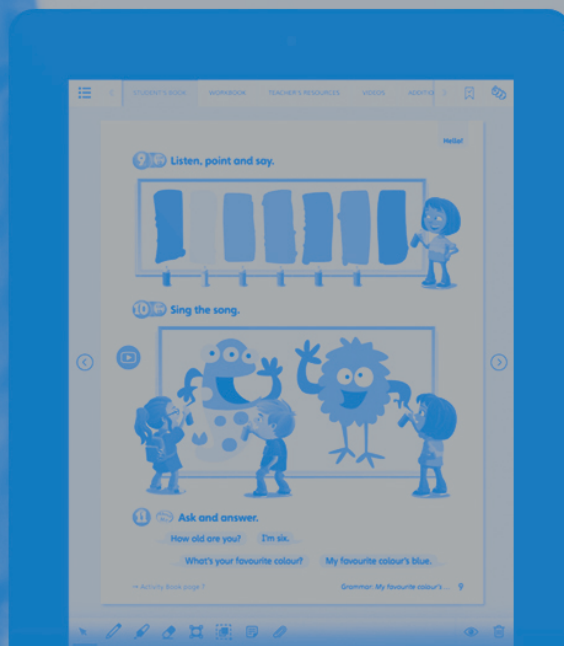




CAMBRIDGE
UNIVERSITY PRESS

PRESENTATION PLUS

User Guide



Cambridge University Press

Presentation Plus User Guide

Thank you for using a *Cambridge University Press Presentation Plus* product.
Please use this user guide to get the most out of your purchase.

Installing Presentation Plus	3
Windows	3
Mac OS	4
Starting <i>Presentation Plus</i>	6
Product components	6
Hotspots	7
Audio	7
Video	7
Link	7
Notes	8
Attachment	8
Answer Keys	8
Navigation through pages	9
Page number/jump to page	9
Return to previous page	9
Saving notes and annotations	10
Tools	11
Table of Contents	12
Bookmarks	13
My Lesson	13
The Floating Toolbar	14
Pointer/Selector	15
Pen	15
Highlighter	16
Eraser	16
Spotlight	17
Mask	18
Notes	19
Attachments	20
Undo/Redo	21
The Bottom Toolbar	21
Toggle Single page/Double page view	21
Zoom in/Zoom out tools	21
Timer	24

Installing Presentation Plus

Windows

1) Double-click on the installer to begin installation. For Windows, this is an **.exe** file.

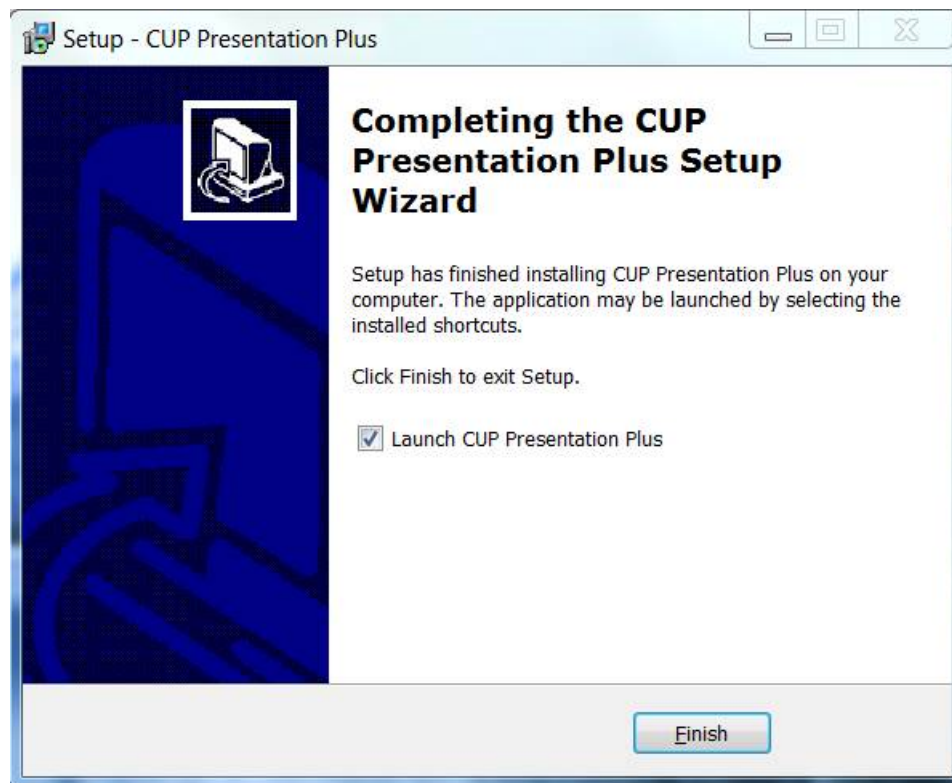


2) A help wizard will now guide you through the installation process.



Read the instructions and click **Next** then **Install**.

3) Once the installation is complete you will see a success screen. Click **Finish** to exit and launch *Presentation Plus*.



4) You can now open your *Presentation Plus* product at any time by double-clicking the shortcut icon on your desktop.

