

2008 COIN Jr. User Handbook

Windows Version

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2008 COIN Jr. for Windows Installation, Configuration and Operation Instructions

The CD-ROM contains both the Windows and Macintosh versions of COIN Jr. However, if you are installing on a Windows 95/98/NT/2000 PC you will only see the Windows files. You may run COIN Jr. for Windows directly from the CD-ROM or you may install it. It is recommended that you install the program so you do not need the CD-ROM in the CD drive to run the program.

TOPICS

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INSTALLING COIN JR. FOR WINDOWS

Run the program Setup on the CD-ROM. (Note: if your CD-ROM is not drive D, substitute the correct drive letter below.)

1. Click the **Start** button.
2. Click **Run**.
3. Enter **d:\Setup** and click **OK**.
4. Follow the on-screen prompts:
 - a. Read the Welcome screen and click **Next**.
 - b. Read the Software License Agreement and click **Yes**.
 - c. Read the installation information and click **Next**.
 - d. If you wish to install COIN Jr. for Windows to the default folder, click **Next**. If you want to install it somewhere else, perhaps a network drive, click **Browse** and select the desired drive and folder. For example: to install it to network drive H:, enter H:\WINJR in the path (Note: remember to include the drive AND the folder: H:\WINJR, not just H:\).
 - e. Accept the suggested program folder **COIN Jr. for Windows** and click **Next**. **WARNING:** If the existing folders box is empty, you need to stop the install. Click **Cancel**, exit and restart Windows, and start the setup again.
 - f. Read the information that is displayed while the install is in progress.
 - g. You will be prompted to add a COIN Jr. for Windows shortcut on your desktop. Click **Yes** to do so.
 - h. Click **Finish** on the Setup Complete screen.

INSTALLING COIN JR. FOR WINDOWS ON A NETWORK

COIN Jr. for Windows may be run from a Novell or a Windows NT network. After you install the program, you will need to set the permissions and sharings. See the RUNNING COIN JR. FOR WINDOWS ON A NOVELL NETWORK or RUNNING COIN JR. FOR WINDOWS ON A WINDOWS NT NETWORK sections in this handbook.

RUNNING COIN JR. FOR WINDOWS FROM THE CD-ROM

Run MAINMENU.EXE in the WINJR folder.

RUNNING COIN JR. FOR WINDOWS ON A NOVELL NETWORK

If you have installed the program on a Novell network, you will need to set the sharing so more than one user can access the program at the same time. **Note: you need to flag files from the DOS prompt rather from inside the Novell NetWare Administrator so you can flag all the files in the WINJR directory at once.**

Flagging files in Novell:

1. Exit to the DOS Prompt.
2. From the DOS prompt, change to the WINJR directory on the file server.
3. Flag all the files to make them read-write and shareable.

FLAG *.* RwS (NetWare 3.12)

or

FLAG *.* RwSh (NetWare 4.1 or higher)

RUNNING COIN JR. FOR WINDOWS ON A WINDOWS NT NETWORK

In order to run COIN Jr. for Windows on an NT server on multiple workstations, you must set the user rights so all users have full access. After installing COIN Jr. for Windows to the NT server, set the sharing rights through NT Explorer.

Setting the sharing rights in Windows NT:

1. Open NT Explorer.
2. Right mouse click on the **WINJR** folder then select **Sharing**.
3. Click on **Allow Sharing**, keep the "shared as" name as **WINJR**.
4. In the space for maximum users, change it to "**maximum allowed**".
5. Click on **Permissions**. Make sure the sharing rights are set to **FULL** access for **EVERYONE**.
6. Click **OK** to save.

Any user signing on from a workstation will be able to run COIN Jr. for Windows. The users also need full access to a folder on the local drive which our program will create. That folder is **C:\WINDOWS\COIN_JR**. If you do not have a Windows folder (you may have WinNT or Win32 instead), you need to create one and repeat the steps above to give users full access.

ADDING A COIN JR. FOR WINDOWS SHORTCUT TO THE WINDOWS 95/98/NT/2000 DESKTOP

1. Right mouse click on an empty part of the desktop.
2. Select **New** and then **Shortcut**.
3. Enter **C:\WINJR\MAINMENU.EXE** in the command line box and click **Next**. (**Note: if you installed to a drive other than C: substitute that drive letter for C:**).
4. Enter **COIN Jr. for Windows** for the Shortcut name and click **Finish**.

