

## \*Special Release Titles

### Behind The Scenes In T.V. & Film Production

Approached from a vocational and technological viewpoint, this up-to-date programme looks in detail at a variety of roles in the world of broadcast journalism, including:- Lighting Technician, Gaffer, Audio Technician, Wardrobe, Stunts, Producer, Assistant Director, Grip, Best Boy, Make-Up Artist, Camera Operator, Special Effects, Director and Assistant Producer.

Running Time: 26 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-09921R	£36.00

### Designing Digital Graphics

The world of Graphic Communication has undergone radical changes with most professional designers now using sophisticated computer software and hardware to create digital graphics previously undreamt of using 'traditional' techniques. This programme from looks at how digital graphics production has made huge inroads into how designers communicate with their target audiences, using case studies and succinct interviews explaining: . how they used to produce their graphics using 'traditional' methods . how they now use digital technology to produce the same material . the advantages and disadvantages of this technology shift . the hardware and software used . special skills or training required . and advice for students on future employment in digital graphics.

Running Time: 22 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21828R	£32.00

### Disney's Animation Magic

Disney's Animation Magic takes viewers on an action-packed backstage tour of Disney's animation studio, where students will take a look at the artists and techniques behind Disney's famous animation magic. Students will see how memorable characters move from character designs to storyboards. They'll explore the vital roles played by sound and special effects and discover the expansive possibilities of computer animation technologies.

Running Time: 13 mins

Age Range: 11 Years-Adult

A Disney Educational Production

Format	Order Code	Price*
DVD	002-21827R	£32.00

### Financing A Business: A Guide Through The Maze

This much-needed programme gives students a quite detailed - yet easy to understand - introduction to how businesses obtain finance. It looks at the different types of financial markets and the various instruments they use, including the stock exchange, the market for loan funds, the market for foreign exchange, and the futures market. The programme contains excellent graphics, and features interviews with executives from the stock exchange (AXS), a leading bank, and from a firm of stockbrokers.

Running Time: 44 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21697R	£48.00

### Fluid Power Technology At Work

Everything from the steam engine to the space shuttle to a huge robotic dinosaur is shown in this highly informative and entertaining programme, which gives students a broad overview of the many applications of hydraulics and pneumatics. Some of the topics covered include advantages of hydraulic over pneumatic systems, small power equipment, mobile equipment, as well as fluid power in the aviation, manufacturing, mining, energy and chemical processing industries.

Running Time: 23 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10992R	£36.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## \*Special Release Titles

### Have A Nice Day - Working with Colleagues & Customers in Hospitality and Tourism

This programme is aimed at students in upper secondary levels, particularly those undertaking Vocational Education and Training, or those involved in Tourism and Hospitality courses. It covers four key areas: - • Communication in Workplace • Providing Assistance to Customers • Maintaining Personal Presentation Standards • Working as a Team .The programme also takes a light-hearted look at a number of scenarios where an aspiring tourism and hospitality worker is confronted with various situations, and demonstrates the right and wrong ways of dealing with them.

Running Time: 27 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21826R	£44.00

### Hospitality: A Question Of Attitude

Success in hospitality is dependent on one's skills, knowledge and attitude. It is a unique industry, which makes great demands upon its members, but also affords great rewards. As much as it is a profession, work in the hospitality industry is a lifestyle choice, and inevitably requires appropriate attitudes. This programme explores the attitudes required for success and fulfilment in the world of hospitality. We enter the working environments of four hospitality industry professionals – people who embody the heart and soul of their careers – and talk to them about what they see as the necessary attributes for hospitality success. The programme gives a real 'feel' for the industry, exploring: • the difference between service and servility; • the need for positive workplace attitude; • effective staff and client communication; and • building self-confidence and industry awareness.

Running Time: 19 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21682R	£44.00

### How To Produce A Video

Think you might like to work for a television station or a video production company? This new programme takes you from the concept...to the planning stage...through the production phase...to the finished video. Viewers will learn about microphones, lights, editing equipment, cameras...everything it takes to make an informational or documentary video.

Running Time: 16 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-10593R	£36.00

### How Your Car Works

As you 'cruise' down the road, have you ever wondered what is going on inside your vehicle? How does your engine, transmission, or brake system work? What really happens when you turn the ignition key to start or press down on the accelerator pedal? This programme will help you become an 'expert beginner' on how a motor car operates. It will give you enough of a technical vocabulary to communicate with garage technicians, to read motor enthusiast magazines with a degree of knowledge, to 'talk cars' with your friends, or begin serious study of automotive technology. If you like cars, you will enjoy - and get a lot out of - this very informative, entertaining programme!

Running Time: 17 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21566R	£44.00

### If The Shoe Fits

From humble beginnings in 1942 when Clarrie Mance started the business, Windsor Smith has grown to become one of Australia's most prominent and successful footwear companies - know throughout the country for a range of provocative advertising campaigns that have branded the name of Windsor Smith on the public imagination. An ideal introduction to the basic concepts of successful marketing, this dynamic programme focuses on the four key elements that make up Windsor Smith's - and most businesses - marketing mix, and are often described as the 'four Ps': • Product • Price • Place • Promotion The programme looks at each of these areas in relation to the high profile marketing campaigns conducted by the company. Reference is also made to marketing objectives, market research, the target market, and marketing channels.

Running Time: 26 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21696R	£48.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## \*Special Release Titles

### Internet Careers: College Not Required

This programme encourages viewers to consider one of the most dynamic job opportunities today... a career related to developing, programming and managing Internet sites. Interviews with webmasters, graphic artists and others cover skills, abilities and aptitudes necessary to get a great start in today's fastest growing industry.

Running Time: 28 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10492R	£36.00

### Introduction To Fluid Power

This programme provides a balanced and concise overview of fluid power. Offering definitions, principles and current uses, it covers:- • fluids, hydraulic & pneumatic systems; • fluid power formulas; • static pressure; pressure gauge and regulator operations; and • pumps, valves and actuators. Information is also given about career opportunities in this important area of technology.

Running Time: 19 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10991R	£36.00

### Operating Forklifts Safely

This programme covers the safe driving and operation of forklift trucks, including loading/unloading and maintenance checks.

