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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.

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Installing Presentation Plus (Windows and Mac)

Windows

1) Save the installer file to your desktop. Double-click on the installer to begin installation. For Windows/PCs, 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*.

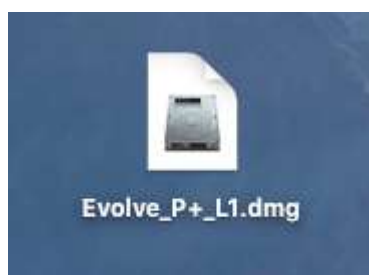


4) You can now open your *Presentation Plus* product at any time by double-clicking the shortcut icon on your desktop.



Mac OS

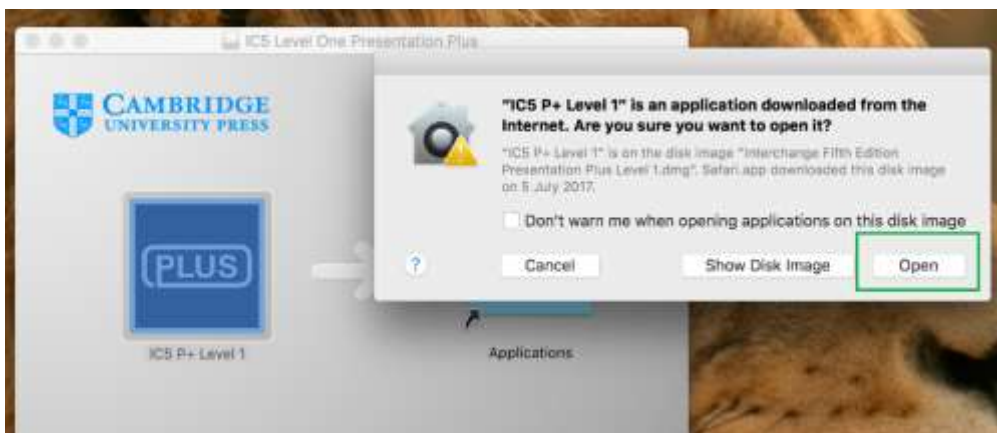
1) Save the installer file to your desktop. Double-click on the installer to begin installation. For Mac OS, this is a **.dmg** file.



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



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



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



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 will see six tabs. Clicking on these tabs will take you to the different components of *Evolve*, for example, the Student's book, the Workbook, and various resources.



Hotspots

Hotspots are used throughout *Presentation Plus* to 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 hotspots in *Presentation Plus* can be found below.

Audio



Click the **Audio** icon or **track number** to play an audio recording.

Answer Keys

3 GRAMMAR: *have to*

A Circle the options to complete the sentences. Use the sentences in the grammar box to help you. Match each point to a paragraph in the article on page 98.

- 1 It is / isn't necessary to clean your keyboard. ____
- 2 It is / isn't necessary to stay home when you have a cold. ____

Click any **exercise letter** to access **Answer Keys**. Clicking once will launch a pop-up window which provides the answer key for the corresponding exercise.

Interactive Activities




Click this icon to open an **interactive activity**. The interactive activities present content from the Student's Book in a digital format. They have been designed for students and teachers to complete on an interactive whiteboard, and they allow teachers to show the answer to an exercise in a clear and concise way.

Videos



Click any **Real Student** feature to play the **video**.

Links

 Now do the vocabulary exercises for 10.2 on page 150.

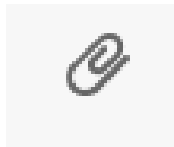
Click any **yellow-highlighted rubric** to **link** to the page referenced in the text.

Notes



You can add your own **Notes** directly on pages. The first icon shows the button you click to add a new note. The second icon (with the trashcan icon in the upper left corner) shows a note that you have already added to the page. See subsequent section: **The Floating Toolbar** for more information about Notes.

Attachments



You can add your own **Attachments** directly to the page. The first icon shows the button you click to add a new attachment. The second icon (with the trash can icon in the upper left corner) shows an attachment you have already added to the page.

You can attach your own files such as images, audios, or videos, and then launch them later by clicking on this icon. See subsequent section: **The Floating Toolbar** for more information about attachments.

