Begin using the CD

Home page

- Use the Home page to access the various features of the CD. If you hold your cursor over a button you will see a comprehensive description of that button’s function in the panel above.
- Click the button to be taken to that feature.
- The ‘HOW TO’ button in the top right corner of the Home page provides direct access to the topics covered in this document. Click it and select an item from the drop-down list.
Navigate the CD

Bookmarks

- The main method of navigating the electronic Teacher’s Resource is by using ‘bookmarks’. You can see these bookmarks in the navigation pane on the left of your screen when you have the coursebook open.

- The main components and special items, including the CD Home page, will always remain at the top of the list of bookmarks.

- Bookmarks that have further entries available inside them have a plus symbol (+) on the PC, or a small triangle pointing to the right on the Mac. Click on this symbol to expand the list of bookmarks.

- Fully expanded bookmark lists appear with a minus symbol (–) on the PC or a small triangle pointing down on the Mac. Click on this symbol to contract the list of bookmarks.

- Clicking on a bookmark will take you to that page/item.

- Some bookmarks may be too long to display fully. There are three methods available to see the full entry. If you hold your cursor still over the bookmark for a moment, the full text should appear. If there are many that you wish to see, click on the division between the bookmarks’ panel and the main window and drag it to make the bookmarks panel larger. If you prefer you can click on the ‘Options’ button at the top of the ‘Bookmarks’ panel and select ‘Wrap Long Bookmarks’. Long bookmarks will automatically wrap over multiple lines.
Use Adobe Reader to zoom, copy and paste

Zooming

To enlarge part of a page there are a number of approaches.

- The Dynamic Zoom tool is very effective—choose it from the drop-down list at the magnifying glass icon. Place the cursor over the area of the page you want to enlarge, hold down the mouse button and then scroll up and down to zoom the page in and out.

Or:

- Select the magnifying glass with the ‘+’ symbol. If this is not visible, click on the drop-down list beside the magnifying glass icon and select ‘Zoom In’. Click over the part of the page you want enlarged. This part of the page will be centred as you zoom in. Keep clicking to zoom in further.
• Select the magnifying glass with the ‘-’ symbol. If this is not visible, click on the drop-down list beside the magnifying glass icon and select ‘Zoom Out’. Click anywhere on the page to zoom out.

• To resize the page to fit the screen, click on the ‘Fit Page’ icon. This is located near the magnifying glass icon.

• When you have finished, click on the ‘Hand Tool’ icon to deactivate the ‘Zoom Tool’.
Copying an area of the page

You can use the ‘Snapshot Tool’ to frame a selected area of the page and copy it to the clipboard.

- Click on the ‘Snapshot Tool’ icon. Click and drag your mouse across the page with the button held down until you have framed the area to be selected.
- Releasing your mouse button will take a snapshot of the framed area and copy it to the clipboard.
- You can then paste this into another document in a different application, such as MS Word or MS PowerPoint.
- When you return to Adobe Reader there will be a dotted line framing the area you copied.
- Click and drag again to frame a different area, or select the ‘Hand Tool’ to deactivate the ‘Snapshot Tool’.
Copying text

- Choose the ‘Select Text’ tool from the menu bar.
- Hold the mouse button down and drag the cursor over the text to highlight what you would like to copy.
- Go to the ‘Edit’ menu and select ‘Copy’.
- This text can now be pasted into a different application, such as MS Word or MS PowerPoint.
**Copying images**

- Choose the ‘Select Image’ tool by clicking the drop-down menu next to the ‘Select Text’ tool on the menu bar.

- Point the mouse at a corner of the image so that the cursor changes from an arrow to a ‘+’ symbol. Hold down the mouse button and drag the ‘+’ symbol across the image until you have framed it. When you let go of the mouse button, the image will be highlighted.

- Go to the ‘Edit’ menu and select ‘Copy’.

