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The CLIL Resource Pack Presentation Tool is an interactive whiteboard application that is intended for classrooms using the The CLIL Resource Pack. The application has been developed with the following aims in mind:

- **reduce** the time a teacher needs to prepare for each lesson
- **increase** learners’ attention span
- **save** time during common classroom tasks, e.g. drawing grammar tables on the board, checking students’ answers, managing group activities such as games or collaborative tasks, etc.
- **exploit** multimedia elements to promote active learning

This manual will present the features of the application and familiarize you with the functions of each button on the control panel. The teaching suggestions made here represent only a fraction of the ways in which you can use this software, and you are certain to discover your own ways of presenting the material according to the needs of your class.
GETTING STARTED

MINIMUM SYSTEM REQUIREMENTS

IBM PC
- Windows 98/ME/2000/XP/Vista/7 Operating System
- Pentium® II 400 MHz CPU
- 128 MB RAM
- 32 MB RAM graphics card
- CD-ROM drive
- 16-bit sound card

Macintosh
- Mac OS X
- G4 @ 200 MHz CPU
- 256 MB RAM
- 32 MB RAM Graphics Card
- CD ROM drive
- 16-bit sound card

RUNNING THE APPLICATION

The application should run automatically when you insert the CD in your system’s drive.

Should the application fail to run, please follow these steps:
1. Go to START>My computer (Windows XP), or START>Computer (Windows Vista,7).
2. In the window that opens, locate your CD-ROM drive. Right-click on the drive and select Explore.
3. In the window that opens, locate the application icon (below) and double-click it.

Instructions to run the CD on a Mac:
1. Insert the CD into the CD-ROM drive.
2. Click on Finder.
3. In the window that opens, locate the application icon (below) and double-click it.
At the bottom of your screen or your IWB, you will find the application control panel.

The control panel is divided into two major sets of tools:

1. the **application tools** (the upper strip of tools on the blue background). The application tools will help you navigate through units and tasks, display or hide answers to exercises, view videos, control audio, etc.

2. the **whiteboard tools** (the lower strip of tools on the red background). The whiteboard tools offer several whiteboard functions (pen, highlighter, zoom, etc.) and they may be used independently of any whiteboard manufacturer’s default set of tools. This ensures compatibility with all makes and models of interactive whiteboards, as well as providing a set of tools that are custom-made for the content of the **The CLIL Resource Pack Presentation Tool** application.
Some of the application tools are available in certain tasks only.

Unavailable tools are greyed-out.

You can see what each button does by guiding your mouse pointer (either on your computer or on the whiteboard) over it and allowing it to rest there for a few seconds. Helpful tool tips like the one below will appear.
THE WHITEBOARD TOOLS
The whiteboard tools are always available, and therefore may be used to create notes and perform other tasks on the application pages.

The Pen Tool
Click to access pen tool

Click to access pen color palette

Click to select pen color

Click to select pen thickness

Click to access pen thickness selection

Click to access pen tool

THE CONTROL PANEL

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The Highlighter Tool

1. Click to access highlighter tool
2. Click to access highlighter pen thickness selection
3. Click to access highlighter color palette
4. Click to select highlighter color
5. Click to select highlighter thickness

The Text Box Tool

1. Click to access text box tool
2. Click and drag to create box
3. Type here
4. Click and drag on this bar to move text box
5. Select text color
6. Select background color
7. Increase/decrease font size
8. Bold
9. Italic
10. Underline
11. Bullet

THE CONTROL PANEL
The Eraser Tool

Select eraser thickness

Click to access eraser tool

Undo/Redo

Click to undo last action

Click to redo last undone action

Zoom

Click to zoom out of center of screen

Click to select an area to zoom into by clicking and dragging

Click to cancel zoom

Click to access zoom tools

Click to zoom into center of screen
The Hide / Show Part of the Screen Tools
These two tools can be used to hide or show parts of the screen.

