

Interactive **Whiteboard** Software

Minimum System Requirements



- Windows XP/Vista/7 Operating System
- Pentium®4 2,2GHz CPU
- 512 MB R
- 128 MB RAM graphics card
- QuickTime Player 6 or later
- DVD-ROM drive
- 16-bit sound card



- Mac OS X v10.5
- Power PC G4 @ 867 MHz CPU
- 512 MB RAM
- 128 MB RAM Graphics Card
- DVD-ROM drive
- 16-bit sound card

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USER'S MANUAL



Express Publishing

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Welcome to the **Interactive Whiteboard (IWB)** software. This application is designed to follow the Student's Book course and enhance your own and your learners' experience in the language classroom.

What is an Interactive Whiteboard?

An Interactive Whiteboard is a type of touch-sensitive board which has the power to transform any classroom into a dynamic learning environment.

It allows teachers and students to participate interactively in activities projected onto the board from a data projector which is connected to a computer.

Interactive whiteboards are very popular in schools and are considered a more lively and interesting approach than conventional teaching. They provide ways to show students anything which can be presented on a computer (educational software, videos, websites, etc). Research has shown that teaching through interactive whiteboard software has numerous advantages:

- It can accommodate different learning styles
- It is suitable for both small and larger groups of students
- It helps increase students' attention span
- It facilitates the assimilation of new information
- It dramatically increases real teaching time
- It reduces the time teachers need for preparation
- It eliminates the need for additional equipment (DVD player, CD player, etc)

All in all, it is a powerful teaching tool that will transform your lesson and your classroom!

What equipment do I need to use the IWB software?

- A computer (IBM compatible or Mac OS X)
- A projector
- An interactive whiteboard or a device that turns a plain whiteboard into an interactive whiteboard
- Speakers

Internet Disclaimer

This application contains an internal web browser. This allows users to access the Internet without needing to close or minimise the application first. This can be especially useful when users wish to collect information for a writing task, for instance. However, Express Publishing takes no responsibility for the content accessed by users using this internal browser. It is entirely the responsibility of the user to make their own decisions concerning the accuracy, currency, reliability and correctness of information accessed within the browser.

Running the application

⦿ *On an IBM compatible PC*

The application should run automatically when you insert the disk into your drive. If it does not, please follow these steps:

- 1 Go to **START>MY COMPUTER**.
- 2 Locate the icon of your CD/DVD drive. With the **Student's Book Title Interactive Whiteboard** disk inside your drive, right click the icon of your drive and choose **EXPLORE**.
- 3 In the new window that appears, double-click on **the project's.exe**.

⦿ *On a Mac OS X*

When you insert the disk into the slot, an icon will appear on your desktop with the name of the Student's Book Title.

If you click it, the contents of the disk will appear in a browser window with the icons and file names.

Click the file with the name of the Student's Book Title to run the application.

Navigation

Once the application has run in your system, the first screen you see is the **MAIN MENU**. By clicking any of the titles or their numbers, you can enter the corresponding section of the course. All sections that appear in the **MAIN MENU** lead to **SUBMENU**.

Once in the **MODULE/UNIT MENU** you can enter the desired lesson of any Module/Unit or section by clicking the cover page you wish to enter.

In the **LESSON MENU** the active tasks you can enter are indicated by orange circles. Click a task to enter. This allows you the flexibility to skip certain tasks or pick up from where you left off in the previous lesson.



Click this button at the top of the screen to **EXIT** the application, at any time.



Click this button to go back to the **MAIN MENU** at any time.



Click this button to take you to the previous menu.



These two buttons will take you to the **PREVIOUS** and **NEXT** tasks, respectively.



These two buttons will take you to the **PREVIOUS** and **NEXT PART** of the task, respectively.

While navigating, you will notice a few more buttons that are designed to help you do the tasks. For instance:



Clicking this button, the **SHOW KEY** button, will give you the answer to the task.



Clicking this button will give you a suggested answer to the task.



Clicking this button will allow you to restart the task or stop any audios playing as many times as you wish.



Clicking this button will activate the **ILLUSTRATED PRESENTATION** of grammar for the particular exercise.



Once you have gone through the **ILLUSTRATED PRESENTATION** of grammar, click this button to return to the exercise screen.



Clicking this button will show a screen with the **GRAMMAR REFERENCE** related to the particular unit and exercise.



Once you have gone through the **GRAMMAR REFERENCE**, click this button to return to the exercise screen.



Click this button to remove or add the subtitles.



Click this button to **HIDE/SHOW** the words/phrases of the task.



Click here to go to an extra activity where students can see a suggested answer to work on.



Once you have gone through the extra activity, click this button to return to the exercise screen.



Clicking this button will give students some useful writing tips that will help them do their writing task successfully.

