

Training User Guide

This guide will walk you through the How To Master Learning Management System. For a step-by-step text walkthrough follow the bulleted font.

- Click Next in the upper-left corner to continue



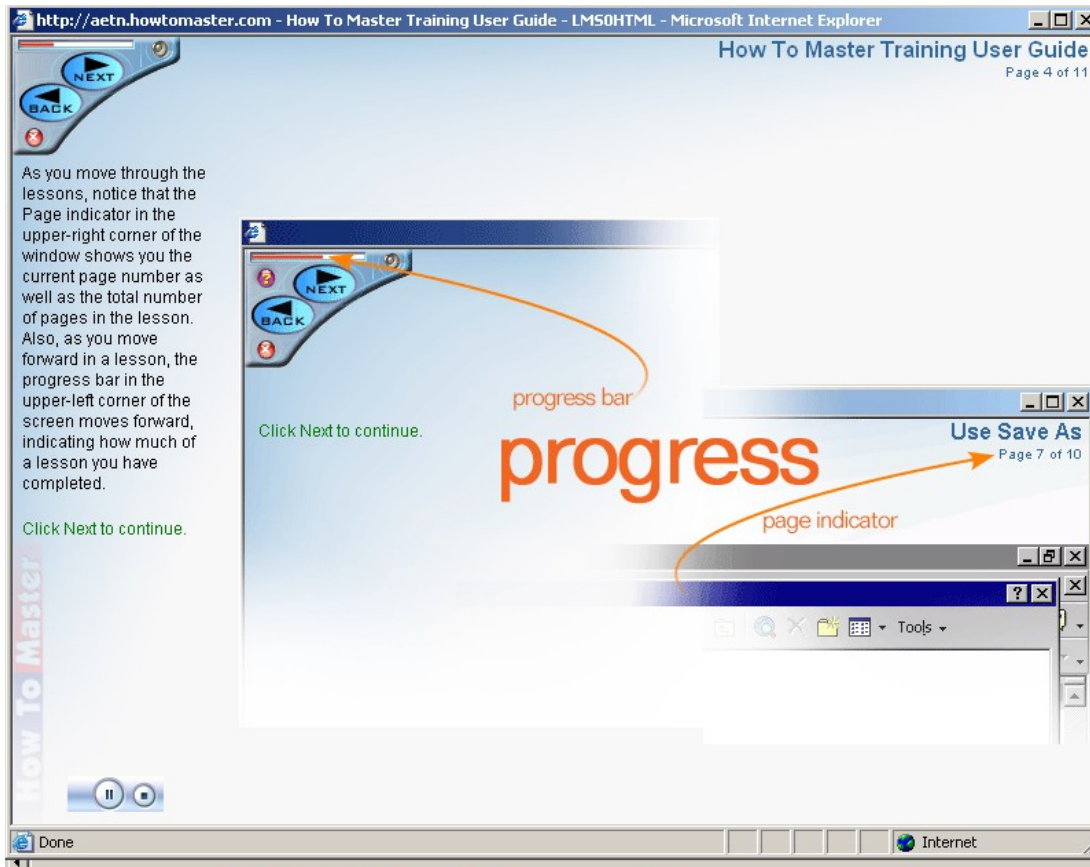
Learning with How To Master is simple and straightforward, but we thought you might benefit from some helpful tips about how you can get the most from the training. That's why we've created this Training User Guide. In it we'll show you how the lessons work and some of the new features that can enhance your learning experience.