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 both sides 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 on the bottom left of the page shows the 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

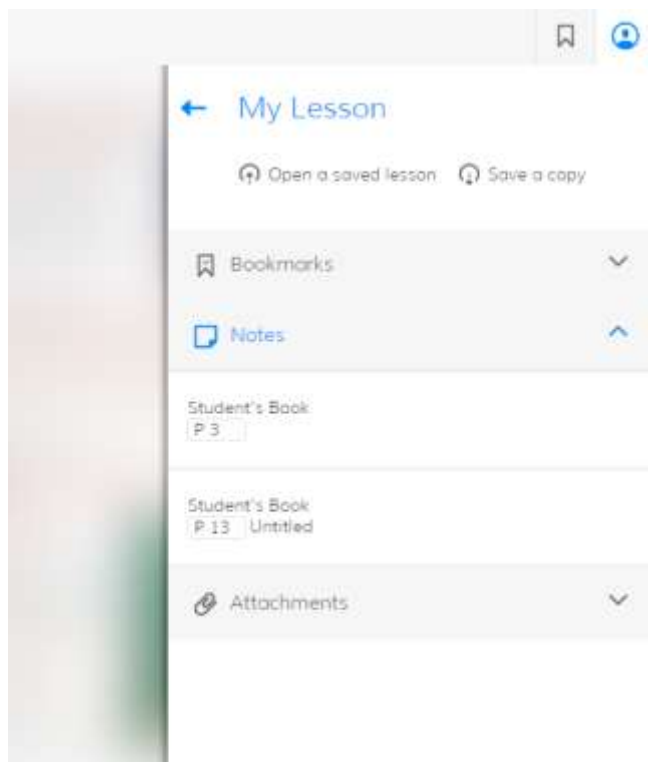


Click this icon in the bottom left-hand corner of the screen to return to the last page you visited.

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 computer

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 the screen. A menu slides out (see image above).
3. To save your lesson notes, click the **Save a copy** button at the top of the menu. A file save dialogue box pops up. Follow the dialogue and save the file onto a USB or another portable device.

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

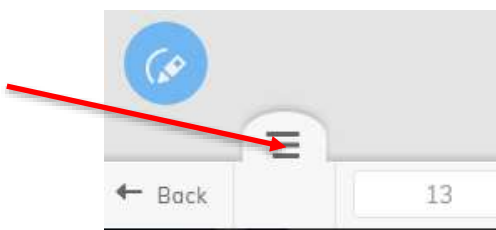
At the top and bottom of the screen are a variety of icons. You can use these icons to select the different *Presentation Plus* tools.

Below are explanations of each icon and tool.



Table of Contents

In the bottom-left of the screen, there is a tab which represents **Table of Contents**. Click on it to display the table of contents of the Student's Book and the Workbook, and to navigate to a particular unit or section.



To view all of the lessons in one particular unit, click on the unit title to expand the menu. Then click on a lesson to jump directly to that page.

Evolve Student's Book 2 Unit 10 - Table of Contents
16 pages

Unit 10: Risky business

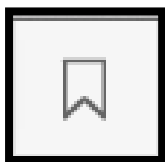
97 Unit 10

p98-99 10.1 Danger on the job

p100-101 10.2 Don't worry, Dad

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

Bookmarks



Click the **Bookmark** tool on the top right of the screen to bookmark the page you are currently on.

but don't say which one is your favorite.
Mondays and Wednesdays. I often go
to go to the beach and play volleyball...

guess your partners' favorite activities?

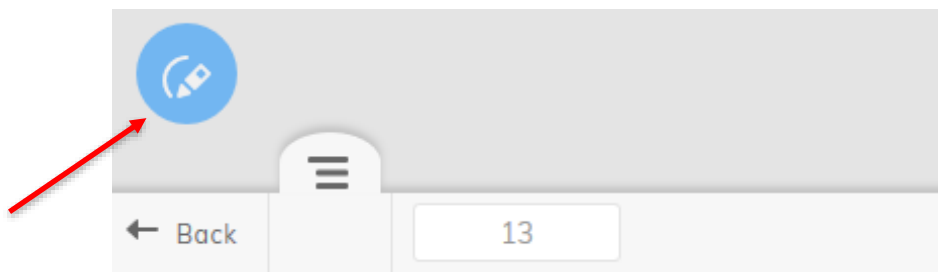
The icon will then change to show you that the page has been bookmarked.