Click to access Hide Part of Screen Tool

Click access Show Part of Screen Tool

Click and drag to create opaque box, then use red handlebars to adjust size

Click and drag to select area that will remain visible, then use red handlebars to adjust size

Clear Annotations

Click to clear all annotations on current page (can be undone).
**Customize Page**

- Click to create a new page to go with current task
- Custom page counter
- Click to exit customization
- Use the whiteboard tools to annotate the page
- Click to add another page
- Click to remove current page
- Use these buttons to navigate through custom pages

**Print**

- Click to print current display
Save Customizations / Annotations

1. Click to save customizations and annotations.

2. Type filename or select file to replace.

3. Click SAVE to save the annotations or CANCEL to exit without saving.

Open Customizations / Annotations

1. Click to load customizations and annotations.

2. Select a file and click on LOAD, or click on CANCEL to exit.

URL

Click to enter an active URL link. To delete a link you previously entered, erase it using the eraser function.
Notes Exist / No Notes Indicator

This indicator is here to help you remember whether you have created customizations for a page. These may be annotations on the same page, in which case you see them as soon as you navigate to that page:

Or they may be customizations, i.e. additional pages that you have created to go with that task. These will be available through the Customize Page function. (page 9).

In either case, the indicator will light up as in the graphic shown here. When in this state, the indicator shows that there are no annotations or customizations for this page.
The Mouse Tool

Use the **Mouse Tool** button to exit the following modes:
- Pen  
- Highlighter  
- Text  
- Eraser  
- Zoom  
- Hide / Show part of screen

and regain control of the main application tools (back, forward, reset etc.) as well as the functionalities within each task.

Hide Toolbar

Use this button to hide the toolbar.

When the toolbar is hidden, the button changes to and moves to the right side of the screen. Click it to make the toolbar reappear.

The LINKS functionality

There are links to external websites with almost every task. Click this icon near the top of the page to access them.

Resources

You can access the full list of links to external websites, as well as all of the audio content, in the RESOURCES tab.
Drag and Drop
Drag and drop the items to the right place. Use the CHECKMARK button to evaluate each given answer.
True/False
Select (T) for true, (F) for false. Click the CHECKMARK button to evaluate each answer.

- They breathe oxygen. (T) (F) (✓)
- It processes and stores food. (T) (F) (✓)
- It stores water until I go to the toilet. (T) (F) (✓)
- It processes chemicals. (T) (F) (✓)
- They support my body. (T) (F) (X) (✓)
- They pump the blood. (T) (F) (✓)
- It sends messages to the muscles. (T) (F) (✓)
- It processes water. (T) (F) (✓)
Multiple Choice with Pop-Up
Click on a blank, then select an answer choice.
Use the CHECKMARK button to evaluate each given answer.

Complete the life cycle of a butterfly. Click and choose.

1. the butterfly lays some eggs.
2. a caterpillar hatches from an egg.
3. the caterpillar changes into a chrysalis.
4. a butterfly comes out of the chrysalis.
Colour
Click on a pencil to select it, then click inside an area on the sketch.

Listen and colour. Select the right crayon, then click on parts of Joe to colour him!
Wordsearch
Click and drag to locate words on the grid.

Directions of words

- heart
- lungs
- vein
- artery
- body
- oxygen
- carbon dioxide
- pulse

TASK INSTRUCTIONS
Missing Letters
Type inside the empty boxes to complete the words / phrases. Use the CHECKMARK button to evaluate each given answer.
Individual Audio Items
Click on the HEADPHONES button to play audio for a particular item. You can still use the main audio player at the bottom of the screen.
Match
Drag the blue flashing bullet to draw a line and match items in the two columns. Click the CHECKMARK button to evaluate each given answer.

Match to find the correct word.
The following suggestions are only a small fraction of what you can do by combining the main application with the whiteboard tools; you will undoubtedly come up with your own ideas on how to use the application to your students’ benefit.

a. Creating your own gap-fill tasks
   You can use the pen tool with suitable thickness to create additional gap-fill tasks:

![Diagram showing parts of the human body with labels for brain, heart, liver, kidneys, stomach, and bladder, with red lines highlighting certain parts.](image-url)
b. Zoom and highlight important sections
Combine the zoom and highlight tools to help learners focus their attention on important sections:

- brain
- heart
- liver
- kidneys
c. Create custom drawings and decorations

You can combine the hide part of screen, pen and text box features to invite your students to decorate the book’s pages on the interactive whiteboard. Creations may then be printed and displayed in class or for the students to take home.