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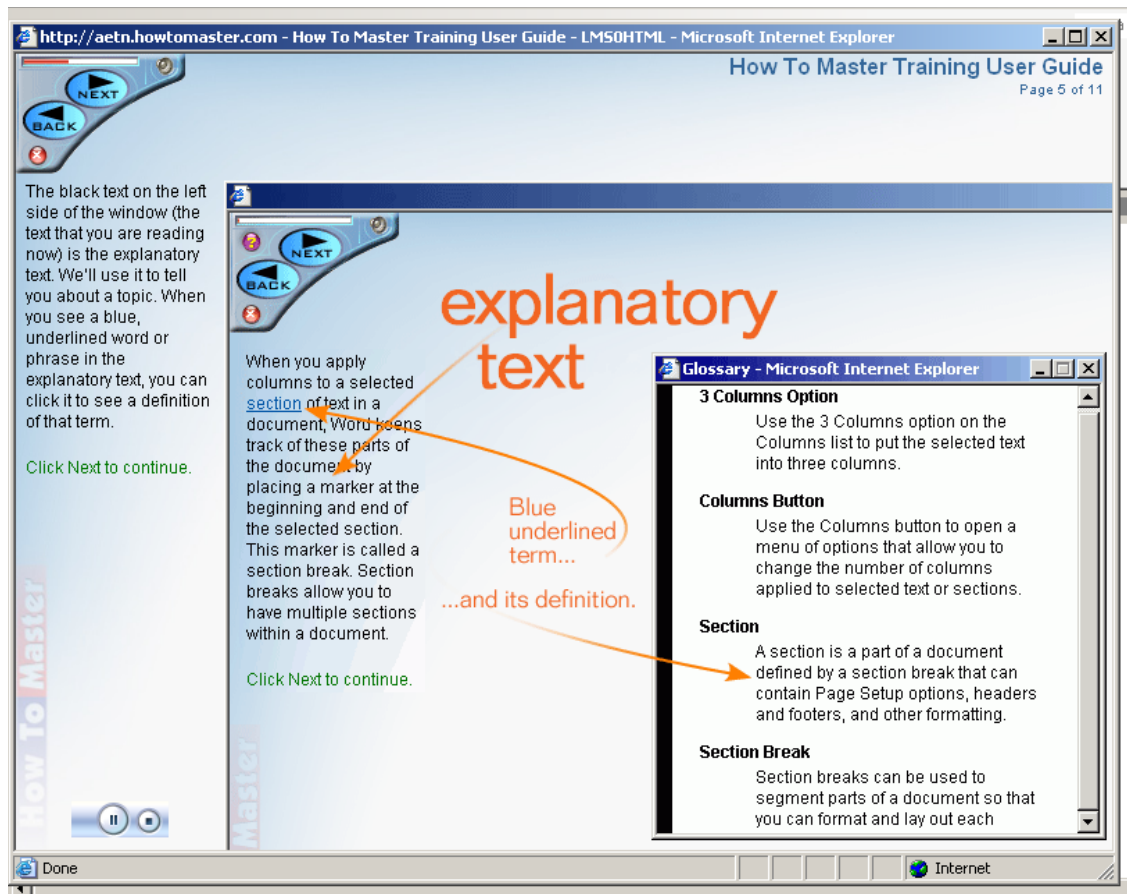
First, let's take a look at how to move around in the lessons. The How To Master Navigation bar is in the upper-left corner of the window. You can click the Next button at any time to move forward one page, or click the Back button to return to the previous page.