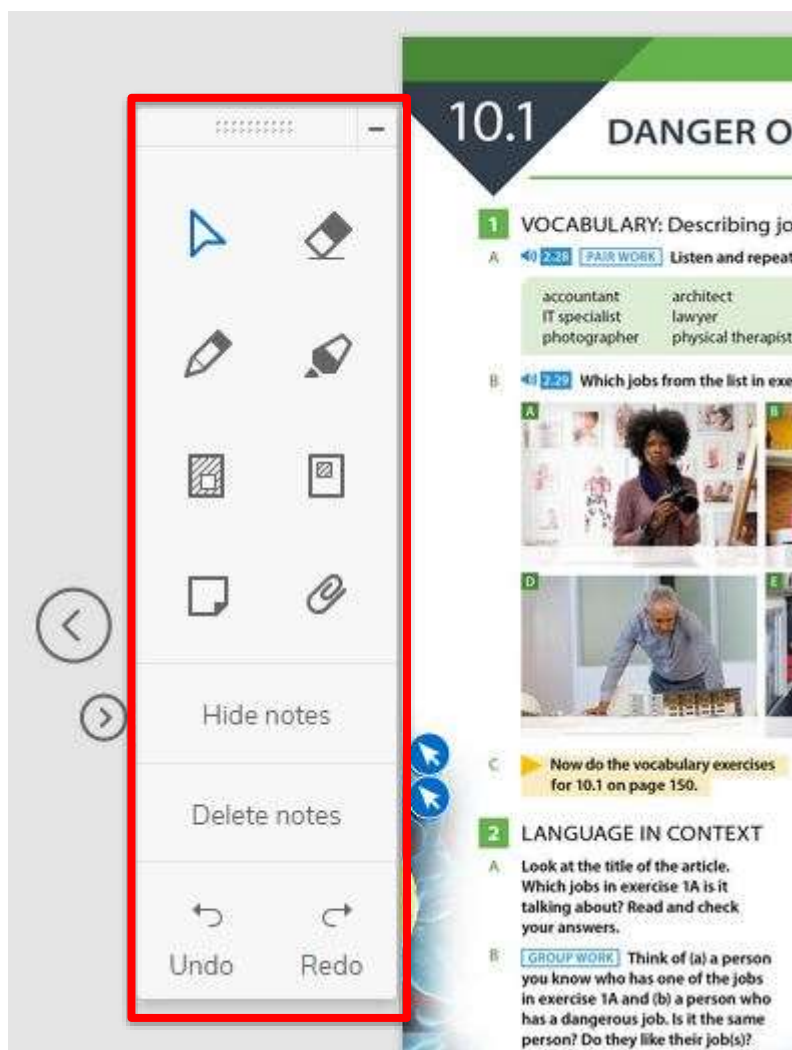
To show a list of all bookmarks you have added, click on the **My Lesson** icon (see below).

The Floating Toolbar

This section explains the functions of classroom tools available with *Presentation Plus*. Click this icon on the bottom left corner of the screen to launch the classroom tools. The icon will launch a floating toolbar.



The floating toolbar looks like this:



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

Each of the tools will now be explained.

Pointer/Selector

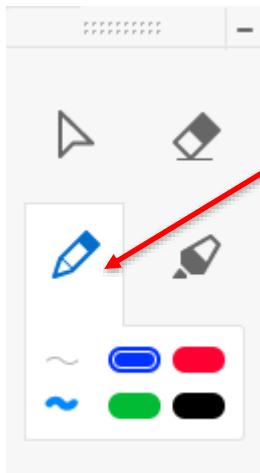


Use the **Pointer/Selector** for general navigation and to click on hotspots (for example to open an audio or an answer key), or to point to something on the page.

Pen



The **pen** allows you to draw and write on screen. Click on the icon to open a menu and choose the color and thickness of the pen.

