

Using the Realidades eText

Introduction

This guide provides an overview of the Realidades eText. It describes various tools and features that enhance instruction and improve student learning. Use the eText during class instruction. Students can access the eText on realidades.com.

Setup

After launching the eText for the first time, a window appears for customizing eText. Making the eText public allows additional teachers who are assigned to the course the ability to read other teachers' notes. A password can be required for additional security of a public eText. Complete the form and click **Save**. The eText now appears. Click **Settings** at the top of the page to change these setting or further customize eText.

This example shows a suggestion for how to set up the eText for Realidades.

The screenshot shows the 'Setup' window for a Realidades eText course. At the top, the user's name 'Julie Harvill' is displayed on the left, and navigation links 'Go to eText | Print | Help | Log Out' are on the right. Below the user name is a small course icon and the following text: 'Course ID: 47266', 'Course: 5.1 TSL Master', and 'Realidades 1 - (Common Edition) - Peggy Palo Boyles, Myriam Met, Richard S. Sayers, Carol Eubanks Wargin'. The main section is titled 'Course Information' and contains a sub-section 'Course Title and Section Name'. A note states: 'You may provide an optional section name for your course by entering it in the field below.' The 'Course Title' is set to '5.1 TSL Master'. The 'Section Name (Optional)' field is empty, with a blue arrow pointing to it and the text 'Leave this field blank'. Below this is the 'Public Access Properties' section, with a note: 'Indicate whether you would like to make your highlights, notes and customizations available for other instructors to copy.' There are three options: 'Make this Course Public:' with radio buttons for 'Yes' and 'No' (the 'No' button is highlighted with a blue arrow); 'Require Course Password:' with radio buttons for 'Yes' and 'No' (the 'No' button is highlighted with a blue arrow); and 'Public Course Password:' with an empty text field (a blue arrow points to it with the text 'Leave this field blank'). At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains copyright information: 'Copyright © 2010 Pearson Education, Inc. All rights reserved. Legal Notice | Privacy Policy | Permissions | Feedback'.

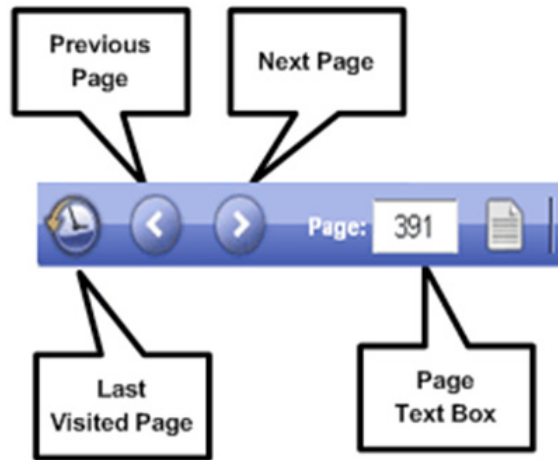
The Toolbar

The toolbar at the top of the page provides tools for easy navigation and personalization of eText.



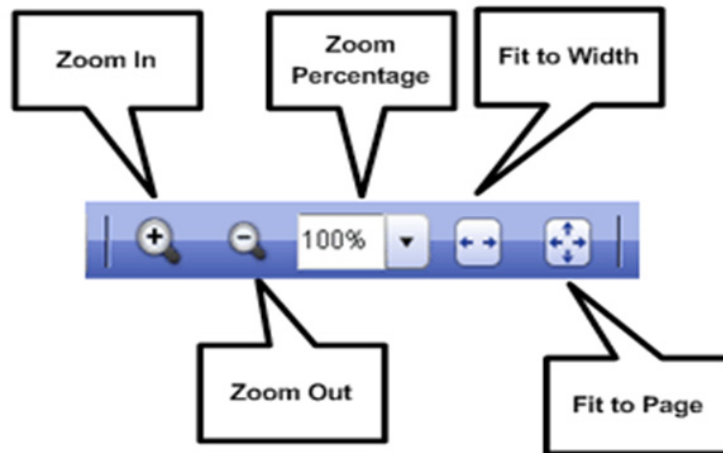
Navigational Tools

Use the navigation tools to move between eText pages.



Zoom Tools

Zoom tools enlarge or decrease the view of any eText page.



Page-View Tools

The Page-View tools toggle between a single and two-page view.



Arrow Tool

Click the Arrow tool to select icons, items in the left navigation pane, and objects on the eText pages, such as links, notes, and media.



Hand Tool

Using the Hand tool, move an eText page in any direction by clicking and dragging the mouse.



