User Guide

Everything you need to know about using Boardworks resources

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Who are Boardworks?

Boardworks produce a complete range of curriculum software written specifically for whole-class teaching on interactive whiteboards and projectors.

These resources are full of dynamic, engaging text and animations that are ready-to-teach, flexible, editable and easy-to-use.

For details of our other products please call us on **(855) 405-7939** or visit our website **www.boardworkseducation.com**.

This document is a guide for teachers who are new to the product. If you haven't used Boardworks products before, it is recommended that you start here.

Copyright

Boardworks materials operate on a site-license and are registered to the school rather than the teacher. If you move to another school, you must remove any Boardworks media from your own presentations. The end user licence agreement supplied on the disk contains full details and takes precedence over this user guide.

Acknowledgements and credits

Unless copyright is stated on the slide or in the notes field, you can use any media in your own presentations for educational use within the school that has bought the product. Licensing credits can be found next to the image on the slide or in the Speaker Notes section of the presentation. Boardworks has made every effort to contact copyright holders and to ensure that all material is correct and accurate at the time of publishing.

Technical – Windows

Minimum system requirements

OS: Windows XP (32-bit), Windows Vista, 7 & 8 (32 and 64-bit)
Processor: 1.5GHz Intel Pentium or AMD Athlon family
Memory: 1GB RAM or better
Display: Minimum 800x600 resolution

What software do I need?

Microsoft PowerPoint 2003 or later
Microsoft Word 2003 or later
Latest version of ActiveX Adobe Flash Player
PDF file reader (e.g. Adobe Reader)

How do I install the software?

This product is supplied on the disk as a Windows Installer.
To install the software you will need administrative privileges. If you already have these then simply insert the disk into the disk drive and follow the on-screen instructions. If the installer does not begin automatically, navigate to the disk drive and double click the file 'setup.exe' to begin.

The product requires the ActiveX Adobe Flash Player plugin which will be installed/ updated if necessary.

It also requires PDF reading software to be available, an installer for Adobe Reader is included on the disk for you to manually install should you need it. Please see the readme.txt file on the disk for further details and for instructions for deploying the product across a network.

If you require further help, please do not hesitate to contact us. Details are on page 5.

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Minimum system requirements

OS: Mac OS X v10.5, 10.6 or v10.7
Processor: Intel Core™ Duo or faster processor
Memory: 512MB of RAM (1GB recommended)
Display: 32-bit color capable of 800x600 resolution
CD-ROM drive

What software do I need?

Adobe AIR

How do I install the software?

To install the software you will need administrative privileges. If you already have
these, simply insert the CD-ROM and double-click the disk icon that appears on
the desktop or in the sidebar of the Finder and follow the on-screen instructions. By
default, the application will be installed to /Applications/Boardworks. We suggest that
you don't change this setting during installation.

Please see the readme.txt file on the CD-ROM for further details.

If you require further assistance, please do not hesitate to contact us. Details are on
the next page.

Help!

How can I get technical support?

What do I do if I don't have the correct version of Flash?
Double click on the Flash Player installer file included on the Boardworks disk, and follow the instructions. Alternatively, you can download the latest version of the Flash Player from the Adobe website (www.adobe.com).

What do I do if I get a warning message?
Depending on the level of PowerPoint security, you may receive a message warning you that macros are present in the product. These enable Flash to run and it is necessary to enable them when using our software.

Our technical support department is available Monday to Friday 9AM to 5PM EST. They can be contacted by telephone on **(855) 405-7939** or by e-mail at **inquiries@boardworkseducation.com**.

It will help us to deal with your query quickly and efficiently if you have the information shown below to hand when calling us or included in any e-mail correspondence:

1 Your name and your school name and address
2 Product name and version
3 Windows/ Mac version
4 PowerPoint version
5 Flash version
6 The type of fault (e.g. a problem with the installation, the application or a specific presentation) and details of how to reproduce the error.

How do I get started?

Double click on the shortcut icon that was added to the desktop during installation.

Or you can click 'Start', select 'All Programs' and then choose 'Boardworks' and the product you wish to launch.

All materials are easy to navigate to from the interactive menu system.
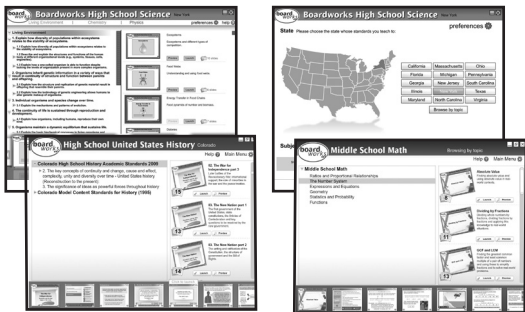
Once you've chosen the presentation you wish to open, it will open in PowerPoint in Slide Sorter view, so you can easily see what is covered.

To view the presentation as a Slide Show select the 'View' menu and click on 'Slide Show', or click on the Slide Show icon at the bottom left-hand corner of your screen as indicated below.

The Flash activities will only work in Slide Show mode.

