

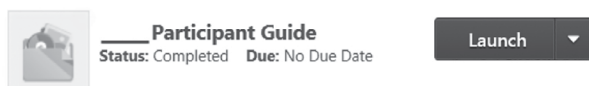


# MANAGEMENT CONCEPTS ELECTRONIC COURSE MATERIALS QUICK-START GUIDE

**WELCOME!** Thank you for choosing Management Concepts as your professional development training provider. The following information details the features of our electronic course materials, designed to further enhance your training experience.

## How do I access Electronic Course Materials?

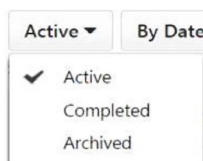
1. Make sure your **browser's pop-up blocker is disabled.**
2. Log into your Student Central account at **https://ManagementConcepts.CSOD.com.**
3. Locate your course on "My Upcoming Confirmed Training" and click on "Open Curriculum."
4. In the Participant Guide section, click "View Details." Then, next to the Participant Guide file, click the "Launch" button to open the electronic course materials. The PDF will open in a pop-up window.



5. Download the PDF and save the file to your computer or tablet.
6. After the initial launch of your course materials, the "Launch" button will change to "Mark Complete." Click on "Mark Complete" to signify you have downloaded the file. Note: If you want to download your materials again at a later time, you'll need to repeat the steps outlined above (the "Launch" button will once again be available for use).



7. To access course materials after your class ends, you need to access your "Completed Transcript." To get to your completed transcript:
  - (A) Click "Active."
  - (B) In the drop-down menu, select "Completed."



## How do I navigate through the document?

There are many ways to navigate through the document. Here are a few:

- (A) **Table of contents is navigable.** Click any section or topic title in the Table of Contents to jump to that location in the materials.
- (B) **The navigation pane** on the left side contains bookmark links to jump to specific pages.
- (C) **Bookmarking:** Right-click on the page that you want to bookmark and select "Add Bookmark." Alternatively, you can use the CTRL+B keyboard shortcut.
- (D) **The Comments pane** on the right side aggregates all comments, highlights, and annotations you make in the PDF. Clicking on a comment in the pane will automatically jump you to that page within your course materials.
- (E) **Search for keywords:** Click "Edit" in the upper left-hand corner and select "Find." Alternatively, you can use the CTRL+F keyboard shortcut. Type the text you want to find into the search box in upper right.

**TIP!** Try searching by section number or title when following along with the instructor.

## The text on my screen is too small or too large. How can I change it?

You can increase or decrease the magnification of the page by using the "Zoom In/Zoom Out" tool located at the top of the screen.



Press the (+) button to increase magnification  
Press the (-) button to decrease magnification



## PLEASE REMEMBER

Continuously save your work if you're making any modifications to the file, such as adding your own comments or highlights.

When you save on your computer or tablet, your notes, highlights, etc. will NOT appear in Student Central. If you open the materials again on Student Central, it will be a new copy.



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## How do I take notes or highlight text in the document?

Note-taking and highlighting tools are found within the “Comments” feature. Click the “Comment” button (typically located on the top or right side of the window) to access the following options:

- (A) **Sticky notes:** Right-click on the area where you want to add a sticky note. Select “Add Sticky Note.”
- (B) **Adding notes to text:** Click, hold, and scroll over the text you want to add a note to. Right-click the text and select “Add Note to Text.”
- (C) **Highlighting:** Click, hold, and scroll over the text you want to highlight. Right-click the text and select “Highlight.”

**TIP!** *The highlight color can be changed by right-clicking and selecting “Properties.” Choose the color you want and select “OK.”*

## How do I sort or search my comments?

There is a separate search box in the “Comments” pane for searching your comments. Using the main PDF search function will not pull up the comments you added.

In the “Comments” pane there is also an A-Z icon to choose a different sort order, and a filter icon to narrow them down by certain criteria such as type or highlight color.

## How do I print pages with my notes intact?

1. Click on “File” located in the upper left-hand corner.
2. Select “Print.”
3. Select “Summarize Comments” located at the bottom.

To register for additional classes, please call Customer Service at 888.545.8579  
or visit [www.ManagementConcepts.com](http://www.ManagementConcepts.com).