



# **ActiveBook Help Overview**

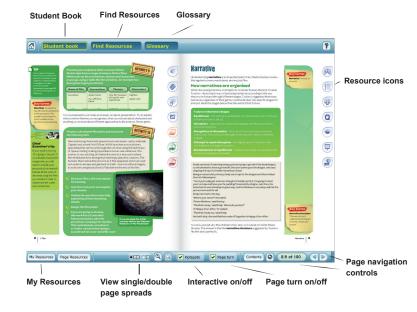
This ActiveBook is an interactive version of your school textbook. These instructions tell you more about how to use it.

# Launching ActiveBook

- Check that your hardware and software meet the minimum requirements (see page 13) to support this application.
- 2. If your PC meets the requirements, download or install any supporting applications that you may need (see page 13).
- 3. Insert the CD-ROM in your disk drive.
- 4. The ActiveBook program should start automatically.
- If ActiveBook does not run automatically, use Windows
   Explorer to navigate to your CD-ROM drive, open the folder called 'at' and double-click on the file 'wrapper.exe'.

### Quickstart

The image below shows the ActiveBook interface.





# Opening a book

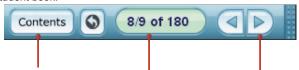
ActiveBook includes one student book.



Click the tab showing the book title to launch the book.

# Moving around the student book

You can use the following controls (located in the bottom menu bar) to move quickly and easily through the pages of the ActiveBook student book:



Contents list

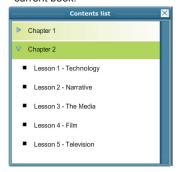
Jump to page number...

Click the Contents button to see a list of chapters or spreads for the current book.

Type the page go to into the box and hit enter.

Page browse

Click on the number you want to forwards/backwards arrows to browse one page at a time.



### Animated page turning

By default, the ActiveBook student book will use an animation of the page turning to illustrate moving from page to page.

This effect can be turned on or off at any time by clicking on the 'Page turn' button.



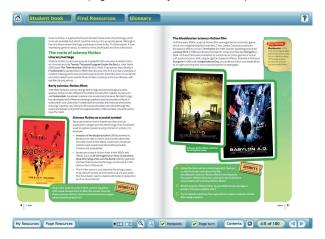
Click once to turn off.

Click once more to turn on again.

#### Student book views

### Double-page view

Every time you start a fresh ActiveBook session, student book pages are displayed by default in 'double-page view' mode. This means that two pages are side by side, as in the printed book.





### Changing to single-page view

You can switch the viewing mode to view each single page, one at a time. This will increase the magnification of the page, making it easier to read.



To switch to 'single-page view' mode, click the 'single-page' button.



You can also use the zoom in and zoom out controls to explore the page.

To switch back to 'double-page view' mode, click the 'double-page view' button.

# Viewing video clips

When you launch a video, it will display in a window that replaces the student book pages.

For accessibility reasons, videos do not auto-play.

To play, pause or stop a video clip, use the buttons located on the panel at the bottom-right of the screen.



To review the video clip in a non-linear fashion, click and drag the playback control which can be found beneath the video window. To close the video viewing window, click on the close button in the top-right-hand corner.

#### **Find Resources**

Can't find what you're looking for? Use the 'Find Resources' button to quickly browse for resources, pre-sorted into appropriate folders, for example, by objective, unit, topic or chapter.

To start, click on the 'Find Resources' button, located in the top menu bar in the ActiveBook interface.



The Find Resources panel will then appear.



Select the type of resource you are looking for, then click on the folder icons to browse according to your preferred criteria.

ActiveBook resources that match your selection will appear in the panel on the right-hand side of the screen.

You can choose to open a resource directly by clicking 'Open Resource', or jump straight to the student book page it is located on, by clicking 'Open Page'.





# Minimum requirements

#### Hardware

The following is the minimum required to run your ActiveBook on a PC.

IBM® compatible PC

Pentium® 3 1GHz processor or equivalent

**512 MB RAM** 

Sound card and speakers

CD-ROM drive x8

1024 x 768 screen resolution.

#### Software

The following software is the minimum required for the PC you use to run the ActiveBook:

Windows® XP (Professional or Home) Service Pack 2 or higher

Adobe Reader (7 or higher – available for free from www.adobe.com)

Flash Player Plugin (8 or higher – available for free from www.adobe.com)

Microsoft Office® (2000 or higher) OR the free viewer applications (available for download from http://www.microsoft.com)

Word viewer (2003 Version 1)

Excel® viewer (2003 Version 1)

PowerPoint® viewer (2003 Version 6.0.2600.0).

# Word, Excel and PowerPoint viewers

If you do not already have Microsoft Word, Excel or PowerPoint on your machine you can use the free Word, Excel and PowerPoint viewer applications, or the trial version of MS Office, all of which are downloadable from the Microsoft website:

http://www.microsoft.com

# Technical support

If students are not sure what to do or if they encounter problems, they should first consult the Help pages. If these do not provide the answer, they should ask their teacher.

Teachers who encounter problems should either:

- refer to the Readme file on the CD
- visit the website http://www.heinemann.co.uk/Help/ SoftwareSupportCentre.aspx
- send an email to digital.support@pearson.com including your contact details
- call us on 0845 313 8888, Monday to Friday during office hours.