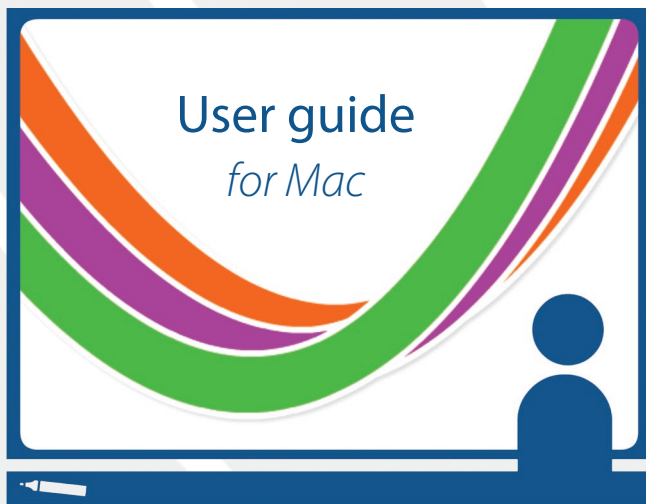


# Boardworks



Everything you need to know about using  
Boardworks interactive resources

---

## Contents

What is Boardworks?.....	2
Copyright.....	2
Acknowledgements and credits.....	2
Minimum system requirements.....	3
What software do I need?.....	3
How do I install the software?.....	3
How can I get technical support?.....	4
How do I get started?.....	5–6
Tell me about the support materials.....	7
What about the interactivity?.....	8
How do I navigate through the presentations?.....	8
How can I change the order of a presentation?.....	9
Can I print from the presentations?.....	9
Can I give you feedback?.....	10

## What is Boardworks?

Boardworks publishes a growing range of software designed for whole-class teaching on interactive whiteboards and projectors.

These resources are packed with dynamic, engaging animations and interactivity, and are ready to teach, flexible and easy to use.

For more details on our resources, please call us at **855-405-7939** or visit our website at **[www.boardworkseducation.com](http://www.boardworkseducation.com)**.

This booklet is a guide for teachers who are new to the product. If you haven't used Boardworks products before, we recommend you start here.

## Copyright

If you move to another school, you must remove any Boardworks media from your own presentations. The Copyright License 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 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 publication.

### Minimum system requirements

OS: Mac OS X v10.5, 10.6 or v10.7

Processor: Intel Core™ Duo or faster processor

Memory: 512MB of RAM (1GB recommended)

Display: 32-bit color capable of 800x600 resolution

CD-ROM drive

### What software do I need?

Adobe AIR

### How do I install the software?

To install the software you will need administrative privileges. If you already have these, simply insert the CD-ROM and double-click the disk icon that appears on the desktop or in the sidebar of the Finder and follow the on-screen instructions. By default, the application will be installed to /Applications/Boardworks. We suggest that you don't change this setting during installation.

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

If you require further assistance, 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 Adobe AIR?

Double-click on the Adobe AIR installer file included on the Boardworks CD-ROM, and follow the instructions. Alternatively, you can download the latest version of Adobe AIR from the Adobe website ([www.adobe.com](http://www.adobe.com)).

Our technical team can be contacted by e-mail at **[inquiries@boardworkseducation.com](mailto:inquiries@boardworkseducation.com)**.

It will help us deal with your inquiry quickly and efficiently if you include the information shown below in any e-mail correspondence:

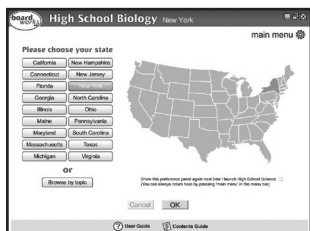
- 1 Your name and your school name and address.
- 2 Product version and name
- 3 Operating system
- 4 Adobe AIR version
- 5 Boardworks presenter version (this can be found by selecting the About option in a presentation)
- 6 The type of fault (e.g. a problem with the installation, the application or a specific presentation) and details of how to reproduce the error.

For details of updates to functionality, please visit <http://www.boardworkseducation.com/technical-details>.

## How do I get started?

Search for 'Boardworks' using Spotlight and single-click the package you want to open.

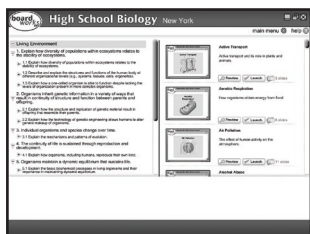
Alternatively, open the Finder and open 'Applications' then 'Boardworks'. Double-click the product you want to open.



All materials are easy to navigate to from the main menu.

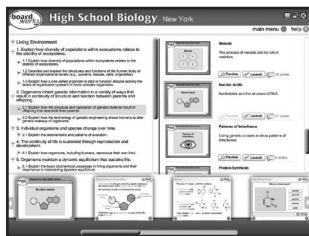
In the main menu you can choose to navigate the resources by learning standards or browse by topic. If you want to show the main menu every time you open the product, tick the box at

the bottom of the screen that says 'show this preference panel again next time I launch Boardworks'. You can return to the main menu at any time by clicking on 'main menu'.

