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## Program Requirements

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- Microsoft Windows XP or higher.
- IBM compatible Pentium class with CD-ROM drive.
- Adobe Acrobat Reader v7.0 or higher (current version recommended)
- Current compatible media player and speakers to view Welcome overview
- Approximately 30 MB memory if you wish to copy all files onto your computer or storage device

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## Instructions for Use

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- Due to the large file size an installation program is not provided, as most users will wish to run the Training Manual directly from their CD-ROM drive. To use the Training Manual directly from your CD-ROM drive, open the file tmanv12.pdf with your adobe acrobat reader. Navigation to all items is provided via this menu.
- You can alternatively copy the tmanv12.pdf and tmanvideo.wmv files from the CD-ROM (and the readme.pdf if you wish) onto your computer, flash drive or other storage device using Windows Explorer or other file utilities. You will want to copy these files into the same directory in order to preserve the navigation.
- All Training Manual content, except the Welcome overview video is provided in the pdf file: tmanv12.pdf. Navigation links are provided throughout the Training Manual, in addition to the navigation tools provided with your adobe acrobat reader. The navigation links will advance you to the different modules from the main menu, as well as within each module. You can advance page by page using the adobe acrobat navigation tools.
- When viewing the Welcome overview video, an adobe confirmation message will appear will when you click the link. You will need to confirm you wish for your media player to be launched.
- Printing is enabled for the Training Manual pdf file, but you will want to specify specific pages or print ranges to print, as opposed to printing the entire document, due to the number of pages in the document (many printers would not be able to handle printing the entire document at one time.)

- The Interactive Quiz linked to the Intro to Managed Care module in the Training Manual is actually located in the back portion of the pdf file, with links to and from the quiz and each respective chapter. The Interactive Quiz is designed to be used via the navigation links, and not by navigating page by page with the adobe navigation toolbars. Should you wish to scroll sequentially through the quiz and review an answer key, a Quiz Summary text is provided at the end of the last chapter (14) in the Intro to Managed Care module. The Quiz Summary is linked from the Intro to Managed Care menu.
- If you are having difficulty in viewing the Welcome overview video, there might be several reasons why the presentation is not being successfully viewed. These could include that you do not have a media player, or you do not have a current, compatible media player, or that you do not have the minimum system requirements to run the media player. Remember, you will also need speakers or headphones connected to your system. Should you have difficulty hearing the video clip, you should adjust your media player or system's volume control, and enable or increase the volume.
- You will need to have a media player that can play .wmv (Windows Media Video) such as the current Windows Media Player. If your Windows Media Player or other compatible media player does not have the current components necessary to run the file, the Media Player should automatically download them for you should you be connected to the Internet at the time. You can get information about the Windows Media Player at: <http://windowsmedia.com/mg/gettingstarted/home.asp> You can download the current Windows Media Player for free at: <http://www.microsoft.com/windows/windowsmedia/download/> Minimum system requirements for the Windows Media Player are indicated in the above Microsoft web site.

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## To Contact MCOL

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# Managed Care Training Manual

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