

presentation **PLUS**

Help Guide

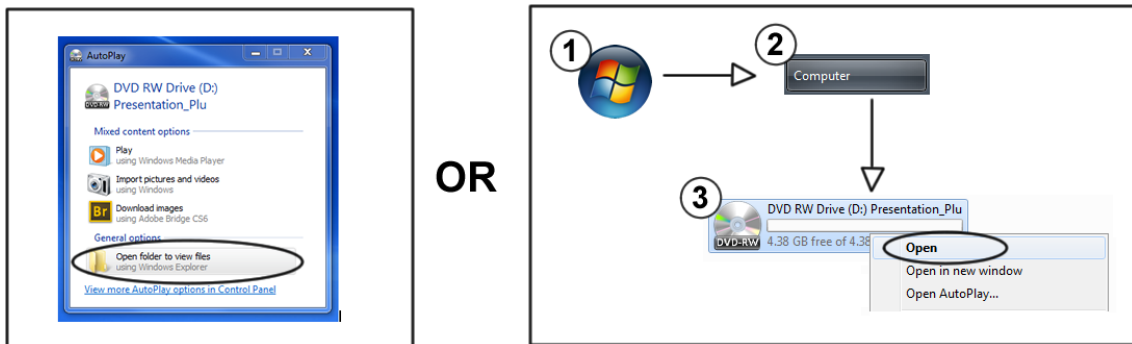
Did you know?

- Did you know that all the course resources are available on Presentation Plus?
- Did you know that most of the course exercises are interactive?
- Did you know that you have free access to the Cambridge LMS and all the online activities, too? See Section 3.

Getting started

Copy Presentation Plus to your computer

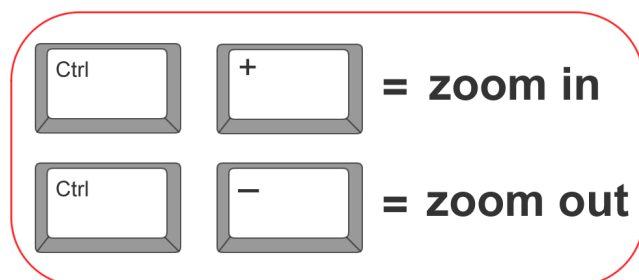
First of all, if you are using Presentation Plus on a disk, you should copy it to your computer. Either click on the *Open folder* option when the autoplay window opens, or click on *Start*, then *Computer*, then right-click on the DVD icon and select *Open*.



When the DVD opens, drag the Presentation Plus folder onto your desktop. After the folder has been copied, open the folder and double-click on the Presentation Plus html file.

Use your browser zoom controls

Now, make sure that Presentation Plus is zoomed correctly for your computer or projector. You can do this with your keyboard (see below) by using the control key and the plus/minus keys, or by using the control key and the scroll key on your mouse. You can also use your browser tools to zoom in and out.



Now you have zoomed Presentation plus to the perfect size, work through Sections 1, 2 and 4 to learn about the functionality and content.

