



**Glencoe Mathematics:
Pre-Algebra
Windows User's Guide**



**Glencoe
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1-800-437-3715, 8:00 am to 6:00 pm EST or customers with specific questions can contact us at: epgtech@mcgraw-hill.com. Customers can also access our support Web site for basic information and answers to the most frequently asked questions:
<http://www.epgtech.com>

CONTENTS

To the Teacher	2
Features of <i>Interactive Chalkboard</i>	2
Installation Instructions	3
Running <i>Interactive Chalkboard</i>	4
System Requirements	5
Navigating the Software	6
Using the Help System	7
Customizing a Presentation	7
Troubleshooting Tips	8

TO THE TEACHER

Glencoe's *Interactive Chalkboard* is an exciting multimedia teacher tool that enables you to present dynamic lessons for every chapter of your mathematics text. Many of the teacher resources you have come to rely on—including transparencies and in-class examples from your Teacher's Edition—are now at your fingertips in this easy-to-use product. With *Interactive Chalkboard* and a Web browser you also get instant access to extra examples at the Glencoe Web site.

The *Interactive Chalkboard* system is based on Microsoft PowerPoint, but you do not need the PowerPoint software to use this tool since the PowerPoint Viewer is included on the CD-ROM. If you do have access to PowerPoint 97 or later, you can easily customize your presentations.

FEATURES OF INTERACTIVE CHALKBOARD

Each slide show includes the following features:

- Step-by-step, dynamic solutions to each *In-Class Example* from the Teacher Wraparound Edition
- Additional *Your Turn* exercises for each example
- The 5-Minute Check Transparencies
- Hot links to Glencoe Online Study Tools

INSTALLATION INSTRUCTIONS

Interactive Chalkboard

1. Insert the disc into the CD-ROM drive. If you have autorun turned on, the installer will run automatically. In this case, skip to step 4.
2. If autorun is turned off and the installer did not run automatically, click on the **Start** button and choose the **Run** option.
3. Type **d:\setup\setup** and press **Enter**. (Remember to use the appropriate drive letter that corresponds with your CD-ROM drive.)
4. Follow the directions on the screen to complete the process.
5. After completing the installation, check to make sure that your monitor is set to high-color mode (thousands of colors) at 800 x 600 or higher resolution.
 - With your mouse, right click on the Desktop
 - Choose the **Properties** option.
 - Click on the **Settings** tab in the Display Properties dialog box.
 - Check the *Color palette* and *Desktop area* settings.
 - Change the settings if required.
 - Apply the new settings if you made any changes.

PowerPoint Viewer

If you do not have PowerPoint 97 (or a later version) installed on your computer, install the PowerPoint Viewer software provided on the *Interactive Chalkboard* CD-ROM.

1. Click the **Start** menu button and choose the **Run** option.
2. Type “**d:\Media Installers\PPView97**” (include the quotes) and press **Enter**. (Remember to use the appropriate drive letter that corresponds with your CD-ROM drive.)
3. Follow the instructions on the screen to complete the installation process. **NOTE:** *You must install the PowerPoint Viewer onto your local hard drive and not a networked drive.*

RUNNING *INTERACTIVE CHALKBOARD*

Setting Up Your Equipment

Before you begin using the *Interactive Chalkboard* system, check your equipment connections. To use *Interactive Chalkboard*, you will need a computer (see System Requirements on page 5) and a projector or large screen monitor capable of displaying high-color (800 x 600 or higher) images.

PowerPoint 97 (or a later version) Start-Up Instructions

If you have PowerPoint 97 (or a later version) you can use it instead of the Viewer to display the presentations. (**NOTE:** *If you are using PowerPoint 97, verify that your version of PowerPoint 97 is at least the SR-1 release by choosing About Microsoft PowerPoint in the Help menu of the program after it opens. If your copy is not SR-1, or later, download and install the free update from www.microsoft.com.*)

1. Start the PowerPoint software. Follow the instructions that came with the program.
2. Choose to open a presentation.
3. Select your CD-ROM drive.
4. Choose a presentation (e.g., PAL1 Chapter 01).
5. Click the **View** menu and select the **Slide Show** option to begin the presentation.
6. When you start a presentation, you will see an opening slide. Click the **Forward** button to proceed to the **Contents** slide.
7. From the **Contents** slide click the appropriate hyperlink to view the lesson slides. Click the **Help** button for detailed instructions.
8. To end the presentation, click the **Exit** button or press the **Esc** (escape) key.

