How to Use Instructor Resources CD-ROM to Accompany

HILLCREST MEDICAL CENTER:
BEGINNING MEDICAL TRANSCRIPTION

7TH EDITION

The Instructor Resources CD-ROM to accompany *Hillcrest Medical Center: Beginning Medical Transcription*, 7th edition is located in the back of the Instructor's Manual and is divided into these major sections:

- *Dictation Transcripts* includes all of the medical report transcripts to the 105 audio dictations in Microsoft Word® format. Use these transcripts to grade student work.
- *Using Compare and Merge* contains time-saving directions on using the Compare and Merge feature in Microsoft Word® to grade student work.
- New! *Instructor Slides* created using Microsoft PowerPoint® provide information that correlates with Sections 1 and 3 and the Appendix of the text-workbook. Use for student note-taking, in-class lectures, and as part of a distance learning course.
- New! *Written Quizzes* offers all quizzes found in the Instructor's Manual in Microsoft Word® format so you can print, save, and edit the quizzes.
- *Certificate of Completion* provides a PDF certificate you can hand to your students once they complete the course.

Minimum System Requirements:

PC:
- Operating System: Windows XP w/ SP2, Vista, 7
- Hard Drive space: 200MB
- Screen resolution: 1024 × 768 pixels
- 8× CD-ROM or DVD-ROM drive
- Sound card and listening device required for audio features
- An Internet connection, Firefox 3 or Internet Explorer 7 & 8 for Internet based content
- Microsoft Word® is required to edit the Instructor's Manual and Microsoft PowerPoint® is required to edit the presentations

Mac:

- Operating System: Mac OS X 10.4, 10.5, 10.6
- Microsoft Office® 2004 or greater (for viewing files)
- Hard Drive space: 200 MB
- Minimum Screen resolution: 1024 × 768 pixels
- 8× CD-ROM or DVD-ROM drive
- Listening device is required for audio features
- An Internet connection, Firefox 3 or Safari 4 for Internet based content

PC Setup Instructions:

1. Insert disc into CD-ROM drive. The program should start automatically. If it does not, go to step 2.
2. From My Computer, double-click the icon for the CD drive.
3. Double-click the *start.exe* file to start the program.

Mac Setup Instructions

1. Insert disc into CD-ROM drive. The Cengage icon will pop up on your desktop and a window should pop up with a file called *start*. If it does not, go to step 3.
2. Double-click the *start* file, to start the program.
3. Click on the Cengage icon on your desktop. Go to Step 2.

Technical Support:
Telephone: 1-800-648-7450
8:30 AM – 6:30 PM Eastern Time
E-mail: delmar.help@cengage.com

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INTRODUCTION

Hillcrest
medical center