



# Secondary 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, as well as MyWorks active learning assessment packages for VLEs.

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 **0845 0 300 400** or visit our website **[www.boardworks.co.uk](http://www.boardworks.co.uk)**.

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

If you move to another school, you must remove any Boardworks media from your own presentations. The end user licence agreement supplied on the CD-ROM 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

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## Minimum system requirements

OS: Windows 2000 Professional, XP Home/Professional, all Vista versions, all Windows 7 versions

Processor: 1GHz Intel Pentium/Celeron or AMD Athlon/Duron family

Memory: 512MB RAM or better

Display: 16-bit colour capable of 800x600 resolution

CD-ROM drive

Windows compatible sound card for products with audio

## What software do I need?

Microsoft PowerPoint 2000, XP/2002, 2003, 2007 or 2010 (32-bit version only)

Microsoft Word 2000, XP/2002 or 2003, 2007 or 2010

Adobe Flash Player 10.0.32 or later

PDF file reader (e.g. Adobe Reader)

## How do I install the software?\*

This product is supplied on the CD-ROM as a Windows Installer.

To install the software you will need administrative privileges. If you already have these then simply insert the CD-ROM into the CD-ROM drive and follow the on-screen instructions. If the installer does not begin automatically, navigate to the CD drive, usually found in the 'My Computer' folder on your desktop or in your 'Start' menu ('Computer' on Vista, Windows 7). Double click the file 'setup.exe' to begin.

The product requires the Flash Player and PDF reading software to be installed. Installers for both Adobe Flash Player and Adobe Reader are included on the CD-ROM for you to manually install should you need them.

Please see the readme.txt file on the CD-ROM 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 the next page.

## 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 CD-ROM, and follow the instructions. Alternatively, you can download the latest version of the Flash Player from the Adobe website ([www.adobe.com](http://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 8.30am to 5.30pm. They can be contacted by telephone on **0845 0 300 400** or by e-mail at **[support@boardworks.co.uk](mailto:support@boardworks.co.uk)**.

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 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.

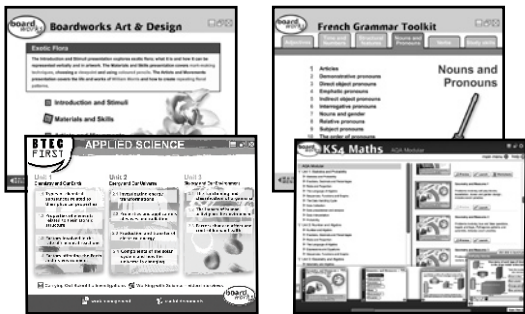
# Let's go!

## 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

**5** \* If you have A-Level Maths, Maths for Scotland S1–S4, Higher Maths for Scotland, KS3 Religious Studies, KS3 Shakespeare, KS3+KS4 German, KS3+KS4 History, KS3+KS4 Spanish, KS4 D&T or KS4 Geography, please turn to page 10 for details of getting started with your product.

## Tell me about the support materials



Some products contain Contents Guides and Mapping Grids – 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.

## Interactivity

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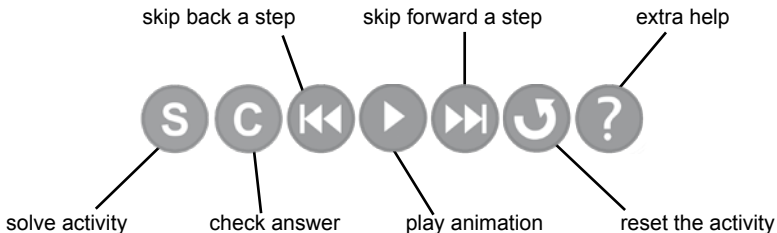
### What about the Flash interactivity?



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 CD-ROM. See page 3.

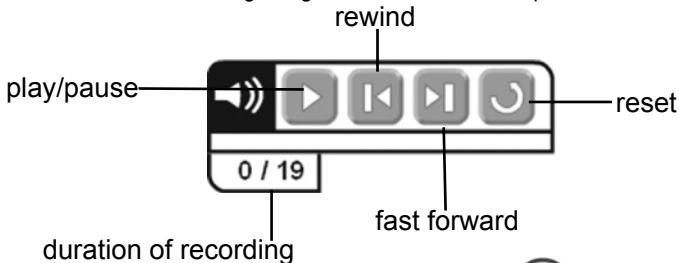
Flash activities can be easily controlled using the buttons below:



### Is there audio?



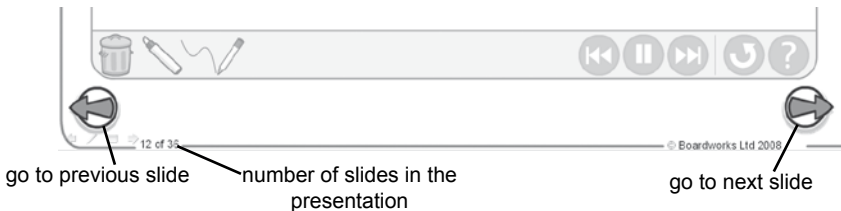
Where audio is included on a slide you will see a speaker icon in the top right-hand corner. All audio is embedded within Flash, either within an activity or a sound player. To use the sound player, press play to start the recording, pause to stop at any point, rewind or reset to return to the beginning,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



### How do I navigate through the presentations?



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



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

## Printing and editing

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### 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.

### 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.

For A-Level Maths, Maths for Scotland S1–S4, Higher Maths for Scotland, KS3 Religious Studies, KS3 Shakespeare, KS3+KS4 German, KS3+KS4 History, KS3+KS4 Spanish, KS4 D&T and KS4 Geography.

## Do I need to install the software?

There is no need to install the presentations on the CD-ROM for the products listed above. To find the Boardworks content after you have inserted the CD-ROM, navigate to the CD-ROM drive, usually found in the 'My Computer' folder on your desktop ('Computer' on Vista, Windows 7) or in your 'Start' menu. Presentations can be opened directly from the CD-ROM, although we advise you to copy the products onto your school network or classroom PC.

To view the Flash files within the presentations you will need to have Adobe Flash Player installed. To view the PDF contents document(s) and any worksheets which accompany the presentations you will need to have Adobe Reader installed. Adobe Flash Player and Adobe Reader are supplied on the CD-ROM.

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

## How do I get started?

To see the full contents of a product, please view the contents PDF document(s) included on the CD-ROM.

To begin using the product, simply open the folder that contains the presentation you wish to use and double-click to open the PowerPoint presentation. Each presentation will open in Slide Sorter view, so you can easily see what is covered in the presentation.

To view the presentation as a Slide Show, click on 'View', '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



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