RUNNING INTERACTIVE CHALKBOARD (continued)

PowerPoint Viewer 97 Start-Up Instructions

If you do not have PowerPoint 97 (or a later version) installed on your computer, follow the instructions to run the Viewer program. If you have not installed the Viewer, refer to the installation instructions on page 3.

1. Make sure that your monitor is set to high-color mode (thousands of colors) at 640 x 480 or higher resolution. If your screen is not set properly, right click on the Desktop, choose *Properties*, and change the monitor settings.
2. Click the **Start** menu button and choose the *Programs* option.
3. Select **Microsoft PowerPoint Viewer 97** to start the Viewer program.
4. Click the **Look in:** pop-up menu and select your CD-ROM drive.
5. Choose a presentation (e.g., PAL1 Chapter 01).
6. When you start a presentation, you will see an opening slide. Click the **Forward** button to proceed to the next slide.
7. From the **Contents** slide click the appropriate hyperlink to view the lesson slides. Click the **Help** button for detailed instructions.
8. To end the presentation, click the **Exit** button or press the **Esc** (escape) key.

SYSTEM REQUIREMENTS

Verify that your computer system meets the following hardware and software requirements listed below.

- IBM PC (or 100%-compatible) computer
- Pentium 90 MHz microprocessor (or higher)
- 4x CD-ROM (or faster)
- Windows 95 (or later)
- 16 MB memory (32 or more MB recommended)
- color monitor with high color (800 x 600 or higher) resolution
- video card (1 MB memory or better)
- hard drive (20 MB free)
- mouse
- 28.8 modem (or faster) (optional, but needed to utilize some features)
- printer (optional, but recommended)

NAVIGATING THE SOFTWARE

Using the *Interactive Chalkboard* software is easy. Once you select a presentation, just use a mouse or another compatible pointing device to step through a slide show. As you view a slide show, you can use the following buttons/keys to navigate a presentation:



Use the **Forward** button to move forward one slide at a time through the software.



Click on the **Back** button to move back to the previous slide.



Click on the **Home** button to display the **Contents** slide.



To go to the beginning of a lesson, click on the **Section Start** button. Depending on where you are working in a presentation, click on this button to return to the slide from which you accessed a particular option.



Click on the **Exit** button or press the **Esc** (escape) key to end a slide show.



Click the **Help** button to access the help feature.

Press the **Space Bar** to display the next item on a slide. If the last item is already displayed, the program will display the next slide.

Use the **Backspace** key to move to a previous item on a slide. If the no items appear on a slide, the program will go to the previous slide.

The presentations also include **hyperlinks**. A hyperlink to another slide or to a different part of a presentation appears as blue, underlined text. When you click on a **hyperlink**, the program takes you immediately to the location associated with the link. If you accidentally select a **hyperlink**, you can click the appropriate navigation button to return to where you were.

USING THE HELP SYSTEM

An extensive **Help** system is incorporated into *Interactive Chalkboard*. Whenever you need help, just click the **Help** button to display detailed instructions.

If the appropriate topic does not appear, click on the **Contents** button to see the table of contents for the Help system. Or, click on the **Search** button to find a particular topic.

CUSTOMIZING A PRESENTATION

IMPORTANT: If you are not thoroughly familiar with PowerPoint, practice creating your own presentations. You could also work through a tutorial to learn how to use the powerful features available in this program.

To customize a presentation, follow these steps:

1. Install PowerPoint 97 (or a later version) on your computer if it is not already installed.
2. Before you make any changes to a PowerPoint presentation, you should create a folder on your hard drive.
3. Since you cannot make changes to the presentations on the CD-ROM, copy the presentation(s) to your hard drive. Copy them to the folder you have created. If you have enough hard disk space, you can copy all of the presentations to your hard drive. Approximately 650 MB disk drive space is needed. Each presentation includes all of the art and links in its own file.
4. Since you copied the files from a CD-ROM, they are set to read-only. If you change a slide show, you must save it under a different name; you can also use Microsoft Windows Explorer to change the properties for these files. Right-click on a file name that you copied to your hard drive, choose **Properties**, and then turn off the read-only attribute.
5. Customize the presentation to meet your classroom needs. Refer to the suggestions and tips listed below before you make any changes to a presentation.
 - If you have deleted any art element (e.g., a button or a picture) from a presentation, you will need to copy the element from another presentation or slide within the current presentation if you want to insert the element back into a slide show. Separate art elements are not provided as part of *Interactive Chalkboard*.
 - All presentations use the custom show feature for all features accessed through buttons on bottom of the slides. You should fully understand how custom shows function before making any modifications to these slides. If, for example, you add a slide to a transparency, you must also update the corresponding custom show list so that PowerPoint will know how to display the new slide.

