

FAQ

Frequently asked questions

How do I install the software?

When you first insert the CD-ROM into your computer's CD drive, the program will begin to run automatically. It will ask if you want to install or run from CD. Even if you choose to run it directly from the CD-ROM (and are using an interactive whiteboard that is not Promethean brand), you are still required to install Activstudio before *New Cutting Edge Digital* will work correctly. If you choose to install *New Cutting Edge Digital*, the program will guide you through the installation.

How do I access New Cutting Edge Digital?

Go to Start\Programs\Longman and choose your *New Cutting Edge* level, or click on the desktop icon for the level you want to use.

Is New Cutting Edge Digital different in any way to the paper edition?

Yes and No. The Students' Book pages contain exactly the same content as the paper edition, so that what your students see on the page is the same as on the screen. In addition, there are direct links to the tapescripts, language summaries and flipchart activities as well as the video section. The consolidation units, mini-checks and their respective audio files, however, are not included.

How do I access the videos?

You can access the videos directly from the home page when you open the program.

How do I access the Teacher's Book?

A digital copy of the traditional teacher's book is not included; however, every flipchart contains teacher's notes on how to exploit the activity on an interactive whiteboard. Click on  to access them.

Module-by-module teacher's notes and answer keys for the flipcharts activities are included in this guide.

How do I access the language summaries at the back of the Student's Book?

Open the flipchart for a corresponding language analysis section in the Students' Book and click on 'Read Language summaries ...' at the bottom of the flipchart to open a new window containing the language summary. Use the mini toolbar next to the tapescript and click on  to write,  to highlight and  to undo any writing. Close the window by clicking on the X button.

How do I zoom in/out on a section of the page?

Click on any section of the Students' Book pages, instructions, pictures, exercises, and it will zoom in on the section. Click again to zoom back out.

How do I move forwards and backwards in the Students' Book?

Use  to move to the next page and  to move back a page. If you want to move to another module, then use  to go back to the overall view of the module. Click  again to see the list of modules.

What do the circles on the page spreads mean?

They show you that there is an interactive activity with this section of the book; either an audio file or a flipchart activity.

How do I write on a Students' Book page?

You can only write on a zoomed or unzoomed part of the Students' Book page if you're using the software that came with your board. For Promethean board users, this would be Activstudio Professional Edition's 'Annotate-over-desktop' functionality. Other board users should consult their hardware manufacturer for advice on how to access similar functionality.

How do my students have access to the New Cutting Edge Digital from home?

They don't, the digital edition is only licensed to schools and organisations. The software is not designed for students to self-access. A teacher should facilitate the material for them in a classroom environment.

How can I access New Cutting Edge Digital from home?

Your licence permits you to install *New Cutting Edge Digital* on teachers' home computers or laptops so they can access the material to prepare their lessons outside the classroom. The software can be controlled from a computer without the interactive whiteboard being plugged in, but some functions, like writing, are considerably more difficult when using a mouse instead of a pen (or finger)!

How do I access the audio file directly without going through the Students' Book pages?

Go to  on the home page and choose the audio file from the module menu.

Do I still need to use a CD for listening activities?

Most activities include the audio, but you will need to use a CD for any songs or consolidation modules of the Students' Book. All listening activities from the Workbook must be played from the CD.

How do I see the tapescript?

Click on  in a flipchart to show the tapescript. If this option does not appear, it is because the tapescript is written out on the page of the flipchart.

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In the Audio section, click  to make the tapescript and its tools appear. If this option doesn't appear, then there is no tapescript included with this audio file because the tapescript is written out as part of the Students' Book.

How do I cue the audio script?

Make sure you have selected  from the small tapescript toolbar. Then, click on a section of the tapescript (it will change colour) to begin playing from this point. You can also use the normal pause, fast forward/rewind buttons.

How do I write on the tapescript?

Use the mini toolbar next to the tapescript. Click on  to write,  to highlight and  to undo any writing.

How do I make the tapescript bigger?

You can resize the window by dragging a corner or use    to minimise, maximise or close it.

How do I print the tapescript?

Click the small picture of the printer on the tapescript toolbar.

Where are the flipcharts?

You can see the  icon on the double spread or enlarged section of your Students' Book. Click on it to launch the flipchart activity.

How do I check the answers to activities?

Select . Sometimes you can check one by one, or sometimes the whole page at once.

How do I get rid of the flipchart answers?

Click on  reset page to hide the answers. If showing answers is the last thing you have done, click on  to undo your last step.

How do I know where the answers are going to appear on the page?

Before you use the page with your students, click on  to see where the answer boxes appear or consult the module-by-module notes in this guide. Then make sure you or your students don't write in that area.

How do I write on a flipchart?

Use  from the Activstudio tool bar or click on the  next to the activity instructions.

How do I erase what I've written?

For individual words or small sections, use the  from the Activstudio tool bar. To clear all handwriting on the page use  (choose clear annotations from the options that appear).

How do I reset the page to its original state?

Use the  tool on the bottom right of the page.

How do I switch between the flipchart and the Student's Book?

Click on  at the top of your Activstudio toolbar to temporarily hide the flipchart and take you back to the Student's Book. Click on  again to bring back your flipchart.

How do I edit or save changes to flipcharts? Can I add my own pictures or text?

So that you don't accidentally change the contents of a page or overwrite the flipcharts for the next teacher, all flipcharts are 'read only'. This means that any changes you make during a lesson will not be saved. You can print the flipcharts, however, with or without your annotations on them. Click on the orange figure on the Activstudio toolbar and select Print.

If you want to create your own flipchart to add pictures or text, you can use your board's own software or choose Flipchart/New from the menu under the orange figure on the Activstudio toolbar.

How do I keep a blank flipchart page open for my own notes?

If you are using the edition of Activstudio that came with *New Cutting Edge Digital*, you can only have one flipchart open at a time, but you could always switch between a blank page of a Word document or a flipchart in your interactive whiteboard's native software.

If you are using Activstudio Professional Edition then you can have your own flipcharts open at the same time as a *New Cutting Edge Digital* flipchart. Click on  'Arrange windows' icon in the top right of your screen to switch between the two flipcharts.

How do I close a flipchart?

Close the Activstudio software by clicking on the cross  on the toolbar.

If the program asks you if you want to save your changes, select *no* as this option is disabled for *New Cutting Edge Digital* flipcharts.

When I close a flipchart, the program asks if I want to save the changes, what should I do?

You cannot edit or save changes to the *New Cutting Edge Digital* flipcharts. It may ask you if you want to save changes, but you will be unable to do so. You may, however, wish to save changes to your own flipcharts created in Activstudio Professional Edition or in your interactive whiteboard's own software.