Slide Show mode

Teacher's notes

Some products contain Contents Guides – these PDF documents contain detailed listings for all the presentations. Click the icon to open the file and print if required.

The teacher's notes provide guidance on completing an activity and extra information or ideas for differentiating an activity. They can be found in the Speaker Notes sections of the presentations. The icon appears in the top right-hand corner of a slide that has accompanying teaching notes.

Where you see this icon, this indicates that relevant web addresses can be found in the Speaker Notes. While all care is taken to ensure web links contain useful information, Boardworks does not take responsibility for the content or accuracy of external websites.

Additional icons indicate extension activities, worksheets and virtual experiments. Details of any supplementary files are provided in the Speaker Notes section.

To view the Speaker Notes, follow the steps below:

In Slide Show view: right click on the slide, select 'Screen' then choose 'Speaker Notes'.

When not in Slide Show view: select the 'View' menu, then click on 'Normal' to see the notes at the bottom of the screen. Alternatively, you can click on the icon at the bottom left-hand corner of your screen as indicated below.

Normal View

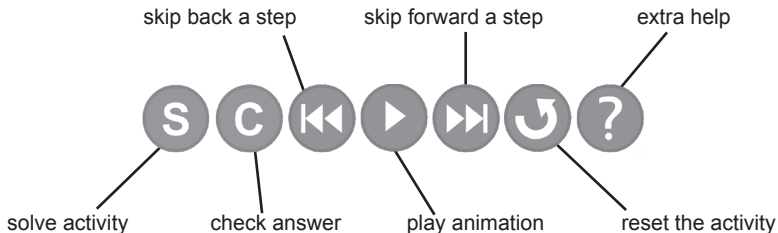All supporting files are accessible from the interactive menu system.

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What about the Flash interactivity?

The products contain many interactive exercises that are designed in Flash, a multimedia technology. Where the slide contains a Flash activity, the above icon will appear in the top right-hand corner.

To view the Flash-based content, you will need to have a recent version of the Flash Player installed. This is installed by default or is available on the disk.

Flash activities can be easily controlled using the buttons below:

skip back a step   skip forward a step   extra help

(S) (C) (◄◄) (►) (►►) (↺) (?)

solve activity   check answer   play animation   reset the activity

Audio and navigating

Where audio is included on a slide you will see a speaker icon in the top right-hand corner. All audio is embedded within Flash, either within an activity or a sound player. To use the sound player, press play to start the recording, pause to stop at any point, rewind or reset to return to the beginning, and fast forward to skip to the end.

rewind

play/pause

reset

0 / 19

fast forward

duration of recording
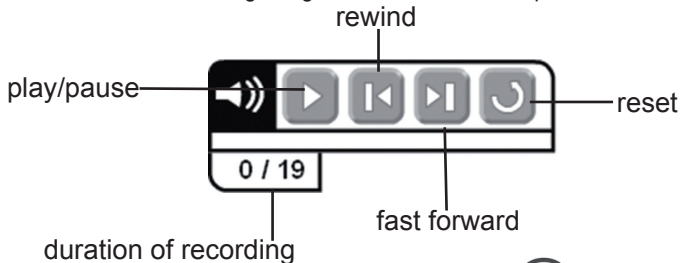
How do I navigate through the presentations?

Below is a screenshot showing the icons to help you navigate through the slides.

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go to previous slide

number of slides in the presentation
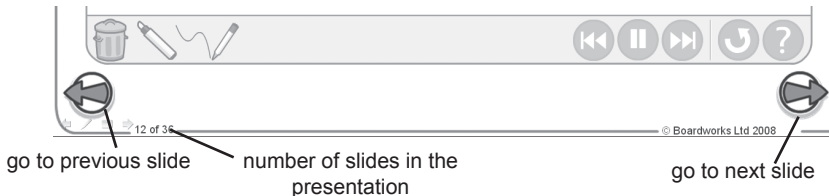
go to next slide

9 Click an empty area of the screen to reveal the next object on the current slide or move forward to the next slide.

Can I print from the presentations?

You can print all the slides in a presentation by simply clicking on the printer icon.

To print an individual slide, click on the slide, then select 'File' and click on 'Print'. When the print dialog box opens, choose the 'Current slide' option and then click OK.

To print Speaker Notes, select 'Notes Pages' in the 'Print what' drop-down box and then click OK.

How can I edit the presentations?

One of the major advantages of Boardworks products is that they are created in PowerPoint which means they are editable. You are free to use the standard PowerPoint functionality to edit the presentations, including reordering, adding or deleting slides, adding or removing text, or inserting your own activities or images.

Unfortunately, Mac versions of our PowerPoints are not editable.

Can I edit the Flash activities?

The only items that aren't editable are the Flash activities. These can still be copied and pasted between slides and presentations.

How can I save changes?

If you do edit your presentations and choose 'Save' you will be asked to save your new version in another location, e.g. My Documents. You will then need to open edited presentations from their saved locations. Once you have edited a presentation you will not be able to launch the edited version through the launch window although original presentations can still be viewed in this way.

Unfortunately, Mac versions of our PowerPoints are not editable.

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