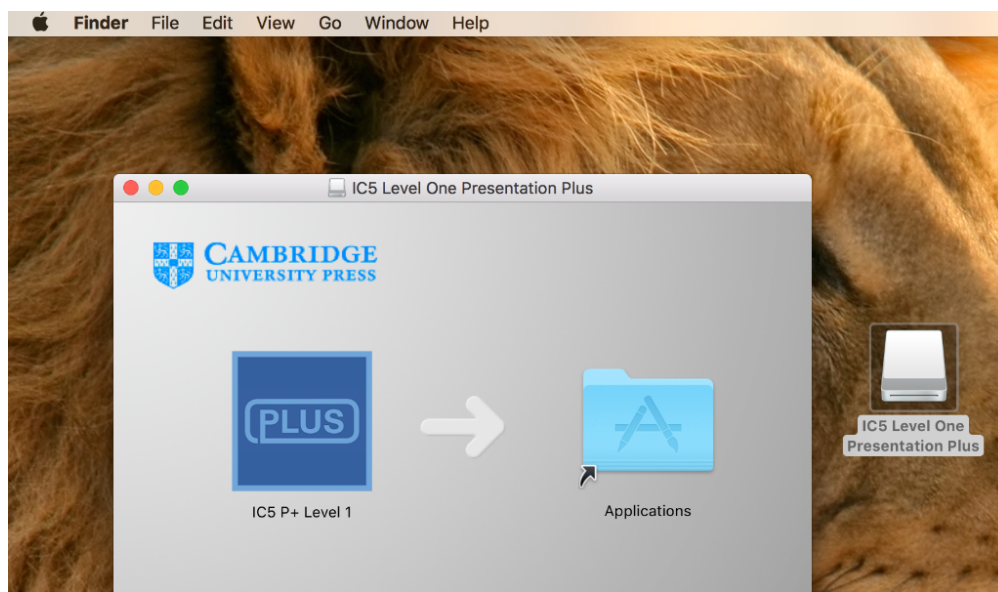


Mac OS

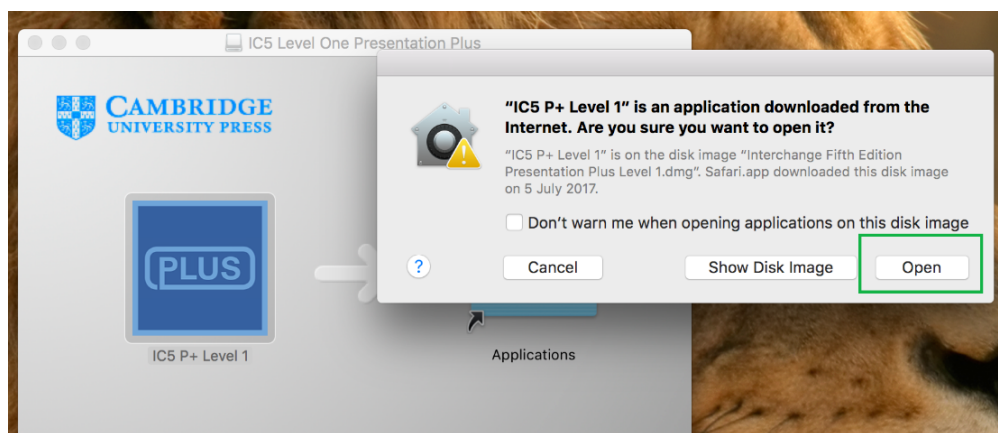
1) Double-click on the installer to begin installation. For Mac OS, this is a **.dmg** file.



2) A prompt window (see below) will open. In that window, drag the *Presentation Plus* icon onto the Applications folder icon.



4) Go to your Applications folder and double click the *Presentation Plus* file from there. You may see a further window open. Click on the Open button there.



Starting *Presentation Plus*

Once you have installed *Presentation Plus* on your system, double-click the *Presentation Plus* icon to launch the program.



Depending on your device and operating system this icon may appear on your desktop, under **Programs** in the **Start** menu, in an **Applications** folder or similar.

Product components

Once you have launched *Presentation Plus* you will see a screen similar to the one below. At the top of the screen you may see a number of tabs. By clicking on these tabs, you will be taken to the different components of your particular product, such as “Student Book or “Links”.



Hotspots

There are a number of hotspots used throughout *Presentation Plus*. Hotspots are areas on the page that take the user from the page they are on to a new page or piece of media. This could be anything, from a link to a document to an interactive version of an activity. More details about the different types of hotspot found in *Presentation Plus* can be found below.

Audio

Click the **QR code for audio** to play an audio recording.

Video

Click the **QR code for Grammar Presentation Videos** to begin playing a video.

The screenshot shows the Cambridge Ventures Student's Book Level 1 interface. The main content area is titled 'Lesson C Can you cook?'. It includes a grammar focus section with a table of 'can' and 'can't' forms, and a practice section with exercises. A video player is embedded in the center, showing a cooking scene. Red arrows point to QR codes that serve as hotspots for audio and video content. The interface also includes a navigation bar at the bottom with a back button, lesson title, and page numbers.

Link



The **Link** icon indicates a link to another page. This could be a page in the current component, or a link to a different component. It could even link through to a website or an email address (which can only be accessed online).

Notes



Use **Notes** to add notes to a page. The notes can be added to at any time, deleted (using the trash icon) or closed (using the X icon). See subsequent section: **The Floating Toolbar** for more information.

Attachment



This icon indicates **Attachments**. You can attach files, such as images, audios, or videos that will be launched by clicking on these.

To attach a file, click on the icon and then click on the location on the page you would like to place the attachment. A new window will open to allow you to choose the file from your computer. See subsequent section: **The Floating Toolbar** for more information. To delete the attachment, select the trash icon in the top left-hand corner.

