



The American Republic Since 1877





Presentation Plus! was designed and developed by FSCreations, Inc., Cincinnati, Ohio 45202.

Apple, Macintosh, Mac, and QuickTime are trademarks of Apple Computer, Inc. in the United States and other countries. Microsoft and PowerPoint are registered trademarks of Microsoft Corporation. All other trademarks are the property of their respective owners.

Glencoe/McGraw-Hill

A Division of The McGraw-Hill Companies



Copyright © by The McGraw-Hill Companies. All rights reserved. Permission is granted to reproduce material contained herein on the condition that such materials be reproduced only for classroom use; and be provided to students, teachers, and families without charge. All other reproduction, for use or sale, is prohibited without prior written permission of the publisher.

Send all inquiries to:

GLENCOE DIVISION

McGraw-Hill
8787 Orion Place
Columbus, OH 43240

Glencoe Software Support Hotline:

1-800-437-3715, 8:00 am–6:00 EST or customers with specific questions can contact us at: epgtech@mcgraw-hill.com Customers can also access our support Web site for basic information and answers to the most frequently asked questions:
<http://www.epgtech.com>



The American Republic Since 1877

Contents

To the Teacher	4
Features of <i>Presentation Plus!</i>	5
<i>Presentation Plus! Lite</i>	6
Running <i>Presentation Plus!</i>	7
System Requirements	8
Navigating the Software	9
Teaching Tips	10
Customizing a Presentation	11
Troubleshooting Tips	12

To the Teacher

Glencoe's *Presentation Plus!* is an exciting multimedia teacher tool that enables you to present dynamic lessons for every unit and chapter of *The American Republic Since 1877* text. Many of the teaching resources you have come to rely on—including full-color transparencies, *Vocabulary PuzzleMaker*, *Interactive Tutor Self-Assessment*, and more—are now at your fingertips in this easy-to-use product. Using *Presentation Plus!* and a Web browser, you also get instant access to online activities and resources at the tarvol2.glencoe.com Web site.

NOTE: The *Presentation Plus!* system is based on Microsoft PowerPoint. To use the full version of the software, you must have PowerPoint 2001 or later for the Macintosh. You do not need the PowerPoint software to use the lite version of the software, however, since a Viewer program is included with the slide shows. If you do have access to PowerPoint 2001, you can also customize your presentations.

Site License Agreement: By installing this software, you accept the terms and conditions of the McGraw-Hill Companies End User Software License Agreement. A copy of this agreement can be found on our Web site at www.epgtech.com, or on the CD-ROM under the filename LICENSE.TXT. This can also be attained by contacting our Software Support Hotline at 1-800-537-3715.

Features of *Presentation Plus!*

Each slide show includes the following features:



– View an extensive collection of regional and special-purpose maps.



– Connect to a presentation that showcases all of the United States Presidents.



– Connect to *The American Republic Since 1877* Web site for additional activities and teaching suggestions.



– Access current state profiles as needed in your instruction.

Unit Slide Shows

In addition to the features above, the unit slide shows may include the following features:



– Take a look at relevant literature selections and how they pertain to American History.



– All Cause and Effect transparencies are included in *Presentation Plus!*



– Delve into the link between geography and history.



– Step back with Time Notebook and see what people's lives were like in the time periods being studied.

Chapter Slide Shows

Chapter slide shows may also include the following features:



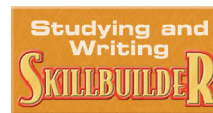
– Increase your students' knowledge of technology with these activities.



– Give your students the opportunity to increase their understanding of social studies.



– Guide your students through activities to improve their critical thinking skills.



– Work through these activities to help your students excel at studying and writing.



– All Why it Matters transparencies are included in *Presentation Plus!*



– Incorporate Glencoe’s *PuzzlePlayer* software into your lesson plans.



– All Daily Focus Skills transparencies are included in *Presentation Plus!*



– Examine the causes and effects of important events in history.



– Add information to your lessons to build relevance and add interest.



– Did historic events really happen the way you think they did? Utilize this feature to help your students find out.



– Connect lessons in history to other academic disciplines.



– Hear about an interesting moment in history from *National Geographic*.



– Use Glencoe’s *Interactive Tutor Self-Assessment* software to quiz your students.



– Integrate the You Don’t Say feature into your lesson.



– Connect lessons in history with technology of that time period.



– Integrate *The American Republic Since 1877* videos where they are relevant throughout *Presentation Plus!*

Presentation Plus! Lite

The *Presentation Plus! Lite* software is a scaled-down version of *Presentation Plus!* designed to run with PowerPoint 98 or with the PowerPoint Viewer. *Presentation Plus! Lite* includes the lecture notes and chapter assessment questions from each chapter of the full product, but it does not include the audio, video, features, maps, charts, or unit presentations.