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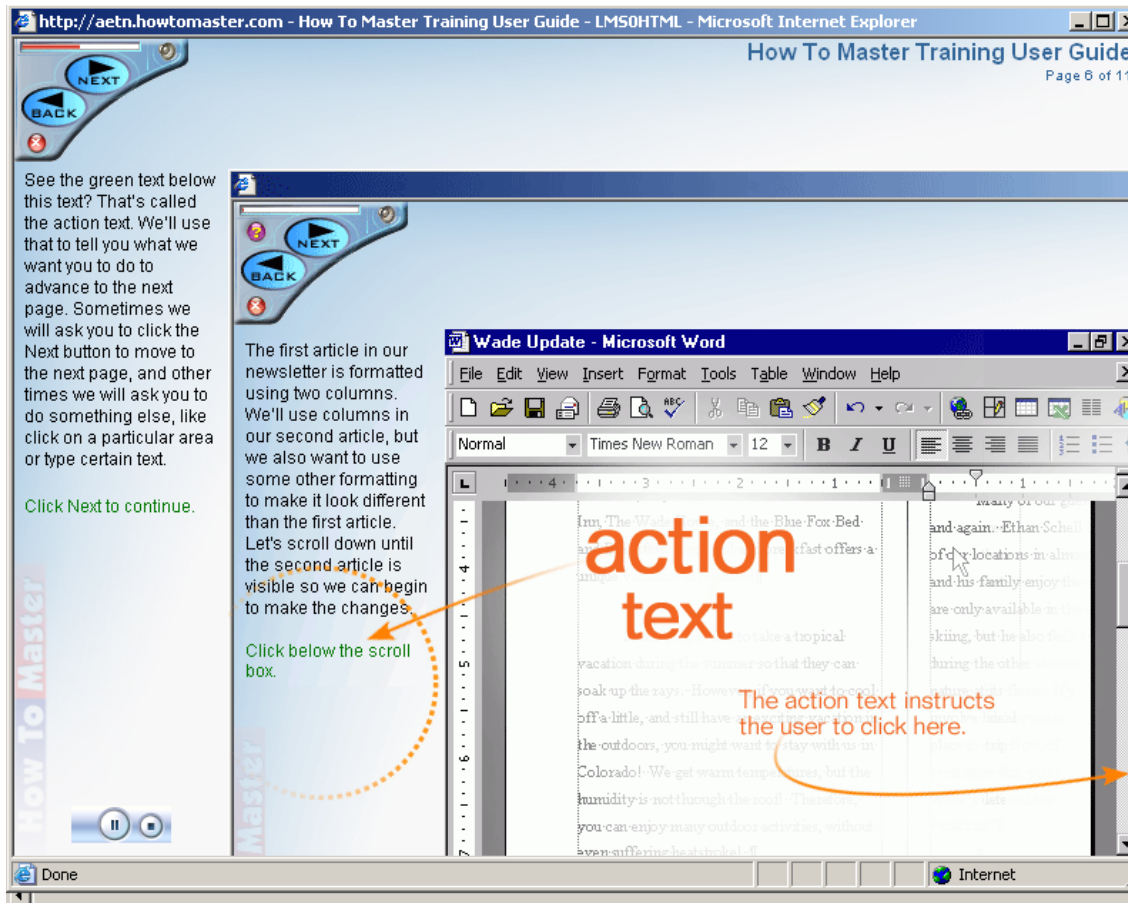
As you move through the lessons, notice that the Page indicator in the upper-right corner of the window shows you the current page number as well as the total number of pages in the lesson. Also, as you move forward in a lesson, the progress bar in the upper-left corner of the screen moves forward, indicating how much of a lesson you have completed.