RESETTING THE SCREEN COLORS IF THEY DO NOT DISPLAY PROPERLY

The graphics of the COIN Jr. program may not display properly if the screen colors are not set high enough. If the graphics of the program are very grainy, you can try resetting the screen colors to make them clearer. Follow these steps:

1. Right mouse click on an empty part of the desktop.
2. Select **Properties**.
3. Click on the **Settings** tab.
4. Click on the button under **Colors** to display the drop down menu.
5. Choose **High Color** or **True Color**.
6. Click **OK**.

You may need to restart your computer to apply the new color setting.

MANAGING INTERNET ACCESS

If your computer can connect to the Internet from outside of COIN Jr. for Windows, you will be able to connect from inside of COIN Jr. for Windows. However, you can turn Internet access on and off.

When you install COIN Jr. for Windows, Internet access is turned off. To allow Internet access, follow these steps:

1. Start COIN Jr. for Windows.
2. Double click on the “coin3” logo at the bottom right corner of the screen.
3. Enter **coin** in the password box on the CONFIGURATION OPTIONS screen and click **OK**.
4. Click on the **Allow Internet Access** check box and click **OK**.

CHANGING THE DEFAULT INTERNET BROWSER

When connecting to an Internet site, COIN Jr. for Windows uses your installed Internet browser. The default Internet browser for Windows 95/98/NT/2000 is Microsoft’s Internet Explorer; however, you can use a different browser (such as Netscape Navigator). To do so, you must change the default browser for the html file type.

Changing the Internet Browser:

1. Locate your browser's executable program (**extension .exe**). Check the properties of your browser's icon to find its file path. (Right mouse click on the shortcut and select **Properties**).
2. Double click on the **My Computer** shortcut on your desktop
3. Click on **View** on the **My Computer** menu bar.
4. Click on **Options**.
5. Click on **File Types**.
6. Choose **URL:HyperText transfer protocol**.
7. Click on **Edit**.
8. Click on **Edit** in the Edit type file box.
9. In the **Application Used to Perform Action** box, type in the full path for your browser. (or use the browse button to find the browser).
10. Click **OK**.
11. Click **Close**.
12. Choose **Internet document (HTML)**.
13. Repeat steps 7 through 11.
14. Click **OK** to close the Options menu.
15. Close the **My Computer** folder.

If you have any questions or need assistance running COIN Jr. for Windows, call the COIN Technical Support Department at 1-800-274-8515.

COIN Jr. for Windows Overview

There are four options on the Main Menu:

CAREER TARGETS SEARCH

Students who have used the Career Targets booklet can access occupation information based on the results of the Interest Assessment in Part I. When this main menu item is selected, a screen appears that contains two search variables: Career Clusters and Education Level. The Career Clusters search allows you to choose your top three career clusters based on your Career Targets assessment results. After selecting your career clusters, you can then move to the Education Level search and select one or more levels of education desired. Notice that the Found button at the bottom left of the screen will indicate the number of occupations that match your search criteria.

To Generate The List of Found Occupations

Click on the **List Occupations** button. You will be presented with a list of occupations that matched the search criteria you chose.

To Choose An Occupation

Either click once on the occupation and click once on the **Display Occupation** button, or double click on the occupation. Once you are in an occupation profile, you can jump to different parts of the profile by simply clicking on one of the hyper links (the underlined blue text). You can always come back to this list of hyper links by clicking on the blue **Top** button at the bottom of the screen.

To Learn Why An Occupation Was Not An Exact Match

Under the **EXACT MATCHES** button, you will see a button that reads **1 of 2** if you chose both career clusters and an education level for your search criteria. Click on the **1 of 2** button and then choose an occupation from the list. You will see that the occupation name appears in the top bar at the top of the screen. Click once on the occupation title. You will see a list of the search criteria you chose. Each item is identified as a Match or Not a Match.

To Compare Two Occupations Side-by-Side

When you choose two occupations, a **Compare** button appears at the bottom of the screen. When you click on **Compare**, the two occupations appear side by side. Choose an item from the list of hyper links and both occupation profiles will automatically jump to that section. You can also scroll through each profile if you choose. If you would like to print these two occupations, you will need to click on the **Print Document** button once for each occupation.

