

How to Use the Training Module for Safe Environment Component C:

This training module is in “Flipping Book” format, which displays the contents as a virtual book which you control using your mouse. It is simple to use; here are some directions to get you started:

- Click the link for the Training Module. The module will open up in book-style in a new window.
- To navigate to the first page of the book, click the white arrow on the right hand side of the cover.
- To navigate backward and forward through the book, use the white arrows on either side of the page spread. You can also turn the pages by pointing your mouse on the corner of any page, holding down the left mouse button and “dragging” the page as if you were turning the page in a book.
- To display the book as “Full Screen,” click on the 4th icon on the bottom: the rectangle with outward pointing arrows in each corner. To exit Full Screen mode, use the “Esc” button on your keyboard.
- To zoom in on any page to make the print larger, click the magnifying glass, which is the 5th icon on the bottom. This will change the page to an enlarged, single-page view. A sliding control will appear at the bottom middle of the screen which will allow you to adjust the zoom. To move up or down the page, click on the page and use your mouse to move the page around by holding down the left mouse button.
- To zoom back out, click the Magnifying Glass icon again.
- To print the book, click the Print button, which is the 6th icon on the bottom.
- You may also download this document as a PDF and save it to your computer by clicking the 7th icon on the bottom, which is a Save button.