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This Help Index is accessible by clicking the **Help** button on any CBT screen.

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Select a topic

Each CBT lesson consists of several topics. The CBT Lesson Menu screen presents all available topics in the CBT title.

Note: A topic whose name has been dimmed cannot be selected.

You can either choose to study a whole topic or to select a subtopic

Double-click on any topic button in order to get to the beginning of this topic

Select a subtopic

Each CBT lesson consists of several topics. The CBT Lesson Menu lists all available topics in the CBT title.

Each CBT topic consists of several subtopics.

As you select a topic by clicking on it once - CBT presents all the subtopics of the selected topic.

To start studying a subtopic, click on the corresponding button.

Exit the CBT title

When you study a CBT module, the following Control Panel is presented on the bottom of the screen.

In order to leave the CBT module, click on the **Lesson Menu** button.

In the Lesson Menu screen, click on the **Exit** button to leave the CBT title.

CBT Screen Regions

The CBT screen displays a simulation of the application that you are currently learning.

In addition, one or more of the following CBT boxes will appear on the CBT screen:

Explanation box - contains explanations about the application and about the studied topic.

Direction box - displays instructions directing you to perform various operations after reading the explanations.

Feedback box - appears on the screen when your response is different from the one CBT expects. The Feedback box displays instructions to help you carry out the directions correctly.

Control Panel - displays several control buttons at the bottom of the screen. These buttons show the navigation options available to you.

CBT Control Buttons

The following control buttons may appear at the bottom of the CBT screen, in the area known as the **Control Panel**:

Lesson Menu - Click on this button to display the Lesson Menu.

Help - Click on this button to display on-line help about CBT.

Previous - Click on this button to return to the previous screen.

Next - Click on this button to move to the next screen.

Other buttons may also appear on the control panel, including the Review button.

If a button is dimmed - it is inactive

Review Button - definition

The Review button allows you to directly access a set of questions which are included at the end of some CBT titles.

Use the scroll bar to see entries that are not currently visible in the Help window.

To learn how to use Help, press F1 or choose the How to Use Help option from the Help menu.

To exit from the Help window, choose the Exit option from the File menu.

Scroll Bar

A bar that appears at the right and/or bottom edge of a window whose entire contents are not visible.

Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll up and down in the window.

Topic

The subject of one course module. The module that teaches the topic guides you through a single task in the CBT title.

Each CBT lesson consists of several topics.

Subtopic

The basic courseware entity. Each topic consists of several subtopics.

CBT

The abbreviation of "Computer Based Training".

Explanation box

The explanation box appears in any screen through the course. It provides explanations about the application and about the task that is performed.

Direction box

The direction box provides instructions for the task to be performed.

Double click

Selecting an item by pressing and releasing the mouse button **twice**.

CBT Training Software.

Overview

The CBT (Computer Based Training) consists of the main screen, named the Lesson Menu screen, and a set of CBT modules.

Each CBT module covers one topic.

Each topic consists of several subtopics.

Change courseware box colors

A color scheme is a combination of the courseware box colors.

To **change a color scheme**:

Click on the **Options** button at the bottom of the Lesson Menu screen.

CBT opens a pop-up menu.

Click on the **Color Setup...** item.

Note: if the **Color Setup...** item is masked - you are not authorized to alter the courseware box colors.

CBT presents the color scheme which is currently used.

You may click on the drop-down arrow and select another color scheme from the list.

When you find the desired color scheme, click on the **OK** button.

If you wish to leave the Color scheme without applying your changes - click on the **Cancel** button.

Bookmarks

While studying a topic, you can always return to the Lesson Menu by clicking on the **Lesson Menu** button in the Control Panel at the bottom of the topic screen.

CBT automatically places a bookmark at the last topic screen studied.

By clicking on the **Go To Bookmark** button at the bottom of the Lesson Menu screen - you go directly to that screen.

Reset checkmarks

Checkmarks indicate that a topic or a subtopic was completed successfully.

Upon completion of a subtopic, a checkmark appears next to the subtopic name on the Lesson Menu screen.

Upon completion of all subtopics in a topic, a checkmark indicates the completion of the whole topic.

Before a topic is studied, the button in the Lesson Menu appears as follows:

After a topic is studied, a checkmark appears on the button:

This checkmark will remain until you decide to clear all checkmarks.

To **Reset checkmarks** perform the following operations:

Click on the **Options** button at the bottom of the Lesson Menu screen.

CBT opens a pop-up menu:

Click on the **Reset Checkmarks** option.

This operation will result in clearing all checkmarks from your Lesson Menu screen.

Note: if the **Reset Checkmarks** item is masked - you are not authorized to reset the checkmarks.

Return to the Lesson Menu

When you study a CBT module, the Control Panel is presented at the bottom of the screen.

In order to leave the CBT module, click on the **Lesson Menu** button.

Navigate within a topic

When you study a topic, CBT presents the Control Panel at the bottom of your screen.

You can either follow the directions specified in the direction box or perform one of the operations specified in the Control Panel.

There are three ways to carry out these operations:

- Click on the relevant Control Panel button.
- Hold down the **Alt** key and press the letter which is underlined on the desired button.

For example: Hold down **Alt** and then press **H** to get Help.

The Lesson Menu

Note: A topic whose name has been dimmed cannot be selected.

The Lesson Menu displays all topics of the CBT title.

While in the Lesson Menu, you may perform the following operations:

- Select a course topic
- Select a subtopic
- Go to Bookmark
- Set CBT Options
- Exit CBT
- Get this Help

CBT Options

CBT options are:

- Change courseware box colors
- Reset Checkmarks
- Remove/Add the title from the application's Help menu

Remove/Add the title from the Help menu

After the CBT title has been installed on your computer, the following changes occur:

- A CBT **group** is created for the title. This group contains an **icon** from which the title can be activated.
- A CBT **item** is added to the **Help menu** of the application to which the title is related.

You may **remove** the CBT item from the application's Help menu, and later **add** the CBT item to this same menu when this is needed.

To remove the CBT item from the Help menu:

Click on the Options button at the bottom of the Lesson Menu screen.

CBT opens a pop-up menu.

Click on **Remove from Help menu**.

Note: if the **Remove from Help menu** item is masked, you are not authorized to remove/add the CBT item from the Help menu.

The following message box will be displayed:

To remove the CBT item from the application's Help menu, click on the **OK** button and then **restart Windows** on your computer. If you wish to leave the CBT item as is, without applying any changes, click on the **Cancel** button.

Note: To **add** the CBT item to the Help menu, perform the same steps described above, only this time after clicking on the **Options** button at the bottom of the Lesson Menu screen, choose **Add to Help menu** from the pop-up menu.

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