I. Course book content

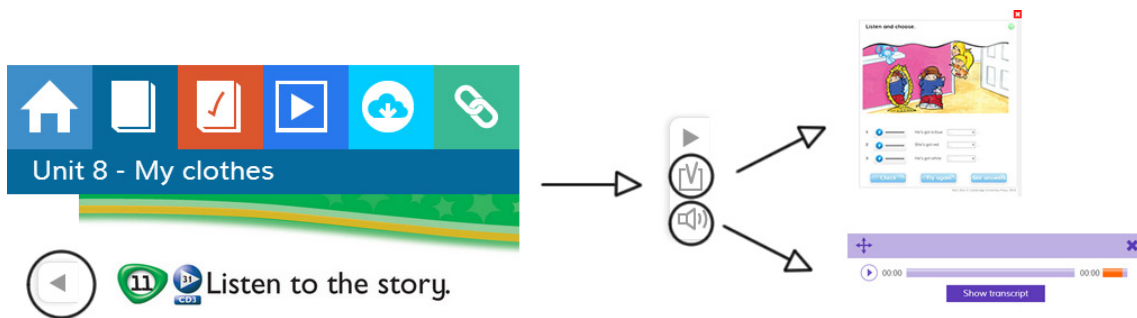
I.1 Pupil's Book



I.2 Activity Book

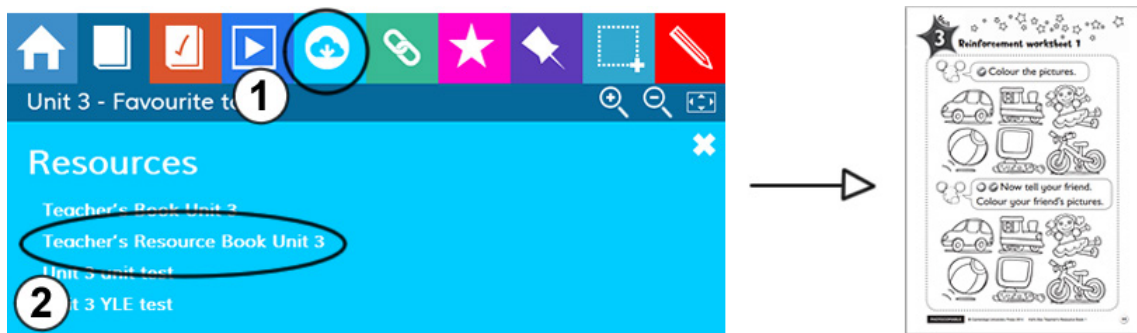


I.3 Interactive exercises and audio

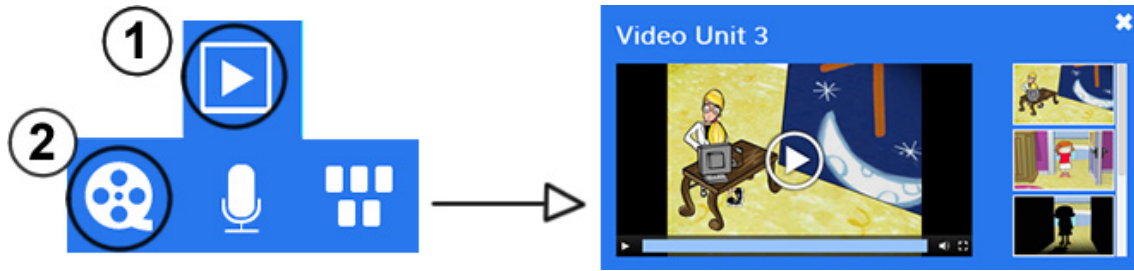


2. Teacher's resources

2.1 Print resources



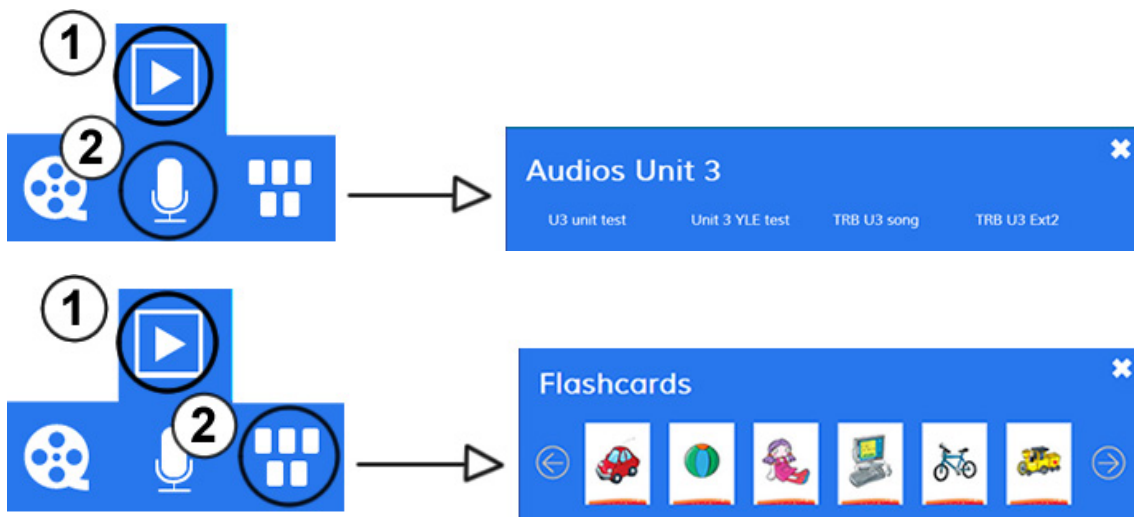
2.2 Media library



Please note that when using the Firefox browser to run Presentation Plus you should have the [Adobe Flash plugin](#) installed and activated to ensure video playback functionality.

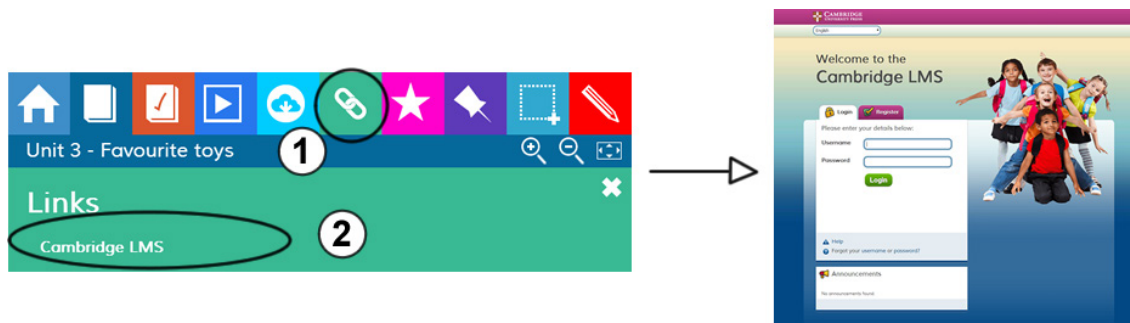
If you encounter problems with video playback in Firefox you may need to make changes to the Flash settings. Open the *Global Security* settings of Flash and click on the *Advanced* tab. Click on *Trusted Location Settings* and click *Add*. Select the folder where you have stored the Presentation Plus files and videos should now play. Please refer to this guide for step-by-step instructions: <http://docs.fusioncharts.com/charts/Tools/FlashPlayerSecuritySetup/HowToSetup.html>

If playback loads the video full screen automatically and takes you away from the main Presentation Plus page, clicking the back button on your browser of choice should stop the video and return you to presentation Plus.



3. Online activities

Presentation Plus has a link to the Cambridge LMS, where there are extra activities for students and a training course on technology for teachers. It is free for teachers.

