CSA
Society of Certified Senior Advisors®

Working with Older Adults Online Course
Navigation & Viewing Tips

Here are navigation and viewing tips to help you get off to a great start:

- **Make the words on the screen bigger or smaller:** press these keys --
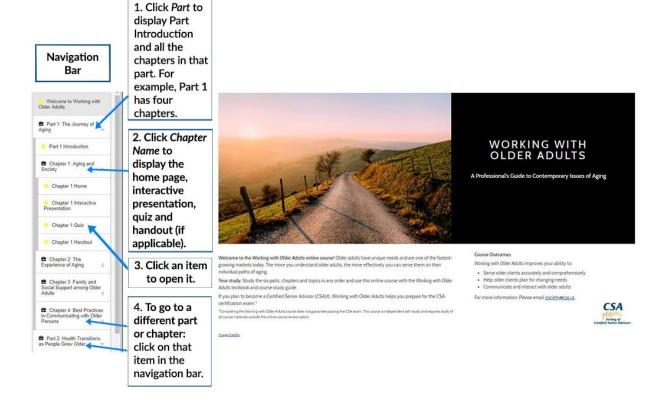 - ✓ **Bigger**: CTRL and "+" (plus)
  - ✓ **Smaller**: CTRL and "-" (minus)
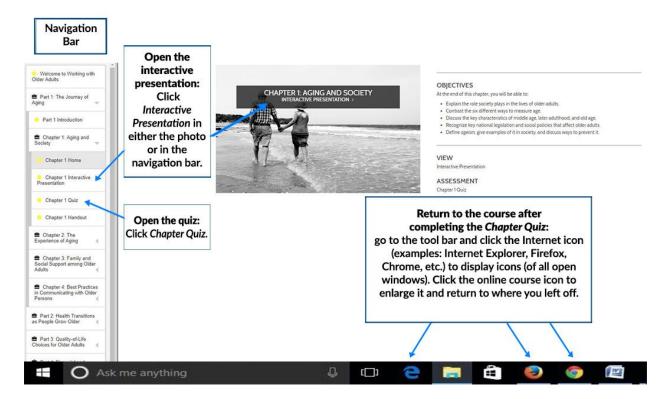- **Mobile devices:** the screen automatically adjusts to mobile devices.

Getting Started

Use the *Navigation Bar* to open the parts and chapters and to move from one part or chapter to another.

In the navigation bar:

On the chapter home page:

Use the *Navigation Bar* to open chapter study materials – interactive presentation, quiz and handouts (if applicable). You may also click the link on the photo to open the interactive presentation.

In the chapter interactive presentation:

Use the arrows and scroll bar to move back and forth within the presentation.

Viewing tips when you are in the interactive presentation:

- **"Keyboard-only view***"* is recommended *only for mobile devices* or those with a physical impairment or inability to use the mouse.

- **If you are using a PC *and* the "Keyboard-only view,"** the back-and-forth arrows do *not display at the bottom of all pages* due to technical screen design. Check Your Understanding questions are re-formatted and may be difficult to use.

- **"Select each item:"** click the boxes in the list below to display information.

- **For a system tutorial:** in the tool bar at the top of the screen, in the right corner, click the ⓘ icon ("View Help") for a tutorial on navigating within the interactive presentation and using several resources and tools.

For additional questions or assistance, contact us at society@csa.us.