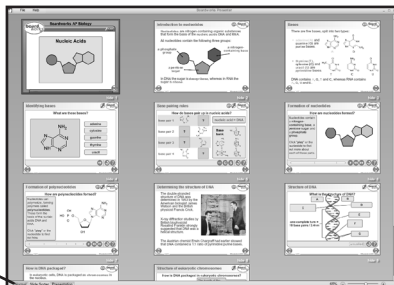


Once you've chosen your state, topic or the browse by topic button, the presentation menu will load. In the panel on the left-hand side of the screen, you can scroll through the standards or topics you want to teach and the panel on the right will show you the relevant presentations.

In the panel on the right, you can choose either to preview the presentation or to launch it.



If you click 'Preview' you will be able to see the slides that are included at the bottom of the screen. If you click 'Launch' the presentation will open in Slide Sorter view.



Normal **Slide Sorter** Presentation

To view the presentation as a slide show, select the 'Presentation' button at the bottom left-hand corner of your screen as indicated below.

The interactive activities will only work in Presentation view.

Normal Slide Sorter **Presentation**

Presentation view

### Tell me about the support materials



The teacher's notes provide guidance on completing an activity, extra information or ideas for adapting activities for different abilities. The icon appears in the top right-hand corner of a slide that has accompanying teacher's notes.

They can be found in the notes sections of the presentations, when the presentation is in Normal view, as indicated below.



Normal view



This icon appears in the top right-hand corner of a slide that contains a virtual experiment.



This icon appears in the top right-hand corner of a slide that comes with a printable and editable worksheet.

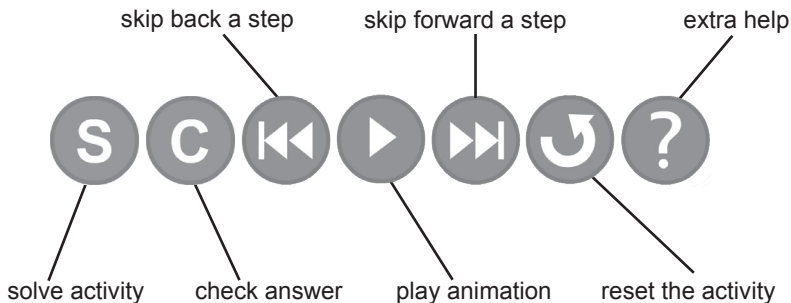


## What about the interactivity?



The products contain many interactive exercises. Where the slide contains an interactive activity, the above icon will appear in the top right-hand corner.

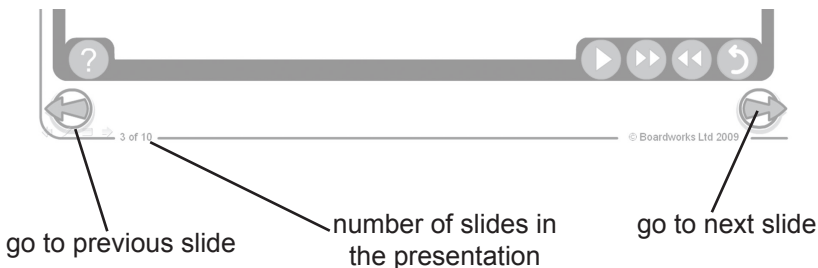
Flash activities can be easily controlled using the buttons below:



## 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.

Ctrl + click to reveal an option menu that will allow you to move to the next slide, move to the previous slide, jump to a specific slide in the presentation or end slideshow. You can end a slideshow at any time, by pressing the Esc key.

### How can I change the order of a presentation?

Slides can be re-ordered in 'Normal' or 'Slide Sorter' view. Click and hold down the mouse button on the slide you wish to move. Drag the slide to the correct position in the presentation, and release the mouse to complete the move.

You can hide specific slides that you do not want to show in your presentation by ctrl + clicking the slide in either 'Normal' or 'Slide Sorter' view and selecting 'hide slide'. Alternatively you can click 'hide' beneath the relevant slide(s) in 'Slide Sorter' view.

### Can I print from the presentations?

You can print all the slides in a presentation by simply clicking 'File' and then selecting 'Print'.

When the print dialog box opens, you can choose to print all slides, print current slide or a selection of slides.

For details of updates to functionality, please visit  
<http://www.boardworkseducation.com/technical-details>.

**Can I give you feedback?**

We'd love to hear from you! At Boardworks we are constantly striving to improve our products and all feedback is very gratefully received. If you wish to comment on any of the content in the product please get in touch. Contact details are on the back cover.



**Boardworks**  
174, North 11th Street  
Brooklyn  
New York  
NY 11211  
t: 1-855-405-7939

[inquiries@boardworkseducation.com](mailto:inquiries@boardworkseducation.com)

[www.boardworkseducation.com](http://www.boardworkseducation.com)