

# Accountable Care Learning Kit <sup>Version 7</sup>

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## Support

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### Program Requirements:

- \* Microsoft Windows 7 or higher.
- \* IBM compatible Pentium class with USB.
- \* Adobe Acrobat Reader v8.0 or higher (current version recommended)
- \* Current compatible media player and speakers to view presentations
- \* Approximately 2.4 GB memory if you wish to copy all files onto your computer or storage device

### Instructions for use:

- \* Due to the large file size an installation program is not provided, as most users will wish to run the Learning Kit directly from their USB Flash drive. To use the Learning Kit directly from your USB Flash drive, open the file menu.pdf with your adobe acrobat reader. Navigation to all items is provided via this menu.
- \* You can alternatively copy all files from the USB Flash drive onto your computer, or other storage device using Windows Explorer or other file utilities. You will want to copy all files and file folders provided on the USB Flash drive, and in order to preserve the navigation, you will want to avoid combining files from the applicable file folders, or changing the relative hierarchy of the files and file folders.
- \* The Learning Kit sub-menus and content are provided in applicable folders. The Overview, Profiles and Support modules are provided in the othercontent folder; the Articles and Documents menus and content is provided in the respective articles and documents folders, the Presentations menu, presentation video content and printable pdf files are provided in the presentations folder, and the Quiz content is provided in the quiz folder.
- \* Navigation to all sub-menus and most content will occur within the same window, unless you have modified your adobe acrobat settings to function otherwise. However, certain items will always launch in a separate window. Individual presentations will launch in a separate window though your designated media player. An adobe confirmation message will appear will when you click the presentation link from the Presentation menu, and you will need to confirm you wish for your media player to be launched.

- ❖ To navigate page-by-page within a file, use the Adobe page arrows provided in the toolbars below the Top Menu or in the bottom toolbar in Adobe. Printing is enabled for all adobe files should you wish to print an applicable file.
- ❖ If you are having difficulty in viewing the presentations, 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 .mp4 and .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 should you be connected to the Internet at the time,
- ❖ You can not print from the presentation video files. However, should you wish to print a slide presentation, select "print slides" from the Presentation menu, which will launch a pdf version of the slide presentation in a separate Window. You can then print the presentation from that Window.

#### **To contact MCOL with Support Questions:**

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# Accountable Care Learning Kit

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