

# **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

**Installing COIN Jr. for Windows**

**Installing COIN Jr. for Windows on a Network**

**Running COIN Jr. for Windows from the CD-ROM**

**Running COIN Jr. for Windows on a Novell Network**

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**Managing Internet Access**

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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.

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# COIN Jr. for Windows Overview

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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