



## HELP TOPICS:

How to use Help  
Registration  
Login  
Select a Course  
Navigation  
Site Licenses  
Administration  
Initializing  
Test/Quizzes  
Printing  
LearnKey Sales  
Tech Support

### How to use Help

The comprehensive list of topics provides more detail to help answer your questions. All topics are shown categorically and will offer a more detailed description.

### Tech Support

If you're unable to find an answer to a question, please contact LearnKey's Tech Support:

**Email:** [techsupport@learnkey.com](mailto:techsupport@learnkey.com)

**Phone:** 1-435-674-9733

### Registration

#### Registration Page Help

The first time that you select the Registration/Login button from the Main Menu, it will advance to the Registration Page. After user information has been recorded this option will always take you to the Login Page. Each field on this page must be filled out in order to add the new user.

**WARNING:** Remember what you type in these fields. You should consider writing down your UserName and Password for later reference and storing it in a secured location, because there is not a way to retrieve this information if you happen to forget it.

The following image represents the Registration Page:

Registration

As a new student, you are required to provide information to identify yourself as a User. Complete each field and select the Enter button.

First Name

Last Name

User Name

Password

Verify Password

Enter

You have 1 license left

## Login

### Login Page Help

After user information has been recorded you will be prompted to enter your username and password at the User Registration/Login Page.

The following image represents the Registration Page:

User Log In

For students who have already registered, enter your User Name and Password. Select Enter. To add students or attain new licenses select the Add User button.

User Name

Password

Enter

Add User

The **Login** button will only log you in after you have correctly entered your username and password. Remember that your username and your real name may be different according to what you enter on the Registration Page. Also remember that your username and password are case sensitive. For example, if you type "Red" as your username and "reD" as your password, you will always have to type "Red" and "reD" exactly upon login.

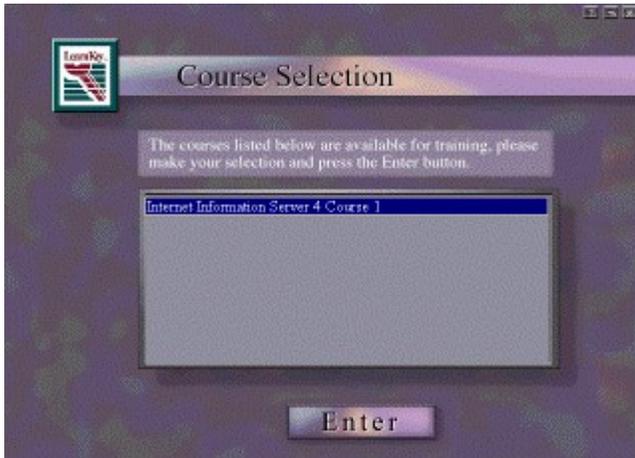
The **Add User** button advances to the Registration Page, which gives you a form to input new user information. This is also the way to advance to Add Site Licenses.

## Select a Course

### Selecting a Course

This page displays any LearnKey CD-ROM courses that you have installed in your computer. Just select the course from the left menu column, and then press on the Select Course button.

The following image represents the Choose Course Page:



## Navigation

### Navigational Buttons Help

Listed below are the navigational buttons used throughout the CD. They are consistent in their functions anytime you see them on a page.

The following image represents the navigation bar:





The **Directory** button provides an index of the CD. Each section of the material is organized in chapters, with subheadings. You can click on any topic and be taken directly to its training.



The **Challenge** button provides a list in interactive training. Each of the listed headings provides a link to a lesson window that tests what you have learned. Each challenge session includes thorough, step-by-step exercises and a variety of learning tools.



The **Glossary** button provides an alphabetical list of terms covered by the author in the training CD. If you click on a term, a definition screen will appear explaining the term in question.

The **Interact** button allows you to open the application that relates to what is being covered in the CD and use the application to train while working with the CD.

The **Test** button advances you to the Open and Closed Quiz Page where you can make an exam selection. This is where you want to get started on your training and skills assessment.

