

The Daily Telegraph

news in action

4

updated with over 150 new articles

HISTORY

GEOGRAPHY

BUSINESS STUDIES

SCIENCE

GENERAL STUDIES

Welcome to **NEWS IN ACTION 4**, an exciting educational project produced by *The Daily Telegraph*.

This CD-ROM has been developed as a resource to support your teaching and learning. We have selected articles that we think will be useful in your work. Once you've enjoyed using this CD-ROM, reading a newspaper on a regular basis will help you to keep up-to-date with current affairs, becoming a valuable resource.

Schools with Sixth Forms, Sixth Form Colleges, and Colleges of Further Education can claim one **FREE** copy of *The Daily Telegraph* each day during term time, for use at school. If you would like to register with this scheme, please fax **0171 513 2511** on school headed note paper to *The Daily Telegraph* Sixth Form Offer, Marketing Department, confirming that you have a sixth form and giving the name of the person the vouchers should be sent to.

The CD-ROM gives you easy access to a large collection of articles from *The Daily Telegraph*, across five different

subject areas: **History, Geography, Business Studies, Science, and General Studies.**

The articles have been specially selected by practising teachers to give a stimulating introduction to a wide variety of different topics. To help you get the most out of the wealth of information available, each article is supported by stimulating activities and questions for GCSE and/or A Level.

Whether your interest is in History, Geography, Business Studies, Science, General Studies, or all five, we hope you find **NEWS IN ACTION 4** an informative and enjoyable resource.

This CD-ROM is divided into 2 principal sections:

1 STUDENT'S VERSION

A full colour interactive browser designed for use by students. This version gives access to all articles/activities via a point and click interface.

The user may:

- Print any article/activity or export them as text files for importing into other documents.
- Access a periodic table via the Science, Chemistry, Biology and Physics sections.

2 TEACHER'S VERSION

A full text version in Adobe Acrobat format. This version is basically a digital book which allows the teacher to page through all of the articles/activities via an index.

The user may:

- Move easily from page to page by scrolling or topic to topic via the index.
- Copy and paste relevant sections into most Word Processing and Desktop Publishing packages.
- Have access to a key word search.
- Print any page.

SYSTEM REQUIREMENTS

WINDOWS - for optimum performance, you will need a 486DX2 or better, with 16MB of RAM and a 12 speed CD-ROM drive. To use the package at its best your monitor should

be set to 640 x 480 in 256 colours.

In **Windows 3**, you can do this using the Windows Setup control panel located in the MAIN program group. Go to the Options menu and use the change system settings to change the screen display driver.

In **Windows 95** point at an empty area of your desktop, right click to bring up the display properties control panel. Go to Settings to set your screen colours and display area.

If you are not familiar with changing display setups on your computer please refer to your user manuals. Alternatively, contact your system administrator.

APPLE MACINTOSH - 040 Mac or better with at least 16MB of RAM, 256 colours and a CD-ROM drive.

Please Note: *This CD-ROM will run on lower specification machines but the Student's version may run at an unacceptable level of performance. In this case you may wish to view the title via the Teacher's (text only) version.*

INSTALLATION

To access News in Action 4 follow these simple instructions:

WINDOWS 3

To access the Student's version open the CD and run the file named "**nia4w3.exe**". To access the Teacher's version open the directory named "Teacher" and run the file named "**nia4.pdf**".

WINDOWS 95

To access the Student's version open the CD and double click on the file named "**nia4w95.exe**". To access the Teacher's version open the folder named "Teacher" and double click on the file named "**nia4.pdf**".

APPLE MACINTOSH

To access the Student's version open the CD and double click on the file named "**nia4.exe**". To access the Teacher's version open the folder named "Teacher" and double click on the file named "**nia4.pdf**".

Please Note: To run the Teacher's version you will need Acrobat PDF Reader

installed on your computer. To install this you will need to do the following:

Windows 3 - open the Acrobat folder and run AR16e30.exe. **Windows 95** - open the Acrobat folder and run AR32e30.exe. **Apple Macintosh** - open the Acrobat folder on the CD-ROM and double click the install icon.

USER GUIDE - STUDENT'S VERSION

After the introductory screens, you will access the main menu.

From here you can access the five principal subject areas on the CD-ROM.