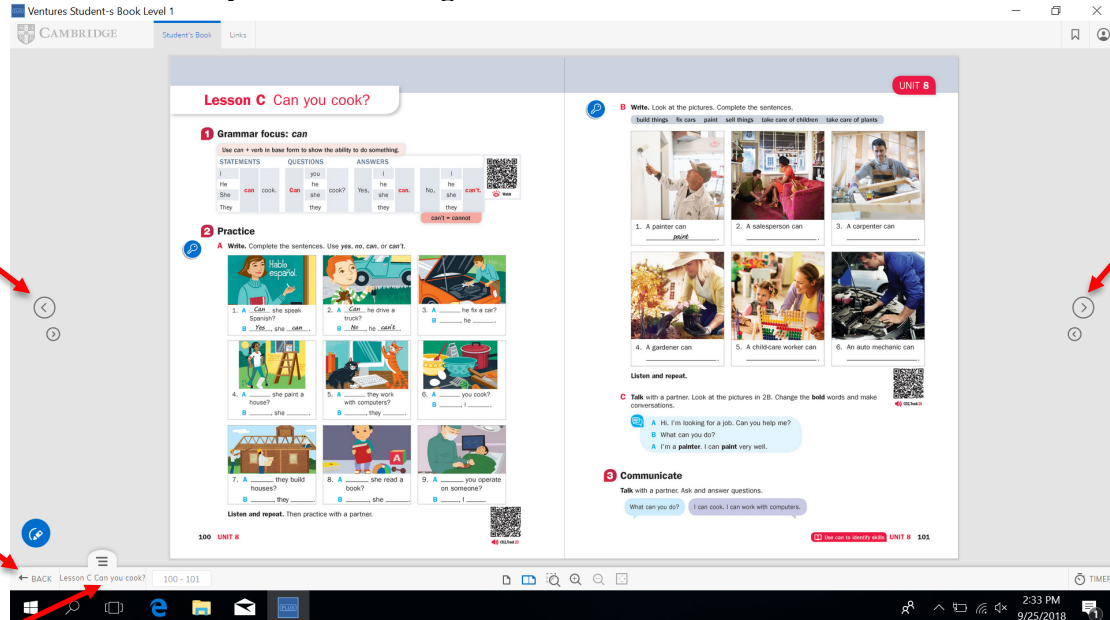
Answer Keys



Click the icon to open the answer keys.

Navigation through pages

To move from one page to the next, click on the arrows to the left and right of each page. Note that there are forward and back buttons on either side of the page. This is to allow you to navigate through the book no matter which side of the whiteboard you are standing on in the classroom.

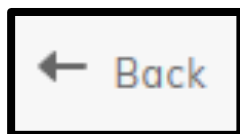


Page number/jump to page



The box in the bottom left-hand side of the page shows which page of the component you are currently viewing. To jump to a specific page, enter the page number here and press **Enter/Return**.

Return to previous page

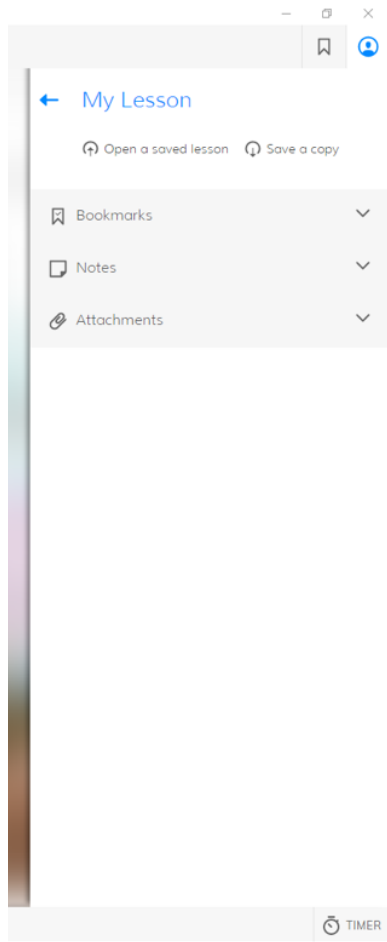


Click this icon in the bottom left-hand corner of the screen to return to the last page you visited.

Saving notes and annotations



This icon brings up the **My Lesson** menu. From this menu you can open a saved lesson, save a copy of a lesson, or see and access any bookmarks, attachments or notes you have made in that unit (for more on notes and attachments see below).



How to save and transfer your My Lesson saved lessons to another PC

This is a useful feature if you are using Presentation Plus in different classrooms as it allows you to save lesson information for a particular class and then take it to another classroom.

1. You need to have a copy of the same Presentation Plus product installed on both your computers.
2. Open *Presentation Plus* on one of your computers. Click the **My Lesson** icon in the top right corner of wrapper. A menu slides out (see image above).

3. To save your lesson notes, click the button at the top of the menu called **Save a copy**. A file save dialog box pops up. Follow the dialog and save the file onto a USB or something portable.
4. To load these notes onto your other computer, plug in your USB and launch *Presentation Plus*.
5. Click the **My Lesson** icon again. This time choose the button called **Open a saved lesson**.
6. The File selector pops up. Choose the file you previously saved on the USB. Your annotations from the saved lesson will then be applied to this version of *Presentation Plus*.

Note: Don't forget to save any changes you make to your saved lessons so that your lessons stay up to date. Also, if a saved lesson includes any attachments (images, videos, PDFs), make sure these are also saved on your USB so that you can access them on this new computer.

Tools

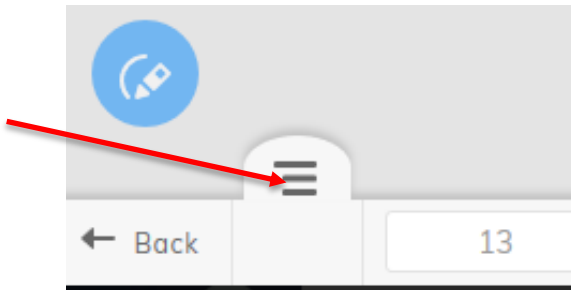
At the top and bottom of the screen are a variety of icons. You can use these icons to select the different tools available to you in *Presentation Plus*.

Below you will find an explanation of each icon and tool.