Running *Presentation Plus!*

Setting Up your Equipment

Before you begin using the *Presentation Plus!* system, check your equipment connections. To use the *Presentation Plus!*, you will need a computer (see System Requirements on page 8) and a projector or large-screen monitor.

***Presentation Plus!* (full version) Start-Up Instructions (PowerPoint 2001)**

1. Make sure that your monitor is set to thousands of colors at 800 x 600 or higher resolution. If your screen is not set properly, click the **Apple** menu, **Control Panels, Monitors** and change the monitor settings.
2. Start the PowerPoint 2001 software. Follow the instructions that came with the program. The full version of *Presentation Plus!* is not compatible with PowerPoint 98 or the PowerPoint Viewer.
3. Choose to open a presentation.
4. Select your CD-ROM drive.
5. Select the **PowerPoint 2001** folder.
6. Choose a presentation (e.g., TAR2 Unit 06, TAR2 Chapter 20).
7. Select **View Show** from the **Slide Show** menu to begin the presentation.
8. When you start a presentation, you

will see an opening slide. Click the **Forward** button to proceed to the next slide.

9. From the **Contents** (or Main menu) slide you can access many of the *Presentation Plus!* resources. While viewing a presentation, click the navigation buttons to view the slides. Click the **Help** button for step-by-step instructions.
10. To end the presentation, click the **Exit** button or press the **Esc** (escape) key.

***Presentation Plus!* (lite version) Start-Up Instructions (PowerPoint 98)**

1. Make sure that your monitor is set to thousands of colors at 800 x 600 or higher resolution. If your screen is not set properly, click the **Apple** menu, **Control Panels, Monitors** and change the monitor settings.
2. Start the PowerPoint 98 software. Follow the instructions that came with the program.
3. Choose to open a presentation.
4. Select your CD-ROM drive.
5. Select the **PowerPoint 98/Viewer** folder.
6. Choose a presentation (e.g., TAR2 Chapter 20).
7. Select **View Show** from the **Slide Show** menu to begin the presentation.

8. When you start a presentation, you will see an opening slide. Click the **Forward** button to proceed to the next slide.
9. To end the presentation, click the **Exit** button or press the **Esc** (escape) key.

Presentation Plus! (lite version) Start-Up Instructions (PowerPoint Viewer)

1. Make sure that your monitor is set to thousands of colors at 800 x 600 or higher resolution. If your screen is not set properly, click the **Apple** menu, **Control Panels, Monitors** and change the monitor settings.
2. Install the **Viewer** if it is not already installed. To do this, simply copy the **Microsoft PowerPoint 98 Viewer** folder from the **PowerPoint 98/Viewer** folder on your CD-ROM to the hard drive of your computer.
3. Start the **Viewer** software. To do this, double-click on the **Microsoft PowerPoint 98 Viewer** icon on your hard drive.
4. Select the **PowerPoint 98/Viewer** folder.
5. Choose a presentation (e.g., TAR2 Chapter 20).
6. Click the **Show** button.
7. When you start a presentation, you will see an opening slide. Click the **Forward** button to proceed to the next slide.

8. To end the presentation, click the **Exit** button or press the **Esc** (escape) key.

System Requirements

Verify that your computer system meets the hardware and software requirements listed below.

- Any PowerPC processor-based, Mac OS-compatible system (clock speed of at least 120 MHz recommended)
- 64MB of RAM with Virtual Memory turned on
- CD-ROM drive
- Monitor or display supporting thousands of colors, with 800 x 600 or higher resolution
- Apple Mac OS System 8.1 or later (System 8.5 or later strongly recommended)
- Microsoft PowerPoint 98, Viewer, or 2001
- Internet connection 28.8 or higher (optional, but recommended)
- Printer (optional, but recommended)

Navigating the Software

Using the *Presentation Plus!* system is easy. Once you select a presentation, just use a mouse or another compatible pointing device to step through a slide show. As you view a slide show, you can use the following buttons/keys to navigate a presentation.



Use the **Forward** button to move forward one slide at a time through the software.



Click the **Back** button to move back to the previous slide.



Click the **Home** button to display the **Contents** (or Main menu) slide.



To go to the beginning of a section or part, click the **Section Start** button. Depending on where you are working in a presentation, click this button to return to the slide from which you accessed a particular option.



Click the **Exit** button or press the **ESC** (escape) key to end a slide show.



Use the **Speaker** button to listen to the audio provided in the presentations.



Click the **Speaker Off** button to turn any audio off.



Click the **Help** button to access step-by-step instructions on using *Presentation Plus!*



Click the **Map/Chart** button to access maps and charts that pertain to the Lecture Notes you are viewing.



Click the **Map/Chart/Photograph** button to access maps, charts, and photographs that pertain to the assessment question you are viewing.

Press the **Space Bar** to display the next item on a slide. If the last item is already displayed, the program will display the next slide.

Use the **Backspace** key to move to a previous item on a slide. If no items appear on a slide, the program will go to the previous slide.

