Hello and welcome to today's microlearning topic on the M28C. I am Tanya Lunn, training specialist with VR&E service, and I'm here, along with Mr. Christopher Scott from the procedures team and we are going to show you how best to use the M28C. How's it going, Chris? I'm doing fine, Tanya.

Thanks for having me and excited, have you here and for you to show us how all of this works. So, I will pass this on to you, so take it away, Chris.

Today, we're going to talk about the M28C and how to successfully navigate throughout the chapters. As in our previous video, we started here on our landing page, also known as the splash page. From here I want to bring your attention over to the table of contents.

As stated, before in the previous video, if we go to the table of contents, it will bring us to a list of all the different chapters that we can go through throughout the M28C. If I want to go to one of those chapters, I can simply click on the hot-link, and it will pull up that

chapter in additional tab inside your browser.

As you can see, we are right here on the Chapter 2. While we're here on Chapter 2, I want to bring your attention to this top portion right here. Which is called the navigation bar. Every chapter has its own navigation bar, and it consists of the table of contents hyperlink.

Glossary of terms hyperlink and VR&E resources.

Also, you have the previous chapter and next chapter by simply clicking on either one of these, it'll bring us either to the previous chapter or to the next chapter.

Getting back to our table of contents, if we look over here to the left, I want to bring your attention to this navigation here. These are different hot links as we go into the M28C, you can use these as you go.

By simply clicking on any which one of these, so to bring us back to the landing page, I'm going to click on the M28C. And here we go.

Now let's bring our attention over to the different sections up here. So, in here I'm going to click on part one and as I click on part one, it's going to bring into a different section. If I click on the section, it will then bring us to the different chapters and in this example, I'm going to choose chapter one.

Once I choose chapter one, it's going to bring us there, but I want you to take attention to this navigation bar up here. Notice how it has grown in our previous example. We just have the M28C and the table of contents. But as we've gone through this, we have the part, the section and then lastly the chapter. If I decide to go back, say for instance, I go back to the section I just click on that hot link and there I am. Now I have a choice of whether I want to look at the different chapters that are within that section.

Getting back to chapter one. Every chapter is also set up the same way. If you Scroll down to the very top of the page, you're going to notice that you have a mini table of contents that is specifically for this chapter.

You will have a main heading followed by subheadings. OK, and if we use these hyperlinks for navigation, if I click the upper link, it's going to bring us to the lower link. For example, if I click on 104 authority of

decisions. It's going to bring me down into the chapter where 104 authority of decisions is. If I click this link again from the lower part, it's going to bring me back up to the table of contents here.

Every chapter is designed the same way, and this is for ease of access, so that as you go through the chapters, some chapters are longer than others that you can easily go back and forth through the table of contents and into the actual content of the chapter.

The bottom of the page also has a back to top page, so if you click on that link, it'll simply bring you back to the table of contents where you first started.

At the bottom of the page, I want to bring your attention to a couple hidden features that are down here. The first one is the article feedback button and I want to stress at this point the article feedback button is not used in VR&E services. However, we do have another menu where we can add address and any comments that we want to add to this.

If I want to get out of this, I can go ahead and click on the X, and it is gone away. In addition to the right, we also had added to favorites. Now this adds to favorites. When I click on it is going to only add this chapter to my favorite to the M28C. These favorites are not added to your browser favorites. Very important distinguishing and I'll show you exactly where to find those here in just a second.

And the last feature is the print button. If we want to print this particular chapter we can go right here to the bottom, hit the print button.

Now if we have access to a printer, obviously we can ask it to go ahead and print it out, but if not and we want an electronic version, just make sure that this selection here is Microsoft print to PDF and you will go ahead and you will print this page as a PDF. And this is what it would look like. For now, let's go ahead and cancel that and we're going to bring our attention back to the top of the page. Remember down below I hit the favorites button, so I added that my favorites are always going to be listed right here in the red tab under my favorites. So, when I click on my favorites, it's going to bring me to a section of all the favorites that I've stored in the M28C. If I want to simply go to that

chapter, I can go ahead and click the hot link here and if I don't find that I need this anymore inside of my favorites, you can simply hit the X button and it will be deleted.

Moving back, let's get back to chapter one. As I Scroll down in every

chapter, you will find that there are various different hot links. Say for instance in this chapter we have a hot link that is bringing us back to the US code. If I click on that US code, it's going to bring this again into a different tab exactly to that place that we want to reference. We did this for a variety of reasons. As you know, the M28C has various regulations, policies, procedures, all types of different information that we are talking about throughout the chapter, and we wanted to make it as easy as possible for you to find that information rather than you having to leave the M28C and then go ahead and go through the US code to find it.

We decided to add those hot links throughout each chapter. Every chapter varies as to the amount of type of hot links under there. But they're in

there. If we Scroll down further, the manual itself is organized in a specific way, and for instance you're going to find that it is in a part section, chapter, paragraph, and subparagraph, just as it is displayed right here. This is important because when we're citing the M28C, we want

to pay attention to where that information is, and in an example, we have a proper citation which is located right here. So, if we make a citation

to say, for instance section 1A1, we're going to say M28C1A1

dot one A1 and that would be a specific citation to. This topic here under #1.

Scrolling back to the top, I want you to pay attention to the

right hand corner here where you will find a specific date. This is known as the update date or publish date for this chapter, and in this instance this chapter itself was updated on August 26, 2022. This date pertains to that. There was an actual publishing of this chapter. It will not tell you exactly what the publish in was you're going to have to refer back to the emails that are sent out regarding the updates to the M28C manual. But this does give you an indication the last time that this chapter was looked at, reviewed, or edited.

Another very important date that I'll bring your attention to if we Scroll down in the chapter, you're going to notice that you may find dates underneath the headings and in this here. This is known as what is called the change date. The change date is used to indicate any major change in policy or procedure. So, the change date allows us to say hey and in this instance. The date August 1st, 2020, twelve was the last time something significant happened within this section, and you'll notice that these change dates are going to be in different sections all the way through the manual. It's very important to note them because they do give us a little bit of a history of where things have come from and where we have now gone to.

Bringing us back to the landing page. This will conclude today's video in how to navigate successfully throughout the M28C. Thank you Chris for being here with us today and we look forward to other microlearnings on the M28C. We hope you all have enjoyed this demonstration and we will see

you next time.

Thanks for having me, Tanya.

Thank you and have a good day. Bye.