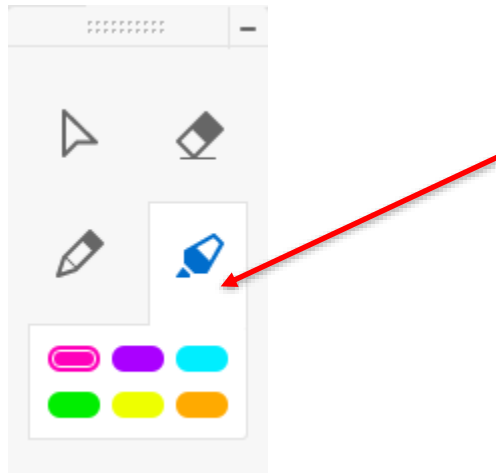


You can control the tool using your mouse, trackpad, or other device.

Highlighter



Use the **Highlighter** to highlight text or images on the screen. Click the icon to open a menu and choose the color you want to use.



Eraser

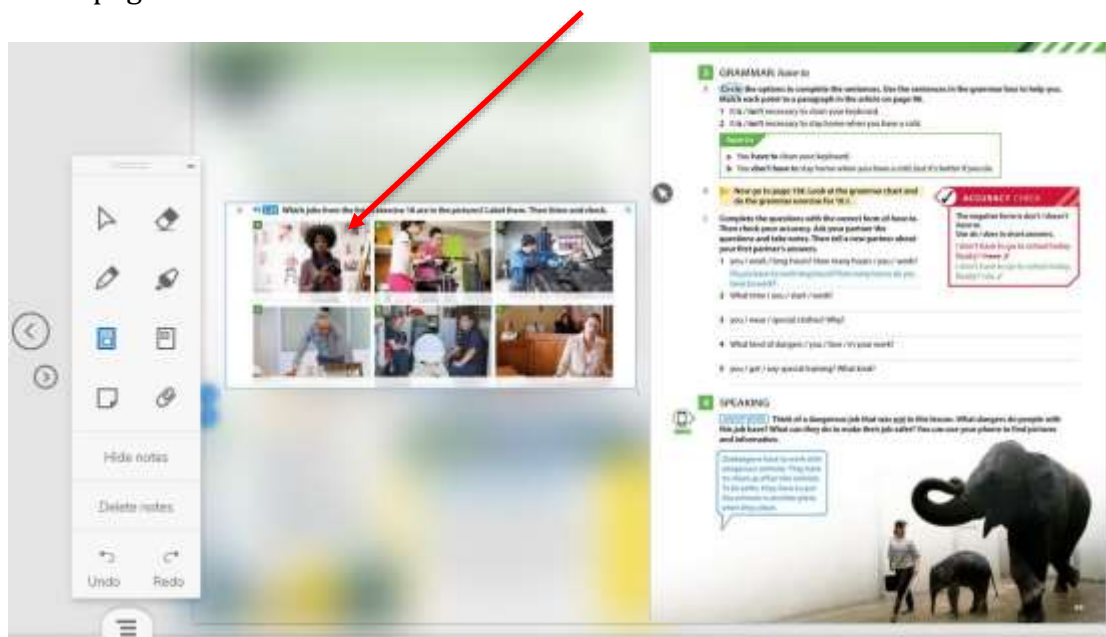


Use the **Eraser** to erase anything you have added using the pen or highlighter tools.

Spotlight



Use the **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 large + 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 of the box.

Mask



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



Drag the mask to the position you want and use the large + 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 your own notes to a page. The notes can be added to at any time, deleted (using the trashcan icon), or closed (using the **X** icon). You can drag them to any position when open, and resize them by dragging in the bottom-left corner. These changes can only be made when note is open (that is, not when the note is showing as an icon).

