

SMART ENGLISH

Gothic Horror



Mac



SMART LEARNING ●

RESOURCE CD-ROM USER GUIDE

Introduction

This *Smart English: Gothic Horror Resource CD-ROM* is designed to be used in conjunction with the *Smart English: Gothic Horror Student's Book* and the *Smart English: Gothic Horror Teacher's Book*.

Smart English is a creative and flexible series designed to help Key Stage 3 students to secure essential skills in Speaking & Listening, Reading and Writing. The series takes a thematic approach and each themed Unit comprises a *Student's Book*, a *Teacher's Book* and a *Resource CD-ROM*.

The *Smart English: Gothic Horror Resource CD-ROM* provides a bank of downloadable files for use by yourself and your students. It is not designed for students to access directly, though they might access the files via the school network or VLE should you choose to upload them to a shared area. Content includes:

- A PowerPoint file to accompany every lesson in the *Teacher's Book*
- PDFs of the texts in the *Student's Book* – for whole class and IWB-based exploration
- Plain text PDFs of the texts in the *Student's Book* – for annotation and analysis
- An image bank to help bring lessons to life.

Minimum system requirements

PC

1GHz processor or higher recommended

Windows XP

512 MB or more of installed RAM

The CD files are contained within a Macromedia Flash application, for easy browsing. However, if you prefer, you can go directly to the folder where the resources are kept, and select and save files and folders in the usual way.

Macintosh

The Flash interface is not Mac compatible. If you are using a Mac, you will need to navigate to the CD-ROM drive and access the content through the folder structure.

Installing the CD-ROM (PC)

Insert the CD-ROM into your computer's CD-ROM drive.

The disc should automatically launch the Install Wizard, which will take you automatically through the installation process. The Wizard will select the **Program Files** folder on your hard drive by default, but you can choose to save the files to another folder if you prefer.

If the disc fails to start automatically, double-click on the CD-ROM drive icon in **My Computer** then double-click on **Setup.exe**.

During installation, two shortcuts will automatically be created on your computer's desktop and Start menu:



Click on the **Smart English: Gothic Horror** icon to browse through folders and resources using the Flash interface.



Click on this folder icon to go directly to the CD files folder at top folder level, without using the Flash interface.

Once the files have been installed on your hard drive, you can copy or use **Save As** to save files or folders to other locations as required. We do not recommend that you edit or delete your original installed files, because if you need an original copy at a later date you will need to reinstall the CD-ROM.

Installing the CD-ROM (Mac)

Insert the CD-ROM into your computer's CD-ROM drive.

Navigate to the CD-ROM drive and access the content through the folder structure.

You can copy or use **Save As** to save files or folders to other locations as required. We do not recommend that you edit or delete your original installed files, because if you need an original copy at a later date you will need to reinstall the CD-ROM.

Opening CD files (PC and Mac)

To use the CD files, you will need the following Microsoft® Office package:

- Microsoft® PowerPoint

You will also need:

- Adobe® Reader® (<http://www.adobe.com/products/reader.html>) or a similar PDF reader

Note All Microsoft Office files have been created using Microsoft Office 2003, to allow them to be used successfully in both this and later versions of the software.

Accessing CD files (PC)

Once the CD files are saved on your hard drive, you can choose how you access them and how you make them available to students. There are various ways you can access the CD files.

- 1 Click on the desktop icon or Start menu to open the Flash interface and browse through the folders until you find the lesson folder you need. You can then open files simply by clicking on them. Save a CD file to your chosen location by choosing **File > Save As**.
- 2 Follow the same steps as above to open the Flash interface, but instead of opening an individual CD file, click on the Resource folder icon at the top of the list of files. This will open a folder containing all the files in the list, and you can copy and save the entire folder (or individual files) to your chosen location.
- 3 Navigate directly to the folder where you saved the files by clicking on the desktop folder icon or Start menu and copying the folder to your chosen location.

Note You can rename CD files once you have saved copies to a different location on your hard drive, but remember that they are referenced in the *Teacher's Book* as they are currently named, and changing their names may cause confusion.

Accessing CD files (Mac)

If you are using a Mac, you will need to navigate to the CD-ROM drive and access the content through the folder structure. You can then copy files or folders to your chosen location.

Note You can rename CD files once you have saved copies to a different location on your hard drive, but remember that they are referenced in the *Teacher's Book* as they are currently named, and changing their names may cause confusion.

Giving students access to CD files (PC and Mac)

When you need students to create their own copies of a CD file, direct them to the location where you have saved the resource on the school network or VLE. The students will need to save a new version of the file into their own folders. They can do this by opening the CD file and choosing **File > Save As**, then finding their own folder and saving the file.

Editing CD files (PC and Mac)

The PowerPoint files included in this CD-ROM may be edited. You can change activity instructions, images and content on these files as you see fit, to suit your own students' needs and abilities.

As mentioned before, you should make sure that you do not edit the original files installed from the CD-ROM. Before you edit a CD file, save a copy of it to a different location to ensure that you always have the original, unedited file to hand for future use.

Note The remaining CD files – PDFs and jpegs – cannot be edited.

Technical Support

If you have any problems installing the CD-ROM, or saving, opening and using any of the CD files, please contact our Technical Support team via our website: www.smart-learning.co.uk.

Uninstalling the CD (PC)

Go to the Start menu and choose **Control Panel > Add or Remove Programs**. Select *Smart English: Gothic Horror Resource CD-ROM* from the list and click **Remove**.

Uninstalling the CD (Mac)

As Mac users access the content through the CD-ROM's folder structure, you simply need to locate any files or folders you have saved to your computer, then delete them.

Smart English: Gothic Horror Resource CD-ROM

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