Running Time: 26 mins

Age Range:

Format	Order Code	Price*
DVD	002-20405R	£44.00

### Powered Equipment In The Warehouse

Workers in storage and distribution facilities have a higher than average risk of injury. This programme outlines safety procedures for the correct operation and maintenance of warehouse equipment. Proper techniques for handling equipment on loading docks are illustrated, including checking trailer wheels, inspecting duck boards, and operating forklifts. Safety rules for stacking and picking orders are reviewed, as are tips for the safe operation of hoists and conveyors, and the safe storage and use of chemicals is outlined. The programme encourages all warehouse workers to wear personal protective clothing and equipment appropriate for the job they are undertaking.

Running Time: 11 mins

Age Range:

Format	Order Code	Price*
DVD	002-20012R	£32.00

### Residential Air Conditioning

Typical systems for cooling or dehumidifying residential environments are shown. Details on condensing units and their components - including the condenser coil, compressor, motor, fan, and accumulator - are illustrated along with typical outside housings and insulation materials. The three methods of heat transfer - conduction, convection, and radiation - are outlined, along with the difference between high side and low side pressure systems. The refrigeration cycle is demonstrated, as are different types of compressors, such as scroll, reciprocating, and piston. Heat pumps, electrical controls, evaporators, and sight glasses are explained.

Running Time: 21 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-22086D	£48.00

### Residential Heating and Ventilation

The programme illustrates several different types of heating systems, including forced-air gas furnaces, high-efficiency furnaces, and hot air systems. Different types of ignition and fuels are covered, along with the major elements of gas furnaces, including solenoids, burners, manifolds, heat exchangers, and more. Air flow components such as supply and return plenums, air filters, and split capacitor motors are also explained, in addition to thermostats, pilot safety switches, and gas valves. Viewers will get a look at the automated service centres at the heart of many modern large office buildings, which maintain climate control using high-tech sensors and adjustment systems.

Running Time: 24 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-22085D	£48.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## \*Special Release Titles

### Safety In Technology Workshops

This programme provides a framework for safety when working in technology workshops. Students will encounter many hazards when working with wood, metal and plastic. Each of these hazards forms a chapter in the programme: Moving Around in the Workshop; Mess and Spills; Airborne Contaminants; Hazardous Substances; Manual Handling; Hand Tools; Machines and Portable Power Tools; Food Contamination; Noise. The programme highlights the risks associated with each of these hazards and provides information on how to minimise the risks. This information will not only help protect students during technology classes but outside the school environment as well. Industry representatives consistently emphasise the importance of potential employees having a solid grounding in occupational health and safety.

Running Time: 23 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21818D	£44.00

### Vehicle Maintenance & Fluid Service

This programme shows state of the art techniques for light maintenance of cars and light trucks, and presents crucial information for anyone owning or operating a vehicle. Covering all of the basic inspections and service operations needed to keep a light vehicle running safely and dependably, the programme is ideal for first year classes in general vehicle mechanics and driver education courses, etc.

Running Time: 27 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21565R	£44.00

### Village Books Learns About Marketing

With stiff competition from the national chains, the retailer featured in this programme must learn new and different strategies to market the book store that's been in the family for several years. His son gets him going in the right direction after he gets home from college for the summer, eager to put his marketing class concepts to work... In this very helpful overview of marketing and its many components, viewers gain knowledge about promotion, advertising, selling, pricing, distribution and much more.

Running Time: 20 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-09933R	£44.00

### Web Résumés

The all-important résumé has undergone several changes in the last ten years. In some cases, a basic cover letter and resume are no longer enough to attract an employer's attention. This video programme looks at a variety of contemporary alternatives and how best to utilize these non-traditional formats to your best advantage.

Running Time: 30 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10491R	£36.00

## Auto Body Repair Series

This exciting 12-part series offers a complete crash course on how to make damaged vehicles look new again. Ideal for introducing, reinforcing, and reviewing essential body shop practices, procedures, tools, and techniques. Safety is stressed. Each informative programme starts with a demonstration of the proper tools and preparations and then follows an apprentice technician through the job at hand. Automotive experts thoroughly explain key technical points.

### Auto Body Repair Series - Complete Set of 12 programmes

Specially-priced complete set of all 12 individual programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Auto Body Repair Basics • Auto Construction • Welding • Dings and Scratches • Replacing and Adjusting Panels • Body Alignment • Structural Analysis and Damage Repair • Plastics and Adhesives • Electrical Repairs • Braking System Repair • Surface Preparation and Refinishing • Miscellaneous Repair

Running Time: 230 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21944D	£396.00

\*Price includes non-theatric public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## ***Auto Body Repair Series***

### **Auto Body Repair Basics**

Welcome to the auto body repair shop! This video introduces basic repair concepts, safety procedures, and NADA service ethics. A wide range of tools is presented, and the metalworking and refinishing areas of a typical shop are shown.

Running Time: 21 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21932D	£44.00

### **Auto Construction**

It's easier to understand how to repair and rebuild cars after you've seen them being put together. This video travels to an automobile factory to take a look at front-end assemblies, suspensions, major panels and components, and eight different types of frames.

Running Time: 15 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21933D	£44.00

### **Body Alignment**

A skilled auto technician has to be a good detective, too. This video explains how to use tyre clues and other evidence to identify and then fix misalignments of unitized and conventional frames, including diamond, twist, sag, and sway damage. Adjustments to steering systems and tires/wheels are also addressed.

Running Time: 17 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21937D	£44.00

### **Braking System Repair**

Hit the brakes! This video describes how to bleed, flush, and pressure-test a brake hydraulic system; remove and reinstall a caliper assembly; and check parking brake system operation.

Running Time: 18 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21941D	£44.00

### **Dings and Scratches**

Most auto body repairs fall under the category of minor damage: dents and dings too big to fill, but too small to need a new panel. This video shows how to assess sheet metal damage, plan and perform repairs, and refinish surfaces. A slide hammer dent puller, weld-on pulling tool, body hammer and dolly, and other tools of the trade are demonstrated.

Running Time: 19 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21935D	£44.00

### **Electrical Repairs**

This video looks at common automotive electrical problems. It covers how to use a DVOM to check continuity, voltage, resistance, and amperage; inspect, test, and replace fusible links, circuit breakers, and fuses; and work on batteries and alternators. Don't get a shock—develop a well-grounded knowledge of electricity.

Running Time: 20 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21940D	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## *Auto Body Repair Series*

### Miscellaneous Repairs

Details, details! This video demonstrates how to carry out minor repairs to the vehicle body and systems, including lights, wipers, windows, seatbelts and shoulder harnesses, air bags, and interior door and door glass components and hardware.

