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Resource Links

- Click icons on ActiveTeach shell to open resource materials.

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<td>Picture Cards</td>
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</tbody>
</table>
Click to enter ActiveTeach
ActiveTeach Content

Menu Bar

- Companion Website
- Home
- Help File
- Maximize
- Close
- Minimize
Maximize content area

◆ Click grey bar to hide tool bar.
Tool Bar Panel

- Order of tool icons can be arranged to suit users’ preferences. Simply DRAG the icon to the desired position.
- Frequently used tools and their expanded options panel can be DRAGGED on to ActiveTeach page.
Tool Bar Panel

- To locate more tools CLICK the More icon.
  (Range of tools available depends on different subjects)
- Hide seldom used tool icons. DRAG icon to panel below.
Tool Bar Panel

- Add Teaching Resources
- Audio Player
- Masking Tool
- Drawing Tools
- Whiteboard
- More Tools
This ActiveTeach enables you to build your own Teaching Resources Bank to enhance your lessons.

Create your own Note. Save to relevant ActiveTeach page(s).
Step 1: SELECT ‘Note’ icon.
Step 2: SELECT text color.
Step 3: ‘Note’ icon will appear on ActiveTeach page. CLICK, MOVE and DROP icon in desired position.
Step 4: TYPE text in window.
Step 5: SAVE file on ActiveTeach page.
Step 6: To DELETE ‘Note’. CLICK on file, DRAG (recycle bin icon will appear) and DROP in file.

There are 2 display mode options.
Thumbnail mode or Text mode
Tool Bar – Add Teaching Resources

- Source various Teaching Resource Files such as Worksheets, Pictures, Movies, Audio and Games etc.
- Save File to relevant ActiveTeach page(s).

Add Resources

Step 1: SELECT resource file format. e.g. ‘Worksheet’, ‘Picture’, ‘Movie’, ‘Audio’ and ‘Game’.

Step 2: ENTER file name of the target Teaching Resource.

Step 3: SEARCH for file by BROWSING your saved Teaching Resource files.

Step 4: CLICK , MOVE and DROP the icon on to ActiveTeach page.
Tool Bar – Drawing Tools

Drawing Tools Options:

**Drawing Pen / Highlight Pen**
Step 1: SELECT the shape / thickness / color / transparency.

Step 2: Draw on the ActiveTeach page.
**Tool Bar – Drawing Tools**

**Fill color**

Step 1: SELECT fill color.

Step 2: CLICK on the target area of ActiveTeach page to fill color.
Tool Bar – Drawing Tools

**Eraser**
Removes Drawing Tools actions such as drawing, highlighting and color filling from the ActiveTeach page.

**Undo**
Removes previous Drawing Tools action from the ActiveTeach page.

**Clear**
Clears ALL Drawing Tools actions from the ActiveTeach page.
Tool Bar – Audio Player

♦ Play audio file(s) tagged to the ActiveTeach pages.
Tools Bar – Whiteboard

- Draw, type or insert text and images on the Whiteboard.

- Save / Print items created in Whiteboard.
- Draw lines / graphics
- Insert text / images
- Eraser
- Insert background
Tool Bar – Masking Tool

◆ Mask function enables users to focus on target area of ActiveTeach page.

CLICK and DRAG the black area to move the mask.
Resize unmasked area where relevant.
Bookmark any page in the ActiveTeach.

Bookmark a page
Step 1: Go to the page you want to bookmark.
Step 2: CLICK on icon .
Step 3: Enter page number for the bookmarked page.

Bookmark List
Click  to view the list of bookmarked page(s).
Page Navigation

Maximize / minimize page list.

Click chapter name to expand / collapse the chapter page list.

Drag to browse page(s).

Click [ ] to open page list.

Back to previous page(s).

Click to go to previous page(s).

Click to go to next page(s).

Enter page number(s).
Page View Settings

**Hand Tool**  
Use hand tool to DRAG ActiveTeach page.

**Single Page / Double Page**  
CLICK to switch between single page or double page view.
Page View Settings – Zoom Panel

♦ Zoom in / out by clicking on ActiveTeach page.
♦ Or click on Zoom Panel and set % required.

**Default zoom scale**
Default zoom scale can be set.

**‘Zoom-in’ scale**
Displays current ‘Zoom-in’ scale.

**Zoom area**
CLICK and DRAG area to instantly ‘Zoom in / out’.

**Zoom scale in %**
Instantly displays zoom scale in %.
Technical Support

For Technical Product Support, please visit our support website at www.PearsonELTsupport.com. You can search our Knowledgebase for frequently asked questions, instantly chat with an available support representative, or submit a Ticket/Request for assistance.