

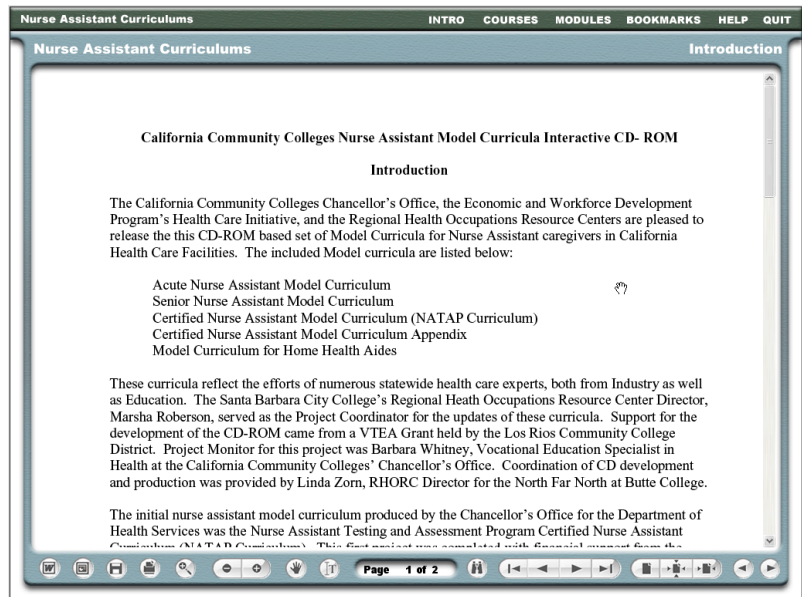
CERTIFIED NURSING ASSISTANT CURRICULUM

HELP FILE

Interface

The overall organization, layout, and interface of the Certified Nursing Assistant Curriculum program is designed to be fairly simple and intuitive. The program is designed around an Adobe Acrobat PDF architecture. As such, the program itself works very similarly to a PDF document and the world wide web.

Use the mouse to navigate through and view the various modules included in the program. When the mouse is over a hyperlink/hotspot (an item that connects to other content; these are identified with [blue text](#) throughout the program) in the Viewer Window that can be clicked, the mouse cursor will change to a pointer icon (the same icon that appears when the mouse moves over a hyperlink in a webpage). When the mouse cursor changes, click to be taken to the section or webpage that the text states.



There are six main sections to Certified Nursing Assistant Curriculums interface: the Title Bar on the top of the screen, the Toolbar along the bottom of the screen, the main Viewer Window centered on screen, and the Modules, Appendix, and Bookmarks palettes (accessed from the Title Bar).

Viewer Window

The viewer window displays all of the modules contained in the Certified Nursing Assistant Curriculum program. These modules consist of both text and occasional graphics. These modules are designed to be fairly easily read on screen within the interface, but for ease of use, many of the tools located in the Toolbar (see the Toolbar section of this document) affect the visibility of these documents. For example, one can adjust the zoom of the document using several methods and, by using the default hand tool, one can literally grab the page and move it around the screen to improve the visibility of a certain section.

To scroll down the document use the scroll bar located to the right of the document, or to move page-by-page use the previous and next page buttons located on the Toolbar.

Note: The PDFs in this program are set-up in “**Single Page Mode.**” This means that once one reaches the end of the page using the hand tool the document will not automatically scroll

to the next page. To advance to the next page use the next page button on the Toolbar (or the previous page button to go the previous page) or use the scrollbar.

In the objectives section of each module, suggested learning strategies are presented in order to meet each objective. Any of the text in these sections that are colored **blue** are hyperlinks to the sections of the modules to which the learning strategies are referring. If the user moves the mouse over these hyperlinks the mouse will change to a pointer icon. If one clicks the mouse over these hyperlinks, the user will be taken to that particular section of the module (such as being taken to a Study Guide). If one clicks a web hyperlink, the webpage will open in the default system browser (such as Internet Explorer). **Note:** Hyperlinks were current at the time each module was written. Web hyperlinks frequently change and/or become obsolete and will not work.

Title Bar



The Title Bar allows the user to access the three navigational palettes – the Courses, Modules, and Bookmarks palettes – as well as giving the user feedback via the use of titles exactly which course and module the user is currently viewing (in the example above the user is in the **Altered Neurological Functioning** module of the **Medical Surgical Nursing III** course). To return to the overall ADN Curriculum Introduction, the user can click the **Intro** button at any time. The Title Bar area is also where the user can access the CD-ROM Help file and quit the ADN Curriculum Model application. Read further to learn what each of the various buttons on the Title Bar does.