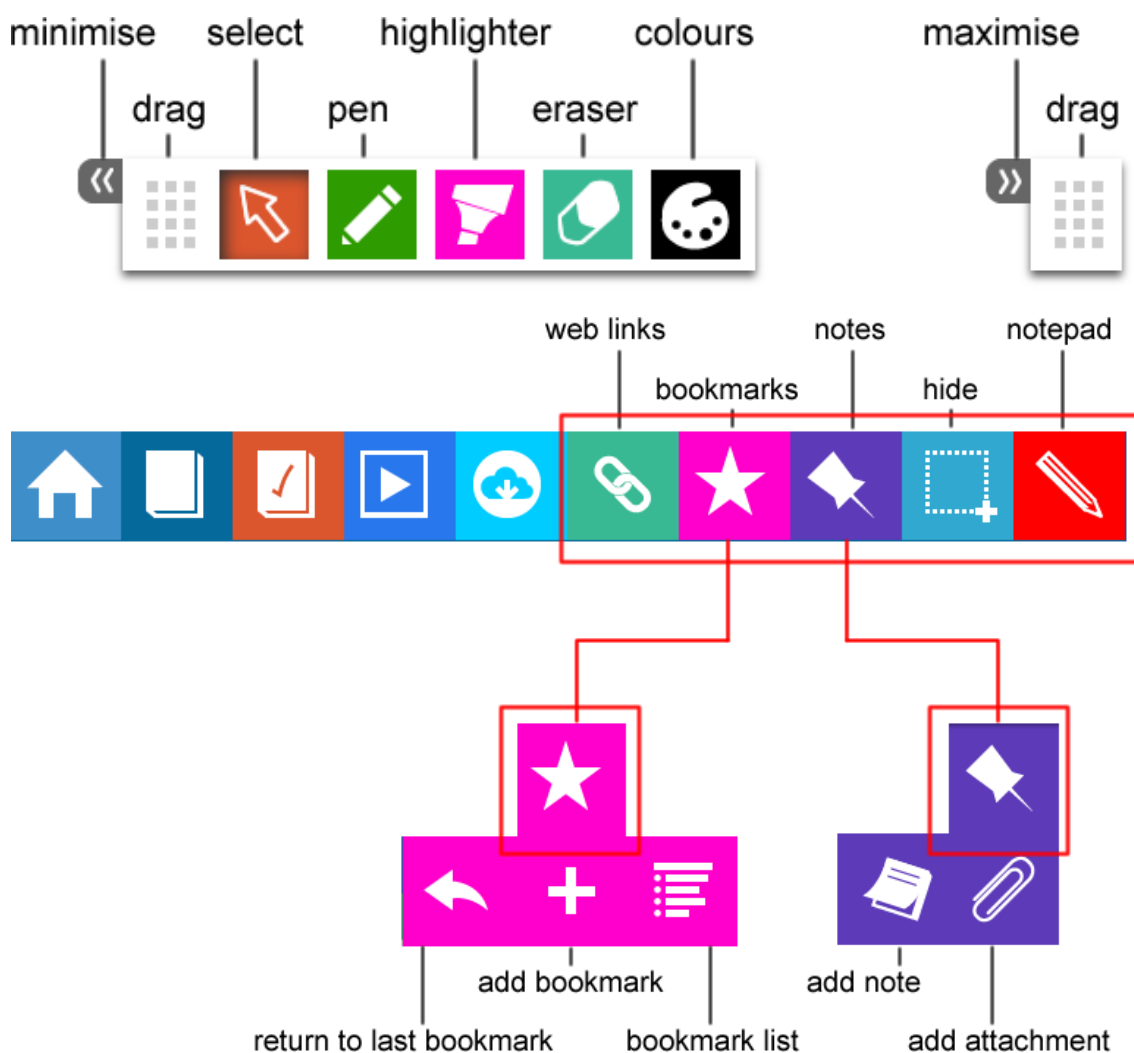


You need internet access and you have to register. You will receive instructions when you register.