The **Help** button takes you to this set of HTML pages that provide topics and their definition.

The **Exit** button will allow you to exit the CD.

You can **Move the window** around on your screen with a click, and drag the background area of the window to any location on you screen. This feature works on all pages and can be used from anywhere in the program.

The **Minimize** button will shrink the window down to an icon and title bar on your Windows task bar. It can be restored by clicking on its icon on the Windows task bar. This button appears on all pages and can be used from anywhere in the program.

The **Close (X)** button will close or exit the program. This button appears on all pages and can be used from anywhere in the program.

## Site Licenses

### Site Licenses Page Help

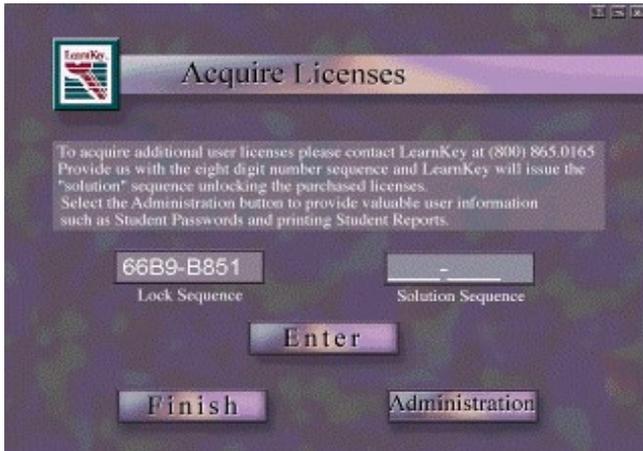
This page is where you go if you wish to purchase additional site licenses for the ability to add more users to this program. This page also displays an alphanumeric sequence, which you will need to give to personnel at LearnKey, Inc. when you are ready to add your new site licenses.

The following image represents the Site Licenses Page:

The **Finish** button will only work if the form on this page is completed. When you press this button it will log you in with the information that you entered. This button only appears when you have site licenses available.

**WARNING:** Remember what you type in these fields. You should consider writing down your UserName and Password for later reference and storing it in a secured location, because there is not a way to retrieve this information if you happen to forget it.

This **Acquire Licenses page** displays an alphanumeric sequence, which you will need to give to personnel at LearnKey, Inc. when you are ready to add your new site licenses.



The **Enter** button will submit the solution that you have typed into the Solution field. If you do not input any solution or a correct solution it will respond with the message indicating that the solution you entered was incorrect. If you enter the correct solution that corresponds with the given sequence, it will respond with a message telling you how many site licenses were added.

### **Administration Help**

The Administrative Setup is for administrators only. This screen allows you to monitor and print the progress of your users.

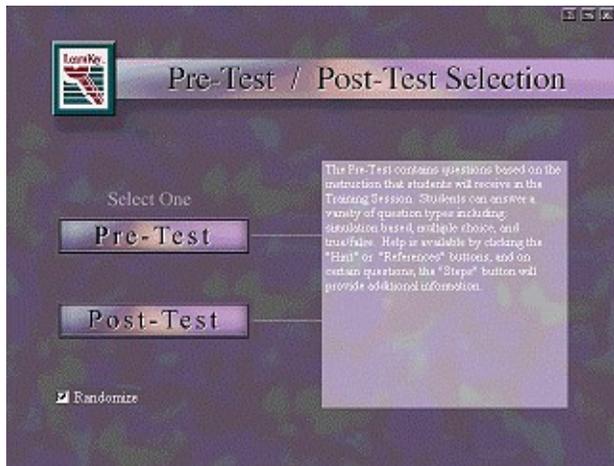


## Test/Quizzes

### Exam Selection Page Help

This page allows you to choose a Pre-Test or Post-Test and how many questions to try.

The following image represents the Exam Selection:



The **Pre-Test** button will take you to the Pre-Test Page where you can test example questions, which will help you prepare for a final. The Pre-Test has no time limit and gives you explanations, references and hints to help you prepare for questions which involves the topic of the current question.

