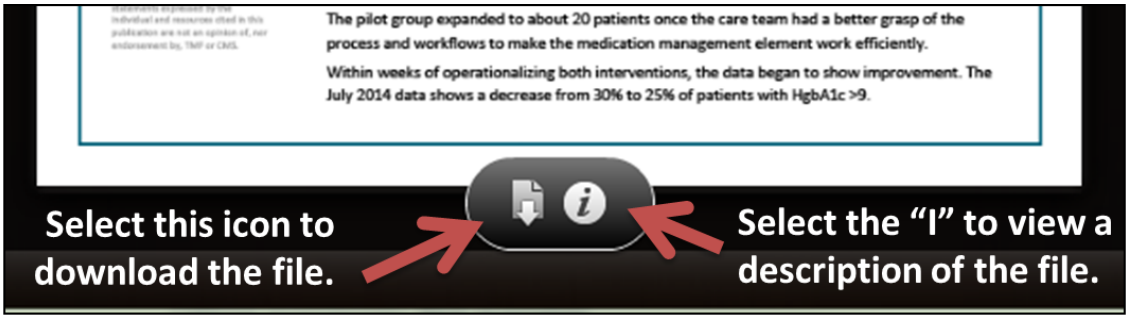
Quick Start Guide

for the CPC Pathways Portfolio

Welcome to the Pathways Portfolio. Although it looks like a single PDF, this PDF Portfolio is collection of individual files organized in folders by type. Read on for information on how to use this tool.

Quick Tips to Navigate the Portfolio:

- **Open files or folders:** To open files or folders, double-click on the icon.
- **Locate what you're looking for:** To search for specific content, locate the "search" bar in the upper right corner of the Portfolio display. Enter your key words and press enter. Note that you can expand the results box by clicking and dragging on either of its lower corners.
- **Explore the contents:** To learn more about any file, double click on the file to enlarge it. Hover your cursor over the open file and look for a lowercase "i" in a white circle near the bottom. Clicking on this symbol will reveal the information panel, which displays a brief description and key word (or "tags") associated with this content.



- **Save useful files:** There are two ways to download (or "extract") a file. When viewing the file icon, download the file by hovering your cursor over the document and clicking on the downward arrow icon (see illustration above). Or, go to the menu at the top and select "Extract File from Portfolio." Following either action, the Portfolio will prompt you to select a location on your computer where you will save the extracted files.