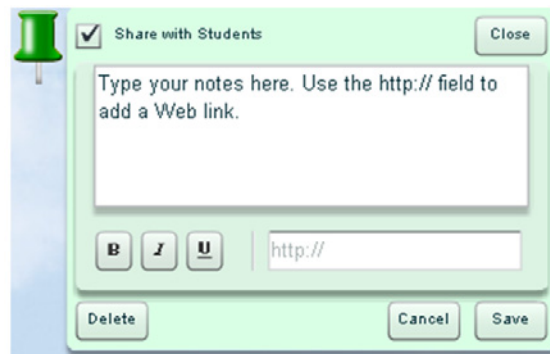
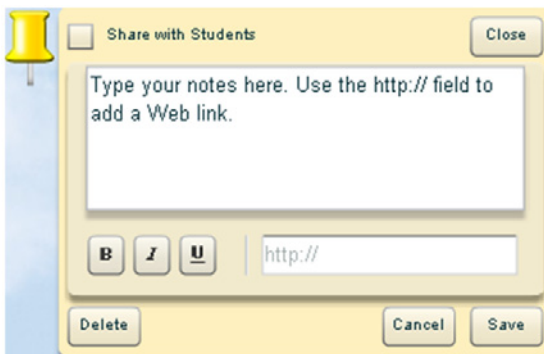
Highlighting Tool

Use this tool to highlight a sentence or section of the eText. To delete, resize, or reposition the highlight, double-click inside the highlight. To delete, click the small x in the upper right corner of the highlight. To resize, click and drag the lower-right corner of the highlight. To reposition, click and drag the highlight.



Note-Taking Tool

Use this tool to add notes to any eText page. Private notes have a yellow pushpin. Opt out of sharing the note with students by clicking the box in the upper-left corner of the note, which will turn the pushpin green. Students will see a green pushpin on their eText page.



After saving a note, double-click the pushpin to edit or delete the note or to change note sharing (public) option.

Students can also take notes in their eText. Students do not have the ability to share notes.

Bookmarking Tool

Quickly navigate to pages by bookmarking pages. To bookmark a page, navigate to the page and click the Bookmark tool. Access these pages from the Bookmark section within the navigation pane on the left. The page will display a fold on the top outer corner, and the page number will appear in the Bookmark section of the navigation pane. To remove the bookmark, click the Bookmark tool again.



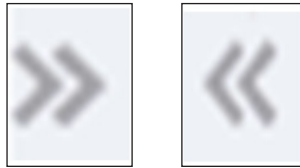
Show and Hide Links

Show Links displays both audio and video media icons on eText pages. Click the media icon to play the associated audio or video file.

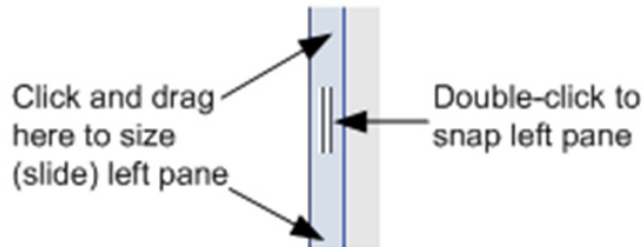


The Navigation Pane

The navigation pane appears on the left side of the eText. To access the resources within the navigation pane, click the open and close icons, which are located on the upper-left corner of the eText, underneath the Toolbar.



The navigation pane can also be opened and closed with a double click or by clicking and dragging on the double lines located at the center, right edge of the navigation pane.



Access resources inside the navigation pane, such as the Table of Contents, Flashcards, Master Glossary, Notes, and Bookmarks.

Search

Use Search to find any word or phrase contained within the eText. Type in the word or phrase and click **Go**. After the Search results appear, click any page to view that page. The Search History appears on the left.

Whiteboard View

The Whiteboard View displays the eText with a simplified interface. (See Example 1.)



The toolbar initially appears on the left. Click the computer icon to return to Browse view.



The Move Toolbar icon moves the toolbar to the opposite side of the eText.



The arrows open the navigation pane.



The screenshot shows a digital textbook page in Whiteboard View. On the left, a vertical toolbar contains icons for navigation and interaction. The main content area is divided into two columns. The left column, titled 'A primera vista' and 'Vocabulario en contexto', features a grid of activity icons (bailar, escuchar música, practicar deportes, nadar, correr, esquiar) and a dialogue between two people. The right column, titled 'Vocabulario en contexto', features a grid of activity icons (escribir cuentos, montar en monopatín, ver la tele, usar la computadora, dibujar, cantar, montar en bicicleta, jugar videojuegos) and a dialogue between two people. At the bottom, there are two numbered sections: '1 ¿Te gusta o no te gusta?' and '2 Me gusta...'. The page number '26' is visible in the bottom left corner, and 'veintisiete 27 Capítulo 1A' is visible in the bottom right corner.

Example 1: Whiteboard View

Review

This guide provided an overview of the Realidades eText. It described the Toolbar and other eText features. Display the eText during class instruction and encourage students to access their personal copy of the eText on realidades.com.