

Help and Information

Topics

Directions: Select the topic of interest by selecting below or use the bookmark icon on the left of your screen.



Bookmark
Icon

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Controlling Movement and Navigation

Directions: Select the topic of interest:

- [Back / Next](#)
- [Exit](#)
- [Table of Contents \(TOC\)](#)
- [Finding Information Within a Lesson](#)

Back / Next

The “Back” and “Next” buttons are located at the lower right of each slide and allow you to move forward or backward in the lesson.



In some cases, such as when the lesson provides a software simulation, the “Back” button may take you to the beginning of the previous simulation instead of to the previous slide. In all cases, the “Next” button takes you to the following slide.

Exit

Select the exit button at any time to close the course.

The “Exit” button is located at the bottom-center of the slide.

Note: Some courses don’t have an exit button, however, all courses can be closed by closing the browser window.

**Table of Contents (TOC)**

The TOC allows you to “Hyperlink” to various locations throughout the lesson

To access the TOC:

1. Select either:

A. The **TOC button** at the bottom-center of the slide

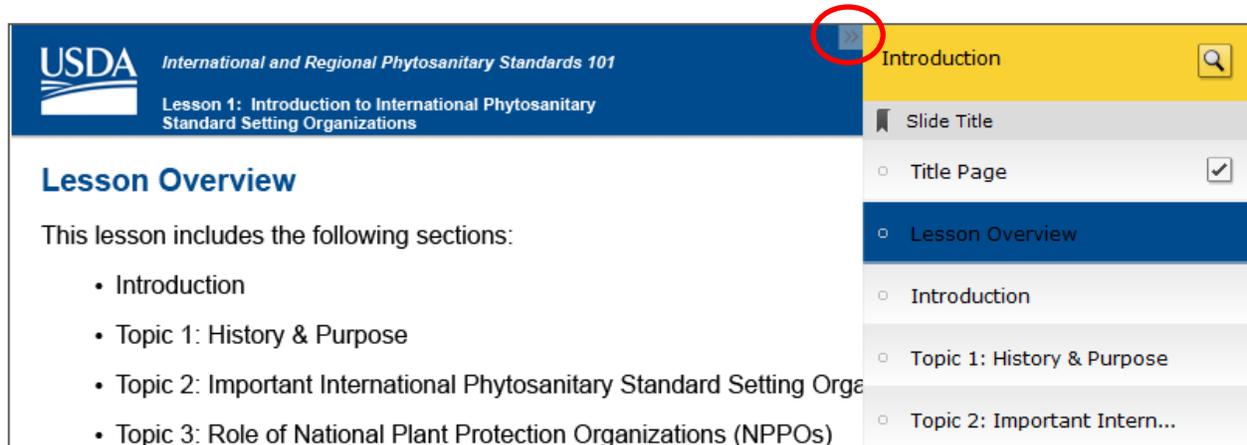


--OR--

B. The semitransparent **contents button** (<<) at the upper right of the slide as shown below.



- The TOC will appear on the right side of the slide (see illustration on page 3). If a topic has subheadings, it will expand to list them when selected.
- The TOC button and the contents button both function like a switch—on and off—so, to hide the TOC, select it again.



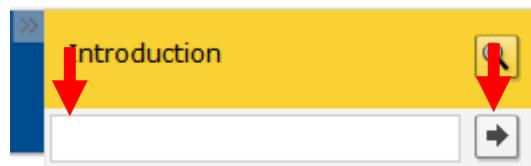
Finding Information Within a Lesson

You can search for a word or phrase within a lesson from the [Table of Contents \(TOC\)](#) using the “**Find**” option as follows.

1. Select the **Find button** (shown below)



2. Type the target word or phrase in the **space** provided then select **Go**.



- The TOC will change showing the locations where the target word/phrase is located.
3. Select the location listed on the TOC to “hyperlink” there.
 4. To restore the TOC to its initial state, remove the search terms and select “**Go**”.

Changing Screen Size

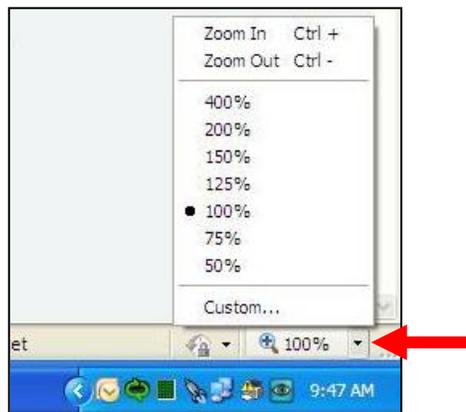
If the slides do not fit on your screen, you have two options:

- **Increase the space**
- **Zoom the display**

Increase the Space If course window is not large enough to accommodate the instruction, you can increase the space available by selecting “**F11**” located on the top row of your keyboard. This will activate the “Full Screen” function, which decreases the size of the menu bar.

To restore the menu bar, select “**F11**” again. It acts like a switch—on and off.

Zoom the Display You can re-size the instruction itself by changing the zoom level using the menu in the lower right of the screen (shown below).



Reporting Problems

To report problems with course content or operation, e-mail the AgLearn Customer Service Team (ppq_aglearn_administrator@aphis.usda.gov). **Important:** Include the course title and the location (lesson title and slide number) where the problem is located in your e-mail.

Security Alert

If you see a **security alert** regarding *active X* while taking the course, please select the announcement and allow the program to continue. Unless you do so, you will be unable to complete the course.