The **Post-Test** button advances to the Post-Test Page where you can test example questions, which will help you prepare for a certification exam experience. The Post-Test is a timed test.

### Pre-Test Page Help

This page displays test questions which you can answer by clicking on the radio or checkbox buttons next to the corresponding answers.

The following image represents the Pre-Test Page:



## Post-Test Page Help

The following image represents the Post-Test Page:



The **Mark Question** button allows you to make a red mark appear next to a question listing on the Item Review Page. When you click this button it changes color to indicate that it has been activated. You can click the button again to unmark it. This is useful when you know that you will want to go back and review the topic of the question.

The **Previous** button advances to the previous question on the exam to review or change your answers. If you are on the first question in the exam, this button will not appear.

The **Next** button advances to the next question in the exam. If you are at the end of the exam, this button will take you to the Item Review Page.

The **Hint** button displays a small movable window, which contains a hint to help you remember some information that might help you to answer the current question.

The **Reference** button displays a small movable window, which contains an explanation of the test answer, and some references where you can find the answer in other learning materials.

The **Report** button will display your score and current progress on the test. When you click this button a small window will appear with the current score, current test progress, and the Return to Test button which you must click to continue the exam.

The **Item Review** button takes you to the review page, which displays a numbered list of the test questions that you have gone through. The list shows you the answer you gave for each question.

The **Steps** button will produce a screen that helps guide you to the correct answer by showing you the appropriate steps.

The **Main** button advances to the Main Menu Page.

## Report Help

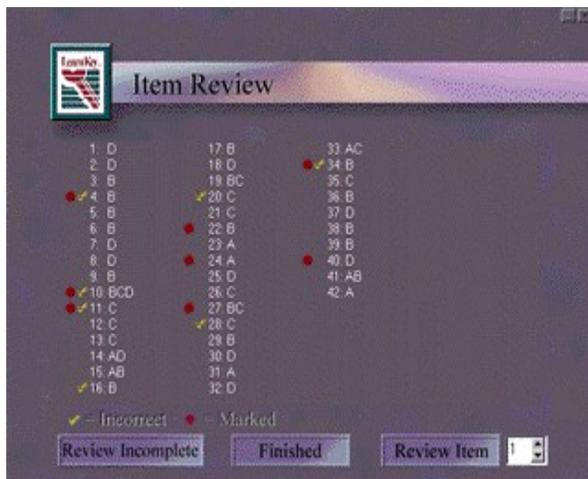
This report popup button helps you in assessing your training. Each test has this button so that you can gauge your skill as you move through an exam. This assessment tool will monitor your correct and incorrect questions as well as provide you a percentage of your score. You can check this report at any time in the testing session.

Remaining	45
Correct	0
Incorrect	46
Percentage	0
<b>Return To Test</b>	

### Item Review Page Help

This page displays a numbered list of the test questions that you have gone through. The list shows you the answer you gave for each question. If you gave no answer it displays Incomplete. If you marked the question during the exam, it will place a red mark next to it. If you are working on an Pre-Test, it will have a yellow checkmark beside the ones that you did not answer correctly.

The following image represents the Item Review Page:



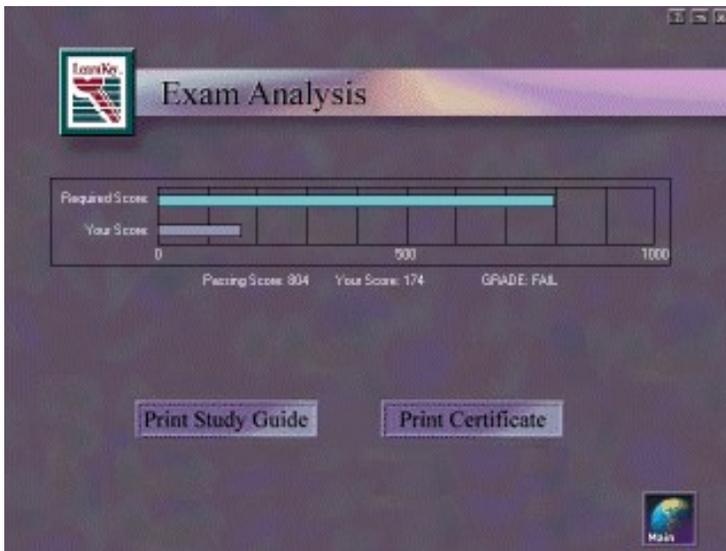
The **Review Incomplete** button will bring back to the Pre-Test or Post-Test Page with the Item Review button appearing next to the Next button to allow you to return to the Item Review Page.

