

User Help

Welcome to the NHS Education for Scotland online learning resource. Before you get started, there are some things that you need to know about accessing the resource and getting the best from it.

Overview

The online learning system has been developed to provide easy access to materials. The material has been broken down into categories, or topics, for ease of searching. Some of the online materials include interactive resources such as quizzes, videos, audio, drag and drop activities and online forms. You can work through the material in whatever way best suits you. You are able to either select a topic from the menu or work your way through the resource page by page using the forward and back buttons:



Increasing the text size

If you would like to increase the text size you can do this by:

- clicking A A A at the bottom of the screen to adjust the text size. Each letter 'A' represents a different size of text. This will not affect any text in any animations;
- holding down the Ctrl key and pressing + or – will increase or decrease the overall appearance of the course content (zoom). This will increase the size of all aspects in the course.



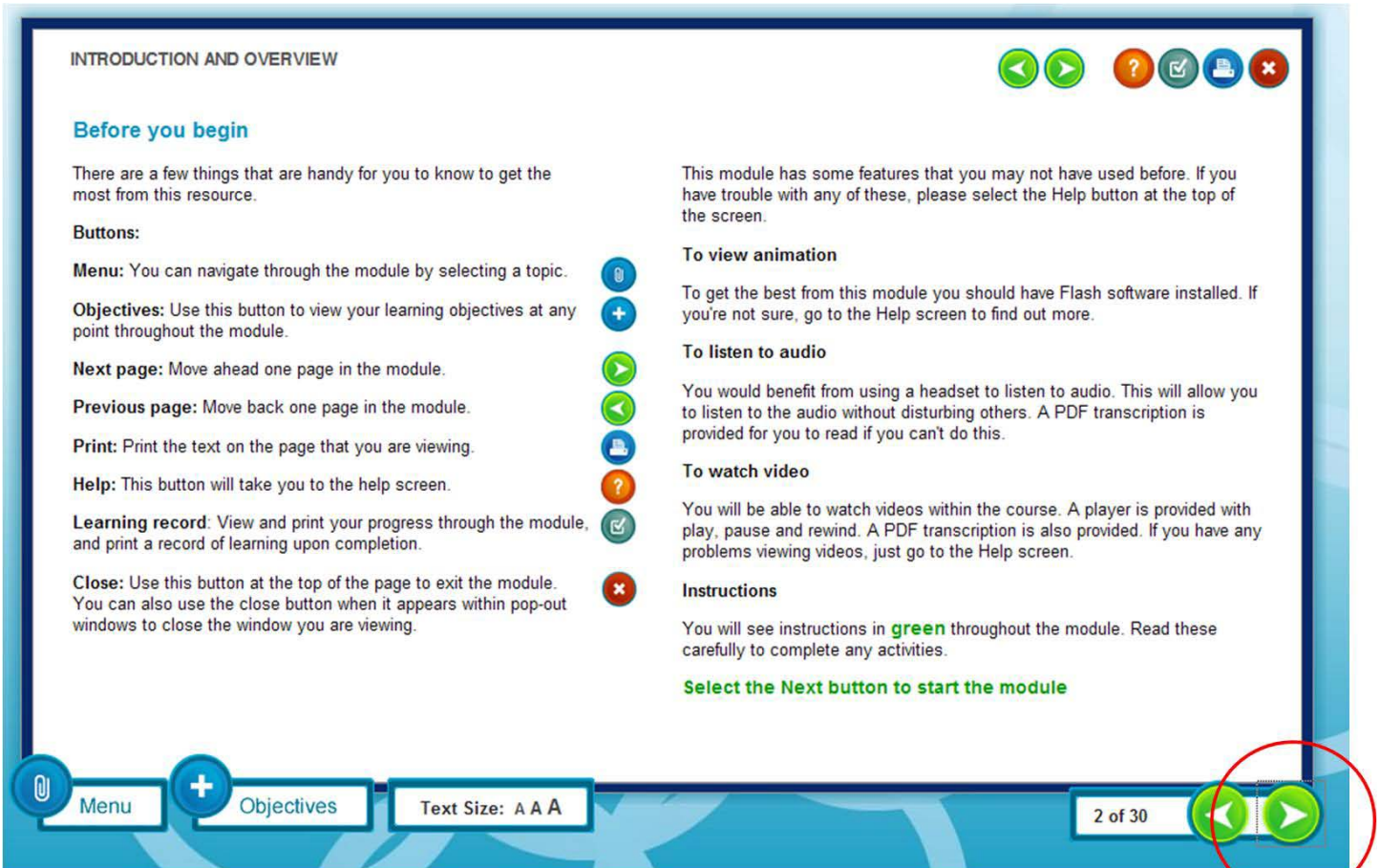
Navigating using your keyboard

You are able to navigate through the module without using your mouse. Select the 'tab' key to move between the buttons and select 'Enter' when the button you wish to press is highlighted by a dashed box:



An example of this is shown on the next page.

To select the Next button, press the tab key until you see the dashed outline around the correct button, as shown:



You can see that the Next arrow is highlighted. Press the Enter key to select this button.