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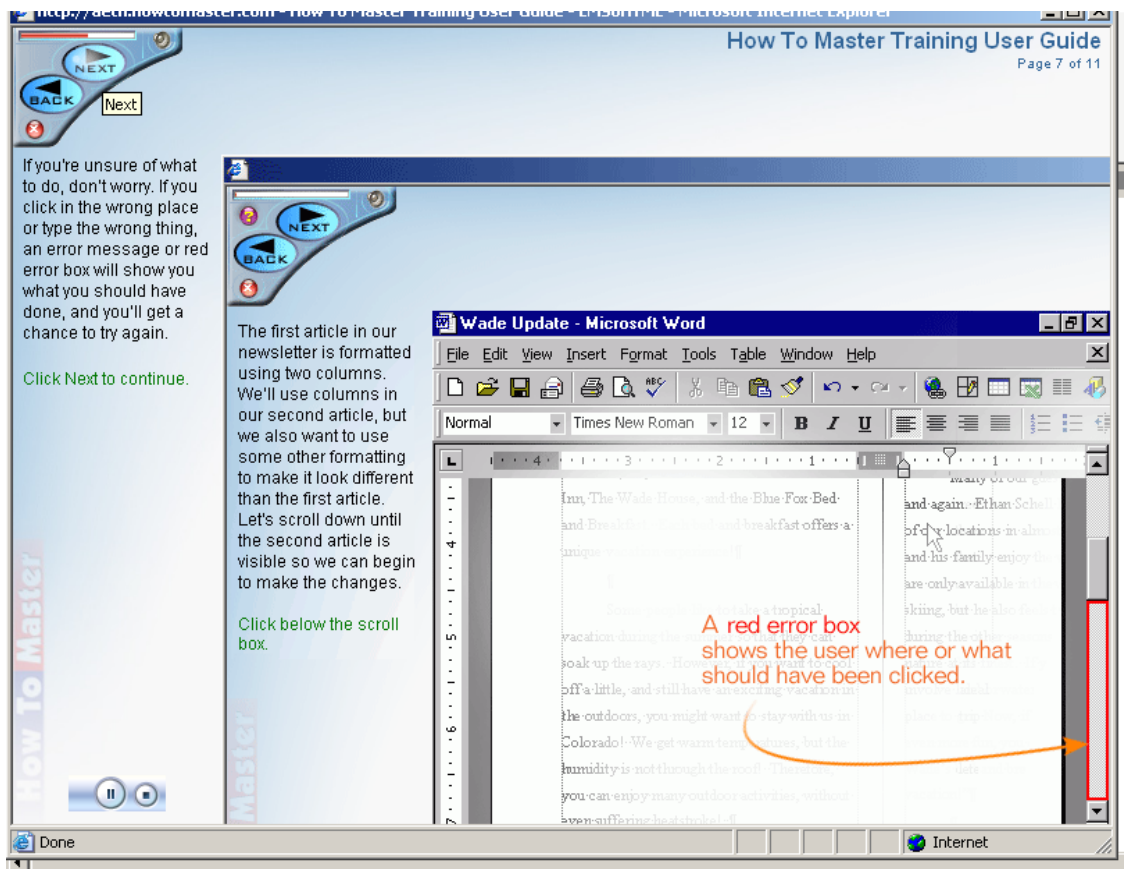
The black text on the left side of the window is the explanatory text. We'll use it to tell you about a topic. When you see a blue underlined word or phrase in the explanatory text, you can click it to see a definition of that term.

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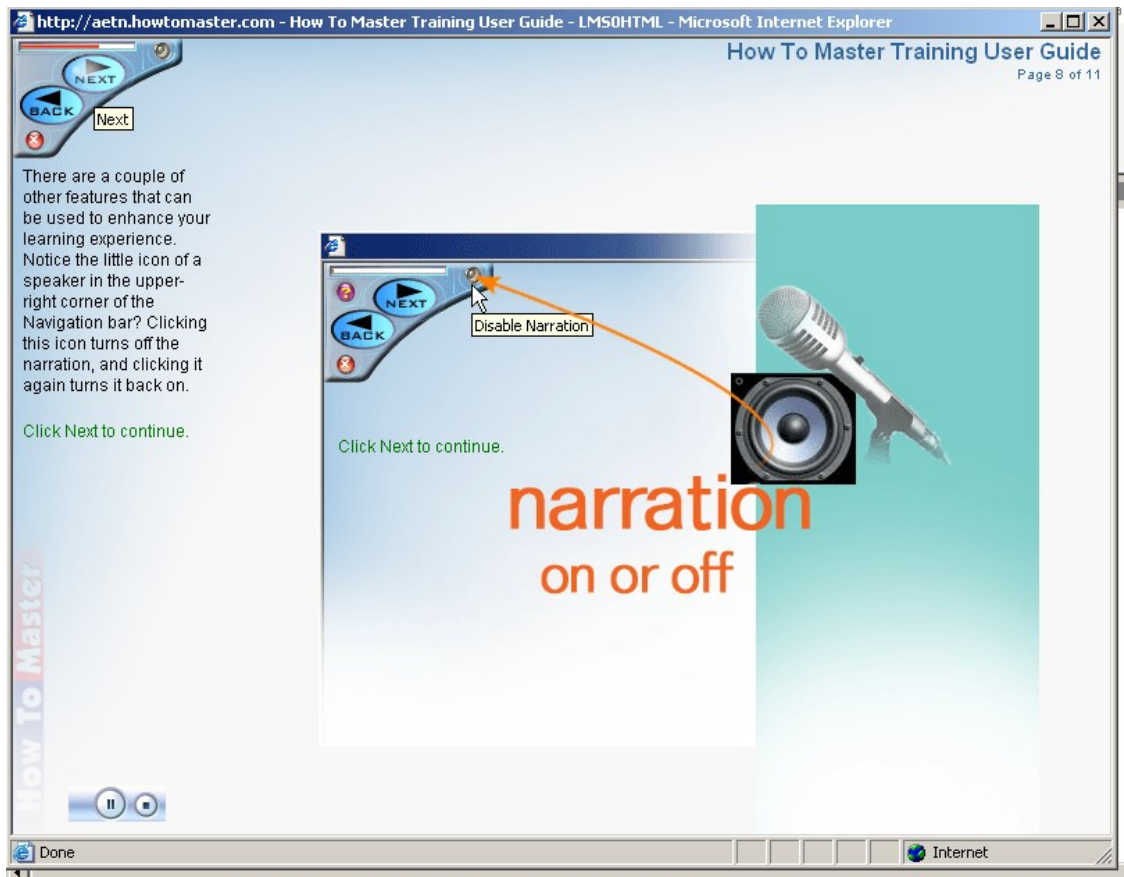
See the green text below? That's called the action text. We'll use that to tell you what we want you to do to advance to the next page. Sometimes we will ask you to click the Next button to move to the next page, and other times we will ask you to do something else, like click on a particular area or type certain text.

