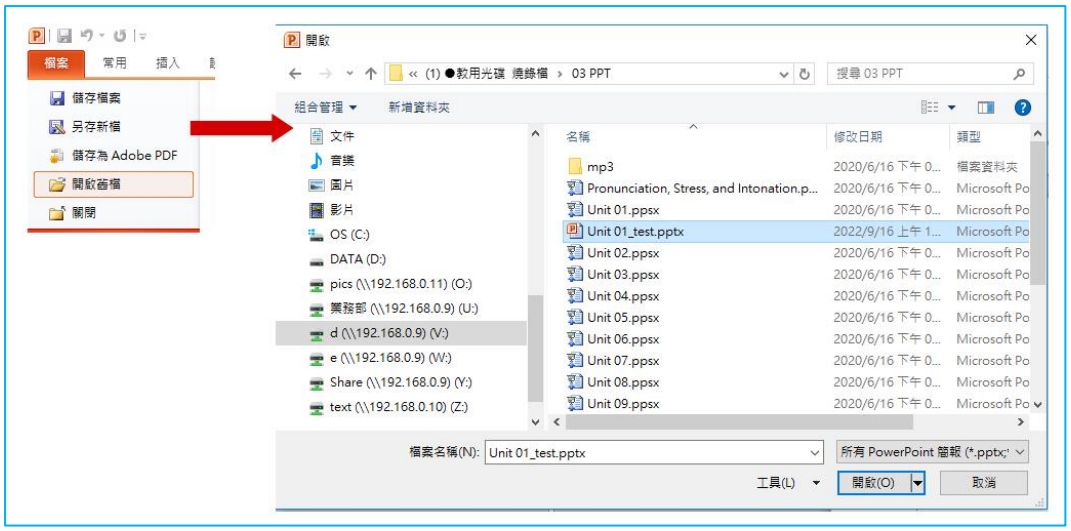
Q&A

點兩下無法開啟檔案怎麼辦？

若您是以教學光碟直接開啟檔案，建議將檔案先存到電腦上再開啟，或先開啟 PowerPoint 軟體後，以「開啟舊檔」的方式開啟。

開啟舊檔方法：開啟 PowerPoint 軟體→視窗左上角點選【檔案】→【開啟舊檔】→選擇投影片→開啟。



音檔無法播放

1. 請將檔案從網路上或光碟中儲存到電腦中開啟。
2. 無法播放媒體
   - 投影片音檔採用連結的方式製作，請確認是否有將「投影片」、「音檔資料夾」放在**相同資料夾**內。
   - 在「安全性警訊」畫面時，是否選擇「**在這個工作階段中啟用外部內容**」。
   - 若使用桌機，請確認電腦音訊孔是否**有正確連接到硬體播放設備**（例如：喇叭）。
3. 轉碼器無法使用
   - 確認在上方的「受保護的檢視」，是否有點擊「**啟用編輯**」。
   - 音檔皆以 mp3 格式製作，若出現「轉碼器無法使用」的訊息，建議可下載 QuickTime、K-Lite Mega Codec Pack，或其他可將影音檔案加以轉換成其他格式的編解碼器。

4. PowerPoint 版本不相容或不確定原因

   投影片以 Office 2010 版本製作，Office 2004 以下版本可能無法正常運作，或是以預期方式播放，建議升級軟體。

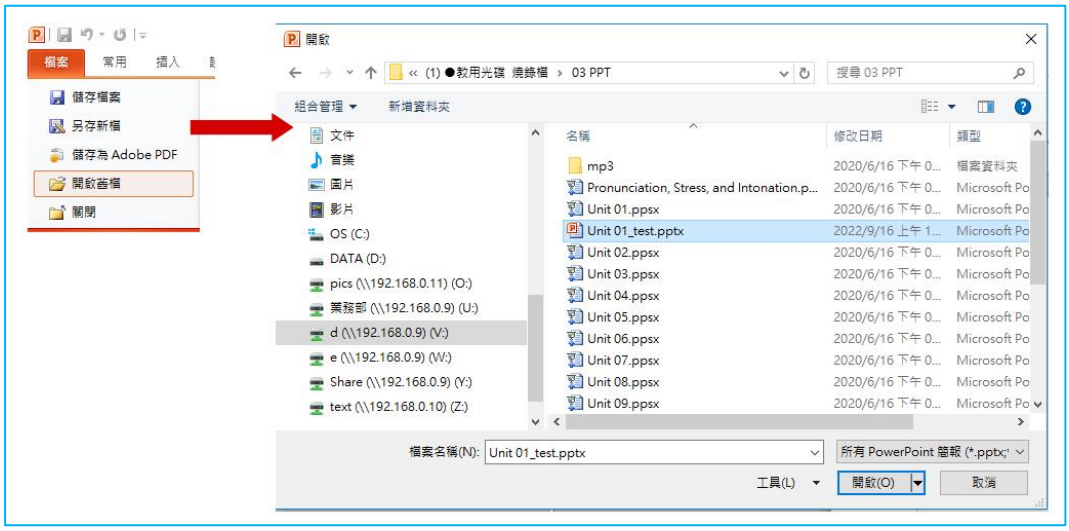
Q&A

If double-clicking doesn't open the file, here is what you can do:

If you are opening a file on the teaching CD, we recommend saving the file to your computer first before opening it. Alternatively, you can open the PowerPoint software first and use the "Open Old File"（開啟舊檔）method.

Steps to open an old file:

1. Open the PowerPoint software.
2. Click on "File"（檔案）in the top left corner of the window.
3. Select "Open Old File"（開啟舊檔）.
4. Choose the slide file.
5. Click "Open"（開啟）.



If the audio files are not playing, consider the following solutions:

1. Save the files from the Internet or a CD to your computer before opening them.
2. Media Playback Issues:
   - Confirm that the slide files and the audio files folder are stored **in the same directory**.
   - When you encounter a "Security Warning"（安全性警訊）message, ensure that you have selected **"Enable External Content for This**

Session”（在這個工作階段中啟用外部內容）.

- If you are using a desktop computer, ensure that the computer’s audio jack **is correctly connected to the hardware playback device** (e.g., speakers).

3. Transcoder Unavailable（轉碼器無法使用）:
   - Ensure that you have clicked **“Enable Editing”**（啟用編輯）in the “Protected View”（受保護的檢視）at the top.
   - The audio files are in MP3 format. If you encounter a “Transcoder Unavailable”（轉碼器無法使用）message, consider downloading QuickTime, K-Lite Mega Codec Pack, or another codec that is capable of converting audio files to different formats.
4. Incompatibility or Uncertain PowerPoint Version:
   The slides are created in Office 2010, and versions older than Office 2004 may not operate properly or play as expected. It is recommended to upgrade your software if compatibility issues persist.