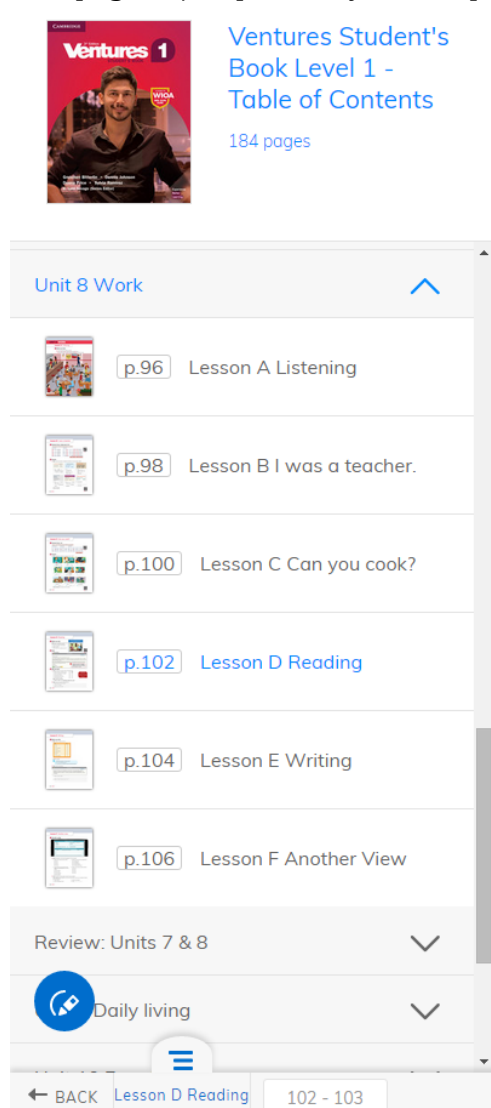
The screenshot displays the Cambridge Ventures Student's Book Level 1 interface. The top left shows the book title and page numbers (102-103). The main content area is divided into two sections: Lesson D Reading and Unit 8. Lesson D Reading includes sections for 'Before you read', 'Read', and 'After you read'. Unit 8 includes a 'Picture dictionary' and 'Occupations' section. A red box highlights the top right corner icons, which include a back arrow, a forward arrow, a search icon, and a 'Save a copy' icon. A red arrow points to the 'Save a copy' icon. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 3:14 PM on 9/25/2018.

Table of Contents

In the bottom-left of the screen, there is a tab which represents **Table of Contents**. By clicking on it, you can display the table of contents of the Student's Book and also use this to navigate to a particular unit or section.



To list all of the sections in one particular unit, click on the unit title. Then click on a page to jump directly to that page.



To close **Table of Contents**, click again on the tab that you used to launch it.

Bookmarks



Bookmark allows you to bookmark the page you are currently on. The bookmark icon is on the top right section of the screen. To bookmark the page you are currently on, click the icon.

The icon will then change to show you that the page has been bookmarked.



To show a list of all bookmarks you have created, click on the **My Lesson** icon (see below).

My Lesson



This icon brings up the **My Lesson** menu. From this menu you can open a saved lesson, save a copy of a lesson, or see and access any bookmarks, attachments or notes you have made in that unit. See section above '**Saving notes and annotations**'

The Floating Toolbar

There are a variety of classroom tools available with *Presentation Plus* whose functions will be explained subsequently in this section. The tools are located on a floating toolbar which is launched by clicking this icon in the bottom left of the screen:



This opens the following toolbar:

Ventures Student-s Book Level 1

CAMBRIDGE Student's Book Links

Lesson F Another view

1 Life-skills reading

A Read the questions. Look at the job application. Fill in the answer.

- Where do you write the job you want?
(A) line 5
(B) line 6
(C) line 8
(D) line 10
- The form says List most recent job first. Which of the following dates is the most recent?
(A) 2012-2014
(B) 2015-2017
(C) 2015-present
(D) 2010-2016
- What do you show with your application?
(A) a library card
(B) a photograph
(C) a driver's license
(D) a Social Security card
- Where do you write your phone number?
(A) line 4
(B) line 5
(C) line 8
(D) line 9

B Solve the problem. Which solution is best? Circle your opinion.

Carla is filling out a job application. She had two jobs before, but she can't remember the dates. What should she do?

- Leave it blank.
- Take the application home.
- Call her old employer.
- Other: _____

106 UNIT 8

← BACK Lesson F Another View 106 - 107

To close it, click the box in its top right corner [-].

Each of the tools will now be explained.

Pointer/Selector

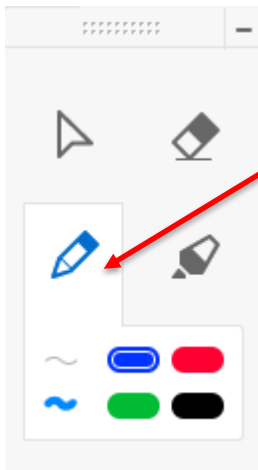


Use the **Pointer/Selector** for general navigation and to click on hotspots on a page (for example to start an audio or a video file) or to point to something on the page.

Pen



Pen allows you to draw and write on screen. Clicking on the icon brings up a sub-menu from where you can choose the color and thickness of the pen.

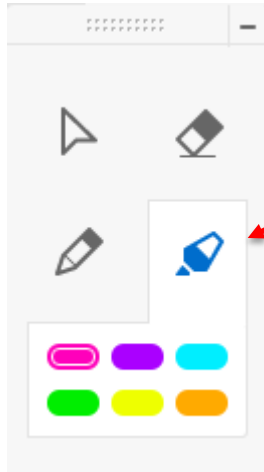


You can control the tool using your mouse, trackpad or other device.