Running Time: 19 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21943D	£44.00

### Plastics and Adhesives

Working with plastics and adhesives is tricky—and can be dangerous, too. This video DVD shows how to safely prepare, fix, and refinish holes in fibreglass and plastics with thermoplastic and thermoset plastic. Repairing plastic parts with urethane and epoxy adhesives is also illustrated.

Running Time: 16 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21939D	£44.00

### Replacing and Adjusting Panels

This video describes how to inspect, remove, replace, and then align to manufacturer specs an assortment of non-structural body panels. Related hardware and assemblies are also covered.

Running Time: 21 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21936D	£44.00

### Structural Analysis and Damage Repair

Repair, replace, or total? This video gives an overview of how to analyse the extent of major automobile damage. Repair techniques for those vehicles worth restoring are described. Air chisels, spot weld cutters, drills, and saws are demonstrated.

Running Time: 17 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21938D	£44.00

### Surface Preparation and Refinishing

A glimmering coat of paint is the finishing touch to an auto body repair job. This video takes viewers through the entire process of preparing, sanding, priming, sealing, topcoating, clearcoating, quality-checking, and final detailing.

Running Time: 24 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21942D	£44.00

### Welding

This video puts safety first as it explains how to use a MIG (GMAW) welder. Weld types, welder setup, destructive tests, and general welding techniques are covered. The causes of contact burnback, incomplete fusion, and other problems are identified.

Running Time: 23 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21934D	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Automotive Computer Systems Series

This series provides a basic working knowledge of automotive computer systems. Students will learn:- • Computer system operation • Trouble codes • Scanning tools • Basic tests • Repair procedures

### Automotive Computer Systems - Complete Series of 4 Programmes

Specially-priced complete set of all 4 individual programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Automotive Computer System Operation (10941) • Automotive Computer System Service (21563) • Computer On-Board Diagnostics (10942) • Scanning Automotive Computer Problems (21562)

Running Time: 86 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21588R	£108.00

### Automotive Computer System Operation

Newly revised, this programme describes improved capabilities of late model On-Board Diagnostics (OBD) systems. It features easy to understand language and computer generated artwork to explain how a computer system uses information from sensors to control the operation of other devices and systems. Sensors and actuators are broken down into basic categories since many use similar physical properties during operation.

Running Time: 26 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10941R	£36.00

### Automotive Computer System Service

Running Time: 19 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21563R	£36.00

### Computer On-Board Diagnostics

On-Board Diagnostics (OBD) refers to a computer's ability to analyse the operation of its systems and output data showing any problems. It is critical to know how to use this technology to keep a vehicle running properly, and this programme will explain the general capabilities of these systems as they monitor hundreds of sensors and actuators to report if a component or circuit has failed or is operating incorrectly.

Running Time: 19 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10942R	£36.00

### Scanning Automotive Computer Problems

Running Time: 22 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21562R	£36.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Diesel Engines Series

This series overviews the design, construction, and operation of diesel engines; details the steps needed to properly disassemble, inspect, and measure the parts of diesel engines; and summarises how to install the major parts of a diesel engine back onto its short block. In the various individual programmes comprising the series, turbochargers and superchargers are also described, including troubleshooting malfunctions and repair basics. Close-up shots of components and service procedures, in addition to computer animation, provides students with maximum learning potential.

### Diesel Engine Operation

Overviewing the design, construction and operation of diesel engines, this programme uses live-action video and 3-D computer animation to explain both 2-stroke and 4-stroke engines. Various applications for diesel engines are also summarised in this programme for students of light or heavy diesel repair, vehicle mechanics, transportation, agricultural mechanics and technology in general.

Running Time: 24 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10272R	£36.00

## Electricity & Electronics Series

This ten-part series provides a comprehensive video guide to the study of electronics, ranging from the fundamental laws and principles of electricity at the atomic level to troubleshooting and repair of electronic components. Lively computer animation and hands-on demonstrations make these videos an ideal resource for the classroom.

### Electricity & Electronics - Complete Set of 10 programmes

Specially-priced complete set of 10 individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- Electrical Principles • Electrical Circuits: Ohm's Law • Electrical Components Part I: Resistors, Batteries, and Switches • Electrical Components Part II: Capacitors, Fuses, Flashers, and Coils • Electrical Components Part III: Transformers, Relays, and Motors • Electronic Components Part I: Semiconductors, Transistors, and Diodes • Electronic Components Part II: Operation-Transistors and Diodes • Electronic Components Part III: Thyristors, Piezo Crystals, Solar Cells, and Fiber Optics • Electrical Troubleshooting • Electronic Circuit Repair

Running Time: 155 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-22058D	£330.00

### Electrical Circuits: Ohm's Law

This video uses 3-D animation and live action to make basic electrical circuits come to life. The properties of series, parallel, and series-parallel circuits are easy to grasp when you can see the electrons flow through each circuit leg in each circuit type. Ohm's Law is illustrated with animated pie charts and basic calculations that isolate each section of the circuit. A must for introductory electricity-electronics, auto mechanics, and technology courses.

Running Time: 17 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22049D	£44.00

### Electrical Components Part I: Resistors, Batteries, and Switches

Fixed resistors, variable resistors, ballast resistors, batteries, and various types of switches are explained in this programme. Computer animation, component cutaways, and lab experiments are used to demonstrate how these basic components function. This is an informative video that will strengthen your curriculum. It is ideal for classes in electricity-electronics, technology, auto mechanics, and other technical areas.

Running Time: 22 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22050D	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Electricity & Electronics Series

### Electrical Components Part II: Capacitors, Fuses, Flashers, and Coils

Capacitors, fuses, fuse links, circuit breakers, flashers, coils, and other devices are discussed in this training video. Computer animation, component cutaways, and lab experiments are used to demonstrate how these basic components are constructed and how they operate. This is a must-see for all students of electricity-electronics, technology courses, auto mechanics, and many other subject areas that involve electricity and electronics.

Running Time: 14 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22051D	£44.00

### Electrical Components Part III: Transformers, Relays, and Motors

Transformers, relays, and motors are detailed in this training video. Computer animation, component cutaways, and lab experiments are used to demonstrate how basic components are constructed and operate. This is an essential training program for all students of electricity-electronics, technology courses, auto mechanics, and many other subject areas that involve electricity and electronics.