CUSTOMIZING A PRESENTATION (continued)

- Changes to the Lesson slides can easily be made since these slides are not part of a custom show. You can add slides, delete slides, and update slides as needed.
- Hyperlinks and action settings are used to control the action for many of the buttons found in a presentation. Making changes to a hyperlink action setting is relatively straightforward. However, a special launcher program (fscstart.exe) controls how the **Help** and the **Internet Connect** buttons operate. If you change any of these buttons or add new buttons, you need to understand the syntax for the launcher program. To use the launcher program, choose to assign an action setting to an object. Indicate that you want to add a setting that runs a program. Enter the launcher program name along with the appropriate switch to perform the desired action.
 - To display the help information, ... fscstart /PAL /3 101
 - To launch www.pre-alge.com, ... fscstart /PAL /5 /115

TROUBLESHOOTING TIPS

The presentation is difficult to read when displayed on a screen.

The quality of the images projected through PowerPoint depends on several factors. Make sure that you are displaying the image onto a reflective surface—not a blackboard or other similar surface. Using a better screen can greatly improve the display quality. Darken the room if possible. Check the quality of your projector. This, too, greatly impacts the display quality.

The navigation buttons do not seem to work properly.

Click the **Exit** button or press the **Esc** (escape) to exit the slide show. If you are using the Viewer, choose the presentation again to start the slide show at the beginning. If you are using PowerPoint 97, press the **Home** key to scroll to the first slide in the presentation and then choose **Slide Show** in the **View** menu to start the presentation at the beginning.

Clicking the right mouse button does not move backward.

Using the Viewer, click on the **Options** button that appears when you first start the Viewer. Change the settings so that a right-click does not display the pop-up menu. Using PowerPoint 97, click on the **Tools** menu, choose **Options**, and click on the **View** tab. Turn off the setting so that the pop-up menu does not appear on right-clicks.

Colors on the slides do not seem correct.

The *Interactive Chalkboard* software requires that you set your monitor to high-color (16-bit) or better. If your monitor is set for 256-colors, the quality of the images as they appear on your screen may not be very good. (See the next tip for instructions on how to check or change your color settings.)

TROUBLESHOOTING TIPS (continued)

How do you set the screen resolution and colors?

Depending on your computer system and projector, you may need to set your monitor to 800 x 600 resolution. Using these instructions, you can also change the color setting. Right-click on the Desktop. From the pop-up menu, choose **Properties**, and then click on the **Settings** tab. Make the necessary changes on the Settings screen.

The highest color setting mode is 256-colors.

For best results, upgrade your video card and driver to support high-color (16-bit) mode or better. If you are using a SuperVGA monitor, you should not have to change your monitor. The various levels of color settings are more a factor of the video card and how much memory it has.

While viewing a presentation, some portions of the screen are not updated.

Ideally you want to display *Interactive Chalkboard* at 800 x 600 or higher resolution. Some video drivers may have difficulty displaying full-color slides in 800 x 600 (or higher) resolution. An update to your video driver may be available from the equipment vendor. If updating your video driver does not correct the problem, right-click on the Desktop. From the pop-up menu, choose **Properties** and then click on the **Settings** tab. Change the resolution to 640 x 480. You may also have to change your projector equipment to display in the same mode.

The text is not clear on the projected image, but the text is okay on the monitor.

The resolution for a projector needs to match the resolution for your monitor. If your monitor is set to 800 x 600, for example, text may look squeezed on a projected image. Refer to your projector's manual for instructions on setting the display resolution.

When the program displays a new slide, the mouse pointer does not immediately appear.

This is a function of PowerPoint. After a new slide appears, move the mouse a few times to get the pointer to appear. PowerPoint won't show the mouse until you move it so that the pointer does not interfere with your presentation.

