



Careerscape

Adviser's Guide



Using the Careerscape Multimedia DVD

Careerscape is supplied in DVD disc format.

Careerscape can be run directly from the DVD or you can install some or all of its components to the hard drive of a computer.

Follow the instructions below to start the DVD menu screen, which provides access to detailed installation instructions.

1. Close any programs that are already running on the computer.
2. Put the Careerscape DVD in the correct disc drive.
3. If the menu does not appear: click 'Start' on the task bar and select 'Run'.
4. Type "D:\menu32.exe" (this assumes the disc drive letter "D:\". You may need to use an alternative drive letter, eg, "H:\menu32.exe").
5. Click 'OK'.
6. Select 'Installation Instructions' from the menu for important, detailed guidance on how to install Careerscape.

Information in Careerscape

Careerscape contains high-quality articles, grouped into five main sections.

Career Details - these articles give detailed and accurate information on over 700 careers, plus higher education courses linked to most level 5 careers.

Career Families - articles that are particularly useful for clients in the early stages of career planning, but who are interested in a particular occupational area. Each article gives an overview of an occupational area and brief details of the careers in that area.

Subject Links - these articles contain information on a wide variety of school and college subjects and how they are related to careers. These are useful for clients who may wish to research careers based on the subjects they particularly enjoy.

Higher Education - search for HE course information based on keywords, region and level. Institution and course details are provided by UCAS.

General Information - these articles cover topics in the General Information section of the Connexions Resource Centre Index and the 'A' CLCI section of the careers library. The articles cover all areas of education, training, and employment. The 'Lifestyle: 13 to 19 Year Olds' section covers a range of topics relevant to the age group targeted by the Connexions service.

Your local information in Careerscape

Careerscape can display local information in career articles, and in the Connexions-related 'Lifestyle: 13 to 19 Year Olds' articles.

Program settings

To enable local information:

- Open the Careerscape Program Settings (Career scope>Settings>Password "carmgr").
- Under the 'Local information file path' click on "Browse" and browse to the path you wish to store the information. On a standalone computer the default would be: "C:\Program Files\Cascaid\Careerscape\localinfo\".
- Click "OK".

Local information files

To enter and display your localised information in Careerscape:

1. Create all of your local information in a word processor.
2. Save the information for each career as a plain text file (.txt) or as a HTML file (.htm), using the CASCAiD job number as the file name.
3. Copy the files into the LocalInfo folder in your Careerscape installation or any folder specified by you (See Program settings above).

You should then be able to see Local Information sections in each of the careers for which a text or HTML file exists.

Note: Each local information file name needs to correspond to it's CASCAiD job number. Eg, local information for Engineer needs to be named "10904.txt" or "10904.htm". CASCAiD job and article numbers are available from CASCAiD Customer Services Tel: 01509 226868 or Email: enquiry@cascaid.co.uk.

Local information files created as text files will print out in the same style as the rest of the career details in Careerscape.

Simple HTML tagging can be used to format data. Local information files created as HTML files will retain their given format, when printed. They can also have active weblinks (as long as this is enabled in the Program Settings).

Transfer

To transfer local information to Careerscape from the previous version:

- Use Windows Explorer to find the Careerscape v8 local information files – they will be a series of text or HTML files with names such as "10904.txt" or "10904.htm". By default they are in the \Careerscape \localinfo folder.
- Copy them and paste them into the Careerscape local information folder (\Careerscape \localinfo).

The local information will now be displayed when Careerscape is run.

New features in Careerscape

Information Update – All the careers, subject and lifestyle information within the program has been checked and updated where necessary to ensure it is up-to-date and accurate.

Photos and Case Studies – New photographs and case studies have been added to illustrate careers, as well as new career titles.

Support Materials - All support materials to accompany Careerscape have been updated. These can now be downloaded from **www.cascaid.co.uk**. There is a link within the Program Settings

directly to the Careerscape support resources page. New and updated resources will be added throughout the year.

Finding Information in Careerscape

The Careerscape user can access articles through a series of easy to use screens. Each screen is supported by an instant 'pop-up' help system giving the user information about the different options available.

Career Details - the user can select a specific career from lists which match one or more Career Levels (qualifications/level of experience and skill), Industries (based on CRCI / CLCI groupings) or Types of Work (skills and interests). A combination of these selection factors can also be used.

Alternatively, the user can make a selection by typing in the name of a career that they have an interest in.

Career Families - Career Families are grouped into Business, Service, Creative and Technical. Some Career Families articles appear in more than one category.

Subject Links - these are listed in A-Z order.

Higher Education - the user can search for HE course information using the selection factors of keyword, region and level. Results are provided by UCAS.

General Information - these articles are grouped into Employment, Education and Training, and Lifestyle: 13 to 19 Year Olds.

