

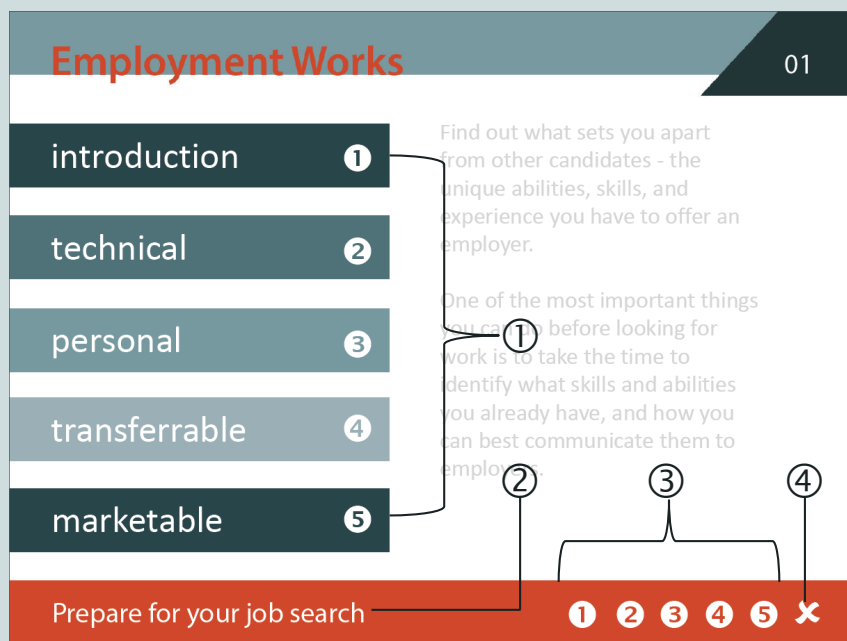
Orientation

The Employment Works Learning Modules are accessible via Internet browsers in both the Microsoft Windows and Apple iOS environments. All of our content, reference materials and worksheets are in PDF format and can be viewed and saved on both platforms.

Primary Navigation

Introductory presentations to each topic are presented in a standard interactive PDF format. Users are able to page through the document using the “↑↓” keys, or navigate via:

- ① **Primary Menu**
Click on the number associated with each sub-topic in the Module
- ② **Home**
Click on the Title to return to the Menu
- ③ **Secondary Menu**
Click on the number associated with each sub-topic in the Module
- ④ **End**
Click on the “X” to navigate to the end of the document



The screenshot shows the 'Employment Works' title bar with a page number '01'. Below the title is a vertical menu with five items: 'introduction' (1), 'technical' (2), 'personal' (3), 'transferrable' (4), and 'marketable' (5). To the right of the menu is a preview of the 'introduction' page, which contains text about unique abilities and skills. At the bottom of the menu is a red bar with the text 'Prepare for your job search' and a navigation bar with buttons 1, 2, 3, 4, 5, and X. Lines connect the numbers in the menu to the corresponding page numbers in the navigation bar.

Sub-Topic Navigation

Within a sub-topic, users are able to page through using the “↑↓” keys, or navigate via:

- ① **Sub-Topic Pages**
Use the dots to navigate pages within sub-topics. The number of dots indicates the number of pages; the active page appears ● (red).



The screenshot shows the 'Employment Works' title bar with a page number '01'. Below the title is a sub-topic header 'Technical Skills'. Underneath is a list of three bullet points: 'The abilities and knowledge needed to perform specific tasks', 'Specific to an occupation or industry', and 'Obtained through on-the-job training, education and/or work experience'. A large number '2' is on the left. A wrench and screwdriver icon is on the right. At the bottom right, there is a sub-topic navigation bar with two dots, the first of which is red. At the bottom of the page is a red bar with the text 'Prepare for your job search' and a navigation bar with buttons 1, 2, 3, 4, 5, and X.