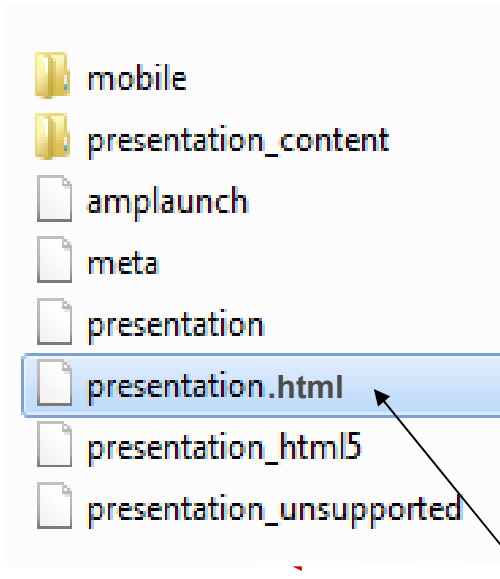


Dear Valued Customer,

Thank you for choosing WorkExcel.com training products!

WorkExcel.com training products are information-rich. They make an immediate positive impact on employees. Everything we author or produce is overseen by licensed professionals who have worked "in the trenches." You will notice in-depth expertise in our content. Our programs allow you to train employees and supervisors, reduce risk, increase referrals of employees to professional help, and reach family members, possibly for the first time ever. You will promote positive behaviors among the workforce and you will see the results.

You own and control these programs. There is never a licensing fee. We only require that you protect the product from unauthorized use by those surfing the Web and not share products with others who should purchase the programs from us. This is how we keep complex software programs like this one at a reasonable cost.



WorkExcel.com web courses are easy to install and operate. Each one is self-contained and requires no external interaction with our outside web server.

(FYI: We can create customized courses from your existing PowerPoint programs. **Go to ppt2web.net to get started.** Your own web courses will be professionally narrated with test questions, handouts, certificate, etc.

Your Web site button should target the **file that I marked in blue in this image**. This is the presentation.html that interacts with the browser. Your technology staffer will assist you. The software automatically

detect iPads and tablets, iphone, Androids, etc.

IT Instructions: Place all files found on the CD into a unique folder. Then target the presentation.html file shown. For example: <http://your-website.com/training-topic/presentation.html>

You have three versions of the program. The "Admin" (A) has no restrictions. This allows you to view the program and skip ahead. This same form is also on a CD for laptop use. The other program is "B" for learners (your employees or supervisors.) Format "B" prevents skipping frames or jumping to the test. Generally we arrange it so the certificate is valid if accompanied by the test results and we say so on the Certificate of Completion.

Please protect the training location and use this program only for your organization. A password or other means of preventing unauthorized access by people surfing the Internet is required. Simply coding the page so it is not indexed by Google is okay, but recommend a login.

Sincerely,


Daniel Feerst, MSW, LISW-CP