Extension

Clicking this button gives you a chance to further activate what was previously presented.



Click this button to view the relevant video documentary.



Click this button to make the text appear.



Click this button to hide the text.



Clicking the **PENCIL** button reveals an activity based on the text.



Clicking this button will reveal an **AUDIOSCRIPT** for an audio recording.



Clicking this button gives you further information or details of the task. In some projects, click this button to see all the underlinings in the texts justifying all the answers.



Clicking this button gives you further information regarding the task.



Click this button to see an **ILLUSTRATED PRESENTATION** of selected vocabulary items.



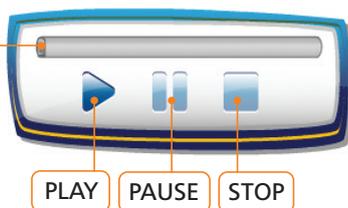
Click this button to go to a task regarding each respective **READER VIDEO**.



In **WORD FORMATION** exercises, clicking this button gives students the chance to see all of the words derived for each headword.

In most reading exercises and in all songs there is a **TEXT-TO-SPEECH PLAYER**.

Click and drag the **SEEK BAR INDICATOR** to locate a specific point in the recording.



Click the individual **HEADPHONES** to listen to the audios.



Clicking this button will reveal which answers you have answered correctly, indicated with a green tick and which ones you have not, indicated with a red cross. You can edit your answers at any time.

Check these words

In tasks with **CHECK THESE WORDS**, the words will be highlighted in the text if you click on the **SHOW KEY** button next to it.

Note: In *Check these words*, the audio, definition, example and picture of the word will be revealed if you click on any highlighted word in the text. The respective word will also be highlighted in the text in a different colour.

In some exercises, where you are given a specific time to complete them, a **TIMER** is given.



Word List



Clicking this button will present the **WORD LIST** for the unit.



Once you have gone through the word list, click this button to return to the exercise screen.

Words

Clicking the **WORDS** button shows/hides all the English words/phrases.

POS/ Definitions

Clicking the **POS/DEFINITIONS** button makes the part of speech and the definition of the words/phrases appear or disappear. A picture description of the word may also be provided where necessary.

Translations

Clicking the **TRANSLATIONS** button shows/hides the entire set of words/phrases translated in students' L1.



Clicking the **NUMBER** button will hide or show the English word/phrase individually.



Clicking this button makes the part of speech and the definition of the word/phrase appear or disappear individually.



Clicking this button makes the translated word/phrase appear or disappear individually.

Note: The words in the **WORD LIST** do not always appear in alphabetical order but in the order they are found in the text.

Select Functions

 Select

By clicking the  button, you have the opportunity to exploit the **WORD LIST** in multiple ways to suit your class' needs. For example, by clicking the  button followed by the  button, only the key words will appear.

By clicking the  button, followed by the  button, all the words in the **WORD LIST** will be unselected and  will appear on the left of each word. Clicking on specific words, a  will appear next to the word and the teacher can easily create a new list of only the words he/she wishes the students to study, according to his/her class' needs. When you have finished with your selection, click  to present the word list you have selected to exploit in class.

In the same way, the  button will provide you with a list of all the words of the exercise and  will appear on the left of each word. Clicking the  next to each word will remove the word accordingly. Again, when you have finished with your selection, click  to present the word list you have selected to exploit in class. Remember that these buttons are only visible when in  mode.

Note: Even after you exit the application the vocabulary words you had selected will still be in place for your next lesson.

Apart from the **WORD LIST** that you will find in the units, there is a **GLOBAL WORD LIST** that you will find in the **MAIN MENU**. There are **FOUR** ways to view the words in the tabs: *by ALL, by MODULE, by LETTER* and *by SEARCH*.

By clicking on a word, the audio is heard. The definition is also given, along with the part of speech and example. A picture description of the word is also provided where necessary.

In the **WORD LIST** tab (in either *by All, by Module, by Letter* or *by Search*), you can select any word you wish to pay more attention to. By clicking the  icon that appears on the left of each word, these words will be saved in the **Words to learn** tab giving you the ability to create your own list of words and being able to recall the list at any time. You may unselect any words you no longer wish to keep in the *Words to learn* tab at any time.

Included in the **GLOBAL WORD LIST** is a list of **IRREGULAR VERBS** which you can click on to access and then use to revise irregular verbs.



Click on the **HEADPHONES** to hear the verbs either individually or in sequence.



Click this icon to make the verb disappear or appear individually.



Once you have gone through the **GLOBAL WORD LIST** click this button to go back to the **MAIN MENU**.

