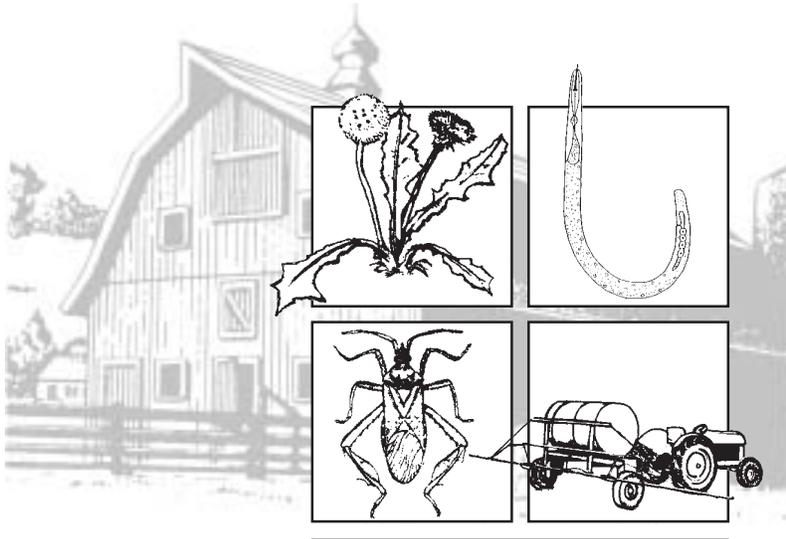




PESTICIDE APPLICATION TRAINING

Private Pesticide Applicator Manual **on CD**

User's Guide



Kansas State University
Agricultural Experiment Station and
Cooperative Extension Service

Kansas Private Applicator Training Course On CD

This program may be viewed in two ways: (1) Installed on the hard drive, or; (2) Run directly from the CD drive.

It is strongly suggested that it be installed on the hard drive if sufficient space is available. The program requires 250 megabytes (MB) of hard drive space. No files are installed in your system directory so it can be easily removed from your hard drive when you are through using the course—simply delete the entire directory in which it is installed.

Hardware Requirements

Before you load the program from the CD onto your hard drive, check your system. Doubleclick on the “My Computer” icon, then right click on each hard drive icon followed by a click on the “Properties” drop down menu. This will reveal how much hard drive space you have available (250MB required for this program). Once this is determined, close “My Computer” and right click on the icon followed by a click on the “Properties” drop down menu. The left tab (General) shows what processor your computer is using and how much RAM is available. You may be able to determine the speed of your CD drive just by reading the front of it. Look for 6X, 8X, etc. If it is not on the front of the drive you can find it in the manual that came with the drive.

- Pentium processor or better
- CD Drive (8X or better if KPAC is being run directly from the CD drive)

- Sound system
- Video adapter providing 640 X 480 resolution, or better
- Windows (95 is preferred)
- Approximately 250 MB of free hard drive space is required to install the program

Installing on Your Hard Drive

Insert the CD-ROM in your CD drive. On your Windows taskbar, click Start, then click Run. Enter D:\INSTALL.EXE if your CD drive is not D; substitute the appropriate drive letter. Click OK. You will be asked where you want to install the program. The default is C:\KPAC, but you can choose any valid drive/directory combination you wish. Click OK and the program will be installed on your hard drive in that location.

Running KPAC.EXE

Double click the KPAC.EXE sunflower icon to start the program. This icon will be found in the directory in which you installed the program on your hard drive. KPAC.EXE is located on the CD-ROM. If you opt to run it directly from the CD, just execute KPAC.EXE on the CD.

Browse Mode Versus Certification Mode

The program can be run in either of two modes. The first two screens you see are the title screens and the third screen allows you to choose which mode you want to use.

Browse mode allows the user to look at any of the 11 modules included in the program. No name registration is required

and no scores are recorded. It is suggested that you use **Browse** mode to test the program.

Certification mode requires that the user register his/her name, address, and all other information requested on the form. Scores are stored on the hard drive for later retrieval.

Score Retrieval

Scores are stored on the user's hard drive in C:\. They can be retrieved by pressing the "S" key from the Browse/Certification frame in the program. This is the same screen that asks user to select either **Browse** or **Certification** mode. Obviously, no scores will be available to display until at least one person completes the program for certification.

Private Applicator Certification Procedures With Compact Disk

This Private Pesticide Applicator CD, when viewed in certification mode, is an alternative training method for meeting the private pesticide applicator certification requirements to purchase and use restricted use pesticides. The **Browse** mode presents the same information for anyone not interested in meeting the certification requirements.

To use this certification method in the local county Research and Extension office, an appointment must be made with the Research and Extension office. Some county offices have dedicated computers and printers available during all office hours for this program. Other offices will have to share computer and printer time with the county personnel. It is in these cases where an appointment will be necessary.

Original and Reentry

The CD procedure is the same as when the manual is used. The applicator must study the information in the county office. At the end of each module, the applicator must answer a series of questions. The computer records the answers and upon completion of all 11 modules, a form is printed showing the applicator's name, address, etc. and the test (75% pass.) The county agent must send the computer printed form, application form and \$10 to the Kansas Department of Agriculture (KDA).

Renewal Certification

The Kansas Department of Agriculture will mail renewal materials (as in the past) and also indicate the new option of using the CD in lieu of the (paper) manual/examination. To use the CD option, an applicator who has a computer with the hardware requirements listed above, may prefer to arrange to "check out" the CD and return it on a specified date.

The applicator is responsible for completing the 11 modules, printing the form, and sending the form, fee, application, and all other required information to KDA to complete the renewal process.

Photographs and other illustrations are credited below

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