

2006 User Guide
**Career
Futures[®]**

A step-by-step guide for Students



Module 2:

Get Information About Occupations

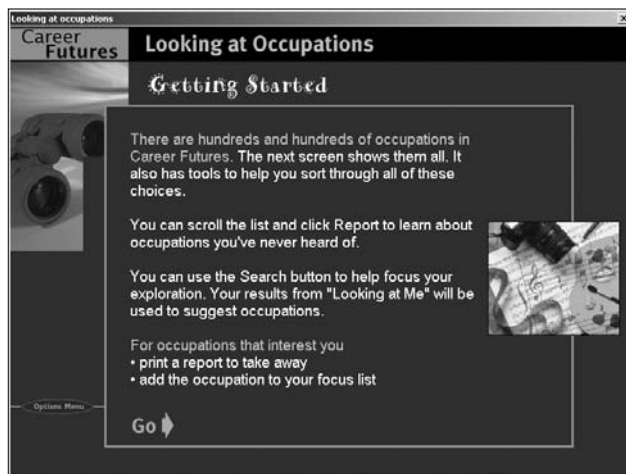
BRIDGES
Explore • Plan • Achieve

Module 2: Get Information About Occupations



To Start

1. Click **Looking at Occupations** from the *Career Futures* Options Screen.



2. Click **Go**.

To Find an occupation on the list

3. Notice the *All Occupations* list in the top window.



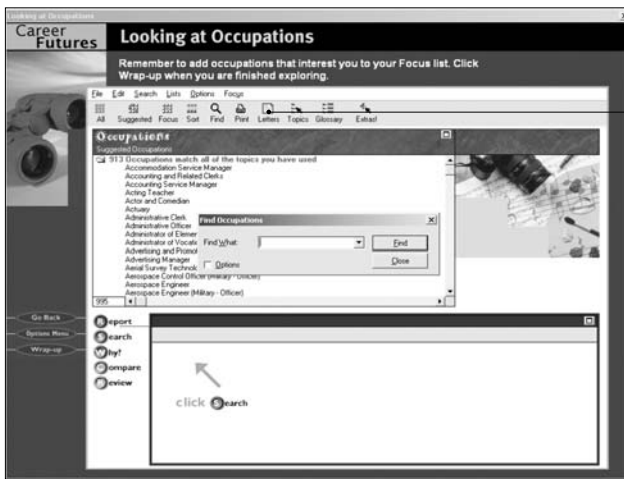
Scroll down the alphabetical list and find the occupation that you are looking for by clicking on the downward arrow at the bottom right of the list.

Click on any occupational title on the list (such as *Actor and Comedian*). Click **Report**.

A report is shown in the bottom window (Report for *Actor and Comedian* is shown).

Module 2: Get Information About Occupations

For a faster way to find an occupation, use the Find button

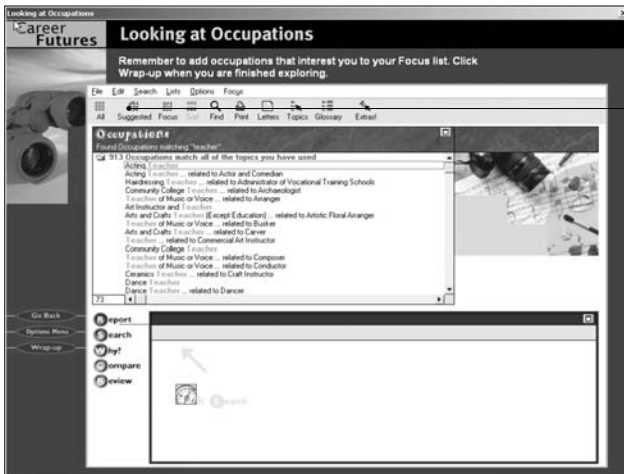


- Click the **Find** button at the top of the screen (and a box will appear).

Type in the name of an occupation (use one word such as *teacher*) in the Find What box. You may also type alternate titles. For example, if you type "Doctor", the program will show Physician.

Click **Find**.

(The program will bring up the occupation titles that contain the word that you entered.)

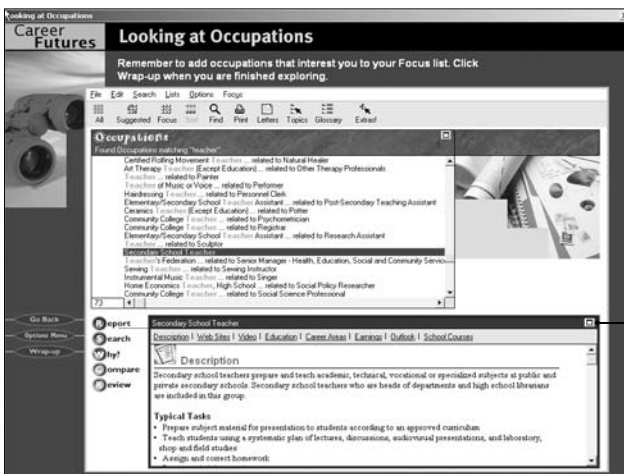


- A *Found Occupations* list is shown in the top window.

In this example, the Found Occupations are jobs that have the word teacher in the title.

(Note: To return to the all occupations list in the upper window, click **All** at the top left of the screen.)

To See an Occupation Report



- Click on any occupational title from the Found Occupations list. In this example, *Secondary School Teacher* is selected. Click **Report**.

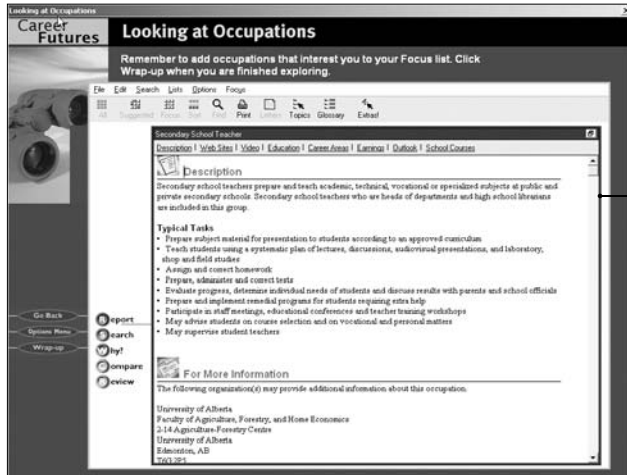
A report is shown in the bottom window.

To Print report

Click **Print** at the top of the screen.

Hint: To make the report larger on the screen, click the **maximize** button at the top right of the report window.

Module 2: Get Information About Occupations



7. After the maximize button is clicked, the report now covers the whole screen. (Note: Use of the Maximize/Minimize button is not required. It is for ease of viewing only.)

To make the report smaller, click the **minimize** button.

Look Here



Explore • Plan • Achieve

Suite 200 - 1628 Dickson Ave., Kelowna, BC V1Y 9X1

1-800-281-1168 www.bridges.com tech-support@bridges.com

Career Futures, Bridges and designs are registered and unregistered trademarks of Bridges Transitions Inc. Copyright © 2005 Bridges Transitions Inc. All rights reserved.