Games

Games are also included within the modules. They can be seen on the **SUBMENU** of each individual module, indicated by the game logo. The same logo appears next to the exercise that contains the game. The **Game** should be played after completion of the exercise and its content is related to the specific exercise and often those preceding it.

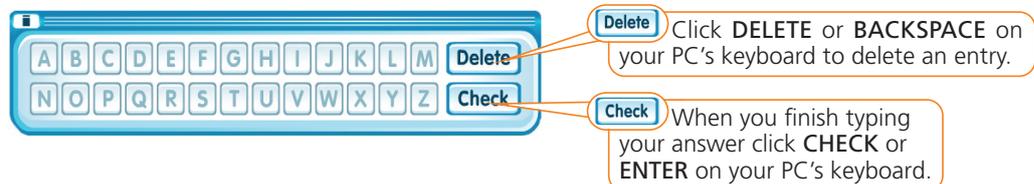


Click this button to **PLAY** a further extension **GAME**.



Once you have gone through playing the **GAME**, click this button to return to the exercise screen.

GAMES with crosswords have a **KEYBOARD** where you can type your answer as you would with your PC's keyboard. To activate the keyboard, click on a flashing number and type in your answer. There are two ways of using the **KEYBOARD** function. One way is to click on each letter by using your mouse. The second way is by using your PC's keyboard to type in the answer. If the answer is correct you can then solve the next word. If the answer is wrong a red cross is shown where the error begins and the correct letter is given as a clue, then you can have another try.



HANGMAN GAMES also have a keyboard which you can use by clicking on the letters. The PC's keyboard can also be used to type in the answer.

Board Games

On entering the **GAMES** section in the **MAIN MENU**, you will first see the **GAMES MENU**. Click on a Board Game number to play the game for the respective module/unit.



Click this button to start the game.



If you do not know the answer and do not wish to attempt one, then click on this icon to reveal the answer. The team's turn, however, will not count in this case.

On entering the **GAMES** section you will also see **VOCABULARY REVISION** games which are based on the modules/units respectively. The students are guided through the game by the teacher, who uses his/her discretion as to whether the team has satisfactorily answered the question by clicking  on or .

Videos/Documentaries

When you enter the **VIDEOS/DOCUMENTARIES** section in the **MAIN MENU**, you will be taken to the **VIDEOS/DOCUMENTARIES MENU**. Click on a module number to go to the submenu where you will have access to all the videos and exercises that are also present in the main modules and accessible through them. The videos/documentaries logos can also be seen in the **MODULES/UNITS** section and appear next to the exercise that contains them.

 Video

Click this button to enter a video which is also present in the individual modules/units.

 Questions

Click on this button to enter the exercises related to the videos.

 Think

Click on this button to go to the **THINK** exercises which help develop cognitive skills and are based on the video.



Once you have gone through the exercises, click this button to go back to the submenu.

Quizzes

The **QUIZZES** section is organised in a similar way. If you enter the **QUIZZES** section in the **MAIN MENU**, first you will see the **QUIZZES MENU**. Clicking any of the module/unit numbers will take you to the corresponding game. Click on the screen to start the game and follow the instructions.

Task types and how to complete them

The **Interactive Whiteboard** is designed as a teaching aid to be used in conjunction with the coursebook and for this reason the content is identical. However, in order to do the exercises, you will have to carry out three basic computer actions – *clicking*, *clicking* and *dragging* and *typing*. Here is an overview of the types of tasks in this software and how to do them:

Clicking

In all tasks with fixed answers, such as multiple choice, gap-filling, ticking, circling, matching etc, apart from the ability of the user to select the correct answer manually by clicking the correct choice itself, there is the additional option of a button which is present on the left or the right of the question. This is called the **SHOW KEY** button and it reveals the correct answer automatically on clicking. In multiple choice tasks clicking directly on the correct answer may change its colour underline it, put a tick next to it or circle it. In all tasks, if the option which is clicked is wrong, then the correct answer will automatically appear.

Clicking and dragging

To match any item (word, phrase, picture etc) to another, you simply click the item and drag it to your chosen place. If the answer is wrong, it will bounce back to its original position. With the exception of listening exercises, these actions are accompanied by sound effects. In 'sliding' exercises, click on an item and slide it to its correct position.

Note: Tap Function: In all *clicking* and *dragging* exercises, you can click on the word/phrase/letter or picture and then simply click on the gap of your chosen place and it automatically appears on your chosen place.