To Print A List of The Occupations

The **Print List** button prints the list of occupations and the search criteria you selected to generate this list.

OCCUPATION SCAN

Click on the **Occupation List by Title** button near the bottom left hand corner of the screen to access a list of all major occupation titles in the system. These occupations can be searched for by using the alphabet box near the top of the screen. To search for a specific occupation, simply click on the letter that is the first letter of the occupation title.

To Choose an Occupation

Either click once on the occupation title and click once on the **Display Occupation** button, or double click on the occupation title. Once you are in an occupation profile, you can jump to different parts of the profile by simply clicking on one of the hyper links. You can always go back to the beginning of the profile by clicking on the blue **Top** button at the bottom of the screen.

To Compare Two Occupations Side-by-Side

Click once on any two occupations in which you are interested, and they will appear in the **Compare Two Occupations** box in the lower right hand corner of the screen. Click on the **Compare Two Occupations** button to view the occupations side by side on the screen. Choose any item from the list of hyper links and both occupation profiles will automatically jump to that section. You can also scroll through each profile if you choose. If you would like to print these two occupations, you will need to click on the **Print Document** button once for each occupation.

Fast Track Occupations

At the top of the alphabet box, you will see a button labeled **Fastest Growing Occupations**. Click on this button to view the occupations that are expected to have fast growth in the number of new jobs and percent increase from now to 2014. To toggle between Fastest Growing Occupations based on number of new jobs and Fastest Growing Occupations based on the percent increase, click on the **By Number/By Percent** button. Within these lists, you can still display occupations, compare two occupations, and print these lists.

Print List Function

To simply print a list of all major occupations and occupational specialties that begin with a certain letter, click on the **Print List** button.

Click on the **Occupational Specialties List** button near the bottom left hand corner of the screen to access a list of all major occupation titles and occupational specialties in the system. Major occupation titles are in all capital letters; occupational specialties are in upper and lower case letters. These occupations and occupational specialties can be searched for by using the alphabet box near the top of the screen. To search for a specific occupation or occupational specialty, simply click on the letter that is the first letter of the occupation title.

To Choose a Major Occupation

Either click once on the occupation title and click once on the **Display Occupation Detail** button, or double click on the occupation title. The occupation profile will then appear on the screen.

To Choose an Occupational Specialty

Either click once on the occupational specialty title and click once on the **Display Occupation Detail** button, or double click on the occupation specialty title. A small box will appear giving a brief description of that occupational specialty. To view which major occupation the occupational specialty relates to, click the **Display Related Occupation** button. You will go directly to that major occupation profile.

Print List Function

To simply print a list of all major occupations and occupational specialties that begin with a certain letter, click on the **Print List** button.

HIGH SCHOOL SUBJECTS SCAN

A list of all 101 high school subjects in the system appears in alphabetical order on the screen. Simply scroll up and down to look at the list.

To Choose a High School Subject and Its Related Occupations

Either click once on the high school subject and click once on the **Display Related Occupations** button, or double click on the high school subject. You will then get a list of all the occupations related to that high school subject. To view and/or print one of these occupations, either click once on the occupation and click once on the **Display Occupation** button, or double click on the occupation.

Print List Function

To simply print either the high school subjects list or an occupation list related to a specific high school subject, click on the **Print List** button.

INTERNET RESOURCES

Internet Resources provides a variety of website links that relate to school subjects and career exploration. Click on any of the blue hyperlinks to go directly to the site that interests you.

