

# About your ActiveTeach

## GETTING STARTED

### STEP 1



The *What do you want to do?* box appears when you start the ActiveTeach. All of the changes you make using the interactive whiteboard toolbar are saved or deleted when you close the ActiveTeach depending upon which button you selected when you started the ActiveTeach.

#### **Save my work: create a new file.**

Click on this button and select a folder, then click *OK* and *OK*. The ActiveTeach will use this folder to save information you create using the interactive whiteboard tools. You do not need to save your work at the end of the session. Your work will be saved for you.

#### **Save my work: add to an existing file.**

Click on this button and then select a folder in which you previously saved your work. Then click *OK* and *OK*. The ActiveTeach will show the changes that you made before. The ActiveTeach will save all of the new changes when you end the session. The next time, all of the changes will be shown.





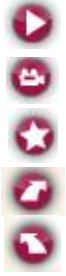
#### **Don't save my work.**

Click on this button if you don't need to save the changes you will make using the interactive whiteboard toolbar.















### STEP 2

Click *Start* to open your ActiveTeach.



# About your ActiveTeach





NAVIGATING YOUR ACTIVETEACH	
<p>There are three levels to your <i>Startup</i> ActiveTeach. From the first level, the Table of Contents, you can navigate to the second level, the Student's Book page. Through icons on the Student's Book page, you can then reach the third level of content, the activity windows. To return to an earlier level (either a Student's Book page or the Table of Contents), use the up arrow located in the lower left corner of the screen.</p> <p>Additional content is provided separately as pop-ups, in the form of audio files, video files, and extra practice. These pop-ups should be closed using the  button for exercises and the X in the upper right corner for audio and video.</p>	
	<p>Table of Contents: Click to go to a specific page.</p> <p>Click to go to a specific unit or part of the book.</p>
	<p>Click to read this Help file.</p>
	<p>Click to go to the table of contents (from a page) or return to a page (from an activity window).</p> <p>Click to go to any page in the book.</p> <p>Click to go to the previous page or activity within the unit.</p> <p>Click to go to the next page or activity within the unit.</p>
	<p>Click to play a specific audio.</p> <p>Click to play a specific video.</p> <p>Click to open interactive extra practice activities and extra practice PDFs.</p> <p>Click to jump to a cross-referenced section.</p> <p>Click to return from a cross-reference.</p>

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INTERACTIVE WHITEBOARD (IWB) TOOLBAR	
	Click to turn the cursor into a pointer. The pointer can click on buttons on the screen.
	Zoom tool. Click to turn the cursor into a magnifier. The magnifier can zoom in and out on a specific part of the page. Click once or click and drag to make a box. The section in the box will automatically be magnified. To return to normal view, click the magnified section again.
	Hand tool. Click to turn the cursor into a hand. The hand can grab and drag to a specific part of the page.
	Pen tool. Click to turn the cursor into a pen. The pen can draw on the pages (not on sticky notes or masked parts). Can also be used to hide a portion of the page and write over hidden area.
	Highlight marker tool. Click to turn the cursor into a highlighter. The highlighter can highlight areas on the pages.
	Eraser tool. Click to turn the cursor into an eraser. The eraser can erase pen marks and highlights.
	Undo. Click to undo the last pen or highlight mark.
	Clear all drawing. Click to undo all pen and highlight marks.
	Click to change the thickness of the pen, highlighter, and eraser tools—make the tip smaller or bigger.
	Click to change the color of the pen or highlighter.
	Add a sticky note to the page. Click and drag to paste a sticky note. Double click to make it bigger. Type into sticky note using the computer keyboard or onscreen keyboard (see below).
	Add a web link to the page. Click to create a link to an Internet site.
	Link a file to the page. Click to paste a link to a file.
	Mask parts of the page. Click and drag to hide (black out, or mask) an area of the page. Make the blackout bigger or smaller by dragging on the arrows. Hidden area cannot be written over. Click on the center of the masked area to move it.

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  	<p>Add text to the page. Click to type onto the page from your computer's keyboard. Place the <b>T</b> in the location you want the text to appear and click. Then, using the computer keyboard type your text. When finished, press the <b>X</b> in the upper right corner of the text box, and your text appears on the page. To modify the text, click on it.</p> <p>Show/hide a blank page. Click to go to an empty whiteboard screen. Click again to hide this screen.</p>
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<b>INTERACTIVE WHITEBOARD (IWB) TOOLBAR, cont.</b>	
        Deleting an IWB object  Moving an IWB object	<p>Show/hide the onscreen keyboard. Click to create an interactive keyboard on your whiteboard to type into a sticky note or text box.</p> <p>Trash. Drag an item from the page to the trash can to delete it.</p> <p>Show/hide the Lesson Planner icons. Click to turn on or off the Lesson Planner pop-up icons. See more on Lesson Planner below.</p> <p>Click to minimize an IWB object.</p> <p>To delete a note, link, file, blackout, or text box, drag the item to the trash can.</p> <p>Click on the header (the top) to drag the object. If there isn't a header, minimize the object and drag it.</p>

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## FOR TECHNICAL SUPPORT

Pearson ELT Technical Product Support is committed to providing you the best technical support possible.

If you have questions, please visit our customer technical product support website at [www.pearsoneltsupport.com](http://www.pearsoneltsupport.com). You can search our **Knowledge base** for frequently asked questions, **Chat** with an available support staff, or **Submit a Ticket/Request** for assistance. Our support staff will respond to your request within 24 business hours!