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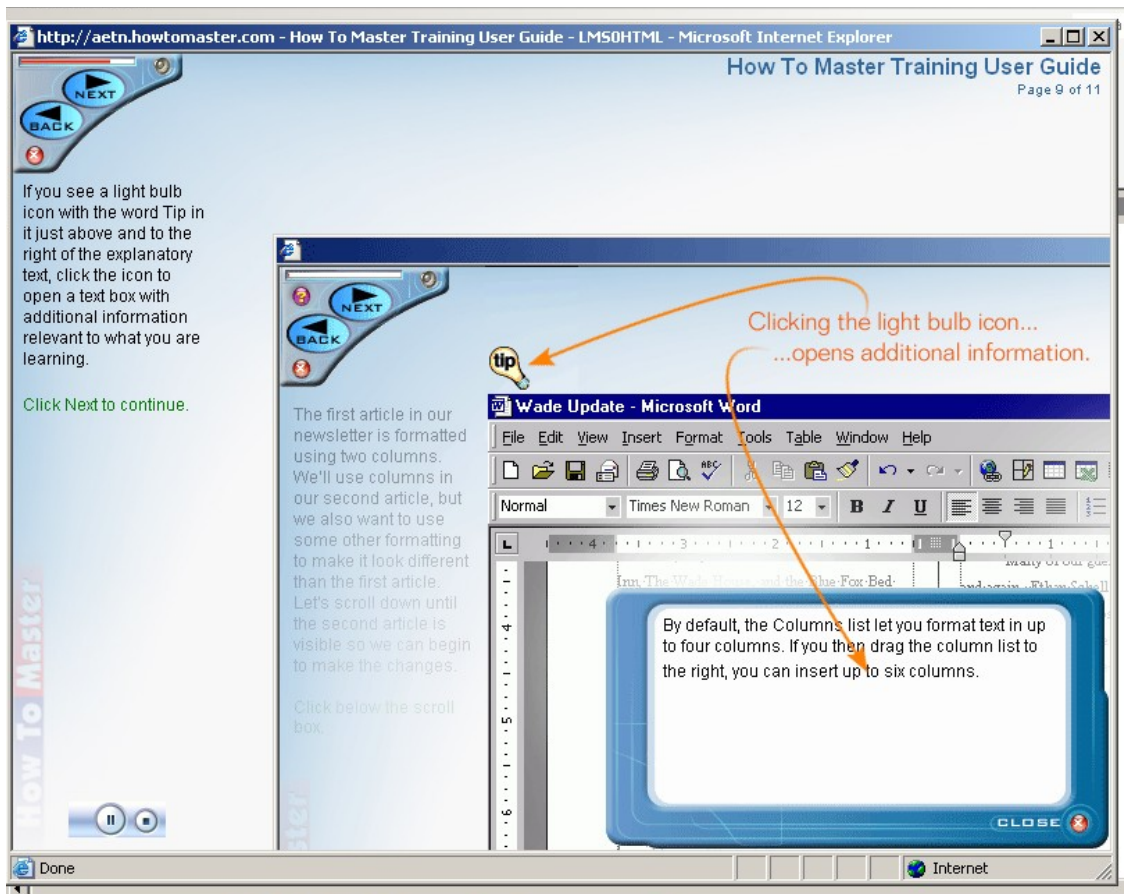
If you're unsure of what to do, don't worry. If you click in the wrong place or type the wrong thing, an error message or red error box will show you what you should have done, and you'll get a chance to try again.