Running Time: 15 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22052D	£44.00

### Electrical Principles

This live-action video introduces the basics of electricity. Computer animation adds interest and excitement as the video comes to life in its coverage of atoms, conductors, insulators, free electrons, voltage, current, resistance, magnetism, attraction-repulsion, electromagnets, a simple circuit, and other electrical principles. Ideal for courses in electricity, physics, science, automotive, and technology.

Running Time: 18 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22048D	£44.00

### Electrical Troubleshooting

Students learn to use a systematic approach to locate electrical problems: know the circuit, isolate the problem, test components, fix the problem, and retest the circuit. Viewers also learn about common problems found in resistors, capacitors, relays, circuit breakers, motors, and other components.

Running Time: 20 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22056D	£44.00

### Electronic Circuit Repair

Viewers learn 'tricks of the trade' for finding and correcting electronic faults. Clear and precise examples show how to evaluate permanent, intermittent, parameter, and logic faults. Reseating circuit boards, power supply testing, transistor testing, and IC diagnosis tips are also shown. A viewable/printable instructor's guide is available online.

Running Time: 24 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22057D	£44.00

### Electronic Components Part I: Semiconductors, Transistors, and Diodes

Computer animation is used to make basic electronic components come to life in this very informative training video. The principles of semiconductor materials, transistor operation, transistor construction, transistor types, diodes, and other basic electronic components are illustrated with very interesting experiments and computer animation. This is a 'must have' for courses in electronics, electricity, motor controls, technology, air conditioning, auto mechanics, physics, science, etc.

Running Time: 18 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22053D	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## *Electricity & Electronics Series*

### **Electronic Components Part II: Operation-Transistors and Diodes**

This animated video continues the study of electronics by expanding upon transistors, diodes, and other components. Transistor testing procedures show the methods used to check the operation of certain transistors along with more detailed information on the operation and applications of FETs, MOSFETs, SCRs, and unijunction transistors.

Running Time: 20 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22054D	£44.00

### **Electronic Components Part III: Thyristors, Piezo Crystals, Solar Cells, and Fiber Optics**

This animated video continues the study of electronic components by demonstrating the construction and operation of thyristors, Hall-effect chips, piezo crystals, light emitting diodes, photoresistors, solar cells, fiber optics, photodiodes, phototransistors, liquid crystal displays, etc.

Running Time: 23 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22055D	£44.00

## *Essential Sports Skills - Track & Field Series*

This series of 3 programmes produced in conjunction with the Victorian Institute of Sport illustrates the skills, rules, safety and physical preparation required for featured Track and Field events.

### **Jumping Events**

In this programme athletes are shown the correct techniques for the long, triple and high jumps. Individual skills include a step-by-step guide to personalising the run-up to suit each athlete.

Running Time: 29 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21832R	£44.00

### **Running Events**

Potential athletes and coaches are shown how to warm up their muscles and focus their minds, develop correct technique through a series of drills, and finally put it all into practice.

Running Time: 22 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21831R	£44.00

### **Throwing Events**

Potential athletes learn the physical requirements and techniques for the demanding throwing events, including Shot-put, Discus, Javelin and Hammer Throw. Safety and physical preparation are key elements of this programme.

Running Time: 22 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21833R	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## ***Fashion 2000 Series***

How do designers keep dreaming up fashions to catch the consumer's eye? And how do marketers keep finding ways to make these products stand out in the crowded clothing marketplace? Relying on insider input from industry professionals, academics, and students, this illuminating two-part series answers these and other questions.

### **Fashion 2000 - Complete Series of 2 Programmes**

Specially-priced complete set of both programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Developing An Apparel Line (21547) • Trends In Apparel Marketing (21548)

Running Time: 34 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD SET	002-21592R	£66.00

### **Developing An Apparel Line**

In the fast-paced world of fashion merchandising, every season brings with it a demand for something new and different! In this programme, a designer who owns her own boutique, students developing apparel as a class project, and professors from a university's highly respected fashion department talk about where they get their fashion ideas and describe how clothing makes its way from the drawing board to the marketplace.

Running Time: 17 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21547R	£44.00

### **Trends In Apparel Marketing**

Technology and a booming economy are driving innovation in the clothing industry that is beneficial to businesses and consumers alike. This programme examines trends in apparel marketing and changes in manufacturing and distribution. Bricks-and-mortar marketing via retail, department, discount, and specialist stores; catalogue sales; shopping by television; and online buying are all discussed. In addition, interviews with a distributor, a buyer, and a retailer provide insider perspectives on this dynamic industry.

Running Time: 17 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21548R	£44.00

## ***Hybrid Auto Repair Series***

This three-part series provides a thorough grounding in hybrid technologies, focusing on building both system knowledge and safety awareness. In addition to outlining the history and growth of electric, hydrogen, diesel, and other alternative propulsion systems, the series explores major hybrid components and details the safety challenges that these complex mechanisms present to technicians. Job-seekers who are looking to set themselves apart from the average automotive trainee will find the ideal learning resource in this series.

### **Hybrid Auto Repair - Complete Set of 3 programmes**

Specially-priced complete set of 3 individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • History of Hybrids, The • Common Hybrid Components • Hybrid Safety Issues

Running Time: 50 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-22064D	£108.00

### **Common Hybrid Components**

Hybrid vehicles are complex machines - help your students get to know them inside and out. This video guides viewers through the system components common to hybrid automobiles, including the battery pack, the electric motor, the internal combustion engine, the transmission, and the generator.

Running Time: 17 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22062D	£48.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Hybrid Auto Repair Series

### The History of Hybrids

So your students think hybrids are a new idea? Show them how far hybrid technology has come since the 1800s. This video surveys the historical background of hybrid cars, introduces students to hybrid configurations currently on the road or in development, and explains the basic principles of hybrid system propulsion.

Running Time: 15 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22061D	£48.00

### Hybrid Safety Issues

Hybrid technology means cleaner air for everyone - but it's also a danger zone for unprepared technicians. This video enables students to understand and follow the unique safety requirements of hybrid system maintenance and repair, focusing on precautions and procedures necessary to prevent electric shock.

Running Time: 18 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22063D	£48.00

## Introduction To Welding Series

This live-action series introduces viewers to four major welding areas and provides a comprehensive overview of: • Oxyfuel Welding • Shielded Metal Arc Welding • Gas Tungsten Arc Welding • Gas Metal Arc/Flux Core Arc Welding. Safety procedures are emphasised throughout, including the proper clothing, equipment, and filter lens required for the job.

