

Taking the Road Less Traveled II

Quick Tips for Using This Toolkit

➤ The Modules

- PDF versions of each module are provided as follows:
 - To view at a computer
 - To print (color)
 - To print (black and white)
- Prompts are included in each module. Prompts include:
 - [Click here](#) prompt will take user to a resource included on the CD, or to download free versions of software that you may need to use elements of CD.
Examples: Adobe Acrobat, PowerPoint Viewer
 - “Available at” or “go to” references followed by web address such as www.napequity.org, will take user to a specific website.
 - Blue, underlined items are active links that will take user to title of document/resource.
Example: [self-assessment](#)
- “Food for Thought” handouts and selected forms are provided as Word documents for customization.
- PowerPoint presentations are provided in each module and are available in multiple formats. All presentations can be accessed and customized using PowerPoint® 97-2003 or PowerPoint® 2007 and can be viewed in PowerPoint® viewer. Below are the extensions for all formats:
 - PowerPoint® 2003 customizable (ppt extension)
 - PowerPoint® 2003 viewable (pps extension)
 - PowerPoint® 2007 viewable (ppsx extension)
 - PowerPoint® 2007 customizable (pptx extension)

➤ The Photo Gallery

- Photos are provided in jpeg format to allow flexibility of use.
 - To view photos, enter Photo Gallery from main menu and double click to open file.
 - To download and save to your hard drive, double click to open the photo, then right click and choose "Save as" from the menu.
 - Additional photos are available at the NAPE website at www.napequity.org/page.php?181 and at the MAVCC website, www.mavcc.com, at the *Taking the Road Less Traveled II* link.

Note: Submit your nontraditional careers photos (with permission from students/workers) to NAPE or MAVCC for inclusion.

➤ Templates and Sample Brochures

- Brochure templates are provided in Microsoft Word for customization.
- Sample brochures are provided as PDF versions to give you ideas.

- **Glossary.** A glossary of terms has been provided to support the information and ideas presented in this toolkit. It may be printed for use in workshops and to supplement the modules.

- **Website Resource List.** This list will be checked periodically and updated and posted at the *Taking the Road Less Traveled II* link at the MAVCC website, www.mavcc.com.