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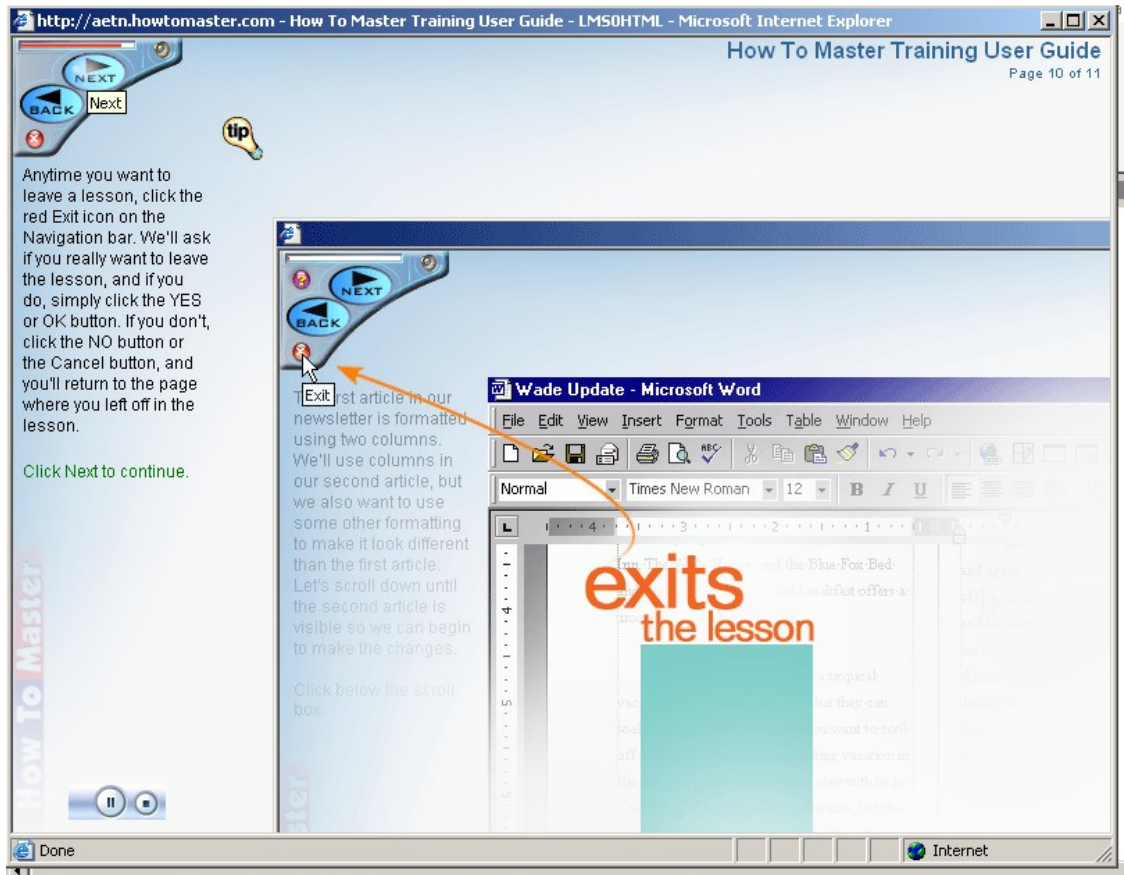
There are a couple of other features that can be used to enhance your learning experience. Notice the little icon of a speaker in the upper-right corner of the Navigation bar? Clicking this icon turns off the narration and clicking it again turns it back on.

