



COMMUNICATIONS TRAINER

**USER'S
GUIDE**



AN ASA
INTERACTIVE
PRODUCT

User's Guide
Communications Trainer:
Say Again, Please
Guide to Radio Communications

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Visit the ASA website (www.asa2fly.com) for manual revisions, technical support, and FAQs for this product as they become available.

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Credits

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Introduction

Welcome to ASA's *Communications Trainer*, a tutorial that helps you master radio communications from your computer and stereo or MP3 player. This innovative software and audio program is an invaluable tool for students who want to practice radio communications before their flights, and also for those with rusty communication skills, those who rarely fly into heavy airspace, those who want to practice copying and comprehending clearances, and those who want to sound like a pro — both VFR and IFR.

Communications Trainer will help you understand the workings of ATC and your radio equipment, and learn what to say, what to expect to hear, and how to interpret clearances and instructions.

Applicable to both VFR and IFR operations, the tutorial is organized into chapters to reflect communications in all types of airspace and at all types of airport facilities. It features “live” talk examples of typical radio transmissions that explain how the air traffic control system works, and presents simulated flights that clearly demonstrate correct communication procedures in each class of airspace. Listen to what should be spoken and heard while an airplane traverses a sectional chart. You will gain an operational understanding of what happens where and when, so you have the confidence to feel safe flying into any airport or airspace. You will understand what you are being told, and know how to ask for the air traffic control services available to you.

Watch a movie clip of an airplane flying in the airspace just covered. Then, ensure you've learned the lesson by taking the interactive quiz that concludes each chapter.

System Requirements

Before you install *Communications Trainer*, make sure your computer meets the minimum requirements and the *Communications Trainer* package contains the required items.

Tutorial: Windows compatible processor, 800 MHz or faster Windows (2000/XP), 1.0 GHz or faster (Vista/Windows 7). 256 MB System RAM (2000/XP), 512 MB (Vista), 1024 MB (Win 7). Macintosh computer with G4 or later, OS X 10.4, 10.5, 512 MB RAM. OS X 10.6, 1024 MB RAM. Monitor and video card driver supporting 800 x 600 minimum screen resolution. QuickTime 7.6 or later (on the CD). Mouse or other compatible pointing device.

Audio Book: CD-ROM or MP3 player.

Package contents: 3 CD-ROMs, User's Guide.

If any of the pieces are missing, contact the retailer from whom you bought *Communications Trainer*.

Installation Instructions for Windows

- Be sure your screen area is set to 800 x 600 or greater before running the program.
- Insert the Tutorial CD-ROM into its drive.
- eSAP.exe will run automatically. The program runs off the CD-ROM. Acrobat Reader and QuickTime will install on your hard drive if you don't already have the required versions. Otherwise, no files will install to your hard drive.
- If the auto-run feature on your computer is turned off, left-click the START button, select run, enter the drive letter for your CD-ROM, and the trainer executable (that is, enter D:\eSAP.exe, when D is your CD drive).

Installing Communications Trainer on More than One Workstation

Communications Trainer can be used in classroom environments where more than one workstation exists, without having to purchase multiple copies of the product at full price. For information on obtaining a Multi-User Site License, call ASA at (800) 272-2359 or (425) 235-1500.

Running Communications Trainer

- The CD must be in its drive to run the program.
- Simply put the CD in the drive and use the auto-run feature.
- If the auto-run feature on your computer is turned off, open your CD-ROM directory and launch eSAP.exe by double-clicking it.
- Press the ESC key, CTRL+Q (Command+Q on Macintosh systems), or the QUIT button to exit the program.
- The Audio Book CDs (Discs 2 and 3) will work in your home, car, or computer CD players.
- The same audio files found on the Audio Book CDs are also available on the Tutorial CD (Disc 1) in MP3 format. These MP3 files can be copied for use with an MP3 player.

Getting Started

When you first start the program, you will see the splash-screen followed by the main menu with the contents for the tutorial. Place your cursor over any of the words on the left side of the gray box to see the subjects included within that chapter. Click any of the words on the left side of the gray box to navigate to that chapter of the tutorial.

Navigating the Tutorial

The black bar at the top identifies the chapter of the tutorial you are in. The footer in the bottom right corner of the screen identifies how many sections are included in the chapter.

The orange header at the top left of the page identifies the section you are currently studying.

Three icons within the script indicate graphical support for the tutorial: FIGURE, MOVIE, AUDIO. The first figure referenced in the script will be displayed as soon as you enter a new section. As you read through the script, click the FIGURE, MOVIE, or AUDIO icons to view the figure and listen to the dialog that corresponds to each point in the script.