Unopened note icon

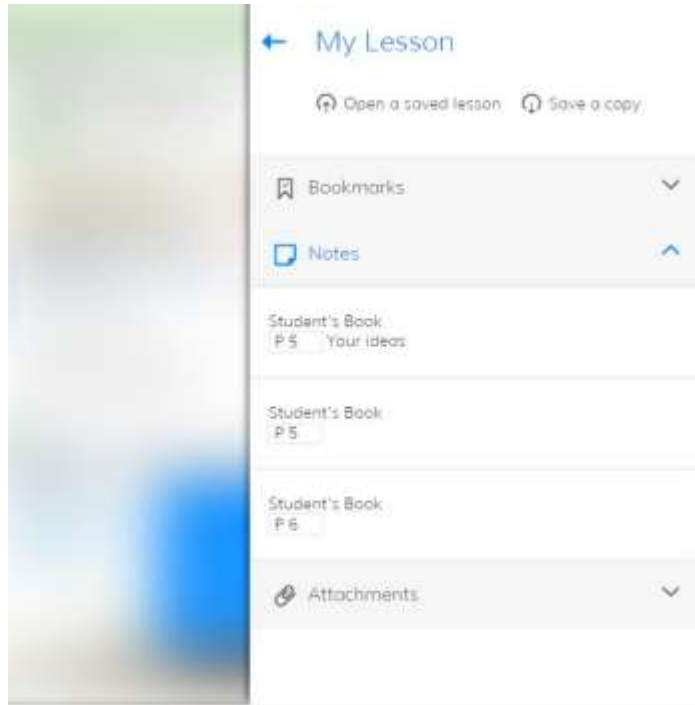
Note title

Note content

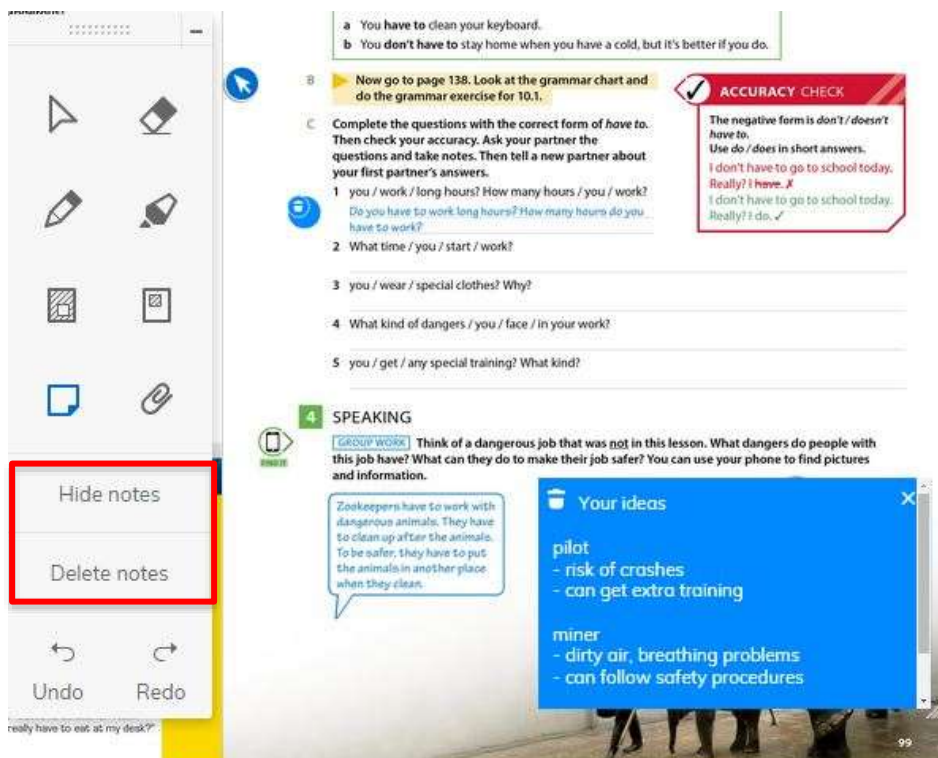
You can give Notes a simple title (e.g. Pronunciation, Homework, Extension Activity, etc.). It is recommended that titles be short, no more than about two words. Writing sentences in the Note title area (or adding a line break) will make your notes difficult to read in the **My lesson** tab (see below).

Add content to the note by clicking below the **Note title** in the main body of the note itself.

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



You can hide **Notes** can by clicking **Hide notes** or delete them by clicking **Delete notes** on the **Floating Toolbar**.