Occupations

Accountant
Activities Therapist
Actor
Actuary
Administrative Assistant
Administrative Support Supervisor
Advertising Account Executive
Advertising Agent
Advertising Director
Aerospace Engineer
Agricultural Engineer
Agricultural Scientist
Air Traffic Controller
Aircraft Mechanic
Ambulance Attendant/Driver
Anesthesiologist
Animal Caretaker
Anthropologist
Apparel Worker
Architect
Archivist & Curator
Art Director
Art Therapist
Astronomer
Athletic Director
Athletic Trainer
Audiologist
Auditor
Automobile Salesperson
Automotive Body Repairer
Automotive Parts Service Clerk
Automotive Service Advisor
Automotive Technician
Bank Teller
Barber
Bartender
Bellhop/Bell Captain
Bill & Account Collector
Billing Clerk
Bindery Worker
Biological Scientist
Biomedical Engineer
Biomedical Equipment Technician
Blacksmith
Boilermaker
Bookkeeper & Accounting Clerk
Botanist
Brickmason/Stonemason
Broadcast Technician
Budget Analyst
Building Manager
Bulldozer Operator
Bus Driver
Camera Operator
Career & Technology Education Teacher
Carpenter
Carpet Installer
Cashier
Cement Mason
Ceramic Engineer
Chemical Engineer
Chemical Equipment Operator
Chemist
Childcare Worker
Chimney Sweep
Chiropractor
Cinematographer
City Manager
Civil Engineer
Clergy
Clinical Laboratory Technologist
Clothes Designer
College Faculty Member
Commercial Artist
Compositor & Typesetter
Computer Engineer
Computer Service Technician
Computer Operator
Computer Programmer
Computer Systems Analyst
Computer-Control Machine Tool Operator
Computer-Control Tool Programmer
Construction & Building Inspector
Construction Laborer
Construction Manager
Cook/Chef
Copywriter
Correctional Officer
Cosmetologist
Cost Estimator
Counter & Rental Clerk
Court Administrator
Court Clerk
Court Reporter
Credit Manager
Cosmetologist
Customer Service Representative

Customs Inspector
Dancer/Choreographer
Data Entry Keyer
Database Administrator
Dental Assistant
Dental Hygienist
Dental Laboratory Technician
Dentist
Designer
Diagnostic Medical Sonographer
Dialysis Technician
Diesel Service Technician
Dietitian & Nutritionist
Director/Producer
Dishwasher
Dispatcher
Dispensing Optician
Drafter
Drywall Installer & Lather
Economist
Education Administrator
Educational Counselor
Electrical Line Installer & Repairer
Electrical & Electronics Engineer
Electrician
Electrocardiograph Technician
Electroencephalographic Technician
Electromechanical Equipment Assembler
Electronic Equipment Repairer
Electronics Technician
Elementary School Teacher
Elevator Installer/Repairer
Emergency Medical Technician
Employment Specialist
Energy Conservation & Use Technician
Engineering Technician
Environmental Science Technician
Equipment & Vehicle Cleaner
Executive Secretary
Farm & Home Management Advisor
Farm Equipment Mechanic
Farm Worker
Farmer/Farm Manager
Fashion Coordinator
Federal Law Enforcement Agent
File Clerk
Financial Manager
Firefighter
Fish & Game Warden
Fisher/Hunter/Trapper
Fitness Trainer & Aerobics Instructor
Flight Attendant
Floral Designer
Florist
Food Service Manager
Food & Beverage Service Worker
Forensic Scientist
Forester & Conservation Scientist
Forestry Worker
Fork Lift Operator
Freight, Stock & Material Mover
Funeral Director
Gardener & Groundskeeper
General Maintenance Mechanic
General Manager/Top Executive
General Office Clerk
General Supervisor
Geographer
Geologist & Geophysicist
Glazier
Graphic Designer
Hazardous Waste Manager
Health Club Manager
Health Information Technician
Heating & Cooling Technician
Heavy Equipment Service Technician
Highway Maintenance Worker
Home Appliance Repairer
Home Entertainment Equipment Repairer
Home Health Aide
Hotel/Motel Manager
Housekeeper
Human Resources Specialist/Manager
Industrial Designer
Industrial Engineer
Industrial Hygienist
Industrial Machinery Mechanic
Inspector & Compliance Officer
Inspector & Tester
Insulation Worker
Insurance Claims Adjuster & Examiner
Insurance Sales Agent
Insurance Underwriter
Interior Designer
Interpreter & Translator
Janitor
Jeweler & Watch Repairer
Journalist
Judge
Landscape Architect
Laser Technician
Laundry/Dry Cleaning Machine Operator

