

HELP GUIDE

PM eCollection iPad app

Overview

The *PM eCollection* iPad app is an eReader specifically designed for guided and independent reading using iPads. Users require a username and password, which can be created using the *PM eCollection* website (pmeollection.com.au).

Using this product

Launch screen



Login

Tap this button to be taken to the login screen. On the login screen, type in your username and password and then tap Login to access your bookshelf.

Get started

Tap this button to try out the *PM eCollection* iPad app without creating an account.

Link this iPad to a school account

Tap this button to register the iPad to an existing school account. Enter a teacher's email address and password and tap Submit. You can unlink the iPad at any time by tapping Unlink this iPad from

the school account and repeating the teacher login process. Once the iPad is linked to a school, the Welcome screen will display the name of the school beside the login button.






Note: You can tap the PM logo at any time to return to the Welcome screen.

Your bookshelf



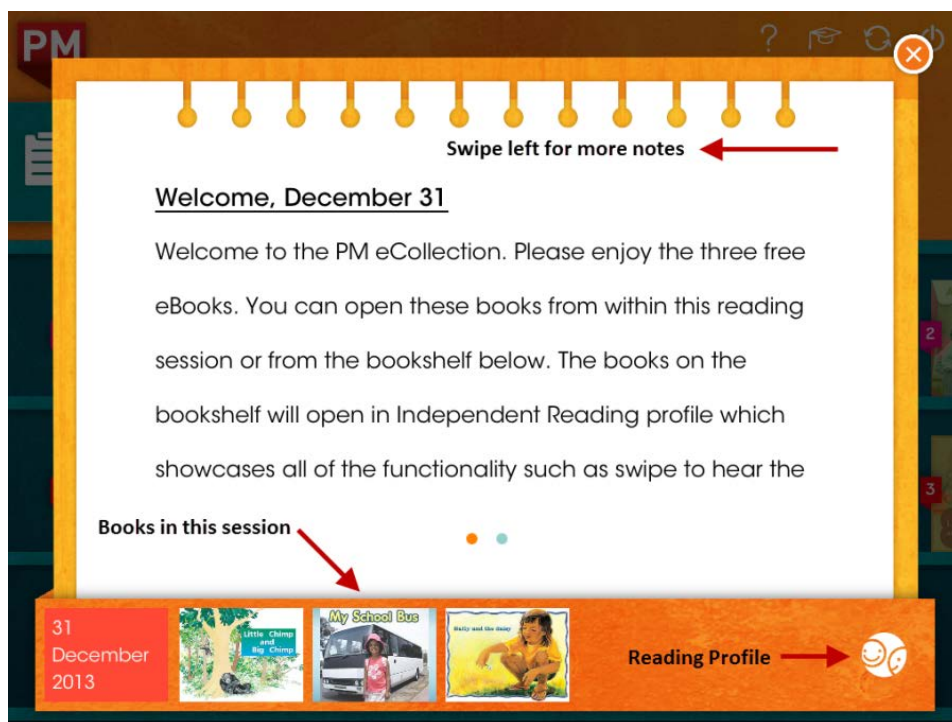
All the ebooks accessible to you will appear on your bookshelf. From the bookshelf you can choose an ebook to read, look at a reading session and review your 'My Words' list.

You can also access Help , synchronise the app  or logout  by tapping on the icons in the upper right hand corner.

Books

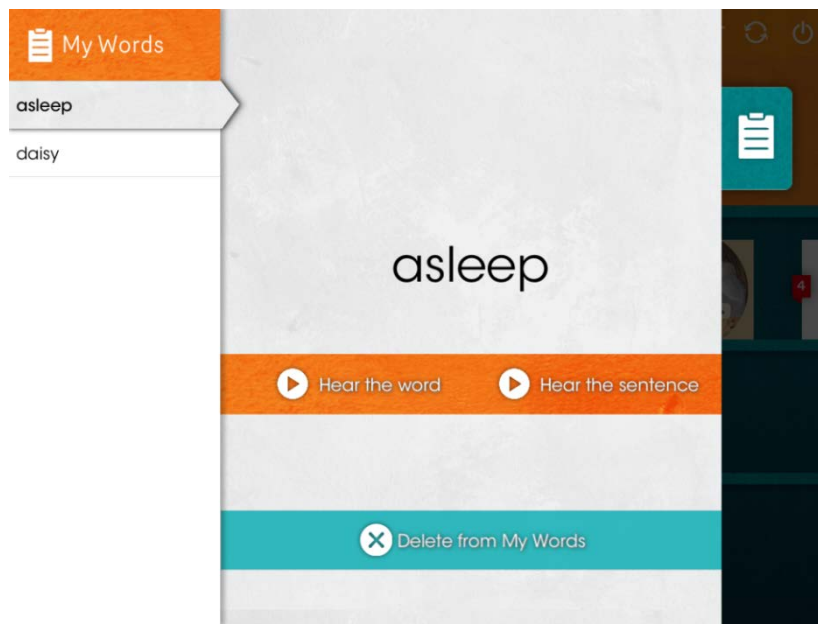
All ebooks accessed from the bookshelf are in Independent Reading mode (audio enabled). Swipe left and right to scroll along a shelf. Swipe up or down to scroll to more shelves. eBooks are stored in the bookshelf according to PM colour and level. Tap on an ebook to read it.