### Introduction To Welding - Complete Series of 4 Programmes

Specially-priced complete set of all 4 individual programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Introduction To Gas Metal Arc Welding & Flux Core Welding (10263) • Introduction To Gas Tungsten Arc Welding (10264) • Introduction To Oxyfuel Welding (10261) • Introduction To Shielded Metal Arc Welding (10262)

Running Time: 48 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21315R	£132.00

### Introduction To Gas Metal Arc Welding & Flux Core Welding

Viewers will learn that there are a lot of similarities between Gas Metal Arc Welding (MIG) and Flux Core Arc Welding, including the use of direct current to provide constant voltage. Wire feeders are demonstrated along with the spools that feed them - containing several hundred feet of electrode wire - allowing welders to make long, continuous welds, and the different types of electrodes and wires used in each outfit are covered. Students will see how to position the electrode and how to establish a good weld pool. Safety practices are clearly demonstrated and explained.

Running Time: 11 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10263R	£44.00

### Introduction To Gas Tungsten Arc Welding

Gas Tungsten Arc Welding or TIG welding presents special safety concerns, and in this programme viewers are warned of the suffocation hazards present when working with inert gases and why good ventilation is required. The programme also provides an explanation of how TIG welding differs from other types of welding - in particular the use of non-consumable electrodes. Electrode leads, hoses, regulators, and collets are demonstrated and explained, as well as the use of the post flow timer to protect the weld from contamination. Also discussed are using the correct collet set, and electrode size/type needed for the job.

Running Time: 11 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10264R	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## ***Introduction To Welding Series***

### **Introduction To Oxyfuel Welding**

This programme very clearly explains and demonstrates careful and safe methods of using the combination of acetylene and oxygen gas cylinders. Pressure regulators, check valves, and hoses and fittings are demonstrated, as well as torch tubes and tips. Clear instructions on ignition, use of the outfit, and shutting down are provided, along with tips on flame adjustment and methods of directing it to the work area. Also demonstrated are various welding techniques and types of welds.

Running Time: 14 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10261R	£44.00

### **Introduction To Shielded Metal Arc Welding**

This programme explains the differences between alternating current and direct current arc welding machines and shows how an electrical current melts electrodes to supply filler metal. Electrode leads, workpiece leads, and electrode holders are all clearly demonstrated, and electrode sizing and its importance are explained. Set-up and shut-off instructions are shown step-by-step, as well as how to use equipment safely. Uses of Shielded Metal Arc Welding are discussed and demonstrated.

Running Time: 12 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10262R	£44.00

## ***Jobs In The Real World Series***

### **Jobs In The Real World - Complete Series of 2 Programmes**

Specially-priced complete set of both individual programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Succeeding At The Interview: Hints From The Real World (21689) • Résumés In The Real World (21691)

Running Time: 47 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD SET	002-21695R	£66.00

### **Résumés In The Real World**

It's a great job and it looks like everyone's applying for it - there's a mountain of résumés and applications. So which résumés stand out, and which don't? And why? How will the employer decide who to interview? We follow a real world example of what happens when a large employer advertises for young people to be employed as administration trainees. We see what a recruitment agency looks for in a résumé and consider some examples that impressed and some that didn't, getting pointers about what makes a good résumé from the experts who read them every day.

Running Time: 19 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21691R	£44.00

### **Succeeding At The Interview: Hints From The Real World**

In this programme we follow six students through interviews for real jobs – one a furniture-maker's apprentice, the other an office traineeship - using real potential employers. What is revealed are some of the most common mistakes that young people make in their tricky first job interviews, as well as identification of some of the positive qualities identified and liked by interviewers. 'Succeeding at the Interview' is a dynamic and engaging programme that identifies and communicates the key strategies and advice for a successful job interview and invites students to examine and analyse the entire process from the perspective of both the interviewer and the interviewee.

Running Time: 28 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21689R	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## *On The Money: The ABCs of Accounting Series*

Based on one of the most popular accounting textbooks, this four-part series provides a thorough overview of accountancy. Company case studies and interviews with finance professionals provide a real-world context for the wide range of concepts covered. In addition, important industry terms such as GAAP, AICPA and FASB, CPAs and CMAs, debits and credits, journalising and posting, assets and liabilities, depreciation and amortization, LIFO and FIFO, gross and net pay, and taxes are defined. Used in the classroom as an introduction to accounting or as a pre-exam review, this series is an excellent tool for helping finance and business students understand how all of accounting's many details come together.

### **On The Money: The ABCs of Accounting - Complete Series of 4 Programmes**

Specially-priced complete set of all 4 individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- Introduction and Definitions The Story of Inventory The Matching Concept and the Accounting Cycle Assets and Payroll

Running Time: 58 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD SET	002-21794R	£144.00

### **Assets and Payroll**

Giving equal time to two vital accounting topics, this programme explains how accountants handle assets and payroll. The video begins with the acquisition and retention of tangible fixed assets through capital expenditures and revenue expenditures. Then, methods of accounting for tangible fixed assets with respect to depreciation and disposal are presented. Allocation of an asset's cost over its useful life is outlined, as well as five methods of depreciation. The discarding and sell-off of plant assets are also discussed, along with the amortization of intangible assets. The video then plunges into the topic of wages, beginning with an overview of payroll expenditures and their accompanying taxes and regulations. Next, the intricacies of gross pay, net pay, and payroll-related liabilities are thoroughly sorted out, leading to a discussion of how payroll is recorded. Last, the proper treatment of fringe benefits from an accounting perspective is demonstrated.

Running Time: 13 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD	002-21793R	£48.00

### **Introduction and Definitions**

When it comes to finances, "approximately" is just not good enough. Accounting professionals are expected to understand all the ins and outs of money matters, applying the rules of accountancy with good sense and care. With that in mind, this programme starts with the basics, introducing the purpose of accounting, identifying the AICPA and FASB, explaining the concept of GAAP, and spelling out the differences between CPAs and CMAs. After contrasting three types of business organizations, the programme moves on to the actual process of recording and tracking transactions. Types of business transactions, charts of accounts, journalising and posting transactions, the rules of debits and credits, the purpose of the trial balance, and four main types of financial statements are described. The accounting equation is also presented.

