

Page Browsing with the Toolbar

Turn instantly to the next page or back to the previous page.

Go directly to the first or last page of the book.

Displays the page(s) you are currently viewing and can be used to go directly to a page by typing in a page number.

Page Browsing with the Keyboard

Turn instantly to the next page.

HOT KEY: spacebar

Turn instantly to the next page or back to the previous page.

HOT KEYS: arrows

Go directly to the first or last page of the book.

HOT KEYS: home/end

Go directly to the page display box, where you can type a page number.

HOT KEY: tab

Page Browsing with Gestures

Using your finger, swipe horizontally across the page.

Single Page Mode and Double Page Mode

Press the **S** key on the keyboard to toggle between single page mode and double page mode.

HOT KEY: S

Zoom

Using your mouse, click on a page in the book. Double-click the mouse or use the mouse wheel to zoom. To move the page around while zoomed in, click and drag with your mouse. Double-click the mouse or use the mouse wheel to return to the standard page view.





Color Scheme Selection

Using your mouse, click the COLOR SCHEME SELECTION icon.

You may choose between a black or white background.

The white background is useful if you chose to project the lesson on a white board.



Notes

Using your mouse, click the NOTE icon.

The note will follow your mouse until you click the desired location.

You may always click and drag the note to a new location.

Click once to open the note.

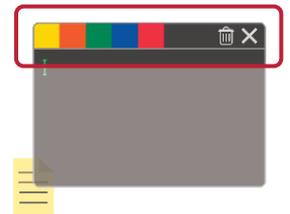
HOT KEY: N

Note Menu

Click the X button to close your note.

Click the TRASH button to delete your note.

You may change the color of each note. Click the desired color from the options located at the top of the note box.



Search

Using your mouse, click in the search field and type the desired topic/words. Your personal notes are searchable. Look for the note icon in the search list.

HOT KEY: F

Unit Studies | Quick Reference | Index

Smart Tabs

The back of the book contains various reference and resource sections. For your convenience, we have marked those sections using smart tabs.

Using your mouse, click a tab. The smart tab will turn pink. Browse through the pages.

The smart tab remembers the page you were on before going to the reference section. To return to this previous page, click the pink smart tab.



Return to Main Menu

Click the yellow BACK ARROW button.

HOT KEY: esc



Interactive Menu

Select the Interactive 'i' button at the bottom of the page to show and choose the interactive features available for that page.

HOT KEY: I



Demonstrations

Select the DEMONSTRATIONS icon to listen to the samples. The demonstration will start playing automatically.

Pause/Play: Click the pause/play icon.

HOT KEY: spacebar

Forward/Rewind: Click in the scrubber bar.

Close: Click the yellow BACK ARROW button.

HOT KEY: esc



Jingles

Select the JINGLES icon to listen to and sing along with the Jingles. The Jingles will start playing automatically.

Pause/Play: Click the pause/play icon.

HOT KEY: spacebar

Forward/Rewind: Click in the scrubber bar.

Close: Click the yellow BACK ARROW button.

HOT KEY: esc



View/Print PDF

Select the PDF button to launch Adobe Acrobat Reader to view and/or print the PDF file.

Note: To utilize this feature, Adobe Acrobat Reader software is required.



Whiteboard Activities

Select the WHITEBOARD icon to launch the content to be utilized on your interactive whiteboard.

Forward: Click the NEXT button.

HOT KEY: spacebar

HOT KEYS: arrows

Back: Click the BACK button.

Close: Click the yellow BACK ARROW button.

HOT KEY: esc

Whiteboard Drawing

Draw using a mouse or an interactive whiteboard pen.

Undo: Click the UNDO icon to reverse the last drawing action.

TRADITIONAL KEYBOARD: backspace

Erase All: Click the ERASE-ALL icon to erase the entire screen.

TRADITIONAL KEYBOARD: delete

Pen Color: Click the COLOR PALETTE and choose a pen color.

On the keyboard, select the desired color using these hot keys:

HOT KEYS: 1 = black	6 = magenta
2 = red	7 = orange
3 = green	8 = pink
4 = blue	9 = yellow
5 = cyan	





SEDA Menu

Select the SEDA button at the bottom of the page to play the SEDA lesson.

HOT KEY: P



Play/Pause Lesson

Click the PLAY/PAUSE icon in the scrub bar.

HOT KEY: spacebar



Forward/Rewind Lesson

Slide the scrub bar left and right.

Click within the scrub bar to jump to any portion of the lesson.



Volume Control

Pan over the VOLUME icon.

Click the volume bar and slide it left/right to adjust the volume.



Topic Selection

Click the TOPIC selection icon to jump to that portion of the lesson.



Resolution Settings

Click the SETTINGS icon.

Click the resolution setting of your choice.



Color Scheme Selection

Click the COLOR SCHEME SELECTION icon to toggle between a white or black background.



Close Lesson

Click the yellow BACK ARROW button.

HOT KEY: esc



eWorkbook Menu

Select the eWB button at the bottom of the page to open the eWB.

HOT KEY: M



Text Box

Click on the eWB page to open a new text box.

Click the X button to close the text box.

Click the TRASH button to delete the text box.

To modify a text box:

Click on the text box and make the necessary edits.

To move a text box:

Click on the text box and drag it to the preferred location.



Single Underline

Click the SINGLE UNDERLINE button to toggle on the feature.

Click on a word and drag your mouse right to underline.

Click on a word and drag your mouse left to delete the underline.

Click the SINGLE UNDERLINE button to toggle off the feature.



Double Underline

Click the DOUBLE UNDERLINE button to toggle on the feature.

Click on a word and drag your mouse right to double underline.

Click on a word and drag your mouse left to delete the double underline.

Click the DOUBLE UNDERLINE button to toggle off the feature.



Dot

Click the DOT button to toggle on the feature.

Click on the eWB page to place a dot.

Right-click on the dot to delete it from the page.

Click the DOT button to toggle off the feature.



Transfer

Click the TRANSFER icon to send the eWB page to your teacher/student.



Teacher-Specific Features



Grade

Click the GRADE icon to send the eWB page, with your notes and the grade, back to the student.



Erase All

Click the ERASE ALL icon to erase the entire eWB page.



Changing Colors

Teachers may change the color of the following features: text box font, dots, underline, and double underline.

Click the desired color from the color palette at the top of the textbox. This color is now the active color for all features.



eWB Menu: Indicator Legend

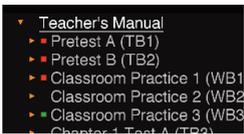
Red Dot by the Loading Icon:

A student has transferred an eWB page to you.

Red Dot by an eWB page:

This is an active stack of eWB pages.

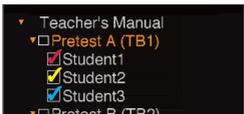
(There may be a variety of unassigned, assigned, in review, or graded eWB pages.)



Red Checkmark: Assigned

Yellow Checkmark: In Review

Blue Checkmark: Graded



Page Browsing with the Keyboard

Move up and down the eWB page by using the ARROW UP and ARROW DOWN keys.



Zoom into the eWB page by pressing the SHIFT and UP ARROW keys.



Zoom out of the eWB page by pressing the SHIFT and DOWN ARROW keys.



Page Browsing with the Mouse

Zoom in and out of the page by using the MOUSE SCROLL WHEEL.