The **Finished** button advances to the Exam Analysis Page.

The **Review Item** button will bring you back to the Pre-Test or Post-Test Page to the question number that you indicate in the number field. The Item Review button will appear next to the Next button on the exam pages.

## Exam Analysis

This page displays a bar graph comparing your score to the score required to pass the exercise. The following image represents the Analysis Page:



## Print

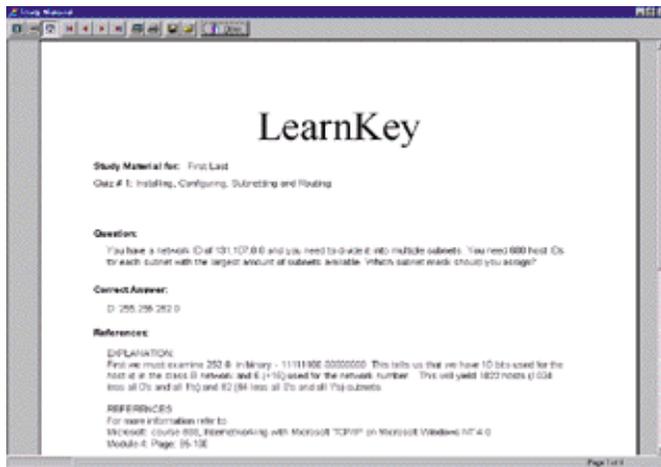
The **Print Study Guide** button will open a window to the study material Print Preview Page.

The **Print Certificate** button will open a window to the certificate Print Preview Page.

## View a document prior to printing:

This window allows you to view a document to be printed and to navigate through the pages of that document. This window will also allow you to save the document to a file or load a previously saved document for printing.

The following image represents the Print Preview Window:



Navigational buttons:



The **Zoom to fit** button allows you to reduce the page view to fit inside the window.

The **Zoom to 100%** button allows you to display the page in full or actual size within the view window.

The **Zoom to page** width button allows you to display the page to a size where the horizontal sides fit inside the window.

The **First page** button gives you a quick way to get to a view of the first page of the current document if you happen to be on a page later than the first.

The **Previous** button advances to the previous page of the current document if you are not already on the first page.

The **Next** button advances to the next page of the current document if you are not already on the last page.

The **Last page** button advances to the last page of the current document if you are not already on the last page.

The **Printer setup** button advances to the common windows printer setup window where you can select or change current printer setting and define a number of copies to print.

The **Print** button sends the current document to the printer.

The **Save** button allows you to save the current document to disk. This option only allows you to keep the document to print or reprint it at a later time by using the load feature to reload the file into this print preview window.

The **Load** button allows you to reload a previously saved document from disk for printing.

The **Close** button closes the print preview window.

**We would be glad to hear your feedback:**

**Snail Mail:**

LearnKey, Inc.  
1845 W. Sunset Blvd.  
St. George, UT 84770

**Voice Phone:**

**Sales:** 1-800-865-0165

**Fax:** 1-435-674-9734

**Tech Support**

**Email:** [techsupport@learnkey.com](mailto:techsupport@learnkey.com)

**Phone:** 1-435-674-9733

**Sales by Email:**

LearnKey Sales <[sales@learnkey.com](mailto:sales@learnkey.com)>