Running Time: 15 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD	002-21790R	£48.00

### **The Matching Concept and the Accounting Cycle**

This programme divides its time between the matching concept and the accounting cycle. First, the cash basis of accounting is compared to the accrual basis of accounting. Next, the five main types of entry adjustments are defined and illustrated. And then, with suitable fanfare, the accounting cycle is described in detail. Its eight steps include analysing and journalising transactions, posting transactions to the ledger, preparing the unadjusted trial balance, assembling and recording adjustments, preparing the financial statements, journalising and posting adjusted entries, journalising and posting closing entries, and preparing the post-closing trial balance. Taking care of business means handling finances both consistently and systematically, and this video shows students exactly how to do it.

Running Time: 15 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD	002-21792R	£48.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## *On The Money: The ABCs of Accounting Series*

### **The Story of Inventory**

Keeping track of inventory is a crucial yet challenging process—and the more raw materials, components, and products a company has, the more challenging it gets. This programme explores key aspects of managing inventory while keeping an eye on how inventory figures impact a company's bottom line. First, the physical counting process is illustrated, including special situations such as figuring out who owns merchandise in transit or on consignment. Second, average cost, FIFO, and LIFO costing methods are analysed. Third, periodic and perpetual systems of valuation are contrasted with three methods used in special situations: the lower-of-cost-or-market method, net realizable value, and estimating. Fourth and finally, the impact of inventory errors on financial statements is addressed.

Running Time: 15 mins

Age Range: 16 Years-Adult

Format	Order Code	Price*
DVD	002-21791R	£48.00

## *Petrol Engines Series*

At the heart of every motor vehicle is the engine...and this series not only explains the basic operating principles, but provides clear instruction for maintenance and repair. Using close-ups of actual working parts along with computer animation, the series covers key aspects of petrol-driven engines. Each programme summarises the construction and operation of related components as well as demonstrating many important techniques for troubleshooting problems and the best methods for repair.

### **Petrol Engines - Complete Series of 2 Programmes**

Specially-priced complete set of both programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Engine Bottom-End Construction (08602) • Engine Fundamentals (10271)

Running Time: 52 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21586R	£66.00

### **Engine Bottom-End Construction**

This programme provides a summary of the operation and construction of an engine bottom-end, including crank-shaft, blocks, rods, pistons, rings, etc., comparing the design and operation of various parts so that viewers can more fully comprehend modern engine technology.

Running Time: 31 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-08602R	£44.00

### **Engine Fundamentals**

This entertaining programme uses 3-D animation and live-action video to explain the basic operating principles of a 4-stroke cycle piston engine. Viewers watch as a simple engine is built from the block up to produce an animated running one-cylinder engine. This is an excellent training resource for courses in vehicle mechanics, small engines, farm mechanics, science and general technology.

Running Time: 21 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10271R	£44.00

## *Safety And Technology Series*

Working in the crafts and the trades is a rewarding way for people to get their hands into their work - but it can be dangerous, too. This six-part series shows how to keep safe when working with technology used in various professions.

### **Auto Shop Safety**

Running Time: 121 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-22180D	£216.00
DVD	002-22176D	£48.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## *Sewing Is My Art Series*

With a little creativity and patience (and a whole lot of fabric and thread), students can sew just about anything. This straightforward two-part series introduces the art and craft of sewing, both by hand and with a sewing machine.

### **Sewing Is My Art Series - Complete Series of 2 Programmes**

Specially-priced complete set of both individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- Sewing Is My Art 1 (21782) Sewing Is My Art 2 (21783)

Running Time: 30 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21784R	£66.00

### **Sewing Is My Art 1**

If your students don't know a seam ripper from a seam gauge, this video is a perfect place to start teaching the skills needed for sewing by hand. All of the basic tools of the trade are identified, including measuring instruments, tracing wheels and paper, fabric markers, scissors and shears, needles, ballpoint and sharp pins, basting tape, pin cushions, thimbles, irons, pressing cloths, and steamers. Once students know how to measure, mark, and cut fabric and smooth out a finished product when it's done, they'll be ready to put their needles to work making one-of-a-kind clothing that's uniquely their own.

Running Time: 15 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21782R	£44.00

### **Sewing Is My Art 2**

Sewing is a useful skill that is as handy in the home as it is profitable in the workplace. This video introduces students to the sewing machine, the key to high-volume stitching and a rewarding career in the clothing industry. First, the programme names each part of the machine, from the thread take-up lever, to the bobbin winder spindle, to the presser foot lifter. Then, it demonstrates how to thread the machine and start sewing. Troubleshooting tips are also included, for times when the thread snaps, the needle breaks, or the stitches just don't look as good as they should. Sewing is a useful skill that is as handy in the home as it is profitable in the workplace. This video introduces students to the sewing machine, the key to high-volume stitching and a rewarding career in the clothing industry. First, the programme names each part of the machine, from the thread take-up lever, to the bobbin winder spindle, to the presser foot lifter. Then, it demonstrates how to thread the machine and start sewing. Troubleshooting tips are also included, for times when the thread snaps, the needle breaks, or the stitches just don't look as good as they should.

Running Time: 11 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21783R	£44.00

## *Small Gas Engine Series*

### **Small Gas Engine - Complete Series of 5 Programmes**

Specially-priced complete set of all 5 individual programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Small Gas Engine Construction & Operation (10951) • Small Gas Engine Disassembly (10962) • Small Gas Engine Inspection, Measurement & Cleaning (10952) • Small Gas Engine Reassembly (10971) • Small Gas Engine Troubleshooting & Tune-Up (10961)

Running Time: 131 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21386R	£132.00

### **Small Gas Engine Construction & Operation**

This programme introduces the operation, construction and design variations of small engines. Live-action video footage and computer graphics are used to explain how both two- and four-stroke engines operate. Design variations such as poppet vs. reed valves, valves-in-block vs. overhead valves, petrol vs. diesel are all explained in a fast-paced interesting delivery.

Running Time: 27 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10951R	£36.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Small Gas Engine Series

### Small Gas Engine Disassembly

The programme explains the major steps for engine teardown. Instructional footage stresses safety, part organisation, and the use of proper tools to prepare students for working on any make or model of engine.

Running Time: 20 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10962R	£36.00

### Small Gas Engine Inspection, Measurement & Cleaning

This programme summarises how to inspect each part during a major rebuild of a small engine, how to find part damage and how to measure wear and tear accurately so students will know which parts should be replaced and which parts can be re-used. Live-action and computer graphics also explain part clearances, which are critical to engine life.