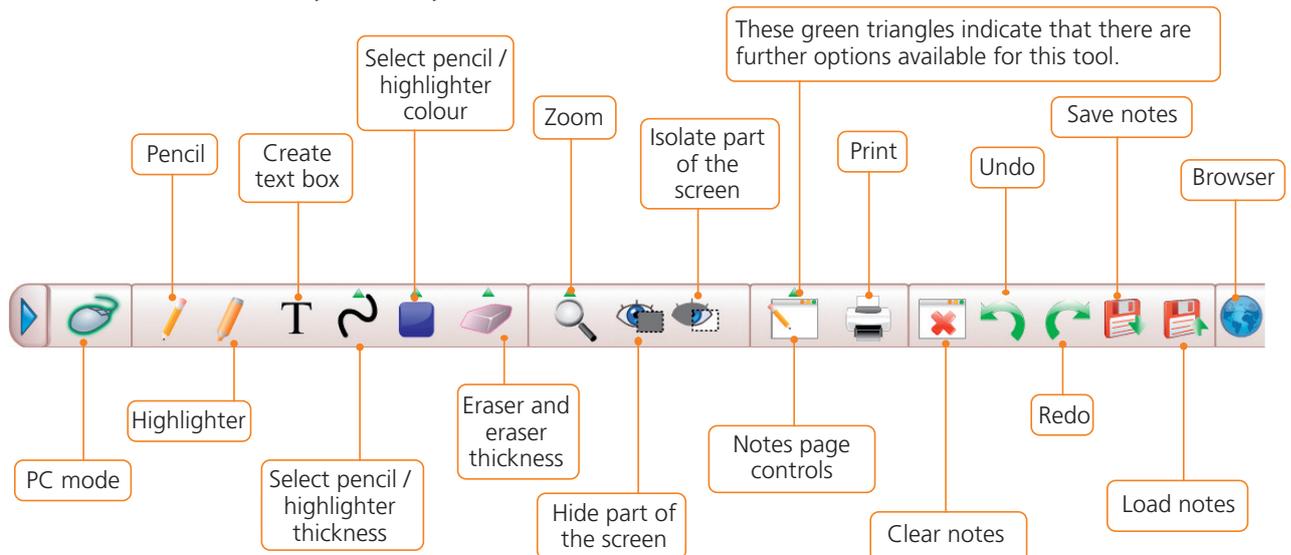
Typing

You will come across vocabulary and grammar exercises where you are able to type in your answer manually. To type in your answer, click in your chosen field using your mouse and type in your answer using your PC's keyboard, adding punctuation where necessary (use lower case – capitals should only be used where necessary). The **CHECK** button will remain grey until you have reached the last unsolved field. The button will activate when you start to type in your last answer. When you have finished typing in your answers, click the **CHECK** button. This will reveal which answers you have answered correctly, indicated with a green tick and which ones you have not, indicated with a red cross. You can edit your answers at any time.

Note: If any of your answers have been made to appear with the **SHOW KEY** button then the **CHECK** button will not be activated.

The toolbar

At the bottom of every screen, you will find the **Toolbar**.



If for any reason you wish to hide the toolbar during your lesson, you can do so by clicking the arrow on the left-hand side. To make it reappear, you can click the remaining arrow at the bottom on the right.

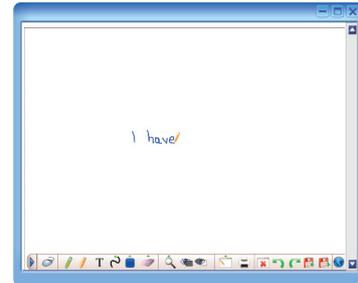
Using the tools



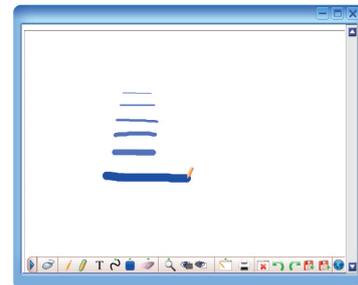
PC MODE: After you have used one of the tools, click this to regain your normal mouse or electronic pen function. This way you can once again *click* and *click and drag*.



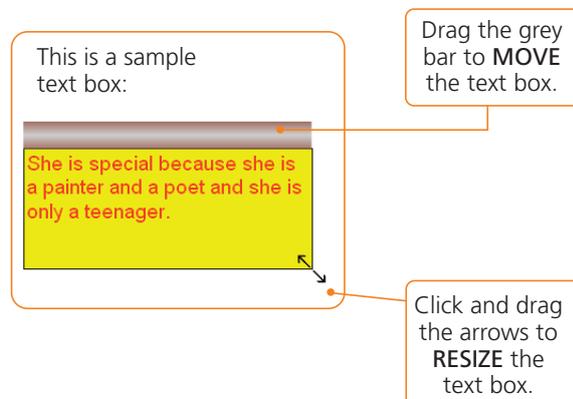
PENCIL: Click to turn your mouse or electronic pen into a pencil. Now you can make your own notes on every screen provided in this software – a very useful tool if you want to write students' own answers during prediction, warm-up or error correction. Make sure you select a colour and thickness for your pencil before writing anything (see *SELECT PENCIL / HIGHLIGHTER THICKNESS* and *COLOUR*).