Main menu

1. FIGURE will display a still or animated graphic.
2. MOVIE will display a movie clip of the task being described.
3. AUDIO will play an audio track for you to hear what is being described.

Blue terms indicate more information regarding a topic. Place the mouse cursor over any blue text and a yellow box will pop up with additional text on that subject. Move the cursor away from the word and this text box will go away.

Red terms indicate interactivity between the text and a figure. Click the FIGURE icon associated with that section of the script to view the figure, and then place your cursor over any red text. The red text will correspond to a specific aspect of the figure displayed, for a direct correlation between the graphic and the script.

Use the scroll bars below the script to navigate up and down within the text. Each press of the up or down scroll buttons will display 5 additional lines of text. Press Shift + Up Arrow or Home (on the keyboard) to scroll directly to the top of the page. Press Shift + Down Arrow on the keyboard to scroll down one full page at a time. You may also use the Page Up and Page Down keys on the keyboard to scroll the script.

“-END-” will display at the conclusion of each section indicating you should proceed to the next subject. After reviewing the last section in the chapter, the program will return to the Main Menu where you may select the next chapter.

You may use the arrow keys on the keyboard: left/right will navigate you between sections, up/down will scroll the page you are currently viewing.

Exercises conclude each section. Use the mouse to choose A, B, C (or press those letters on the keyboard), seeking the best answer from those provided. Click “Next” or use the arrow key to move on to the next question. The Quiz Results will display your score (using the first answer chosen). Scores are not kept in memory. Each time you review the tutorial you have the opportunity to take the quiz again.

The bottom toolbar buttons provide additional navigation and information:

CLASS B AIRSPACE

QUIT

Just Passing Through

- Let's fly through the Class B airspace first. You've looked up the ATIS frequency and listened to the taped broadcast, now ask yourself what information a controller might need from a pilot who wants to fly through Class B airspace: **FIGURE** **AUDIO**

PILOT "Metro Approach, Baron 1014W over the BIGTOWN VOR at 7,500 feet, request clearance eastbound through your Bravo airspace."

- That transmission assumed that you listened on the approach control frequency and found it fairly quiet. If it was hard to get a word in edgewise you could try: **AUDIO**

PILOT "Metro Approach, Baron 1014W, request."

- Your initial transmission didn't include a transponder squawk for a very good reason. If we were squawking anything other than 1200 it'd be a discrete code assigned by ATC, and the handoff procedure would be handled between Center and Approach on the telephone. Center would tell you to contact Approach (and give the correct frequency) and all you would have to do is switch frequencies and say: **AUDIO**

PILOT "Metro Approach, Baron 1014W, level at 7,500 VFR."

- Your position, altitude, and intentions would have

Class B airspace requires a clearance before you may enter



Tutorial screen layout

Help

- About — version number and contact information for the publisher, credits and acknowledgements for the product.
- Index — quickly find subjects at a glance. The list is alphabetized with the Chapter and Section (slide number) identified; click on the slide to go directly to the page.
- User's Guide — electronic version of the printed operating manual included with the package.
- Product Support — contact information for obtaining technical support for this product.
- Internet Resources — contact information and websites for additional communications information.

Glossary — Pull up a complete glossary of terms dedicated to aviation communications. Press any letter on the keyboard to jump directly to the terms within that letter.

Sectional— Access the sectional chart referenced throughout the tutorial. The legend will display each time you open the Sectional. Press the letter on the keyboard to move the sectional directly to a specific airport. You can also place the cursor anywhere on the map and “drag” it around to view the entire chart.

Sections— A window will display the table of contents for the chapter you are currently in; select any of the sections to navigate directly there and then click CLOSE WINDOW.

Chapters— Return to the main menu to choose a different chapter.

Previous— Navigate to the section you reviewed prior to the one you are currently viewing. The footer in the bottom right corner of the screen helps you track where you are in relation to all the sections within that chapter. You may also use the left arrow key on the keyboard.

Next— Navigate to the next section within the chapter you are studying. You may also use the right arrow key on the keyboard.

Using the Multi-Media Tools

Figure— Click the Figure icons as you read through the script. Some figures feature animation (movement). You may click the Figure icon a second time to repeat the animation process.