Reading Sessions



A reading session can be set up by a teacher using the *PM eCollection* Web App. Tap on a reading session to open it. eBooks related to the session will be displayed at the bottom of the pop-up screen. eBooks accessed through a reading session may be in Guided Reading (audio disabled) or Independent Reading modes depending on the session profile. The mode is indicated by the icon at bottom right. Swipe left to scroll through any notes attached to the session.

My Words

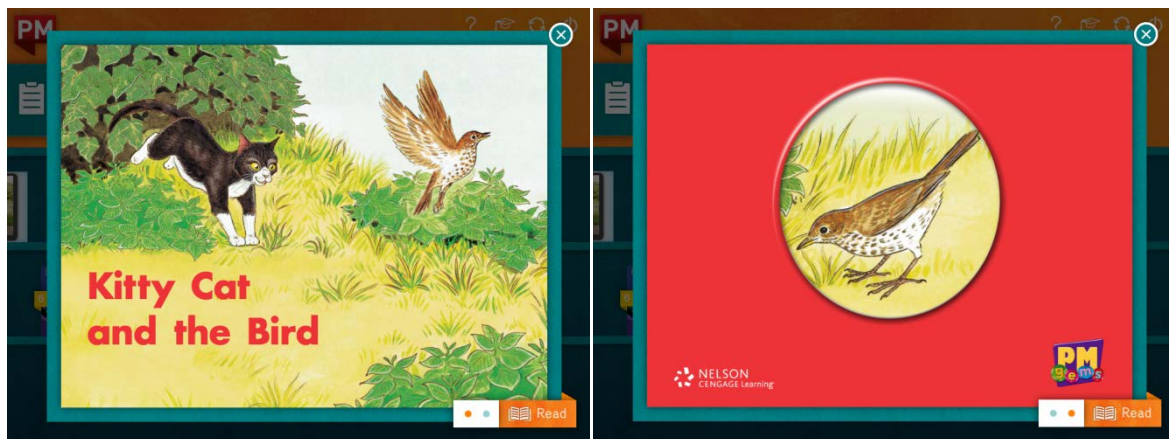


Tap on the Clipboard tab to display the My Words panel. This is where words you have saved during reading sessions will appear. To save a word to My Words, touch the word, swipe along it and tap the + on the pop-up that appears.



Words are automatically listed in alphabetical order in the My Words list. Tap on a word then tap on Hear the word to hear it spoken, or tap on Hear the sentence to hear the word used in a sentence. Tap on Delete from My Words to delete a word from My Words.