Running Time: 26 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10952R	£36.00

### Small Gas Engine Reassembly

This programme shows how to correctly reinstall a major part of a small engine. Students will learn how to assemble both two- and four-stroke cycle engines. Clear live-action video emphasises safety, proper gasket and seal installation, correct utilisation of torque valves and tightening patterns.

Running Time: 23 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10971R	£36.00

### Small Gas Engine Troubleshooting & Tune-Up

This programme summarises how to correctly troubleshoot both performance and mechanical problems in small engines. Logical diagnosis methods are supplemented with computer graphics that show what causes a rod knock, piston slap, low compression, and other problems. Engine tune-up and basic maintenance techniques are also included.

Running Time: 35 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10961R	£36.00

## So You Want To Work In An Office? Series

This series provides students with an insight into the office environment to help them with their career decisions and give them a head start in the office world. The programmes can be used before and after work experience to make the most of student placements by familiarising them with what to expect and then recapping on common office scenarios. Includes Free downloadable support notes available via the internet.

### So You Want To Work In An Office? Series - Complete Series of 4 Programmes

Specially-priced complete set of all 4 individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- Introducing The Office (21795) Communicating In The Office (21796) Introducing Basic Technologies (21797) The Essentials Of Office I.T. (21798)

Running Time: 101 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD SET	002-21799R	£108.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## So You Want To Work In An Office? Series

### Communicating In The Office

The quality of office communications can mean the difference between a great business and an ordinary one. In this programme we highlight communication issues that frequently cause strife in offices, including clarity of instruction and checking back, handling messages, changing priorities, handling voice-mail, reception and handling complaints. Both good and bad approaches are shown to promote discussion.

Running Time: 24 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21796R	£36.00

### The Essentials Of Office I.T.

This programme looks at a core range of modern IT office technologies, including operating systems, hardware and software applications, ancillary equipment such as scanners, internet access and email. We cover their role in the office and functionality and maintenance issues, as well as basic trouble shooting procedures. Where applicable, there's an OHS 'alert' for each technology and if relevant, an environment 'alert' or tip. Where applicable, we also discuss "acceptable use" policies and practices.

Running Time: 29 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21798R	£36.00

### Introducing Basic Technologies

This programme looks at the operation of a core range of modern office technologies, apart from computers: particularly fax machines, telephone systems and photocopiers. We look at their role in the office, basic functionality and maintenance issues, as well as basic troubleshooting procedures. Where applicable, there's an OHS 'alert' for each technology and if relevant, an environment 'alert' or tip.

Running Time: 24 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21797R	£36.00

### Introducing The Office

A series of stories depicting aspects of daily life found in a variety of offices throughout business and industry. These discussion starters contain examples of both exemplary and not so exemplary practices. Each story is designed to provide concrete discussion points and signposts for key issues that would be addressed in an office administration course.

Running Time: 24 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21795R	£36.00

## Vehicle Chassis & Front End Series

This series covers key aspects of vehicle chassis and front end technology. Each programme provides an overview of the topic and a detailed explanation of components and operation. Video of component cut-a-ways intermix with computer graphics to make information clear and easy to follow. Part inspection, disassembly and reassembly of damaged or worn parts, and demonstrations of basic repairs, are also covered.

### Vehicle Chassis & Front End - Complete Series of 3 Programmes

Specially-priced complete set of all 3 individual programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Vehicle Brake Systems (11001) • Vehicle Steering Systems (20238) • Vehicle Suspension Systems (20237)

Running Time: 80 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21590R	£99.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Vehicle Chassis & Front End Series

### Vehicle Brake Systems

In this programme the design of master cylinders, wheel clamps, lines, hoses, shoes, pads, springs and other components are explained. Computer graphics show what should be happening inside the brake hydraulics during normal operation. Both drum and disc brakes are included, in addition to information about computer-controlled anti-lock braking systems.

Running Time: 26 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-11001R	£44.00

### Vehicle Steering Systems

This programme uses live-action video and computer graphics to help students learn about rack and pinion steering, power steering, four-wheel steering, kingpins, steering knuckles, tie rods, worm gears, balljoints, needle bearings, steering columns, pitman arms, idler arms, steering dampers and other steering components. Understanding the operating principles of steering systems will help any student to grasp the techniques of testing and repair.

Running Time: 29 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-20238R	£44.00

### Vehicle Suspension Systems

This programme uses live-action video and computer graphics to help students learn about steering knuckles, shock absorbers, coil springs, leaf springs, torsion bars, air springs, control arms, strut rods, and active suspensions. Understanding the operating principles of suspension systems will enable students to grasp techniques of troubleshooting and repair.

Running Time: 25 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-20237R	£44.00

## Vehicle Cooling & Lubrication Systems Series

### Vehicle Cooling & Lubrication Systems - Complete Series of 2 Programmes

Specially-priced complete set of both programmes in this series, offering a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- • Vehicle Cooling Systems (10972) • Vehicle Lubrication Systems (21564)

Running Time: 54 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-21589R	£66.00

### Vehicle Cooling Systems

This programme provides a comprehensive explanation of the theory and design of vehicle lubrication systems, including operation and function of major components including:- • Water jackets • Thermostat • Water pump • Radiator and Hoses Also included is information about operating temperatures, repairs, and flushing a cooling system.

Running Time: 27 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-10972R	£44.00

### Vehicle Lubrication Systems

This programme provides a comprehensive explanation of the theory and design of vehicle lubrication systems, including operation and function of major components including:- • Motor oil • Pump • Filter • Galleries • Functions of the lubrication system

Running Time: 27 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-21564R	£44.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Vehicle Heating & Air Conditioning Series

### Vehicle Heating & Air Conditioning Operation

This programme illustrates the action that takes place inside a car's heating and air conditioning systems. New material covering theoretical and service information in respect of the R-134a refrigerant systems has been added, and physical principles, the basic refrigeration cycle, and the function of major parts are all explained. The two major system classifications, expansion valve and orifice tube, are also compared.