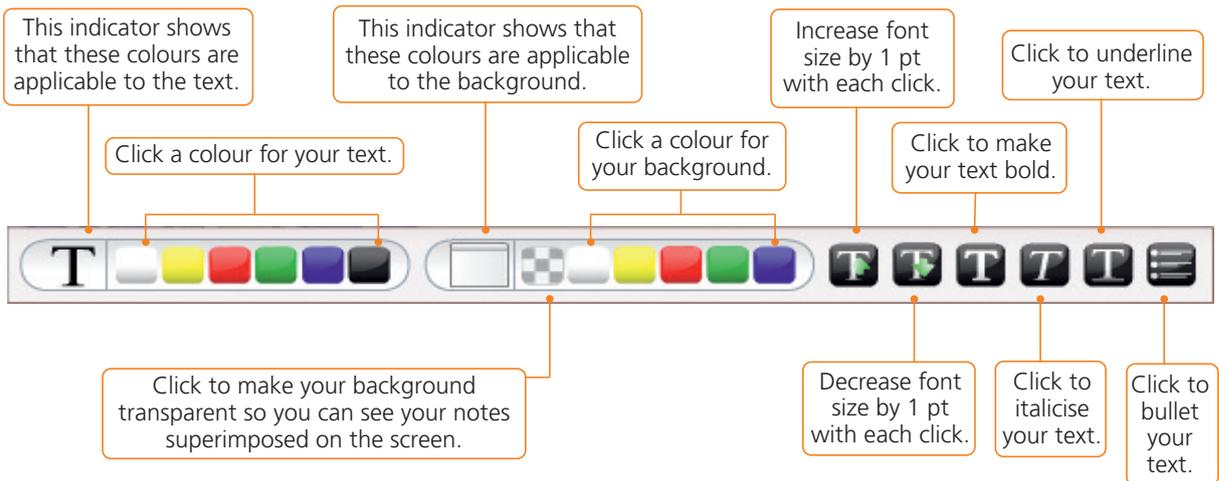
HIGHLIGHTER: Click and drag on every word, phrase or sentence you wish to highlight in a text. Again, you have the option of selecting the colour and thickness of your highlighter first.



CREATE TEXT BOX: If you don't want to use the electronic pen of your interactive whiteboard, this is a useful alternative for making notes. Click and drag to create a text box and type in your notes using the PC's keyboard.



Once you have created a textbox, a formatting panel appears so you can customise your text.



 **SELECT PENCIL/HIGHLIGHTER THICKNESS:** Once you have clicked this tool, another options panel appears. Click on any of the brush strokes to select the thickness of your pencil or highlighter.



 **SELECT PENCIL/HIGHLIGHTER COLOUR:** Click to reveal the colour options panel and select a colour for your pencil / highlighter. This is a very useful tool if you like to use colour-coding while teaching.





ZOOM: Once you have clicked this tool, another options panel appears.

Click and drag this diagonally over the part of the screen you want to zoom into.



Click this to exit the zoom mode.

Once you have isolated the area that you want to zoom in on, let go of the mouse or remove the electronic pen from the whiteboard.



ERASER and ERASER THICKNESS: When you click this tool, another options panel appears so you can select the thickness of your eraser. Click the circle of your choice to select the thickness of your eraser and your mouse/pen turns into an eraser. Drag it over the area you wish to erase. If you want to erase a text box, simply click it once and the entire text box will be deleted.



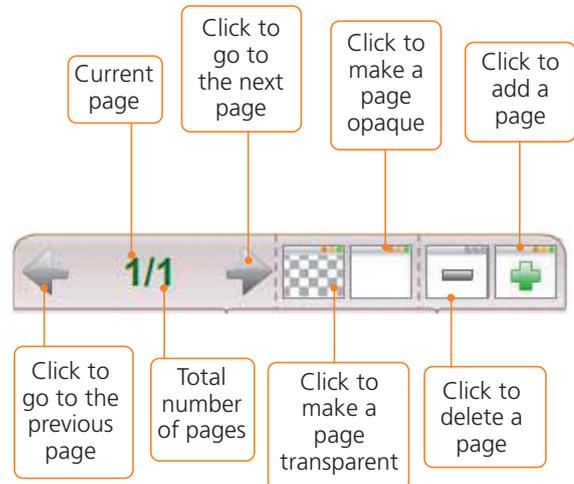
HIDE PART OF THE SCREEN: When you click and drag over a selected area with this tool, you can hide areas such as individual illustrations, paragraphs, words, phrases etc. This will give you the opportunity to explore tasks and texts further.