Highlighter



Use **Highlighter** to highlight text or images on the screen. Clicking on the icon brings up a sub-menu, from which you can select the color you want to use.



Eraser

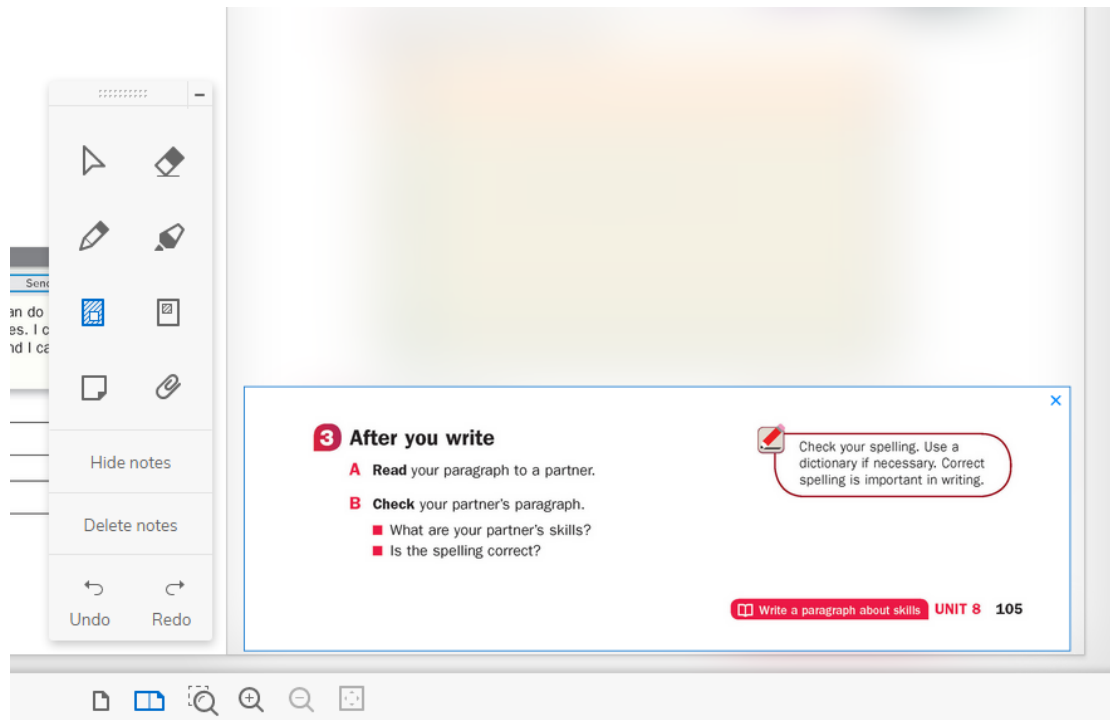


Use **Eraser** to erase anything you have written using the pen or highlighter tools.

Spotlight



Use **Spotlight** to focus on one part of a particular page and blur out the rest of the page.