Long delays seem to occur randomly while viewing a presentation using Microsoft PowerPoint 97 (or a later version).

If you are using PowerPoint 97 (not the Viewer), you may want to turn off the AutoRecovery/AutoSave feature. To do this, choose **Options** from the **Tools** menu, select the **Save** tab, and turn off the appropriate option. Since the presentations are quite large, saving the files may require a few moments. If you are viewing a presentation at that time, the slide show will appear not to respond. Even though you are viewing a slide, Microsoft PowerPoint 97 will still autosave any open files according to the set parameters.

TROUBLESHOOTING TIPS (continued)

A delay may also occur when you click on the **Connect** button. Clicking on this button launches your browser, dials your phone (if necessary), and connects to the textbook's Web site. Depending on the speed of your computer, a few minutes may be required.

PowerPoint has difficulty displaying a presentation stored on a network drive or CD-ROM network server.

Interactive Chalkboard must be installed locally on each computer that will run the presentations. There may be noticeable delays running from a network. These delays can be caused by network speed, network traffic, or the server. See your network administrator if you are having difficulties.

Clicking the Connect button does not launch your Web browser.

You must have Netscape 4.0 or Explorer 4.0 (or later versions) installed on your computer. When you click on the **Connect** button, a minute or two may be needed for the Web browser to launch and connect to the Internet. If you do not have enough memory or you experience problems with the connection, the Web browser may not start properly. You can quit the *Interactive Chalkboard* software and manually launch your Web browser. Then go to the Web site that is specified on the slide.

A memory overflow error appears when printing slides, or only a portion (e.g., half) of a slide prints.

If you try to print a slide that includes large art elements, your printer may display a memory overflow error or the printer may only print a portion of a slide. First, make sure that you are printing in the black and white mode. All of the presentations have been optimized so that only the most important information prints. Background art should be turned off. If you add your own slides, this may not be the case. Choose **Black and White** from the **View** menu. Then right-click on an object and set its black and white format. For example, you can choose not to show an object in black and white mode.

Another option to try is to set the **Print What:** field in the **Print** dialog box. Choose to print handouts (2 or 3 handouts per page). This option may also alleviate printing problems.

If you want to print slides with all of the art elements, you may need to add more memory to your printer. See the manual that accompanies your printer for more information.

The screen goes black when you attempt to view the show.

PowerPoint 2000 loads the entire presentation into memory when you begin to view the show. This causes a delay of up to a minute or two when you start a presentation.

TROUBLESHOOTING TIPS (continued)

A slide show does not work properly after making changes to a presentation.

The *Interactive Chalkboard* slide shows contain many hyperlinks and action settings. Make sure that you did not accidentally delete or change any of these. To check for missing slides, use the Slide Sorter view. In this mode, you can view several slides at one time.

All of the presentations use the custom show feature for all features accessed through buttons on the bottom of the slides.

You should fully understand how custom shows function before you make any changes to these slides. If, for example, you add a slide to one of these parts, you must also update the corresponding custom show list so that PowerPoint will know how to display the new slide.

None of the troubleshooting tips solve the problem.

If you have not customized the presentations, call the Glencoe/McGraw-Hill technical support number listed below.

If you have difficulty customizing a presentation, you may want to access the Microsoft Web site at <http://www.microsoft.com> for assistance with your problem. At this Web site, you can search through an online support database. Another excellent source for help is the Microsoft PowerPoint discussion group at microsoft.public.powerpoint.

Glencoe provides toll-free telephone assistance for teachers who experience difficulty while using our software or templates. Before calling for assistance, please check the following:

- Is your computer working properly? On the same computer, try some other software that you know is working.
- Can you repeat the problem?
- Does the problem occur at the same point each time?
- Review the list of troubleshooting tips below to see if your problem is identified.

In order for the Support Center to help you as quickly as possible, have the following information at hand when you call for assistance:

- exact title and ISBN number of the software from the disk label or package
- brand, model, and configuration of the computer and printer you are using
- version of the operating system installed on your computer

The Glencoe Support Center toll-free number is 1-800-437-3715. The Support Center is available from 8:00 a.m. to 6:00 p.m. Eastern Time. You can also contact the Support Center on the Internet at the following e-mail address: epgtech@mcgraw-hill.com