ISOLATE PART OF THE SCREEN: When you click and drag over an area of the screen with this tool, the section you have selected will be visible and therefore focus your attention directly on it. The rest of the screen fills up with the colour of your choice.



PAGE CONTROLS: Clicking this tool will reveal another options panel so you can organise your notes in different layers. Each layer works as a blank page you can write your notes on. This page can be either transparent and visible over the task screen, or opaque and function like a conventional page.



PRINT: Click this to print the screen you are working on, as it is – with notes. Please note that the preferred printing mode for this feature is landscape.



CLEAR NOTES: Click this to erase all your notes on a particular screen.



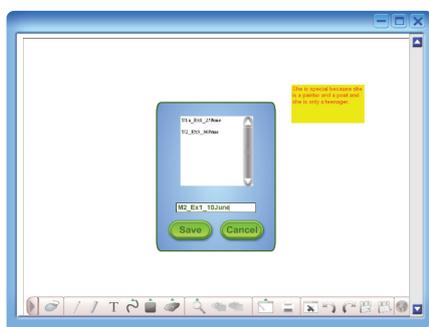
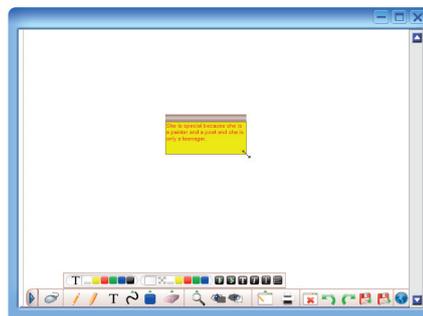
UNDO / REDO: Click to undo or redo your last action.



SAVE and LOAD NOTES: These two tools are especially useful if you want to use the same notes on a different day. Please note that the **IWB** notes and annotations can be accessed only through this software; therefore, they will be saved in a file created and identified by the software alone.

Saving notes

First you need to make notes, either using the pencil or the text box tool.

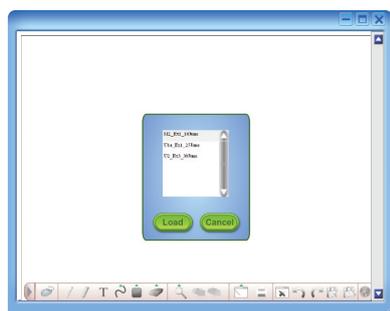


Then click **SAVE** . A blue window appears with the options **SAVE** and **CANCEL**. Type a name for your notes in the field that appears above these two options and click **SAVE**. It is best to name your notes according to the unit, exercise, page number and possibly the date you created them. For example, you could name a file **M2_Ex1_10June**. In this way, you can locate them easily once you have accumulated a long list of notes.

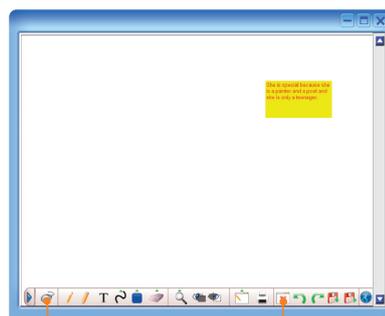
It is possible that your system will notify you that 'Local', i.e. this software, is trying to store a file in your computer. Click **ALLOW**.

Now you have successfully saved your notes.

Loading notes



Click **LOAD NOTES**  to load a page of notes you have saved. Another blue window appears with the options **LOAD** and **CANCEL**. Click the file name of your notes and then click **LOAD**.



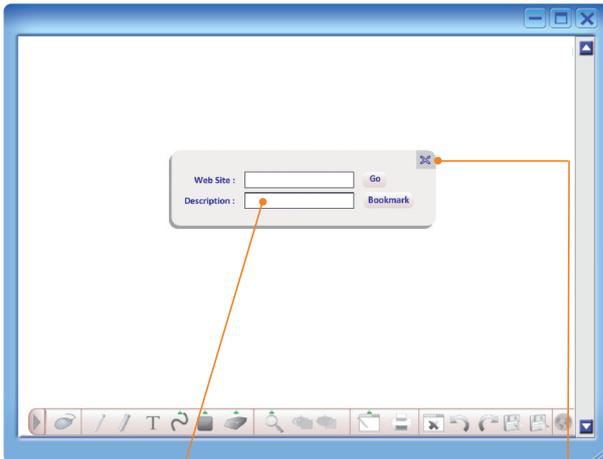
Clicking on the mouse will return the function of the mouse or electronic pen.

Click to make the notes disappear again.

Your saved notes will appear in the same format as they were saved.