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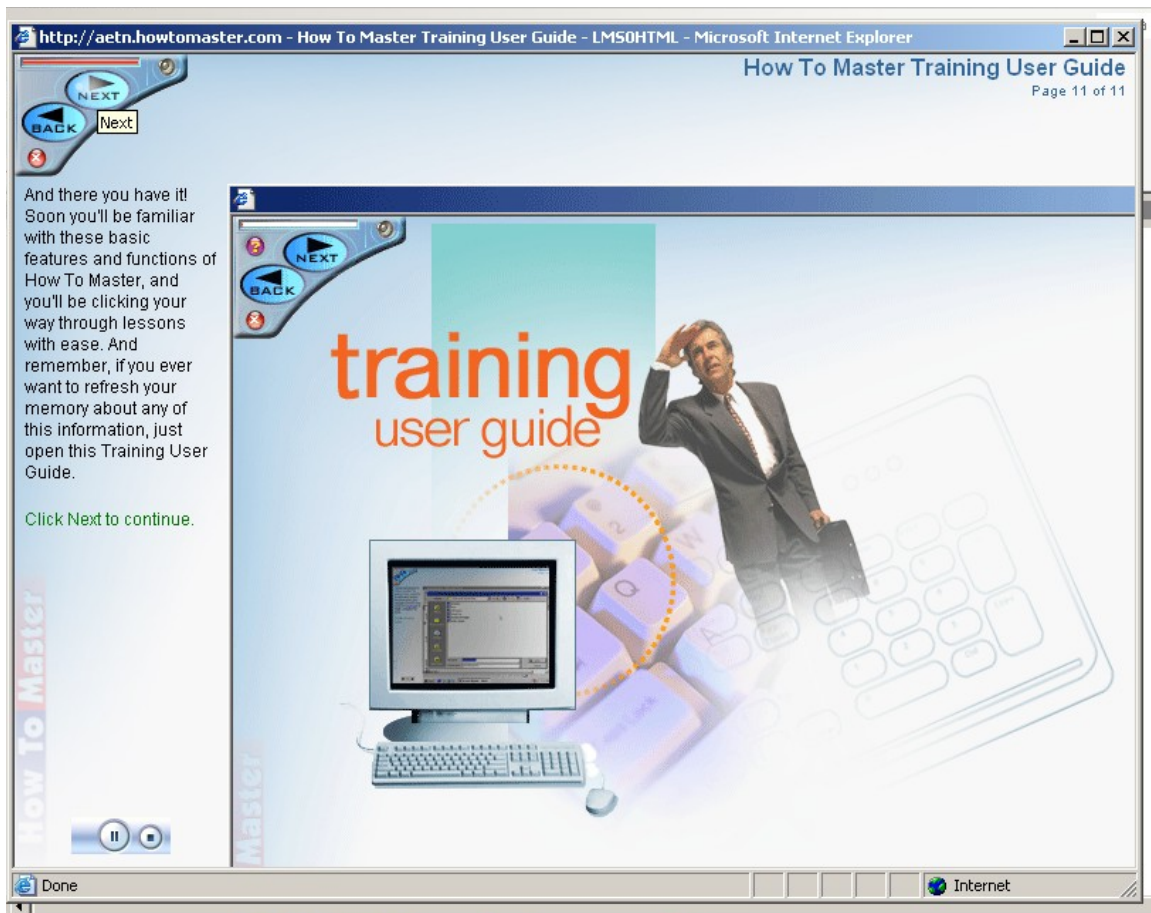
If you see a light bulb icon with the word Tip in it just above and to the right of the explanatory text, click the icon to open a text box with additional information relevant to what you are learning.

- Click Next in the upper-left corner to continue



Anytime you want to leave a lesson, click the red Exit icon on the Navigation bar. We'll ask if you really want to leave the lesson, and if you do, simply click the YES or OK button. If you don't click the NO button or the Cancel button, and you'll return to the page where you left off in the lesson.

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And there you have it! Soon you'll be familiar with these basic features and functions of How To Master, and you'll be clicking your way through lessons with ease. And remember, if you ever want to refresh your memory about any of this information, just open this Training User Guide.

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