



INSTRUCTION TIPS FOR USING . . . **CLICK IT** ®

Click It ® requires Adobe Reader ver. 6.0 or newer!!!

1. **OPENING THE CLICK IT** ® PROGRAM – *Click It* ® will ‘autorun’ when you insert the CD-ROM into your CD or DVD drive. If you are using a network version, your I.T. department will give you instructions.
2. **OPENING SCREEN** – BOOKMARKS ARE ON THE LEFT // MAIN PROGRAM PAGES ARE ON THE RIGHT
3. **NAVIGATING** THROUGH THE CLICK IT ® PROGRAM IN ADOBE READER – 3 easy ways:

Using the Bookmarks	a)	Click on the bookmark name or icon to go directly to that page
	b)	Click on the “Table of Contents” bookmark to return to the beginning, OR
	c)	Click on another bookmark to proceed directly to that page
	d)	To hide or unhide the bookmark panel, click on the icon with the ribbon

Using the Document	e)	From the “Table of Contents” page, click on the page title to go to that page, OR
	f)	Scroll up or down the document to examine and locate what you need, OR
	g)	Change the page number in the white page number box and press enter

Using the Toolbar Buttons	h)	the <i>Back & Forth Arrows</i> move through the document one page at a time
	i)	the <i>Arrows with Lines</i> take you directly to the first or last page
	j)	the <i>Arrows in Circles</i> take you to the previous page view or the next page view
	k)	If these arrows are not on your toolbar, add them by going to: View --> Toolbars --> More Tools --> Page Navigation Toolbar. Check the boxes

4. **USING THE ZOOM FUNCTION** – you can increase or decrease the size of the document view by changing the *ZOOM PERCENTAGE* in the white box containing the view percentage. Either *change the percentage and press enter* – or – use the drop down arrow next to the zoom window and select the percentage that works best for you.

5. **USING “FIND” or “SEARCH” TO LOOK UP TERMS:**

Using “Find”	l)	enter your search term in the white “Find” box and <i>press enter</i> . You will be taken to the closest location of the term in your program.
	m)	Use the “Find Previous” or “Find Next” buttons to the right of the find box, to look for other uses of the term in the program. This is the fastest way to lookup terms.
Using “Search”	n)	Click on the binocular icon to launch the “Search” function. This is a more advanced method of locating a term as you can specify a search outside the document itself or use case-sensitive choices, etc.

6. **PLAYING THE PRONUNCIATIONS** – simply click on the English words in blue to play the Spanish pronunciation (*spoken by a native speaker*) and the phonetic pronunciation (*spoken by an English speaker*).



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IMPORTANT:

Click It ® is a computer version of Workplace Spanish® material that uses Adobe Reader software – a free, widely used program that works on all types of computers.

Pronunciations are played aloud by clicking on the English phrase to hear both the Spanish and a phonetic pronunciation. A user can either learn and repeat the phrase, or play it aloud for a Spanish speaker to hear. Click It ® pages are for computer use only – they cannot be printed. If you would like a printed copy, please purchase the manual online at www.WorkplaceSpanish.com/orders.

REQUIREMENTS:

- Adobe Reader version 6.0 or higher is required to hear the pronunciations. Older versions of Adobe Reader will either not play the sounds or will return an error message. As of Aug. 2009, the current available version of Adobe Reader is ver. 8.1.
- a working sound card and media player software (like Windows Media Player) are required to play the CD-ROM and listen to the pronunciations. If you can play audio CD's on your computer, you will be able to play Click It ® sounds.
- a basic knowledge of computer use is required, including the ability to download, search documents, and use “help” menus from your Internet browser and Adobe Reader. Workplace Spanish, Inc. does NOT provide technical assistance of any kind for computer problems or instruction.

DOWNLOAD OR UPDATE YOUR ADOBE READER

- If you do not have Adobe Reader on your computer, you can download it, at no charge, from the Adobe website at www.Adobe.com. Read the instructions for choosing the version that fits your computer and follow the instructions for downloading and installation.
- You can check your version of Adobe Reader by opening the program, clicking on the word “Help” in the menu at the top of the screen, then clicking on “About Adobe Reader” – that will give you the version number.

I.T. DEPARTMENTS:

Click It ® can be easily installed on network servers for access throughout your organization. A multi-user license, covering the number of authorized users for your organization, must be issued prior to installation of the Click It ® program. Very little training is required and the program should not require any maintenance.