

# HOW TO USE THE CD-ROM



## Windows NT users

If you use Windows NT you may see the following error message: 'The procedure entry point Process32First could not be located in the dynamic link library KERNEL32.dll'. Click on **OK** and the CD will autorun with no further problems.

## Setting up your computer for optimal use

On opening, the CD will alert you if changes are needed in order to operate the CD at its optimal use. There are three changes you may be advised to make:

### Viewing resources at their maximum screen size

To see images at their maximum screen size, your screen display needs to be set to 800 x 600 pixels. In order to adjust your screen size you will need to **Quit** the program.

If using a PC, open the **Control Panel**. Select **Display** and then **Settings**. Adjust the **Desktop Area** to 800 x 600 pixels. Click on **OK** and then restart the program.

If using a Mac, from the **Apple** menu select **Control Panels** and then **Monitors** to adjust the screen size.

## Adobe Acrobat Reader

To print high-quality versions of images and to view and print the photocopyable pages on the CD you need **Adobe Acrobat Reader** installed on your computer. If you do not have it installed already, a version is provided on the CD. To install this version **Quit** the 'Ready Resources' program.

If using a PC, right-click on the **Start** menu on your desktop and choose **Explore**. Click on the **+** sign to the left of the CD drive entitled 'Ready Resources' and open the folder called 'Acrobat Reader Installer'. Run the program contained in this folder to install **Adobe Acrobat Reader**.

If using a Mac, double click on the 'Ready Resources' icon on the desktop and on the 'Acrobat Reader Installer' folder. Run the program contained in this folder to install **Adobe Acrobat Reader**.

PLEASE NOTE: If you do not have **Adobe Acrobat Reader** installed, you will not be able to print high-quality versions of images, or to view or print photocopyable pages (although these are provided in the accompanying book and can be photocopied).

## QuickTime

In order to view the videos and listen to the audio on this CD you will need to have **QuickTime version 5 or later** installed on your computer. If you do not have it installed already, or have an older version of **QuickTime**, the latest version is provided on the CD. If you choose to install this version, **Quit** the 'Ready Resources' program.

If using a PC, right-click on the **Start** menu on your desktop and choose **Explore**. Click on the **+** sign to the left of the CD drive that is entitled 'Ready Resources' and open the folder called 'QuickTime Installer'. Run the program contained in this folder to install **QuickTime**.

If using a Mac, double click on the 'Ready Resources' CD icon on the desktop and then on the 'Acrobat Reader Installer' folder. Run the program contained in this folder to install **QuickTime**.

PLEASE NOTE: If you do not have **QuickTime** installed you will be unable to view the films.

## Menu screen

- ▶ Click on the **Resource Gallery** of your choice to view the resources available under that topic.
- ▶ Click on **Complete Resource Gallery** to view all the resources available on the CD.
- ▶ Click on **Photocopyable Resources (PDF format)** to view a list of the photocopyables provided in the book that accompanies this CD.
- ▶ **Back**: click to return to the **opening screen**. Click **Continue** to move to the **Menu screen**.
- ▶ **Quit**: click **Quit** to close the menu program and progress to the **Quit screen**. If you quit from the **Quit screen** you will exit the CD. If you do not quit you will return to the **Menu screen**.

## Resource Galleries

- ▶ **Help**: click **Help** to find support on accessing and using images.
- ▶ **Back to menu**: click here to return to the **Menu screen**.
- ▶ **Quit**: click here to move to the **Quit screen** – see **Quit** above.





## Viewing images

Small versions of each image are shown in the Resource Gallery. Click and drag the slider on the slide bar to scroll through the images in the Resource Gallery, or click on the arrows to move the images frame by frame. Roll the pointer over an image to see the caption.

- ▶ Click on an image to view the screen-sized version of it.
- ▶ To return to the Resource Gallery click on **Back to Resource Gallery**.

## Viewing videos

Click on the video icon of your choice in the Resource Gallery. In order to view the videos on this CD, you will need to have **QuickTime** installed on your computer (see 'Setting up your computer for optimal use' above).

Once at the video screen, use the buttons on the bottom of the video screen to operate the video. The slide bar can be used for a fast forward and rewind. To return to the Resource Gallery click on **Back to Resource Gallery**.

## Listening to sound recordings

Click on the required sound icon. Use the buttons or the slide bar to hear the sound. A transcript will be displayed on the viewing screen where appropriate. To return to the Resource Gallery, click on **Back to Resource Gallery**.

## Printing

Click on the image to view it (see 'Viewing images' above). There are two print options:

**Print using Acrobat** enables you to print a high-quality version of an image. Choosing this option means that the image will open as a read-only page in **Adobe Acrobat** and in order to access these files you will need to have already installed **Adobe Acrobat Reader** on your computer (see 'Setting up your computer for optimal use' above). To print the selected resource, select **File** and then **Print**. Once you have printed the resource **minimise** or **close** the Adobe screen using — or **X** in the top right-hand corner of the screen. Return to the Resource Gallery by clicking on **Back to Resource Gallery**.

**Simple print** enables you to print a lower quality version of the image without the need to use **Adobe Acrobat Reader**. Select the image and click on the **Simple print** option. After printing, click on **Back to Resource Gallery**.

## Slideshow presentation

If you would like to present a number of resources without having to return to the Resource Gallery and select a new image each time, you can compile a slideshow. Click on the **+** tabs at the top of each image in the Resource Gallery you would like to include in your presentation (pictures, sound and video can be included). It is important that you click on the images in the order in which you would like to view them (a number will appear on each tab to confirm the order). If you would like to change the order, click on **Clear slideshow** and begin again. Once you have selected your images – up to a maximum of 20 – click on **Play slideshow** and you will be presented with the first of your selected resources. To move to the next selection in your slideshow click on **Next slide**, to see a previous resource click on **Previous slide**. You can end your slideshow presentation at any time by clicking on **Resource Gallery**. Your slideshow selection will remain selected until you **Clear slideshow** or return to the **Menu screen**.

## Viewing on an interactive whiteboard or data projector

Resources can be viewed directly from the CD. To make viewing easier for a whole class, use a large monitor, data projector or interactive whiteboard. For group, paired or individual work, the resources can be viewed from the computer screen.

## Photocopiable resources (PDF format)

To view or print a photocopiable resource page, click on the required title in the list and the page will open as a read-only page in **Adobe Acrobat**. In order to access these files you will need to have already installed **Adobe Acrobat Reader** on your computer (see 'Setting up your computer for optimal use' above). To print the selected resource select **File** and then **Print**. Once you have printed the resource **minimise** or **close** the Adobe screen using — or **X** in the top right-hand corner of the screen. This will take you back to the list of PDF files. To return to the **Menu screen**, click on **Back**.