Terminology

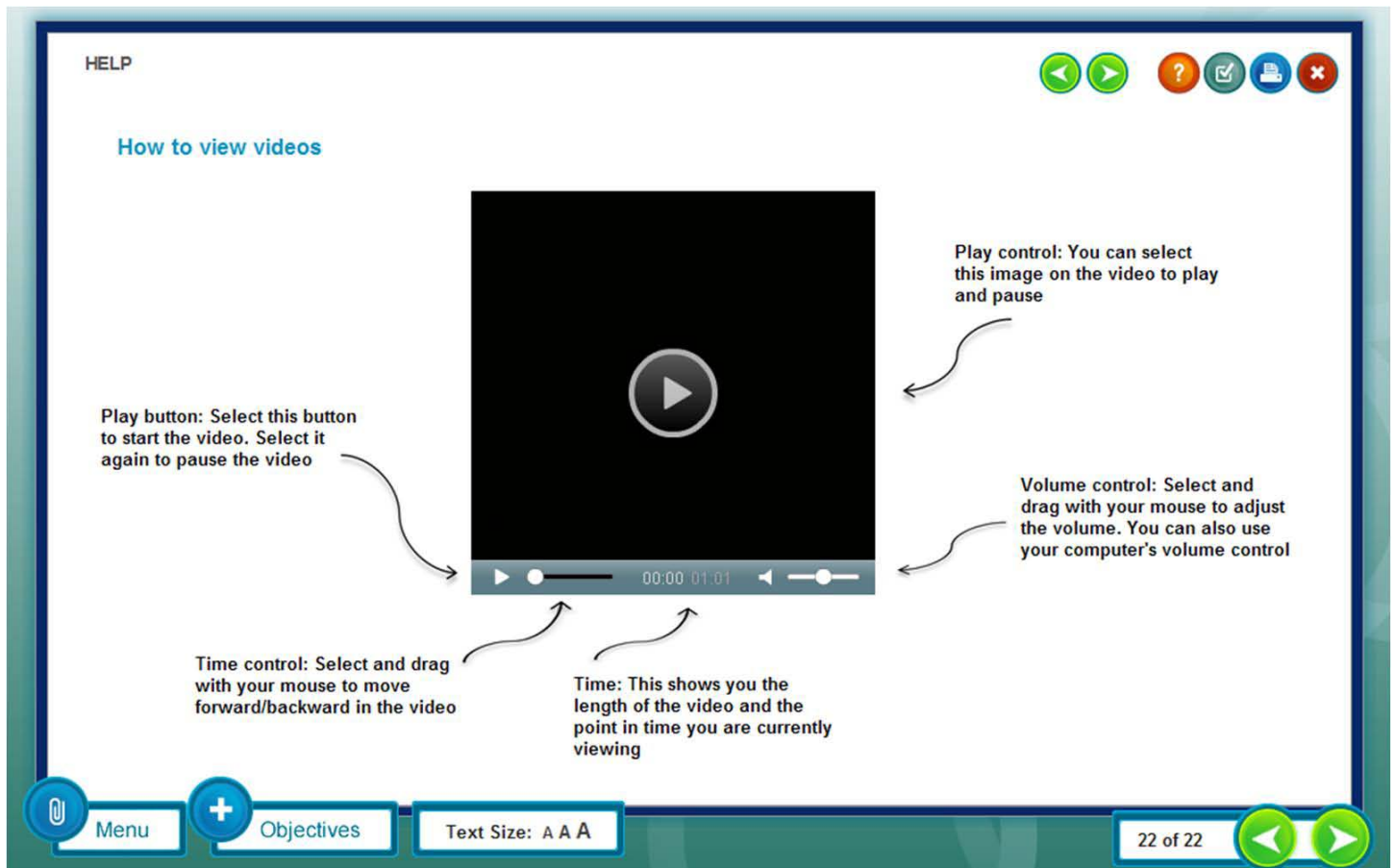
A link is shown using [blue underlined words](#) like this within the pages. This indicates a link to another part of the system or a website. If you select the link the site will open this page in a new window and you will be able to view the information. To get back to the resource simply use the window's close button.

Using animation and video

Throughout the module you may find some interactivity, video or audio. Your computer must meet certain requirements before you can view these. Technical specifications to allow these to fully operate are included at the end of this guide.

Video controls

This image should help you to operate the video controls:



Audio

You can listen to audio by selecting the audio button on the page. If you wish to listen again to the same audio recording, select F5 on your computer keyboard to refresh the page and then select the audio button again.

Opening PDFs

You will see documents that are able to be viewed in PDF format. To view these, select the button on the page. The PDF will open in a new window for you to view. To close the PDF and return to the module, select the close button at the top right of the page. Note: You will need to have Adobe Reader installed on your computer to view PDFs.

Printing your statement of completion

You can print your statement of completion at any point through the module to keep track of your progress. You can also print this at the end of the resource to retain a record for your personal development. You will see a place for you to write your name, job role and Board. You can have your line manager or supervisor sign if needed. To close the learning record screen, simply select the close button at the top right of the screen.

Technical specifications/computer requirements

Your computer/computer network will need to have the items listed below as a **minimum**. Your local IT support person may be able to advise if you have these requirements.

If you are using a computer with Windows 2000, XP, or 7, these are usually standard.

The optimal screen display resolution is 1024 x 768.

For PC the minimum requirements are:

Version 6 of Microsoft Internet Explorer

[Download Internet Explorer 6](#)

Microsoft XML Parser (MSXML) 3.0 Service Pack 4 (SP4)

[Download XML Parser](#)

(click link then type 'XML Parser' into keywords box to find download)

Macromedia Flash Player version 7

[Download Flash Player](#)

Adobe Acrobat reader 7

[Download Acrobat reader](#)

Using animation and video

- ActiveX – Your computer must have ActiveX control installed (Internet Explorer only). If you don't have this installed, your browser will prompt you to install it with an orange bar at the top of the screen. Select this bar and follow the instructions to install.
- Flash – Your computer must have an instance of Adobe Flash Player (Version 8+) installed, which can be downloaded for free from <http://get.adobe.com/flashplayer/>
- Video & Audio – For video and audio, you need to make sure that you have Adobe Flash Version 8+ installed, with the install link as per Flash requirement above.