Reading a book

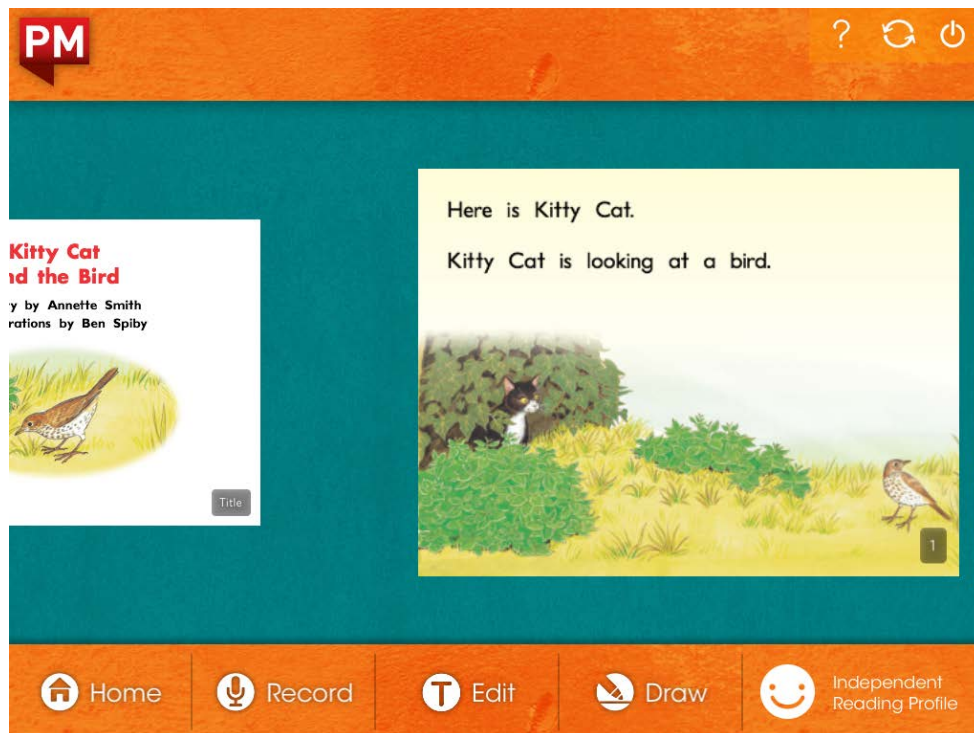


When you tap on an ebook in the bookshelf, an ebook preview will appear, displaying the cover of the ebook. Swipe left to see the back cover. Tap Read to open the ebook. Inside the ebook you can:

- Swipe left to move to the next content screen
- Swipe down to start whole-screen audio

- Tap Pause to pause the whole-screen audio
- Tap on a word to hear it spoken aloud
- Touch and swipe a word to add it to your My Words list
- Swipe up to switch to eBook navigation

eBook navigation



In eBook navigation you can scroll quickly through the numbered content screens of an ebook, access out-of-flow content screens such as teaching notes and imprint, and use the toolbar. Tap on a content screen to return to full-screen reading.

Home

Tap Home to return to your bookshelf.

Record

Swipe to centre the content screen you want to record. Tap Record to enter recording mode. When you are ready to record your voice, tap the microphone button at the bottom of the screen and begin to speak. Tap the button again to stop recording. Select the Play button beside My Recording to hear your recording again. To hear the original audio, tap *PM eCollection* on the menu and then the Play button. Swipe up to return to eBook navigation. The microphone icon will appear in eBook navigation below any content screen with a saved recording. Return to recording mode to access the saved recordings for a content screen.

You can record one page or a complete book. To record more than one page, simply swipe to the next page after you have completed the current page. When you have completed recording tap the stop button. (NB: Record functionality is disabled in guided reading profile.)

Edit

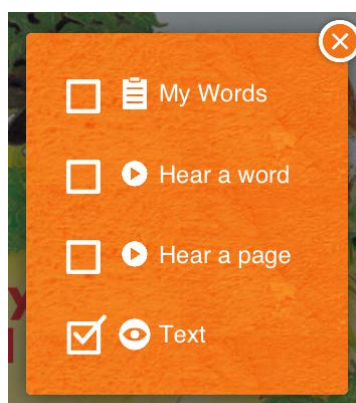
Swipe to centre the content screen you want to edit. Tap Edit to enter text editing mode. Tap the text to display the iPad keyboard and type. To see the original text, select *PM eCollection* on the menu. Swipe up to return to eBook navigation. The T icon will appear in eBook navigation below any content screen with a saved text edit. Return to editing mode to access the saved recordings for a content screen.

Draw

Swipe to centre the page you want to draw on. Tap Draw to enter drawing mode. Tap to select a colour and use your finger to draw on the screen. Tap the white card icon to display a blank word card. Tap the card to show icons that will enable you move it, resize it or delete it. Select *PM eCollection* from the menu to display the original image, or My Drawing to display your drawing. Swipe up to return to eBook navigation. The crayon icon will appear in eBook navigation below any content screen with a saved recording. Return to draw mode to access the saved recordings for a content screen while you are in a reading session. Annotations in draw mode will not be saved for use in future sessions.

Reading Profile

Tap the Profile menu to change the reading profile of the ebook you are reading. In Independent Reading, all functions are enabled. In Guided Reading, audio functions are disabled. Custom Reading Profile allows you to select which function to enable and disable.



Custom Profile (example)

Note: From eBook navigation, you can tap the PM logo at any time to return to your bookshelf.

More help

If you are having difficulty with any aspect of this product, please call Cengage Learning customer support on:

Australia: 1300 790 853

New Zealand: 0800 449 725

Alternatively, you can visit our website or email us:

Website: www.cengage.com.au/support

Email: anz.customerservice@cengage.com