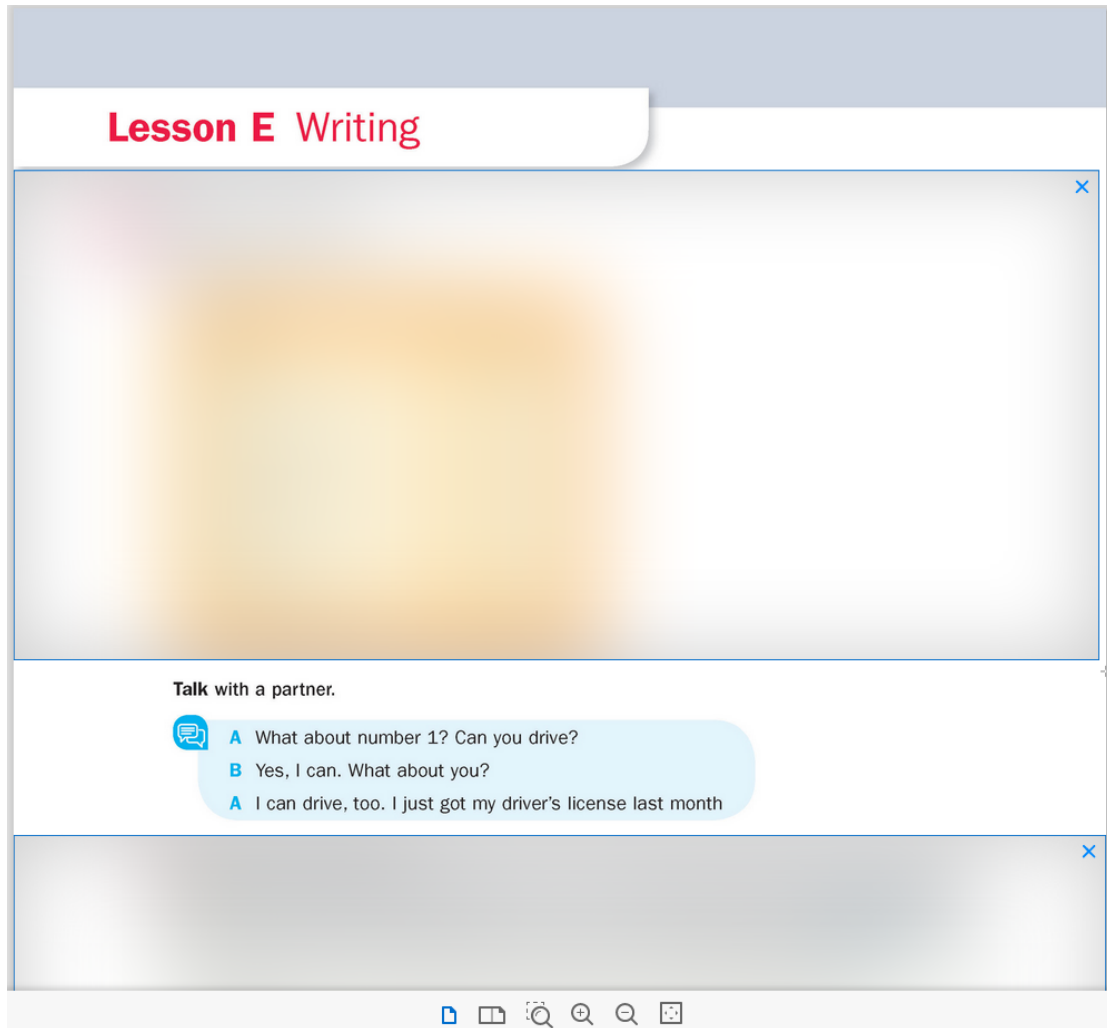


Drag the spotlight to the position you want and use the + sign in the bottom right-hand corner to resize. Close by clicking **X** in the top right-hand corner or by clicking the page outside the box.

Mask



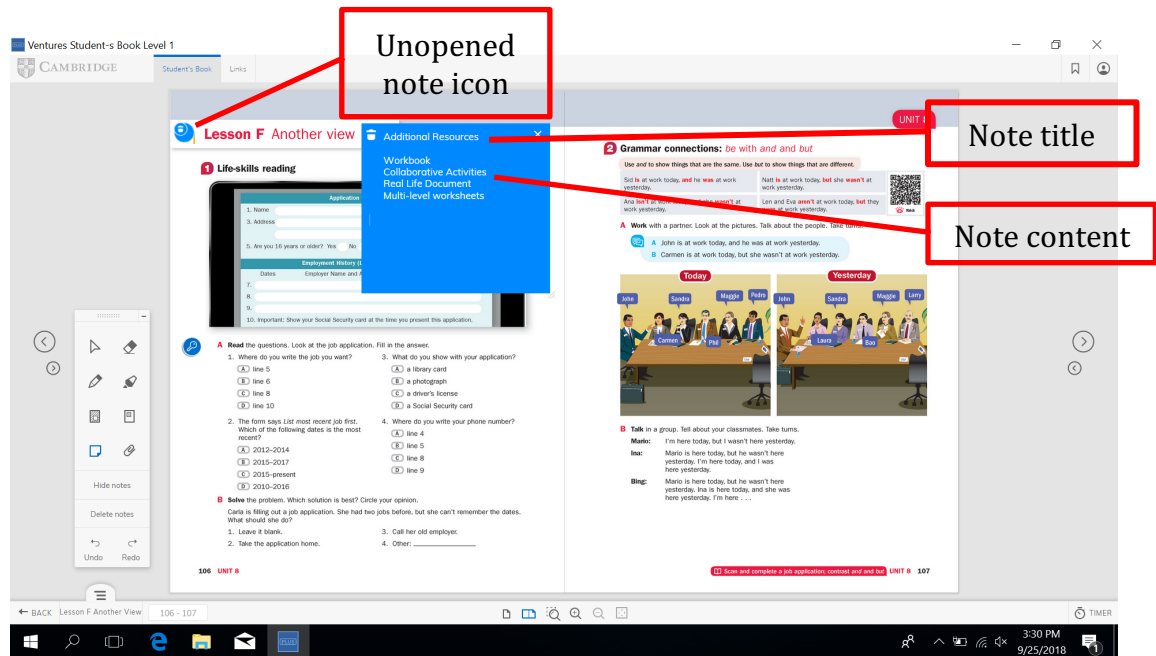
Use **Mask** to obscure or hide one or more parts of a page.



Drag the mask to the position you want and use the + sign in the bottom right-hand corner to resize. Close by clicking **X** in the top right-hand corner or by clicking the page outside the box.

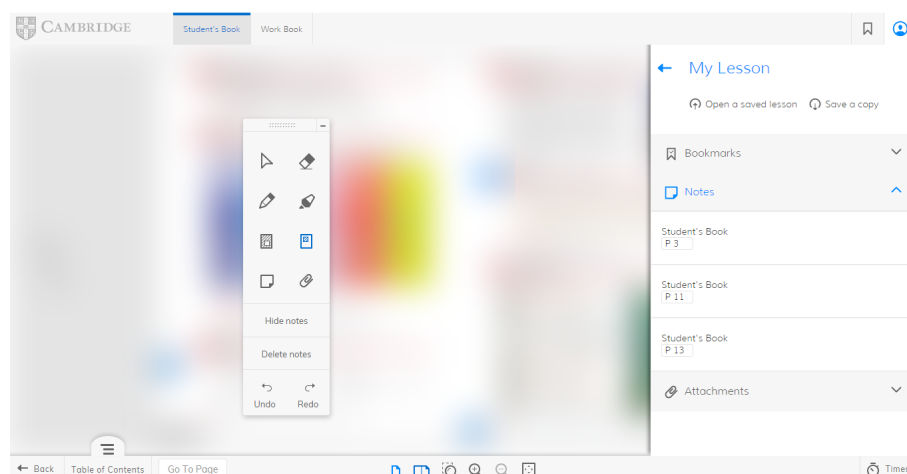
Notes

Use **Notes** to add notes to a page. The notes can be added to at any time, deleted (using the trash icon) or closed (using the **X** icon). They can also be dragged to any position when open, and can be resized by dragging in the bottom-left corner. These changes can only be made when note is open (i.e. not when the note is showing as an icon).



