

Considerations for Introduction of New and Underutilized Vaccines > Welcome

How to use this module

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How to begin

You can reach the sections and chapters of this module by clicking on the Contents bar on the left side of your screen. Each chapter has a table of contents page that allows you to browse through the contents of the chapter and move to any page within the chapter. From each page, you can move to all pages within the chapter by clicking on the page numbers on the right side of your screen.



To best use the module, read the tables of contents at the beginning of each chapter to get a sense of the material covered. Then, choose the chapters that meet your needs. The module is designed to be followed in sequence, but you may find it more efficient to skip chapters that cover topics you already understand.

If you have questions or comments, please e-mail them to:

aim-inform@lists.stanford.edu 

Navigation through the module

To move through the material in order:

- To move to the next page in the course, click on the arrow to the right of the line of page numbers near the top of the screen.
- To move to the next chapter, click on the chapter title in the contents list on the left side of the screen. In this list, the chapter you are currently reading will be highlighted. For example, you are now reading the "How to" chapter, and it is highlighted in the contents list.
- To move to the next section, click on the section title in the contents list on the left side of the screen. For example, the next section in the course is "Basics".

To move through the material at random:

- Click on any page, chapter, or section title to move from one subject to another.
- To scan page titles in a chapter, hold your mouse over the page number until the page title appears, or
- Click on the table of contents icon at the left end of the list of page numbers. This will return you to the table of contents for the chapter you are reading.

To return to the Introduction of New and Underutilized Vaccines module home page:

- Click on the title in the upper right corner of your screen.

To return to the AIM e-Learning home page:

- Click on the AIM logo in the upper left side of each page, or
- Click on "AIM Home" in the top right corner of your screen.

What does this icon or symbol mean?

Within this module, you will find several symbols, also called icons. Here is a guide to their meaning.



E-mail Link

When you click on the underlined words next to this icon, your e-mail programme will open, and you will be able to send an e-mail to the address indicated. With some e-mail links, the subject line of the e-mail may be automatically filled in for you. You must be connected to the Internet to send the e-mail.



Internet Link

When you click on the underlined words next to this icon, you will see a Web page or re-source document on the Internet. You must be connected to the Internet to see these documents.



PDF Link

When you click on the underlined words next to icon, you will see a **printable** PDF document. PDF stands for Portable Document Format. Choose File --> Print from the menu to print the PDF.

To open PDF documents, you must have an application called Adobe Acrobat Reader (or Adobe Reader) installed on your computer. If you aren't able to open these PDFs, it is likely that you do not have Adobe Reader installed on your computer. This application is free, and available on the Internet at <http://www.adobe.com/products/acrobat/readstep2.html>. It is also included on your AIM e-Learning CD. If you are running AIM e-Learning from CD, double click on the file called "ar500eng.exe" and follow the instructions.



Excel Link

When you click on the underlined words next to this icon, you will see an XLS document. XLS

How to use this module

stands for Excel spreadsheet. An XLS document is created in the spreadsheet application called Microsoft Excel. Clicking on words marked with the XLS icon will allow you to open and modify the Excel spreadsheet. For a detailed tutorial on how to use Microsoft Excel to create and modify spreadsheet documents, please see the [Excel Tutorials](#).

Most computers come with Microsoft Excel already installed. If you aren't able to open the Excel files because you don't have Microsoft Excel installed on your computer, you can purchase Excel at the Microsoft internet site:

<http://www.microsoft.com/office/excel/prodinfo/default.mspx>.

[doc]

Word Document Link

When you click on the underlined words next this icon, you will see a word processing document created in Microsoft Word. Clicking on words marked with the DOC icon will allow you to open and modify the Word document.

Most computers come with Microsoft Word already installed. If you aren't able to open the Word files because you don't have Microsoft Word installed on your computer, you can purchase Word at the Microsoft internet site:

<http://www.microsoft.com/office/word/prodinfo/default.mspx>.

[ppt]

PowerPoint Presentation Link

When you click on the underlined words next this icon, you will see a PPT presentation. PPT stands for PowerPoint. A PowerPoint presentation is created in the presentation graphics application called Microsoft PowerPoint. Clicking on words marked with the PPT icon will allow you to open and modify the PowerPoint presentation.