Attachments



Use **Attachments** on the **Floating Toolbar** to insert files from your computer onto a particular page.

Click the **Attachments** icon and then click on the location on the page where you would like to place the attachment. A new window will open; select the correct file from your computer.

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

3 GRAMMAR: have to

A **Circle** the options to complete the sentences. Use the sentences in the grammar box to help you. Match each point to a paragraph in the article on page 98.

- 1 It is / isn't necessary to clean your keyboard.
- 2 It is / isn't necessary to stay home when you have a cold.

have to:

- a You **have to** clean your keyboard.
- b You **don't have to** stay home when you have a cold, but it's better if you do.

B Now go to page 138. Look at the grammar chart and do the grammar exercise for 10.1.

C Complete the questions with the correct form of *have to*. Then check your accuracy. Ask your partner the questions and take notes. Then tell a new partner about your first partner's answers.

- 1 you / work / long hours? How many hours / you / work?
Do you have to work long hours? How many hours do you have to work?
- 2 What time / you / start / work?
- 3 you / wear / special clothes? Why?
- 4 What kind of dangers / you / face / in your work?
- 5 you / get / any special training? What kind?

ACCURACY CHECK

The negative form is *don't / doesn't have to*.
Use *do / does* in short answers.
I don't have to go to school today.
Really? I **have**. X
I don't have to go to school today.
Really? I do. ✓

4 SPEAKING

GROUP WORK Think of a dangerous job that was not in this lesson. What dangers do people with this job have? What can they do to make their job safer? You can use your phone to find pictures and information.

Zookeepers have to work with dangerous animals. They have to clean up after the animals. To be safer, they have to put the animals in another place when they clean.

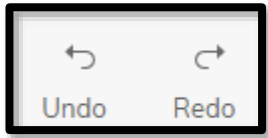
To open the file, click on the icon. To remove the attachment, click on the trashcan symbol in the top left-hand corner of the icon.

You can attach any kind of file, for example text, audio, or video, but note that the computer you are using must be able to open the relevant file (so, for example, if

you have attached a PDF but your computer does not have Adobe Acrobat installed, you will not be able to open the file).

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

Undo/Redo



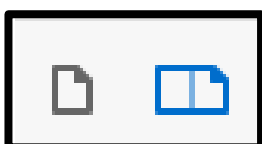
At the bottom of the **Floating Toolbar** are the **Undo** and **Redo** buttons, which allow you to undo and redo any action.

The Bottom Toolbar

We have already covered the **Back**, **Table of contents**, and **Go to page** features. There are some additional visual features on the toolbar which appears at the bottom of the screen.



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:

