



# The **BIG** Picture

DIGITAL BOOK Help section

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## ■ Welcome

Welcome to The Big Picture Digital Book Help section. We hope that you will enjoy using the Digital Book with your class. This document explains how the main tools and features of the Digital Book work. If you are experiencing any problems or have any further questions, please email us at [info@richmondelt.com](mailto:info@richmondelt.com).

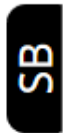
**On the right side of each page you will see the following tabs:**



Clicking on this will take you to the corresponding page of the Workbook.



Clicking on this will take you to the corresponding page of the Teacher's Book.



Clicking on this will take you to the corresponding page of the Student's Book.


**On some pages you will see the following icon:**



Clicking on this will show the different types of resources.

## ■ Navigation bar

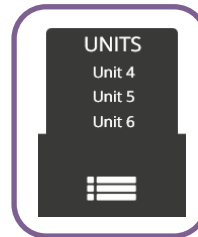


This toolbar allows you to move between pages and units, change the way you view the page, launch the Resources view and show the tool bar. You can toggle the visibility of this toolbar by clicking on this button .



Clicking this icon allows you to show or hide the unit menu.

The unit menu lists all the units available in this e-book. Click a unit to be taken directly to the first page of the unit.



Clicking this icon enables you to switch between viewing the book as a double page spread or as a single page.



Clicking this icon allows you to zoom in on any area of the page.

Hold left-click and drag the mouse over the area of interest to create a box around it, and finally release the mouse button to zoom in.



**1** Work in small groups. Look at the photo. Answer the questions.

- What does the photo show?
- Where do you think the photo was taken?
- What does it show about the relationship between man and nature?

**2 a** Complete **A** in the **KEY VOCABULARY PANEL**.

**b** Which of the words in **A** can be used to describe the landscape in the photo? Which can be used to describe landscapes in your country?  
*There are lots of resorts and golf courses on the coast in my country, but not inland.*

**3 a** Look at the photo on page 41. What does it show? What do you think it has in common with the photo in 1?

When you have finished working with the zoomed in view of the page, click on this button to restore the page to its normal size.



The page box displays the page number you are currently viewing. Pressing the Next button will take you to the next page in the book, whilst Back will take you to the previous page. If you know the page number you wish to view you can simply input it here, press enter, and be taken directly to that page.



Clicking on this icon will open the Resource menu.

You can navigate to audio resources in this e-book and play them.



These tools enable you to highlight, add links and seals on the page(s) that you are currently viewing. The editing done to a page will remain on that page until you erase them using the Eraser tool. If you select a new page to view, the changes will remain on the previous page(s) that you edited.



You can highlight words or pictures without totally obscuring them.

You can change the colour of the highlighter by clicking on the coloured circle you wish to use.

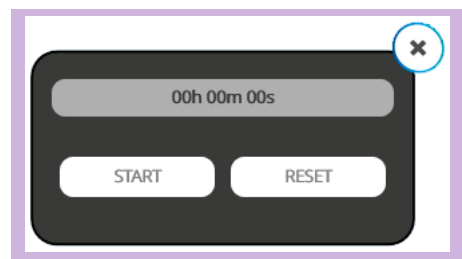


The Eraser tool is used to delete any drawings or links you have made using the Add link, Seal or Highlight tools.



Clicking this button brings up a Stopwatch.


It can count up from 0.00. Press the start button to start timing from 0.00. After timing begins, the start button becomes a stop button – clicking on this will stop the timer. The reset button restores the timer to 0.00.









The Add link tool allows you to add links which you can link to directly to a website.

Click Add link and then click the place on the page where you would like the link to appear. A box will pop up.


Type in the full address of any webpage you wish to link to and click . Links you have added will appear on the page in your selected location.

Deselect Add link tool  and click

on the link icon () to open the document or webpage.


To remove a link, click the Add link tool  and click on the link that you would like to delete. When you hover your mouse over the link, it will show a cross icon . Click it to delete the link.



The Hide all resources icon enables you to temporarily hide all resources icon. Once you have clicked on the button, it will become a Show all resources button . When you click on the button again, the resources will be restored to the page.



The Seal tool allows you to add a check or cross mark on the page.

Click Seal tool, select between the check and cross  and click the place on the page where you would like the seal to appear.



Click the Help button to access the Digital Book Help section