Most computers come with Microsoft PowerPoint already installed. If you aren't able to open the PowerPoint files because you don't have Microsoft PowerPoint installed on your computer, you can purchase PowerPoint at the Microsoft internet site:

<http://www.microsoft.com/office/powerpoint/prodinfo/default.mspx>.

[zip]

Zip Archive Link

When you click on the underlined words next to this icon, you will see a ZIP archive. ZIP archives contain one or more compressed files. ZIP archives make it easy to keep related files together and make transporting, e-mailing, downloading and storing data and software faster and more efficient. Clicking on words marked with the ZIP icon will allow you to open the ZIP archive, to view and modify the files in it.

To open ZIP archives, you must have an application called WinZip installed on your computer. If you aren't able to open these ZIPs, it is likely that you do not have WinZip installed on your computer. You can purchase WinZip at the internet site:

<http://www.winzip.com/>.

Frequently asked questions

1. I click on some of the "test your understanding" links and nothing happens.

What's wrong?

Test Your Understanding links open in popup windows. If you click the link and nothing happens, check to see if the popup has appeared behind the window currently open on your screen. If this isn't the case, please try following the instructions below. AIM e-Learning activities require a plug-in called Flash Player. Flash Player comes on new computers - but you may have a computer that does not have it installed.

If you are connected to the internet, Flash Player will automatically ask you if you wish to install it. All you have to do is follow the prompts through the installation process.

If you aren't connected to the internet, but have the AIM e-Learning CD, please follow these steps to install Flash Player:

- Insert AIM e-Learning CD into your computer.
- Go to My Computer/AIM.
- If you are using the Windows operating system, double click on FlashWinIE.exe to install Flash Player. Follow the prompts through the installation process.
- If you are on Windows operating system with Netscape, double click on Flash-WinNS.exe to install Flash Player. Follow the prompts through the installation process.

If you still have problems, please send an e-mail with a detailed description of the steps you've taken and the problem you're encountering to:

aim_inform@lists.stanford.edu 

2. I'm trying to view AIM e-Learning in a non-English language and the special characters don't display correctly.

On some systems (particularly those running Internet Explorer on a Macintosh operating system), you must manually configure your browser to display special characters. Open Internet Explorer. From the View menu, choose Character Set --> Universal Alphabet (UTF-8).

3. My computer doesn't know how to open the printable PDF files - what do I do?

In order to open the printable PDF files, you need to have Adobe Acrobat Reader (also called Adobe Reader) installed. If you aren't able to open PDF files, it is likely you don't have Adobe Reader installed on your computer. Adobe Reader is free and available on the internet at <http://www.adobe.com/products/acrobat/readstep2.html>. It is also available on your AIM e-Learning CD. If you are running AIM e-Learning from CD, double click on the file called "ar500eng.exe" and follow the prompts to install Adobe Acrobat.

4. My computer screen doesn't display AIM e-Learning properly. Either it won't fit on the screen or the text is too small to read easily. What do I do?

Please read the next page of this How To chapter to learn more about [optimal viewing of AIM e-Learning](#).

5. I can't find the answer to my question here. Help!

If you can't find the answer to your technical question here, please send an e-mail with a detailed description of the problem you are encountering and the steps you have taken to:

aim_inform@lists.stanford.edu 

Our team will respond to your inquiry as soon as possible.

Optimizing viewing

Most computers will be able to display AIM e-Learning adequately. However, if you are having trouble, or would like to make sure you are viewing or displaying AIM e-Learning optimally (for example during a presentation or training session), please follow the instructions below.

Every computer screen has a setting called "resolution." Depending on its capabilities, each screen can accommodate one or more resolution settings. AIM e-Learning is designed to fit on a screen with resolution 800x600 or higher.

AIM e-Learning doesn't fit on my screen - what do I do?