- This image can now be pasted into a different application, such as MS Word or MS PowerPoint.
Use the Companion Website

Go to the Companion Website

To go to the live CW on the Internet, you can either use bookmarks or the button on the Home page of this CD.
Companion Website Home page

Browser Tune-Up

- On the Home page, select the ‘Click here to see the technical requirements for this site’ link.

- Take note of the required plug-ins. If you are unsure of what is installed on your machine, or whether your Internet browser is suitable, click on the ‘Browser Tune-Up’ icon.

- If you need to install an updated browser version or a plug-in, you may do so from the Browser Plug-in screen. A green ‘YES’ box under the ‘Got it?’ heading indicates that it is installed on your system. A red ‘NO’ box indicates that you do not have it installed on your system. If it is one of the required items noted earlier, click on the ‘Get it’ button to download. After you have downloaded it, you will need to install it on your computer.
**Help**

- If you would like to access online help, click on the question mark in the top right of the screen to call up 'Site Help'.

**Site search**

- To locate specific items in the Companion Website, type a phrase in the 'Site Search' box and click 'Go'.

**Navigating**

- Click on the arrow next to the 'Select' window to get a drop-down list, make your choice and then click on 'Go'.

- You may choose to go straight to a chapter, or to the Teacher’s Resource Centre.

- If you choose ‘Table of Contents’ from the drop-down list, you will see a site map. Expanding the table of contents using the ‘+’ and ‘−’ signs provides more detailed information in the site map.
Inside the chapters

- Each chapter opens with a list of learning outcomes for that chapter.
- Each chapter has a variety of components that may include auto-correcting Quick Quizzes and Review Questions, Technology Activities, Drag and Drop Interactives, Animations, QuickTime Videos and Web Destinations. (Sometimes, there are other components included that are unique to the website.) The menu bar on the left of the screen features links to all related content.

Quick Quizzes generally contain five review questions related to chapter content. Results are reported, and can be sent to any email address using the panel at the bottom of the results page.
**Review Questions** contain a variety of question types such as multiple choice, true and false, labelling, matching and fill-in-the-blanks.

- When multiple choice and fill-in-the-blank questions are repeated, the order of the answers is changed randomly.
- Where it is possible, automatic feedback is given for answers. Results are reported, and can be sent to any email address using the panel at the bottom of the results page.
- A ‘Hint’ button generally directs you to the most appropriate page in the coursebook to find the answer.

**Technology Activities** may be complex interactives that use technology to enhance the learning of concepts. Alternatively, they could be assignments that require the use of ICT (Information and Communication Technology).
Drag and Drop Interactives allow you to select the speed/level of difficulty at which you want to play (Easy, Moderate or Hard).

- Begin by clicking on the ‘Start’ button.
- If a label is dragged to the correct position, it stays in place. If not, it slips back into the list. In the meantime, the timer ticks on at the top left of the screen.
- You can repeat each game as often as you wish by clicking on the ‘Reset’ button.
Animations are designed to demonstrate concepts in a clear and visual way. Many are interactive and allow you to engage with the material.

QuickTime Videos are designed to offer an engaging alternative to help in understanding concepts. They may also demonstrate experiments that are difficult to show in the classroom.

Web Destinations take you to reliable, reviewed websites relating to the chapter content.

- Remember that you will need to be connected to the Internet for the hyperlinks to work.
Inside the Teacher’s Resource Centre

The Teacher’s Resource Centre on the Companion Website (CW) includes the material on this CD and is password protected. The CW is free to schools that adopt the coursebook, and a password can be obtained from the local Pearson Longman sales representative or the Schools Support Hotline.
Print multiple files simultaneously

If you wish to print all the worksheets at once use the pdf version. It is a single file that will print all the worksheets at one time reliably (ie with no font substitution or reflow issues). Click the button ‘Teacher’s Resource PDF’, then select ‘Print’ from the Adobe Reader menu bar.

PC users

If you have customised the worksheets in MS Word and saved them to a folder on your computer, you can print them all at once by navigating to where you saved them, highlighting the files you wish to print and right clicking on them. Select ‘Print’. Each file is opened in turn and printed to the default printer. This process is self-running.