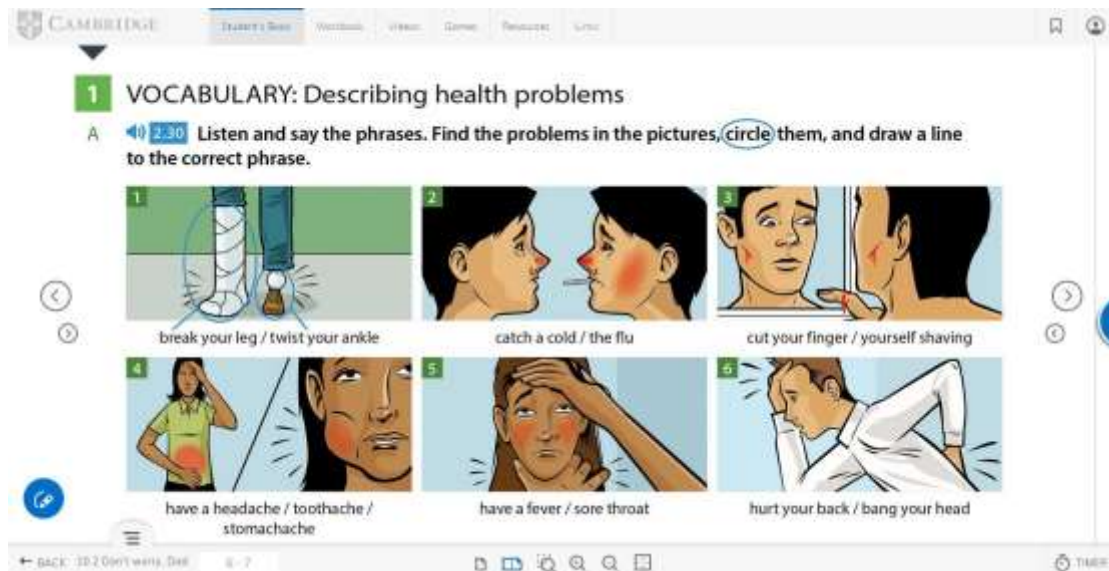


Use the **Microscope** to zoom in on a specific location on the page. Select the tool from the menu and then click and drag over the area you wish to view. This tool is especially useful if you want to focus students' attention on a particular exercise.

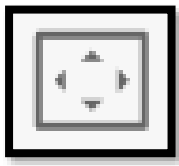
Normal double-page view:



Zoomed view of a specific exercise:



Click these icons to **zoom in** and **zoom out**.

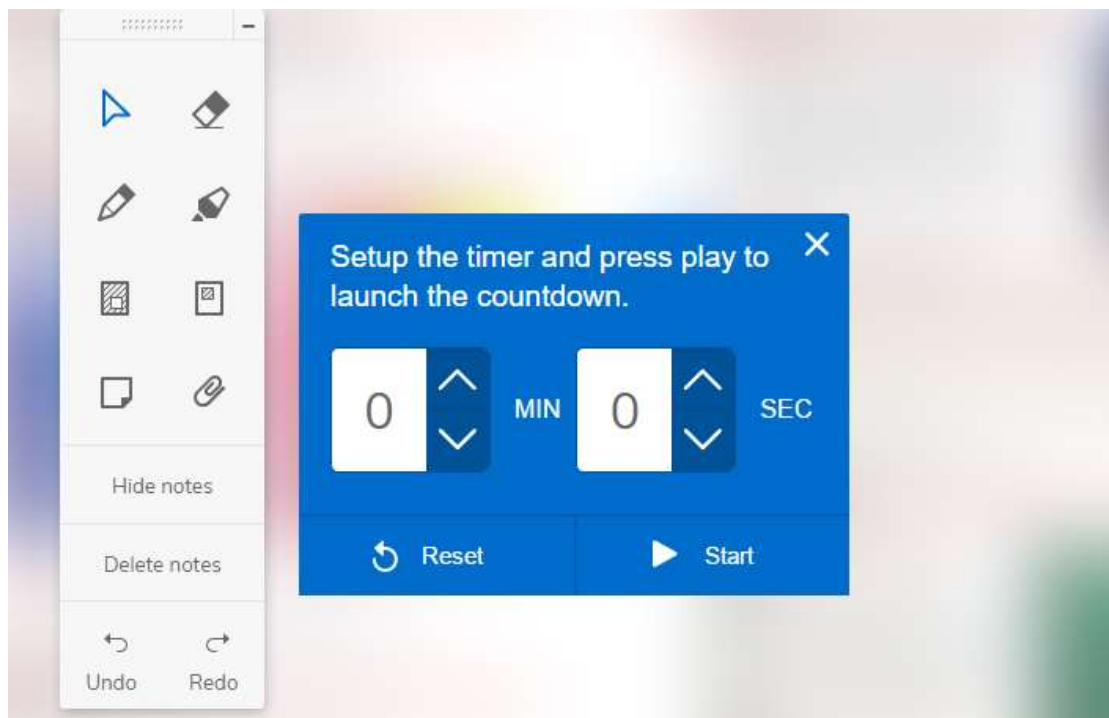


Click this icon to **reset the page to normal view** (that is, to return to single- or double-page view).

Timer



Presentation Plus includes a **Timer** tool. The tool allows you to set a time limit and count down the time students have to complete an activity. Click on the icon in the bottom right corner of the screen to open 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.



Click **Pause** to pause the countdown or **Stop** to stop the countdown completely and make the timer disappear. Click the circular **arrow** to re-set the timer. 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. Please also note that this feature does not work as a stopwatch; you must set a time for it to count down.