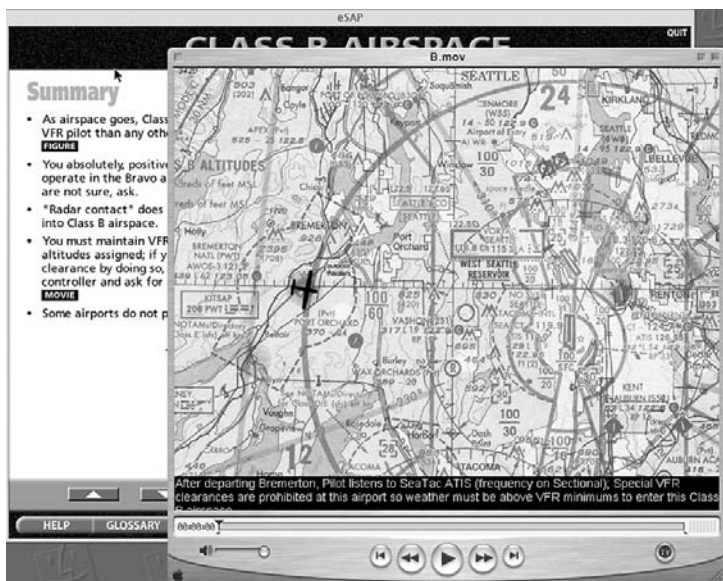
Movie— The Movie icons indicate movie clips, which provide both an audio and visual presentation of an airplane in flight, communicating as it traverses the sectional chart. Press the large round button at the bottom of the screen (Play). Use the space bar on the keyboard to pause and restart the movie at any point. Click and drag the diamond symbol in the bar to view any specific point in the movie.

Audio— The Audio icons allow you to hear what you are reading within the tutorial. Be sure to have your speakers turned on prior to playing any of the audio clips.

Technical Support

ASA offers a variety of support options to help you get the most from your ASA product. If you have a question about your ASA product:

1. Look in the printed product documentation.
2. Review the Frequently Asked Questions (FAQs) on ASA’s website.



Playing the movie clips

Additionally, the website features a technical support link where you may ask questions.

3. If you cannot find the answer, contact ASA Product Support.

Visit the ASA website often — this is our way of keeping you informed of updates to the program. As with all products, we appreciate your feedback. Let us know what features you like, what features you'd like to see in future versions, and what we can improve upon to better meet your needs. Write, fax, or email:

Fax: (425) 235-0128

Email: support@asa2fly.com

Mail: ASA, Inc., 7005 132nd Place SE, Newcastle, WA 98059-3153

Internet Support

ASA Product Support is available through the ASA website:
www.asa2fly.com

Telephone Support

ASA Product Support is available Monday through Friday. For assistance with *Communications Trainer*, dial (425) 235-1500. Product Support is subject to ASA prices, terms, and conditions in effect at the time the service is used.

Before you call ASA Product Support, be at your computer and have the product documentation at hand. Be prepared to give the following information:

- The version of *Communications Trainer* you are using.
- The type of computer you are using, including network hardware, if applicable.
- The operating environment you are using.
- The exact wording of any messages that appeared on your screen.
- A description of what happened and what you were doing when the problem occurred.
- How you tried to solve the problem.

ASA Products

ASA materials are used and sold by schools and retail locations worldwide. For information about the location nearest you and a free copy of the ASA catalog call Sales and Service: (425) 235-1500; Fax: (425) 235-0128; Website: www.asa2fly.com

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Limited Warranty

Aviation Supplies & Academics, Inc. (ASA) warrants *Communications Trainer*, (that, if) when properly installed and operated on a computer for which it is designed, the program will perform substantially in accordance with the accompanying written materials for a period of 45 days from the date of purchase. ASA warrants *Communications Trainer* to be free from defects in materials and workmanship under normal use. This Limited Warranty is void if failure of the software has resulted from accident, abuse, or misapplication. ASA will replace the software with the same version once the entire package (CDs, manual, packaging) is received by ASA during the warranty period. All

returns shall be sent to ASA, Software Warranty, 7005 132nd Place SE, Newcastle, Washington 98059-3153. ASA cannot accept responsibility for lost or damaged parcels. If you are planning to run *Communications Trainer* on more than one workstation, call ASA at (425) 235-1500 to register.

ASA License Agreement

1. You may use this program on any computer provided access to the program is limited to the original purchaser.
2. The software is owned by ASA (Aviation Supplies & Academics, Inc.) and is protected by United States copyright laws and international treaty provisions. The software may not be copied except to transfer the software to a single hard disk provided you keep the original for backup or archival purposes only.
3. You may not rent, lend or lease the software, but you may transfer the software and accompanying written materials on a permanent basis provided you retain no copies and the recipient agrees to the terms of this agreement. You may not disassemble, decode or tamper with the software. If the software has been updated, any transfer must include the most recent update. You may not copy the written materials accompanying the software.
4. In no event shall ASA be responsible for any indirect, special, incidental, consequential or similar damages or lost data or profits. You agree to the Limited Warranty in this User's Guide.
5. This license shall remain in effect until terminated as set forth in the Agreement. You agree that this Agreement will be governed by the laws of the State of Washington.



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