When the user selects a Career Family, Subject Link or General Information category from the Main Menu screen, a list of articles in that category appears. The user can then select an article title from the list to view the information.

Navigation

Navigating the Careerscape database is made easy

by two buttons always available on the navigation bar:

- **Main Menu:** wherever they are in the program, clicking on the 'Main Menu' button will take the user back to the Main Menu screen.
- **Back:** the 'Back' button takes the user back one step to the previous screen visited.

Other useful Careerscape features

Quick Tour - an easy to follow multimedia introduction to the program, outlining its main features.

Colour-coded screens - each main section of the program is colour-coded to aid navigation.

Optional speech and sound - each of the main screens has a short introductory narrative to make the program easier to use.

Program Settings menu - a user-friendly menu allowing you to control and customise many of Careerscape's features. The menu is accessed from the 'Options' button on the navigation bar.

Articles

Case Studies - users can gain useful inside information by reading interviews with people who work in many of the careers described in Careerscape. Many contain audio clips of interviews.

CRCI/CLCI codes - by default Connexions Resource Centre Index (CRCI) codes are displayed in articles, and also appear on all printed copies of articles. To use Career Library Classification Index (CLCI) codes, click on the check box in Program Settings to disable CRCI code display.

Glossary - plain and simple explanations of key words and phrases that appear in the text. Glossary links appear as red underlined text. Click on the link to view the Glossary item.

Internet links - many articles contain live web and

email links, giving instant access to organisations and resources on the Internet. The links appear as blue underlined text in an article's 'Further Information' section.

Wordsearch - gives the user a powerful tool to search the Careerscape database for articles or HE courses containing specific words and phrases.

Related Articles - these are shown as green underlined text that the user can click on to take them to a related article. For example, when reading the Subject Link 'Science GCSE', the user can click on the Career title 'Agricultural Engineering Technician' to go straight to that article.

Adult Opportunities - many career articles contain accurate, up-to-date statistical information about employment styles, such as part-time employment and flexible hours.

Bookmarks

Articles - any article in Careerscape can be added to a bookmark list so the user can go back to the article and read it again, or print it from the Bookmarks screen.

Course Information - course details can also be added to a bookmark list.

Bookmarks can also be saved, so users can retrieve their list of favourites from a previous session. This option can be disabled in Program Settings, if necessary.

Search facilities

Search tool - a free text Search tool appears on many screens, allowing users to search the Careerscape database quickly and efficiently.

Photos

Integral career photos - clear, bright pictures of people at work, which the user can print out or copy to other programs, accompany many of the Career Details articles.

Photo captions - over 3,200 spoken photo captions to assist users who have reading difficulties.

Video

Video Show screen - allows users to make video selections from the complete list of Careerscape videos. Create your own video presentation on a continuous loop, for use in careers lessons, careers fairs, parents' evenings etc.

Video Screen Saver - useful for an open access environment, Careerscape will automatically display a random selection of videos after a ten minute delay period without user input. Click with the mouse button to return to Careerscape. This feature can be disabled in the Program Settings menu.

Printing

Articles - any article in Careerscape can be printed. An option to print career photos and Glossary items is also available. The user can enter their name to be included on the print-out. Case Studies can also be printed.

Multi-selector - printing is also available from the multi-selector screen. First the user must generate a career list by selecting one or more selection factors. Clicking on the Print button will produce a print-out of the selection factor(s) chosen and the matching careers.

Optional print styles - users can choose from five layout styles, including three leaflet formats and a large print style (styles can be disabled using the Program Settings menu). Users can also save any article in HTML format, for emailing or printing later.

Bulk print - this feature is available within the Program Settings screen. This allows an adviser to make printed copies of all of the articles in Careerscape, or select groups of articles for printing, all at the touch of a button and replenish the leaflet stock in your careers library.

Printing your organisation's logo - if you have a bitmap of your organisation's logo, Careerscape can include it on the title page of each article you print.

Simply name your bitmap "Locallogo.bmp" and copy it to the main Careerscape folder. Careerscape will then automatically print the logo on each print-out you make.

Print setup - users can access the system Print Setup options from the Careerscape print dialog box, by clicking the 'Printer Setup' button. This option can be disabled if required.

HTML print - users can print information to an HTML file, allowing an article to be saved in a user's area on a network, or which advisers can email to clients.

Links to other programs

CASCAiD's matching programs - if either of CASCAiD's careers matching programs, Kudos or Adult Directions, are installed on the same computer or network as Careerscape, the user can link directly to them by clicking on 'Links' in the 'Options' menu on the navigation bar.

Help

Online help - Careerscape has a complete online help system that can be accessed via the Help button on the navigation bar.

Contacting CASCAiD

Our products are regularly updated and we welcome your comments and suggestions.

CASCAiD Customer Services

Tel: 01509 226868

Fax: 01509 226869

CASCAiD Technical Support

Tel: 01509 226885

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