Running Time: 24 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-11002R	£44.00

## Vo/Tech: Ins and Outs Series

This fast-paced, entertaining, and intriguing series introduces several occupations in the vast career pathway of vocational and technical trades. Viewers are taken on a journey through many different facets of vocational interest areas including welding, masonry, electrical, and HVAC. Each fifteen-minute programme focuses on one of these particular trades and includes interviews with students preparing for each career and working professionals on the job. The programmes carefully define how the participant began in the field, what the vocation means to them, educational requirements, immediate job opportunities, and how they envision the future of each particular occupation. The series serves as an introduction to the vast opportunities in vocational interest areas and the need for qualified workers in these lucrative occupations. These programmes will serve as a useful resource to excite and motivate prospective students to consider a career in these high-demand and financially rewarding occupations.

### Vo/Tech: Ins and Outs Series - Complete Series of 4 programmes

Specially-priced complete set of all 4 individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:- Carpentry (21785) Masonry (21786) Welding (21787) HVAC: Heating, Ventilation & Air-Conditioning (21788)

Running Time: 60 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD SET	002-21789R	£96.00

### Carpentry

Carpentry is a fifteen-minute video, which is part of the series, Vo/Tech: Ins and Outs.

Running Time: 15 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21785R	£32.00

### HVAC: Heating, Ventilation & Air-Conditioning

HVAC is a fifteen-minute video, which is part of the series, Vo/Tech: Ins and Outs.

Running Time: 15 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21788R	£32.00

### Masonry

Masonry is a fifteen-minute video, which is part of the series, Vo/Tech: Ins and Outs.

Running Time: 15 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21786R	£32.00

### Welding

Welding is a fifteen-minute video which is part of the series, Vo/Tech: Ins and Outs.

Running Time: 15 mins

Age Range: 14-19 Years

Format	Order Code	Price*
DVD	002-21787R	£32.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Woodworking - The Art & The Craft Series

Imagine having a master craftsman as a teacher's aide, always ready to talk to your class or to tutor one-on-one. That's what this 15-part series is like! Each video focuses on essential techniques students must master to skilfully complete a wide range of projects. And because safety's always job one, background on the careful and appropriate use of the hand and power tools involved is also included. "Can I see that again?" Let Woodworking - The Art and the Craft assist you!

### Woodworking - The Art and the Craft Series - Complete Set of 15 Programmes

Specially-priced complete set of 15 individual programmes in this series, providing a substantial saving when compared to the cost of purchasing at 'individual' rates. The set includes:-

- Basic Methods of Measuring and Cutting
- Ripping and Crosscutting
- Sawing and Shaping
- Methods of Cutting Circles and Curves
- Planing
- Working with Nails and Screws
- Gluing and Clamping
- Sanding
- Creating Biscuit and Dowel Joints
- Creating Rabbet Joints
- Creating Dado Joints
- Creating Mitre Joints
- Creating Mortise-and-Tenon Joints
- Creating Dovetail Joints and Casework
- Finishing Techniques

Running Time: 191 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD SET	002-22123D	£396.00

### Basic Methods Of Measuring And Cutting

After reviewing the customary and metric measurement systems, this video demonstrates how to measure and mark lumber and then cut with handsaws and portable power saws.

Running Time: 13 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22108D	£36.00

### Creating Biscuit And Dowel Joints

Biscuit and dowel joints are not only strong-they're invisible, too. This program shows students how to engineer this pair of useful joints.

Running Time: 11 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22116D	£36.00

### Creating Dado Joints

This video illustrates how to layout, cut, and hide dado joints. Rabbet-and-dado joints are also covered, and cutting dadoes with power tools is demonstrated.

Running Time: 11 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22118D	£36.00

### Creating Dovetail Joints And Casework

What in carpentry can match the beauty of dovetail joints in a well-made piece of furniture? This video shows students how to cut and assemble dovetails into strong and attractive casework.

Running Time: 13 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22121D	£36.00

### Creating Mitre Joints

From door moulding and baseboards to picture frames and birdhouse roofs, miter joints are everywhere. This video shows students how to construct this simple yet elegant carpentry joint.

Running Time: 14 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22119D	£36.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Woodworking - The Art & The Craft Series

### Creating Mortise-and-Tenon Joints

The time-tested mortise-and-tenon is arguably the strongest joint in woodworking. This video shows students how to go about crafting it.

Running Time: 13 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22120D	£36.00

### Creating Rabbet Joints

This video takes a close look at rabbet joints: the right times to use them, the correct way to lay them out, and how to cut, smooth, and assemble them.

Running Time: 11 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22117D	£36.00

### Finishing Techniques

This video illustrates how to prepare wood for finishing and then apply stains, clear sealers, and paints and enamels.

Running Time: 14 mins

Age Range: 14 Years-Adult

Format	Order Code	Price*
DVD	002-22122D	£36.00

### Gluing And Clamping

For times when nails and screws won't do, there's glue. This video shows students how to join wood using glue and a variety of clamps.

Running Time: 10 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22114D	£36.00

### Methods Of Cutting Circles And Curves

When it comes to sawing through wood, straight cuts are only the beginning. This video shows students the ins and outs of cutting circles and curves.

Running Time: 12 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22111D	£36.00

### Planing

Until the day that wood comes perfectly flat and square from the lumberyard, there will be planing. This video shows students how to plane surface and end grains to perfection.

Running Time: 16 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22112D	£36.00

### Ripping And Crosscutting

When it comes to woodworking projects, standard plank and beam lengths usually won't cut it. This programme shows students the professional way to rip and crosscut with smooth precision.

Running Time: 14 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22109D	£36.00

\*Price includes non-theatrical public performance rights for educational and training purposes, excluding despatch charge + VAT and is subject to change without further notice. Discounted prices are available for educational establishments requiring performance rights for use within a single educational establishment. Please contact us for further details. E.&O.E.

## Woodworking - The Art & The Craft Series

### Sanding

This video focuses on the skill of sanding, with an emphasis on square corners and small pieces. Making sanding jigs for drill presses and disc sanders is also covered.

Running Time: 13 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22115D	£36.00

### Sawing And Shaping

This video explains the effect of cutting speed on wood finish and how to transfer patterns. Also, the use of sliding compound mitre saws, scroll saws, and routers is demonstrated.

Running Time: 9 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22110D	£36.00

### Working With Nails And Screws

This video demonstrates how to drive and remove nails like a pro while explaining how to work with wood screws - from pre-drilling, to countersinking and plugging, to increasing their holding power.

Running Time: 17 mins

Age Range: 11 Years-Adult

Format	Order Code	Price*
DVD	002-22113D	£36.00