Modules and Appendix Palettes

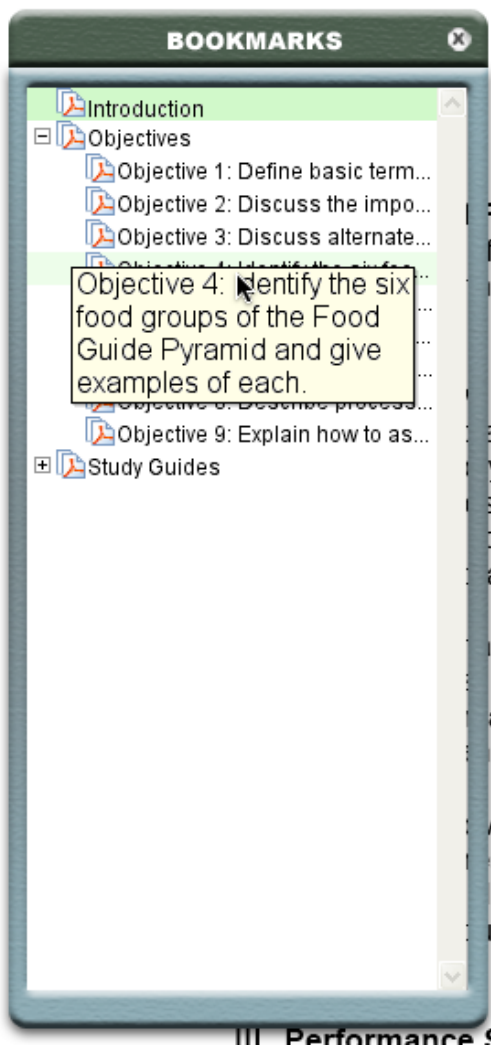
The second and third navigational palettes are the Modules and Appendix palette. These navigational palettes allow the user to navigate *between* the various modules and appendices located in the program.

To access these palettes, simply click the word **Modules** or **Appendix** in the Title Bar area. Move the cursor over the desired module, click, and one will be taken to the respective module. To close the palettes simply click the round “X” icon in the upper right-hand corner of the screen.

Bookmarks Palette

The fourth and final palette is the Bookmarks palette. This palette allows user to jump around and move to different sections *within* each module. To access this palette simply click the word **Bookmarks** in the Title Bar area. The Bookmarks palette will open revealing all of the bookmarks (pictured on the right), or placeholders, the user can click to be taken to different points in the current module. These bookmarks work exactly as they would in an Adobe Acrobat PDF document.

While the names of these bookmarks may vary slightly, typically these will be in the form of “Module X Introduction,” “Module X Objectives,” “Module X Study Guides,” and so forth. Clicking on these will take the user to those respective sections in the module. For example clicking “Module 3 Study Guides” will take the user to the Study Guides within Module 3.



Branching Bookmarks

The “Objectives” and “Study Guides” bookmarks in each module are actually “Branching Bookmarks.” Next to each of these bookmarks is a small plus (+) icon. Clicking on this icon will open a series of “bookmark branches” underneath either the “Objectives” or “Study Guides” bookmarks listing the names of all the study guides or objectives within each section (a scrollbar will appear if this list extends past the bookmark menu itself). The user may click on these “branches” to be taken directly to specific objectives or study guides within each module. Also, because the titles of the objectives and study guides extend past the menu window (hence the ellipse following each title), hovering over these specific study guides and objectives will reveal a “tooltip” in a large font listing the full title of the respective study guide or objective.

Note: The user has to be within a module to actually open the Bookmarks palette. For example, there are frequently no bookmarks in the introduction to any course, the overall **Introduction**, or the **Help File**, so bookmarks will not always appear in those sections.

Toolbar



The Toolbar (pictured above) is where all of the tools that allow user interaction within the various modules are located. Many of these tools will seem familiar to the user if he or she is at all familiar with Adobe Acrobat PDF documents; however, some of the tools do allow for greater interactivity than a normal PDF. These tools allow the user to adjust zooming, search the document for a word or phrase, navigate between the pages in a document, save the document to the hard disk and, in most cases, allow the user to edit and customize the document to his or her own specifications in MS Word.