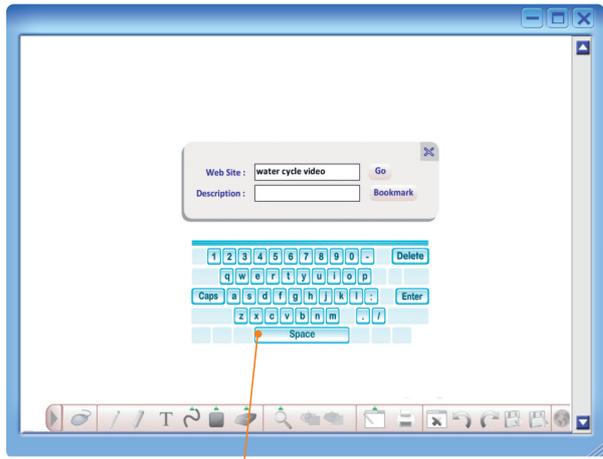


BROWSER: Clicking this tool will open up a panel where you will be able to type in the web address of your choice. This will then take you to the corresponding website, providing you have Internet access. You are able to bookmark websites which you can then access at any time.

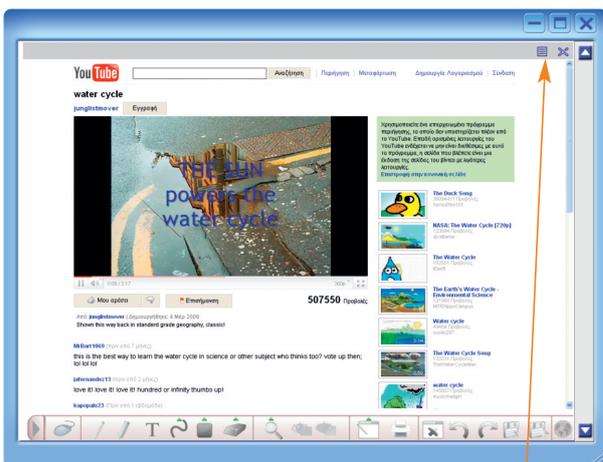


When you click inside the **Website** or **Description** box the keyboard appears.

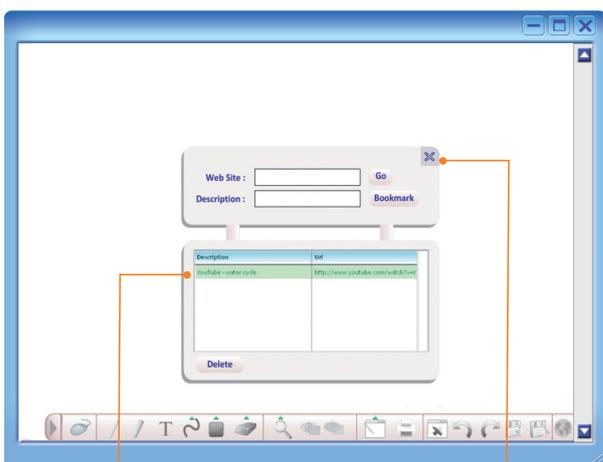
Click here to exit **BROWSER**.



Use your keyboard to type in the address or click on the letters manually. Then, click **Go** or **Enter**.



You can bookmark the web address by clicking .



Bookmark list, click here to access at any time.

Click  to exit **BROWSER**.

Using Note Exporter on an IBM compatible PC

As you save notes while using the **IWB Software**, you may wish to share them with other teachers using this software. You may also wish to use them on a different computer for a different class of the same level. In order to do either, you have to export your saved notes.

For this purpose, we have included the **Note Exporter** utility in this software. Please note that this function is only available for systems that are using the same software and that for **Note Exporter** to function correctly, you need to have saved at least one set of whiteboard notes.

To run **Note Exporter** go to *My Computer*. Then, right-click on the **Student's Book Title** icon on your disk drive. A drop-down menu will appear. Click **EXPLORE**.

In the new window that appears, double-click the **Note Exporter** icon .

Note Exporter will now start. The new window that appears will offer you two options .

Click **EXPORT NOTES** if you want to transfer notes from this computer to another computer.

Click **IMPORT NOTES** if you want to transfer notes to this computer from another computer.

Exporting notes

N.B.: Before exporting any notes, you will need to have created a folder in your computer into which your notes will be exported.

When you click **EXPORT NOTES** the computer will start searching your hard disk for any interactive whiteboard notes that may exist on it.

After a few minutes, you will be prompted to enter the application file identifier. This is the file in which the software saves all your notes. Please type it in the space provided. Please note that this file name is case-sensitive, so it is important that you type it in correctly. Now click **OK**.

A window will appear that asks you to specify the folder in your system where you wish to export your notes. Select the drive and the folder from the drop-down menu and click **OK**.