Each note is designed so that it can be given them a simple title to identify it (e.g. Homework, Extension Activity, etc.). It is recommended that this is kept simple, no more than two words. Do not write sentences in the Note title area or use enter as this will make your notes difficult to read in the **My lesson** tab (see below). Then click below the **Note** title in the main body of the note and you can add the note content (the text) itself.

Notes can be seen and accessed on the actual page where they are added and also in the corresponding section of the **My Lesson** menu.



Notes can be hidden by clicking **Hide notes** or deleted by clicking **Delete notes** on the **Floating Toolbar**.

Attachments



Use this feature on the floating toolbar to insert files from your computer onto a particular page.

To attach a file, click on the icon and then click on the location on the page you would like to place the attachment. A new window will open to allow you to choose the file from your computer.

Once you have added the file, you will see the following icon on the page:

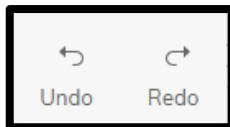
The screenshot shows a digital textbook interface. At the top, it says "Ventures Student's Book Level 1" and "CAMBRIDGE". Below this is a navigation bar with "Student's Book" and "Links". The main content area is titled "Lesson F Another view" and "Life-skills reading". It features a large image of a tablet displaying a job application form. The form has sections for "Application for Employment" (Name, Address, Phone, etc.) and "Employment History". Below the tablet image, there are reading and comprehension questions. A floating toolbar on the left side of the page contains various icons, including a paperclip icon for attachments. A red arrow points from the paperclip icon in the toolbar to a document icon on the page content, which represents an attached file.

To open the file, click on the icon. To remove the attachment, click on the bin symbol in the top left-hand corner of the icon.

You can attach any kind of file (text, audio, video for example), though the computer you are using must be able to open the relevant file.

You can see a list of attachments you have added in the **My Lesson** menu.

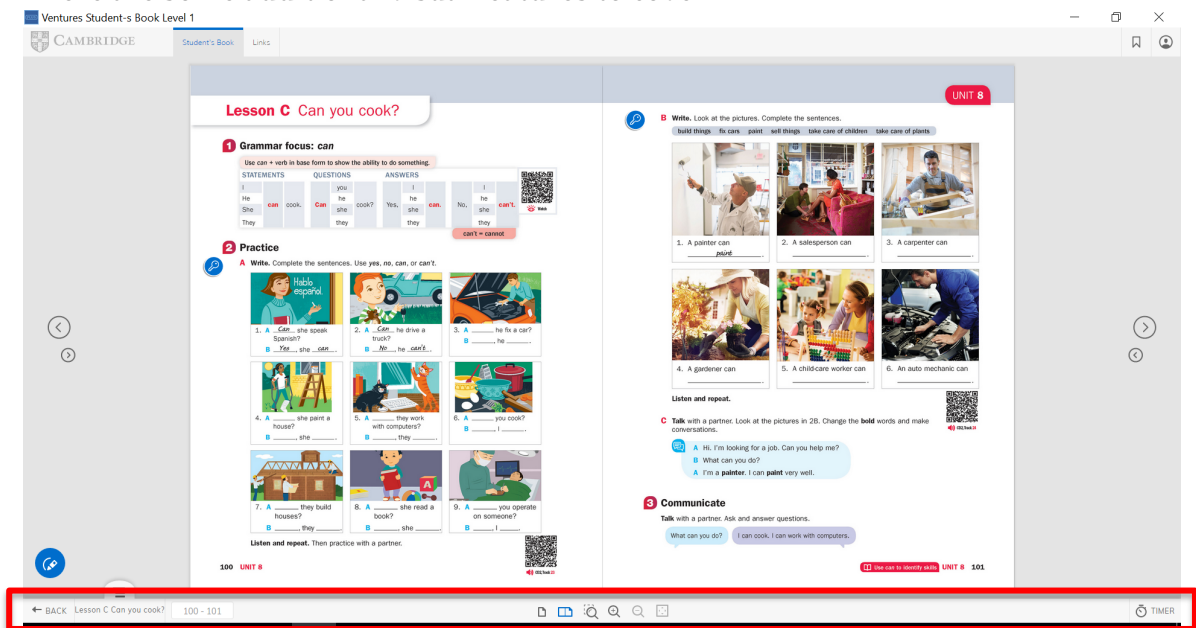
Undo/Redo



At the bottom of the floating toolbar are the **Undo** and **Redo** buttons which allow you to undo and redo any action.

The Bottom Toolbar

We have already covered the **Back**, **Table of contents** and **Go to page** features. There are some additional visual features to cover.



Toggle Single page/Double page view



Click these icons to switch between single page and double-page view. The default setting is double-page view.

Zoom in/Zoom out tools



Use these icons to zoom in on and out of a page.

Zoomed view of a specific exercise:

Ventures Student's Book Level 1

CAMBRIDGE

Student's Book Links

B Listen again to the conversations. Write the years or dates you hear.

A. from 2012 to 2016 D. from _____ to _____

B. from _____ to _____ E. in _____



C. from _____ to _____ F. _____ years ago

Listen again. Check your answers.

3 After you listen

Where do the people work? Write the words

busperson cashier doctor nurse receptionist server

1. doctor  4. _____ 

2. _____ 5. _____

3. _____ hospital 6. _____ restaurant

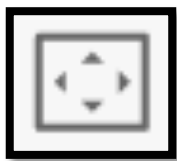
CD2, Track 21

BACK Lesson A Listening 96 - 97

TIMER

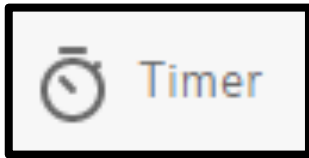


Use these buttons to **zoom in** and **zoom out**.