Lawyer
Legal Secretary
Librarian
Library Technical Assistant
Licensed Practical Nurse (LPN)
Loan Clerk & Credit Authorizer
Locksmith
Lumber Production Worker
Machinist
Mail Carrier
Mail Clerk & Messenger
Maintenance Supervisor
Management Analyst & Consultant
Manufacturers' Representative
Marine Biologist
Marine Engineer & Architect
Market Research Analyst
Marriage Counselor
Mathematician
Meat Cutter
Mechanical Engineer
Media Specialist
Medical & Health Services Manager
Medical & Scientific Illustrator
Medical Assistant
Medical Laboratory Technician
Medical Records Administrator
Medical Social Worker
Medical Technologist
Medical Transcriptionist
Merchandise Displayer
Metal/Plastic Working Machine Operator
Metallurgical/Materials Engineer
Meteorologist
Microbiologist
Millwright
Mining & Geological Engineer
Model
Motion Picture Projectionist
Motion Picture/Radio/TV Art Director
Music Therapist
Musical Instrument Repairer
Musician & Composer
Nuclear Engineer
Nuclear Medicine Technologist
Nuclear Quality Control Inspector
Nurse Anesthetist
Nurse Midwife
Nurse Practitioner
Nursery Worker
Nursing Aide
Occupational Therapist
Occupational Therapy Assistant
Oceanographer
Office Machine Operator
Office Machine Repairer
Oil & Gas Drilling Operator
Operations Research Analyst
Ophthalmic Laboratory Technician
Optical Technician
Optician
Optometric Assistant
Optometrist
Orthotist & Prosthetist
Packer/Packager
Painter & Paperhanger
Painting/Coating Machine Operator
Paralegal
Park Ranger
Parking Lot Attendant
Parole & Probation Officer
Payroll Clerk
Perfusionist
Pest Controller
Petroleum Engineer
Pharmaceutical Sales Representative
Pharmacist
Pharmacy Technician
Photoengraver & Lithographer
Photographer
Photographic Process Worker
Physical Therapist
Physical Therapy Assistant
Physician
Physician Assistant
Physicist
Pilot
Plasterer
Plumber & Pipe Fitter
Podiatrist
Police Officer
Postal Clerk
Postmaster & Mail Superintendent
Power Plant Operator
Precision Assembler
Prepress Technician
Preschool Teacher
Preschool Worker
Principal
Printing Machine Operator
Private Detective
Production Coordinator

Professional Athlete
Property & Real Estate Manager
Psychiatrist
Psychologist
Public Administrator
Public Relations Specialist
Purchasing Agent
Quality Control Inspector
Radiation Therapist
Radio Operator
Radio/TV Announcer and Newscaster
Radiologic Technologist
Rail Transportation Worker
Railroad Engineer
Range Manager
Real Estate Appraiser
Real Estate Sales Agent
Receptionist & Information Clerk
Recreation Program Director
Recreation Worker
Recreational Therapist
Refuse Collector
Registered Nurse (RN)
Rehabilitation Counselor
Religious Worker
Research Assistant
Reservation & Ticket Agent
Respiratory Therapist
Retail Salesperson
Retail Store Sales Manager
Riveter
Robotics Technician
Roofer
Roustabout
Sailor & Deckhand
Sales Engineer
Science Technician
Secondary School Teacher
Secretary
Security & Fire Alarm System Installer
Security Guard
Service Station Attendant
Services Sales Representative
Sheet Metal Worker
Ship Loader
Shipping & Receiving Clerk
Shoemaker & Repairer
Sign Painter & Letterer
Small Engine Mechanic
Social & Human Services Assistant
Social Scientist

Social Service Aide
Social Worker
Sociologist
Software Designer
Soil Scientist
Solar Energy System Installer
Sound Engineer
Special Education Teacher
Speech-Language Pathologist
Sports Instructor/Coach
Stationary Engineer
Statistical Clerk
Statistician
Stock Clerk
Stockbroker
Structural Metal Worker
Substance Abuse Counselor
Surgeon
Surgical Technologist
Surveyor & Cartographer
TV & Radio Repairer
Taxi Driver & Chauffeur
Teacher Assistant
Technical Sales Representative
Technical Writer
Telecommunications Equipment Repairer
Telecommunications Installer & Repairer
Telephone Installer & Repairer
Telephone Switchboard Operator
Textile Machine Operator
Tile Setter
Tool & Die Maker
Transportation Manager
Travel Agent
Truck Driver
Upholsterer
Urban & Regional Planner
Vending Machine Repairer
Veterinarian
Veterinary Assistant/Technician
Vocational Rehabilitation Counselor
Waiter/Waitress
Water Treatment Plant Operator
Website Designer
Welder
Wholesale & Retail Buyer
Wholesale Sales Representative
Wildlife Biologist
Woodworker
Word Processor
Writer & Editor
Zoologist