If AIM e-Learning doesn't fit on your screen, either your screen doesn't accommodate a resolution of 800x600 or you have your screen set to a lower resolution. To find out which, follow these directions:

1. From the Start menu choose **Settings --> Control Panels --> Display** (if you're running Windows XP, then simply choose Control Panels from the Start menu).
2. In the Display control panel, choose the **Settings** tab by clicking on the word "Settings" at the top.
3. Find the **Screen Resolution** area.

4. If the Screen Resolution control is set as far to the right as it will go that is, if you can't move it to the right - your monitor isn't capable of displaying a resolution of 800x600. We recommend that you either use a monitor with greater resolution or use the PDF links to print out AIM e-Learning materials so you can read them from paper.
5. If you can move the Screen Resolution control to the right, set it at **800x600** or greater.
6. Click **Apply** or **OK**.
7. If you get a message asking you if you want to keep the new resolution, click **YES**.
8. As a result of this change, everything on your computer screen will appear smaller. But you will be able to fit more on the screen at one time.
9. If other people share the computer you've made these changes on, remember to **change the settings back** when you are finished.

I'm having trouble reading AIM e-Learning content because the text is small - what do I do?

There are two solutions:

First Solution to Small Text

The best solution is to **decrease your screen resolution**. Your computer screen may be set at a high resolution. AIM e-Learning is designed to be viewed at a resolution of 800x600. To change your resolution, please follow these directions:

1. From the Start menu choose **Settings --> Control Panels --> Display** (if you're running Windows XP, choose Control Panels from the Start menu).
2. In the Display control panel, choose the **Settings** tab by clicking on the word "Settings" at the top.
3. Find the **Screen Resolution** area.
4. If you see that your resolution is set to 800x600, the optimal resolution for viewing AIM e-Learning, and you're having trouble reading the screen, we recommend you try the second solution, listed below.
5. If you see that your resolution is set to more than 800x600, move the Screen Resolution control towards the left until you reach 800x600.
6. Click **Apply** or **OK**.
7. Click **YES** to keep the new resolution (if you've increased or left the resolution the same, you may not get this prompt).
8. As a result of this change, everything on your computer screen will appear larger.
9. If other people share the computer you've made these changes on, remember to **change the settings back** when you are finished.

Second Solution to Small Text

On some computers it is possible to change the size of the text in your Internet Explorer window. Try this by choosing **View --> Text Size** from the menu at the top of your Internet Explorer window. Sometimes this option may be listed as View --> Text Zoom. You may be able to increase or decrease the size of the text on the screen.

I'm going to be using AIM at a workshop or presentation and I want to make sure that it displays optimally - what do I have to do?

In order to display AIM e-Learning optimally, you must:

- confirm a screen resolution of 800x600, and
- hide unnecessary menus in your Internet Explorer window.

To confirm a screen resolution of 800x600:

1. From the Start menu choose **Settings --> Control Panels --> Display** (if you're running Windows XP, choose Control Panels from the Start menu).
2. In the Display control panel, choose the **Settings** tab by clicking on the word "Settings" at the top.
3. Find the **Screen Resolution** area.
4. If you see that your resolution is set to 800x600, the optimal resolution for viewing AIM e-Learning, close the panel and skip the remaining steps. You have confirmed your screen resolution is at 800x600.
5. If you see that your resolution is set to a number other than 800x600, move the Screen Resolution control until you reach 800x600.
6. Click **Apply or OK**.
7. Click **YES** to keep the new resolution (if you've increased or left the resolution the same, you may not get this prompt).
8. If other people share the computer you've made these changes on, remember to **change the settings back** when you are finished.

To hide unnecessary menus in your Internet Explorer window:

1. Open AIM e-Learning in Internet Explorer.
2. Under the **View menu** at the top of the screen, **uncheck every toolbar except "Standard Buttons."** Other toolbars that should be **unchecked** include: Button Bar, Address Bar, Favorites Bar, Status Bar, Explorer Bar, Links and Google.
3. If other people share the computer you've made these changes on, remember to **change the settings back** when you are finished.

Help

If your question isn't answered in this chapter, please e-mail us a detailed description of the problem you're having and we will get back to you as soon as possible.

aim-inform@lists.stanford.edu 