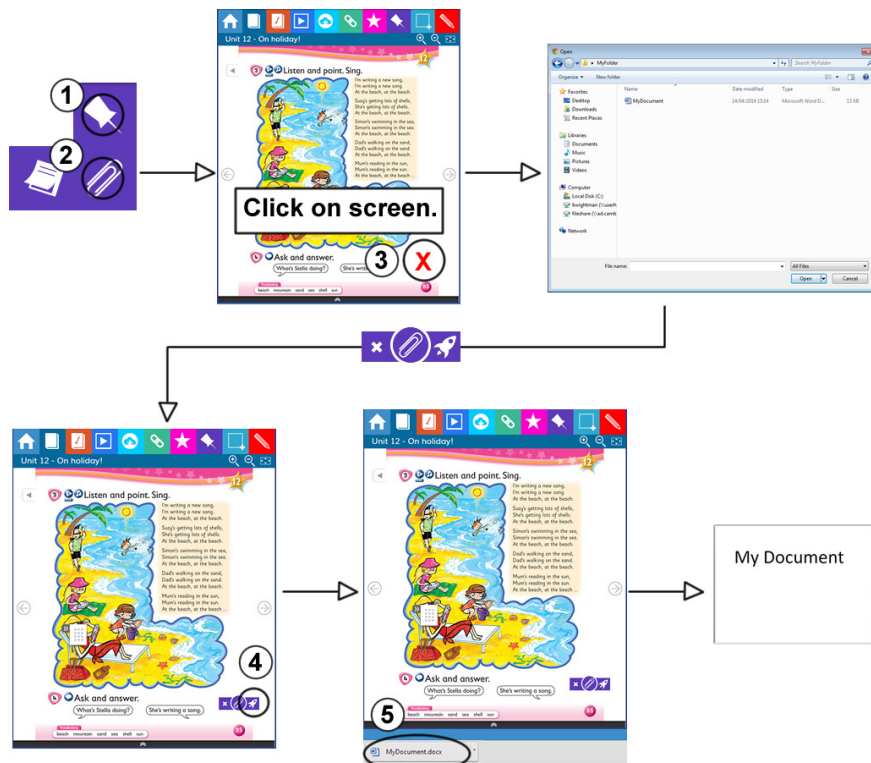
4. Tools

4.1 Tools overview



Please note that you should not delete the cookies from your internet browser if you wish to save links, notes, bookmarks or attachments in Presentation Plus. Emptying the cookies from your internet browser will remove any saved content from your copy of Presentation Plus.

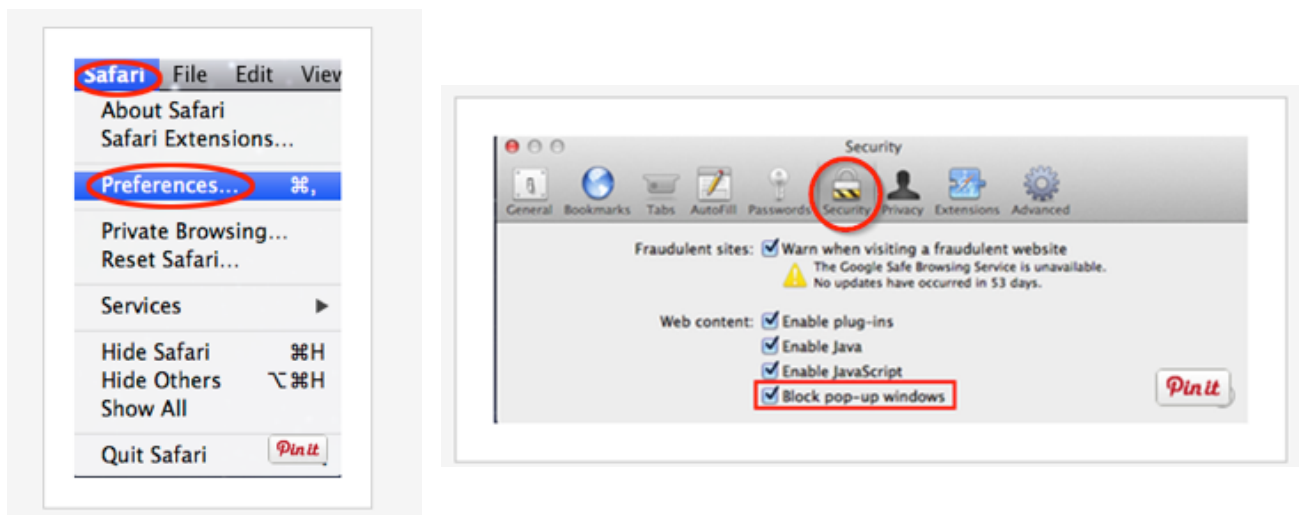
4.4 Adding attachments



Please note that the maximum recommended file attachment in Presentation Plus is 1.5 Mb. Attaching larger files will affect the performance of the programme. It is also recommended that the number of attachments used is kept to a minimum to avoid slower performance.

Attachments in the Safari Browser

Adding attachments in Safari may not work if you have the pop-up blocker activated. To disable this click on *Safari* in your browser menu, located at the top of your screen.



When the drop-down menu appears, choose *Preferences* and click on the *Security* tab....

If the box labelled '*Block pop-up windows*' has a tick in it block pop-ups is turned on. Click on the box to disable it and file attachments will work in Safari.

4.5 Hiding and revealing



4.6 Opening the notepad