If the cursor remains hovered over an icon for a second, a “tooltip” will appear describing what the tool is and/or what it does when clicked.

For a full description of each tool located on the Toolbar, read the chart below:



This tool is known as the “Hand Icon” and is the default tool in the Certified Nursing Assistant Curriculum program (and Adobe Acrobat PDFs). This tool allows the user to move the document inside the Viewer Window. Click and drag to move up, down, left & right depending on the zoom magnification.



This tool is known as the “Text Tool.” Use this tool to highlight text, then press CNTL – C to copy text to the clipboard and then paste that text into Word.



This is the “Search Tool.” Clicking on this will open a dialog box allowing the user to type a word or phrase for which to search in the document. Working similarly to the “Find” option in Word Processing applications, this tool will find the next instance of that word or phrase.



This set of tools allows the user to adjust the zoom level of the document. Clicking the minus icon (-) will decrease the zoom (zooming out) while clicking the plus icon (+) will increase the zoom (zoom in). The user can use this tool to adjust the zoom between 50% and 1000% at regular intervals.



This is the “Zoom Tool.” This tool changes the Hand Icon to a magnifying glass that allows the user to zoom in or out of the document at a given point. To zoom in, the user clicks on an area to zoom in closer to, or the user can click, hold, and drag a rectangular marquee around the area that he or she

wishes to zoom in closer to. To use the tool to zoom out, simply hold down the ALT key when clicking.



This is the “Fit Page” button. Click on this item to automatically adjust the zoom level to allow the user to view the entire current page.



This is the “Fit Width” button. Click on this item to automatically adjust the zoom level to the page width of the document. **Note:** This is the default view for all documents in the ADN Curriculum Model Program.



This is the “Normal Page View Button.” Click on this item to automatically adjust the zoom level to 100%.



This set of tools is one of two sets of tools allowing navigation between pages. These are the “Back” and “Forward” view buttons and work similarly to the “back” and “forward” buttons in an Internet browser, as they take one to previous and next views. For example, after clicking a hyperlink in the “Suggested Learning Strategies” section, one can go back to where one was previously by clicking the “Back” button.



This set of tools is the other set of tools allowing navigation between pages. These provide a more direct method of going from page to page. The two icons on the far left and far right allow the user to go to the first and last pages or the document, respectively. The two middle buttons allow the user to go to the previous and next pages.



This is the page section of the toolbar. This will allow the user to see exactly what page of the module he or she is on at any given moment. While this operates great as merely a general reference, use in conjunction with the “Print” command to determine exactly what pages one needs to print. Instead of printing an entire 200-page module for example, navigate to the first page you want to print and the last page you want to print, make a note of these numbers, then enter a page range in the “Print” dialog box.



This is the “Save” button. Clicking on this item will open a dialog box allowing the user to save the current module to his or her computer as an Adobe Acrobat PDF file for viewing outside of the Nursing Assistant Curriculum's interface.



This is the “Print” button. Clicking on this item will open a dialog box allowing the user to print all or part of a document. You can print particular pages or a range of pages using this dialog box if you only need to print a few items from a particular module (see the “page section” above for more information).



This is the “Open in Word” button. Clicking on this button will open the text section of a module (including the Objectives and Study Guide sections) in MS Word. Once open in Word, the user can edit and customize the module and/or save the module in Word .doc format to his or her computer. **Note:** The user **must** have MS Word installed to use this feature. Clicking on this item without Word installed may cause the Nursing Assistant Curriculum program to crash.



This is the “Open in PowerPoint” button. As there are no powerpoints associated with this curriculum, this feature does not work.

Other Buttons

Besides the Toolbar buttons and icons, there are several buttons that one should be aware of in the Title Bar area.. These are the “Help,” “Intro,” and “Quit” buttons. Their functionality is listed below:

HELP

The “Help” button allows the user to go to the help section of the Nursing Assistant Curriculum program (that which you are currently viewing) that provides detailed instructions on the functionality of the Nursing Assistant Curriculum.

INTRO

The “Intro” button allows the user to return to the “Introduction” section of the Certified Nursing Assistant Curriculum where the program starts upon launching.

QUIT

The “Quit” button allows the user the option to exit the Certified Nursing Assistant Curriculum