



Backpack CD Tutorial

You may want to print these pages to make it easier to follow the instructions for the Backpack CD.

1. Insert the disk into your computer's CD-ROM port. On your desktop will appear the "Backpack" CD icon. Double-click on the icon. To open the Backpack CD, click on **Backpack**. (If your computer is running Mac OS 9.0 or less, click on **Backpack 9**.)
2. The Main Page will appear on your screen. On the left side of the page is the Backpack's menu bar. To the right are eight icons to access the Backpack's chapters.
3. Before you explore the Backpack's contents, double-click on **Computer Requirements** (located on the menu bar) to be sure your computer's operating system can run the CD-ROM properly.
4. Double-click on **How to Use** (located on the menu bar). These two pages of hints will help familiarize you with the layout and functions of the Backpack CD.
5. Let's go **Back to the Main Page**. The Backpack CD-ROM is divided into eight major sections:
 - **Instructor Tools**
 - **Introduction/Navigating the Body**
 - **Shoulder & Arm**
 - **Forearm & Hand**
 - **Spine & Thorax**
 - **Head, Neck & Face**
 - **Pelvis & Thigh**
 - **Leg & Foot**
6. Click on **Instructors Tools**. This section includes evaluation keys, sample lesson plans, activities and much more. The contents of the **Tools** section can be viewed by using either the scroll tool (located on the right side of the window) or clicking on a specific topic (located in the table at the bottom of the screen). You can print any page from the **Tools** section by clicking on **Print Page** (located on the left side of the table).
7. Let's go **Back to the Main Page**. The other seven icons shown on the Main Page follow the information in *Trail Guide*. Let's tour one of these sections. Click on **Shoulder & Arm**.
8. Each of *Trail Guide to the Body's* six regional chapters are divided into four subsections.
 - **Topography**
 - **Bones and Bony Landmarks**
 - **Muscles**
 - **Other Structures**
9. Each of these subsections contains various types of questions, including:
 - **Illustration Fill-in**
 - **What's the Muscle?**
 - **Muscles & Movements**
 - **O/I & S/L (Origins/Insertions & Shorten/Lengthen)**
 - **Palpation Pages**
 - **Multiple Choice Questions**
 - **Wordfinds**
 - **Crosswor**

(Under the **Bones and Bony Landmarks** section, some of the chapters include **Images**. These are images with no call-out lines for you to test your students.)

10. Let's explore a sample page from the **Shoulder & Arm** section. Under **Muscles**, click on **Illustration Fill-in**. You are given four Quiz Files to choose from (shown on the left side of the screen). To select a quiz, put your cursor over the name of the quiz and click. A visual representation of the quiz appears to the right.
11. Also notice the four options presented above the quiz page:
 - **Print Page**
 - **Toggle Answers**
 - **Zoom In**
 - **Zoom Out**Please try each of these four options to become familiar with them.
12. In the upper left-hand corner of the page, please note the long, red box. This box gives you the option to go **Back to Main Menu** or **Back to Shoulder & Arm**. Please click on **Back to Shoulder & Arm**.
13. Staying with **Muscles**, explore the other topics except for the **Multiple Choice**. Click into each quiz, toggle the answers and print a few pages.
14. Go back to the **Shoulder & Arm**. Under **Muscles** click on **Multiple Choice**.
15. In the **Multiple Choice** section you can pick and choose which questions you would like to use in a test or quiz. At the top of the page are four, helpful tools. To start over with your question choices, you can click on **Clear All** to clear your old questions. The **Question Count** keeps track of how many questions you have selected. You can select up to 24 questions per quiz. **Previous Page** and **Next Page** are self-explanatory.
16. Please select a few questions by clicking on the grey box to the left of the question. Go to the top of the page and type a name for your quiz into **Enter Your Quiz Title Here**. Then press **Build New Quiz**. Your quiz will appear in the window and you will have different selections across the top to choose from - **Save, Print, Zoom In, Zoom Out** and **Toggle Answers**.
17. (If you want to save a multiple choice quiz, it will be saved in a PDF format. We suggest using Acrobat Reader® to view your quizzes. If your computer saves it to a different file other than a PDF, you can right click on the saved file and convert it to a PDF.)
18. You can always return to a previous window by clicking on **Back to Main Menu, Back to Shoulder & Arm** or **Back to Quiz Builder**. All are located at the top of your screen in the long, red bar.
19. Click on **Back to Main Menu**. Explore the other chapters on the Backpack CD.

If you have any questions, please contact us at the "Ask the Author" section of our website www.booksofdiscovery.com. You can also call us at 800-775-9227 or email us at Books of Discovery - info@booksofdiscovery.com.