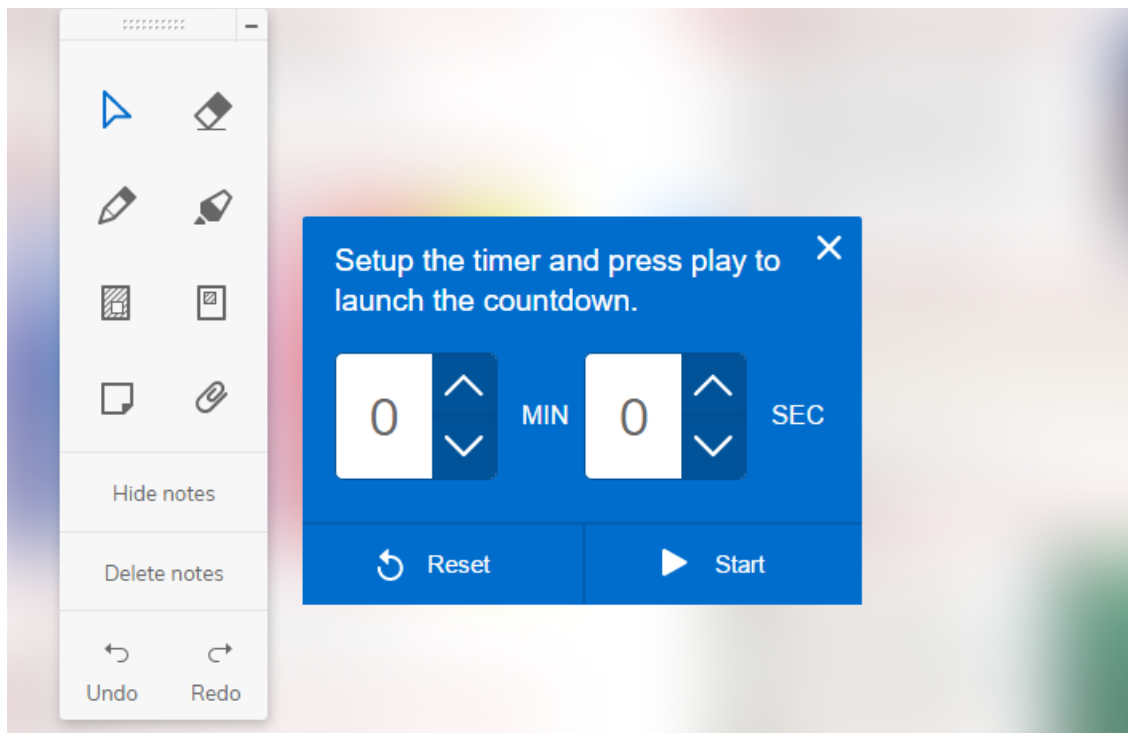


Use this icon to **reset the page to normal view** (i.e. return to single- or double-page view).

Timer



Presentation Plus includes a **Timer** tool. The tool allows you to set a time limit which can be used to count down the time students have available for an activity or exam task. Click on the icon to bring up the **Timer**.



To set a time limit, click on the time and type in the minutes or seconds you wish to give students to complete a task. Then click **Start** and the countdown will begin. You can set a time of up to 59 minutes 59 seconds.

Ventures Student's Book Level 1

CAMBRIDGE

Student's Book Links

Lesson F Another view

1 Life-skills reading

Application for Employment

1. Name _____ 2. Soc. Sec. No.: 000-50-9503
3. Address _____ 4. Phone: _____
5. Are you 18 years or older? Yes ☐ No ☐ 6. Position desired _____
7. _____
8. _____
9. _____
10. Important: Show your Social Security card at the time you present this application.

A Read the questions. Look at the job application. Fill in the answer.

- Where do you write the job you want?
☐ line 5
☐ line 6
☐ line 8
☐ line 10
- The form says List most recent job first. Which of the following dates is the most recent?
☐ 2012-2014
☐ 2015-2017
☐ 2015-present
☐ 2010-2016
- What do you show with your application?
☐ a library card
☐ a photograph
☐ a driver's license
☐ a Social Security card
- Where do you write your phone number?
☐ line 4
☐ line 5
☐ line 8
☐ line 9

B Solve the problem. Which solution is best? Circle your opinion.

Carla is filling out a job application. She had two jobs before, but she can't remember the dates. What should she do?

- Leave it blank.
- Take the application home.
- Call her old employer.
- Other: _____

2 Grammar connections: be with and and but

Use **and** to show things that are the same. Use **but** to show things that are different.

Sid **is** at work today, **and** he **was** at work yesterday.

Nat **is** at work today, **but** she **wasn't** at work yesterday.

Ara **hasn't** at work today, **and** she **wasn't** at work yesterday.

Len and Eva **aren't** at work today, **but** they **were** at work yesterday.

A Work with a partner. Look at the pictures. Talk about the people. Take turns.

Today John is at work today, and he was at work yesterday.
 Carmen is at work today, but she wasn't at work yesterday.

Yesterday John is at work today, and he was at work yesterday.
 Carmen is at work today, but she wasn't at work yesterday.

B Talk in a group. Tell about your classmates. Take turns.

Marco: I'm here today, but I wasn't here yesterday.
Isa: Marco is here today, but he wasn't here yesterday. I'm here today, and I was here yesterday.
Eling: Marco is here today, but he wasn't here yesterday. Isa is here today, and she was here yesterday. I'm here ...

106 UNIT 8

107 UNIT 8

← BACK Lesson F Another View 106 - 107

TIMER

Click **Pause** to pause the countdown or **Stop** to stop the countdown completely and make the timer disappear. You can also drag the timer onto any other area of the page. Please note that nothing will happen unless you set a time for countdown. Note: this feature does not work as a stopwatch; you must set a time for it to count down.