation (.ppt format). If you've added “Macro Enabled” slides, you will need to enable macros prior to opening your presentation.
- In 2007/2010 using MACRO ENABLED slides – Under “Save as type” use PowerPoint Macro Enabled Presentation (.pptm format). You will need to enable macros prior to opening your presentation.
- In 2007/2010 NOT using MACRO ENABLED slides – Under “Save as type” use PowerPoint Macro Enabled Presentation (.pptx format).
- **NOTE:** When you click the Create Slide(s) buttons to create one of these \*MACRO ENABLED slides you will get a pop-up message that asks you about enabling macros. Choose Yes or Enable to continue. The Navigation system does not require macros to work. It can be used in any PowerPoint format.

Now let's take a look at each tab within the categories of the Presentation ToolBox. You'll notice that when you click on any of the game categories the button darkens slightly. We've placed the categories (from top to bottom) in the order we believe that they would most likely be used when creating a Presentation ToolBox. We'll be looking at a sampling of some of the slides available in the Presentation ToolBox. We've used a fairly

generic blue background, but keep in mind; slides within the Presentation ToolBox are designed to adopt the background and design of the specific presentation you're transforming into a Presentation ToolBox.

Also, before we get started, a quick word on inserting slides. You'll use the slider bar to determine where in your presentation a slide will be inserted. Don't forget to reposition the slider bar before adding a slide.

## Support

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If you have just installed the Presentation ToolBox add-in and are getting errors or cannot find the Presentation ToolBox, make sure you complete the 3 steps in the [Getting Started](#) section of this help.

Please contact us at [Training-Games.com](http://Training-Games.com) or at [support@training-games.com](mailto:support@training-games.com) for additional questions or concerns. We very much appreciate your purchasing the Presentation ToolBox and appreciate your thoughts, comments and recommendations as well.

## Product Licensing

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### Training Games Licensing

<http://www.training-games.com/licensing.html>

## Distribution Option

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### Distribution Option

[http://www.training-games.com/distribution\\_option.html](http://www.training-games.com/distribution_option.html)