



Centra Software

Preparing for a Webinar

This two-page job aid is designed for anyone who will attend a PracticeWorks webinar. It provides instruction on how to set up your system and install Centra software. Please complete the following steps to ensure your computer is webinar ready. If you have any questions regarding these instructions, please e-mail us at masterworksonline@practiceworks.com or call us at 800-230-3425, option 2.

Setting Up Your System

To prevent issues while installing the Centra software, do the following:

1. Open Microsoft Internet Explorer software, version 6 or higher.
2. Select **Tools > Pop-up Blocker > Turn off Pop-up Blocker**. If there are additional toolbars on your internet browser, allow pop-ups on the toolbars.
3. Select **Tools > Internet Options**. The **Internet Options** window is displayed.
4. On the **General** tab, click **Delete...**
5. Select **Delete Files** and **Delete Cookies**, once completed click **Close**.
6. A confirmation message is displayed. Click **OK**. The **Internet Options** window is displayed.
7. Click the **Security** tab, and then select **Custom Level**.
8. Navigate to **Automatic Prompting for ActiveX controls**, and then select **Enable**.
9. Click **OK**. A confirmation message is displayed.
10. Click **Yes**. The **Internet Options** window is displayed.
11. Click **OK**. You are now ready to install Centra Software.



Preparing for a Webinar Continued. . . .

Installing Centra Software

To install Centra software, do the following:

1. Click the link below or type the following into your Internet Browser:
<http://practiceworks.centra.com/SiteRoots/main/SystemCheck/SystemCheck.jhtml>
2. The **System Check** page is displayed. After reviewing the system requirements click **Start** to check your browser and network for compliance.
3. Follow the prompts to complete the system check. Once complete, an Audio Wizard is displayed. Select your audio setting, and then click **Next**.
4. Click **Play** to start the Audio Check. When you hear the recording, click **Next**.
5. If you have a microphone, set the volume to high and speak into your microphone. When you hear yourself in your headphones click **Finish**.
NOTE: A microphone is not required to attend a webinar.
6. To complete the system check, click **Exit**. The Centra software is installed.