They are: **HISTORY, GEOGRAPHY, BUSINESS STUDIES, SCIENCE, and GENERAL STUDIES**

Click on any of the subject graphics to view a list of topics associated with that subject. _

Click again on a particular topic graphic which will then give you a list of articles in the form of a scroll associated with that topic. Click on any of the articles to view and read it.

You will see at the head and foot of each screen a series of buttons that enables navigation throughout the CD-ROM. These buttons have various functions, for example:

1. If you select the **image** button, the screen will clear and will be replaced by an image relevant to the article. You may return to the previous screen by clicking the *Previous* button on the bottom left hand side of the screen.
2. If you select any of the activities, the screen will clear and be replaced by a text screen containing the activity.
3. If you select the **print** button, provided that a printer is accessible, it will condense that article/activity or image and print it onto 1 sheet of A4 paper.
4. If you select the **export** button, the article/activity will be saved out as a text file for importing into other documents.

Explore these buttons to find out their function.

USER GUIDE - TEACHER'S VERSION

On the welcome screen you will see a main menu. From here you can access the five principal subject areas on the CD-ROM.

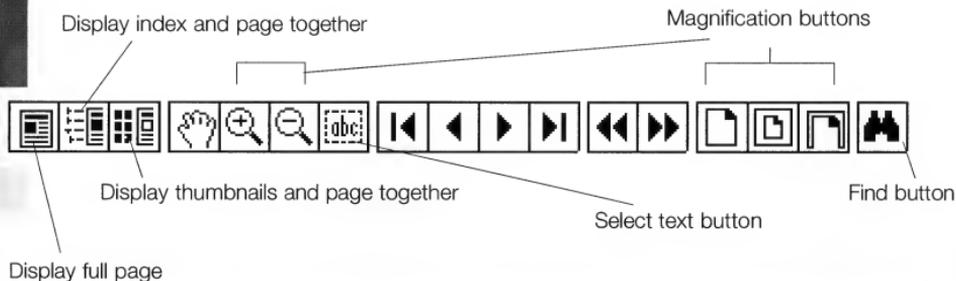
The teacher's version can also be accessed via the student's version.

THE ACROBAT READER WINDOW

When you open a file within Acrobat, the document will appear in the window. You can display an index or thumbnails to the left of the document for ease of use. Use the index to go directly to a topic of interest, or straight to a particular article/activity.

Use the vertical scroll bar at the right of the window to scroll up and down the pages. This also applies for scrolling the index.

There are also a number of useful buttons to make it easier and quicker for the reader. See overleaf for more details.



Online help is also available – for the Mac version click on the question mark button at top right side of the screen and scroll down to 'Acrobat Reader Help'. For the PC version press F1 on your keyboard or go to the help menu.

VIEWING DOCUMENTS

To view the document and the index simultaneously on a smaller screen, set the default viewing magnification to FIT VISIBLE either in the preferences or on the button bar at the bottom of the screen. To switch between index and articles/activities toggle with the *Display* buttons at the top of the screen. Also experiment with the magnification until you find the best aspect ratio for your screen.

USING THE INDEX

You can go to a particular area of the Teacher's version by using the index on the left hand side of the screen. To get this onto your screen click on the *Display Index* button at the top of the screen. The index is broken down into different areas for the articles and activities. To use the index just click on the area you want to go to and it will appear on the right hand side of the screen.

SEARCHING FOR WORDS

You can search for a word or part of a word in a document using the Find command.

To search for a word:

1. Click the *Find* tool or choose *Find* from the *Tools* menu to open the *Find* dialog box.
2. Select the *Match Whole Word Only* option if you want the Reader to ignore words that contain the word you enter. Select the *Match Case* option if you want the program to find only those words that contain an exact match of upper and lower case letters.

3. Enter a single word or part of a word in the *Find What* text box, and click *Find*. When the program finds the word, the *Find* dialog box closes and the page containing the word is displayed with the word highlighted.

4. To find the next occurrence of the word, press *Command-G* (for Mac) or *Control F* (for PC), alternatively reopen the *Find* dialog box.

PRINTING DOCUMENTS

To print a document with the Acrobat Reader program, you use the standard method for printing a document. First, select the print options you want using the Page Setup command. Then choose the Print command to display the Print dialog box.



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The Daily Telegraph

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