Please note that, after saving your exported notes on your computer, you may transfer them onto a CD or DVD, a floppy disk or a USB memory stick.

Once you have specified where you want your notes to be saved, click **OK**.

The saved notes files have now been moved to the folder that the user specified.

You can rename the file if you wish. However, please **DO NOT CHANGE THE FIRST CHARACTERS OR THE EXTENSION**, as this will make your notes untraceable by the application.

You can now store the file(s) you exported on any storage media, or send them by email. When you want to use these files on another computer, use the **IMPORT NOTES** function.

Importing notes

To import your exported notes onto another computer that has the same software, run **Note Exporter** as described in the previous section (see *Exporting notes*).

When you see the window, click **IMPORT NOTES**.

When you click **IMPORT NOTES** the computer will start searching your hard disk for any Interactive Whiteboard notes that may exist on it.

After a few minutes, you will be prompted to enter the application file identifier. Please type it in the space provided. Again, please remember that this is a set file name and that it is case-sensitive. Now click **OK**.

A message will appear. Click **OK**.

The next window will ask you to specify the folder in which you have saved the exported notes. Scroll down the menu and select the folder. Then, click **OK**. In this particular example, the user has saved their exported notes on their computer in a folder. However, you can import notes from a CD, DVD, USB stick or any other portable medium.

In order to view the imported notes, you may now load them using the **LOAD NOTES** function.

Using Note Exporter on a Mac OS X

Note Exporter operates in a slightly different manner on a Mac OS X.

To run *Note Exporter*, insert the disk into your drive. The icon with the Student's Book Title will appear on your desktop.

When you click it, the contents of the disk appear in a browser window with the icons and file names.

Click the  file to run the application.
Note Exporter.osx

Note Exporter will now start. The new window that appears will offer you two options.

Click **EXPORT NOTES** if you want to transfer notes from this computer to another computer.

Click **IMPORT NOTES** if you want to transfer notes to this computer from another computer.

Exporting notes

When you click **EXPORT NOTES** the computer will start searching your hard disk for any interactive whiteboard notes that may exist on it.

After a few minutes, you will be prompted to enter the application file identifier. This is the file in which the software saves all your notes. Please type it in the space provided. Please note that this file name is case-sensitive, so it is important that you type it correctly. Now click **OK**.

A window will appear that asks you to specify the folder in your system from which you wish to export your notes. Select the drive and the folder from the drop-down menu and click **CHOOSE**.

Please note that, after saving your exported notes on your computer, you may transfer them onto a CD or DVD, a floppy disk or a USB memory stick.

Once you have specified where you want your notes to be saved, click **OK**.

The saved notes files have now been moved to the folder the user specified. You can rename the file if you wish. However, please **DO NOT CHANGE THE FIRST CHARACTERS OR THE EXTENSION**, as this will make your notes untraceable by the application.

You can now store the file(s) you exported on any storage media, or send them by email. When you want to use these files on another computer, use the **IMPORT NOTES** function.

Importing notes

To import your exported notes onto another computer that has the same software, run **Note Exporter** as described in the previous section (see *Exporting notes*).

When you see the window with **EXPORT NOTES** and **IMPORT NOTES**, click **IMPORT NOTES**.

After a few minutes, you will be prompted to enter the application file identifier. Please type it in the space provided. Again, please remember that this is a set file name and that it is case-sensitive. Then click **OK**.

A message will appear. Click **OK**.

The next window will ask you to specify the folder in which you have saved the exported notes. Scroll down the menu and select the folder. Please note that you can import notes from a CD, DVD, USB stick or any other portable medium. Click **CHOOSE**.

Again, in order to view the imported notes, you may now load them using the **LOAD NOTES** function.

Troubleshooting

Problem	Solution
I insert the CD/DVD in my CD/DVD drive but nothing happens.	Your computer's autorun feature is possibly disabled. Go to My Computer and locate the icon of your CD/DVD drive. With the Interactive Whiteboard disk inside your drive, right-click the icon of your CD/DVD drive and choose EXPLORE . In the new window that opens, double-click on the Student's Book Title icon.exe .
I've just written some notes and I want to go back to using the main application, but it seems that I cannot click on anything.	Ensure that you are in 'mouse' mode, by clicking on the 'mouse' icon on your toolbar  .
Note Exporter cannot find my files.	<ul style="list-style-type: none"> • Make sure you have typed the application file identifier correctly. • If the problem persists, avoid using other applications while running Note Exporter.
My pages do not print properly.	Make sure your printer is set to print in landscape mode for optimum results.

Contact support

In case you have any queries on the use of the IWB, please contact us at IWBsupport@expresspublishing.co.uk.

● FOR TROUBLESHOOTING ISSUES VISIT: www.expresspublishing.co.uk