The presentations also include **hyperlinks**. A **hyperlink** to another slide or to a different part of a presentation appears as yellow, underlined text. When you click on a **hyperlink**, the program takes you immediately to the location associated with the link. If you accidentally select a hyperlink, you can click the appropriate navigation button to return to where you were.

Teaching Tips

Presentation Plus! combines many of the teaching tools you are already familiar with in one complete package. Listed below are a few teaching suggestions that may be helpful for presenting *Presentation Plus!*, especially if you have never used a PowerPoint presentation before now.

- Check your equipment setup before class begins. Configure your computer system and projector so that they work properly with each other. If you have a videodisc player, make sure that it is working properly too.
- Work through at least one unit and one chapter presentation. Check out all of the features. Once you familiarize yourself with the flow and operation of one presentation, you will be ready to work with all of the others since they follow the same organization and navigation.
- Preview the presentations before using them in the classroom. Use the teaching suggestions in the **Teacher Wraparound Edition** to help you develop a plan to integrate the presentation into your lesson plan.
- If you have Microsoft PowerPoint 98 (or a later version), you can print the slides to use as handouts or as a teaching reference. Open a presentation and choose **Print** from the **File** menu. Using the Print pop-up menu, you can choose to print 2, 3, or 6 slides per page. This will save time and paper

when printing the slides. All slides have been set up to print in **black and white** so that the text shows. To print only selected slides, click on the **Slides** radio button and then enter the desired print range (e.g., 5-12).

- Refer to the **Teacher Wraparound Edition** and the print components that accompany the other integrated software components for teaching suggestions.
- Discuss proper note-taking techniques with your students. Explain how to record important words, ideas, and phrases. The lecture notes that are provided as part of *Presentation Plus!* are not designed to be copied word for word.
- If you have Microsoft PowerPoint 98 (or a later version), you can customize any of the slide presentations to meet your classroom needs. You can edit slides, add new ones, and delete unneeded slides. See page 11 for more information.

Customizing a Presentation

The *Presentation Plus!* software was created using Microsoft PowerPoint 2001. Follow the steps listed below to customize a presentation.

IMPORTANT: If you are not thoroughly familiar with PowerPoint, practice creating your own presentations. You could also work through a tutorial to learn how to use the powerful features available in this program.

To customize a presentation:

1. Before you make any changes to a PowerPoint presentation, you should create a folder on your hard drive.
2. Since you cannot make changes to the presentations on the CD-ROM, copy the presentation(s) to the folder you created on your hard drive. Linked presentations will need to be copied into the folder as well.

If you have enough hard disk space, you can copy all of the presentations to your hard drive. Approximately 650 MB disk drive is needed. Each presentation includes all of the art, audio, and links in its own file. You will still need to have the *Presentation Plus!* CD-ROM in the drive to use the *Interactive Tutor, Puzzles, and Help* features.

3. Customize the presentation to meet your classroom needs. Refer to the suggestions and tips listed below

before you make any changes to a presentation.

- If you have deleted any art element (e.g., a button or a picture) from a presentation, you will need to copy the element from another presentation or slide within the current presentation if you want to insert the element back into a slide show. Separate art elements are not provided as part of *Presentation Plus!*
- All of the chapter and unit presentations use the custom show feature for all features accessed through buttons on the left side of the slides. You should fully understand how custom shows function before making any modifications to these slides. If, for example, you add a slide to a feature, you must also update the corresponding custom show list so that PowerPoint will know how to display the new slide.
- Changes to the Chapter Introduction, Lecture Notes, and Chapter Assessment slides can easily be made since these slides are not part of a custom show. You can add slides, delete slides, and update slides as needed.
- Hyperlinks and action settings are used to control the action for many of the buttons found in a presentation. Be sure to test the navigation carefully if you change or add a hyperlink.

Troubleshooting Tips

Glencoe provides toll-free telephone assistance for teachers who experience difficulty while using our software or templates. Before calling for assistance, please check the following:

- Is your computer working properly? On the same computer, try some other software that you know is working.
- Can you repeat the problem?
- Does the problem occur at the same point each time?
- Review the list of **troubleshooting tips** below to see if your problem is identified.

In order for the Support Center to help you as quickly as possible, have the following information at hand when you call for assistance:

- exact title and ISBN number of the software from the disk label or package
- brand, model, and configuration of the computer and printer you are using
- version of the operating system installed on your computer

The Glencoe Support Center toll-free number is **1-800-437-3715**. The Support Center is available from 8:00 a.m. to 6:00 p.m. Eastern Time. You can also contact the Support Center on the Internet at the following e-mail address: **epgtech@mcgraw-hill.com**

Using the Help System

In addition to the Glencoe Support Center, an extensive **Help** system is incorporated into *Presentation Plus!* Whenever you need help, just click the **Help** button to display step-by-step instructions.

If the appropriate topic does not appear, click on the **Contents** button to see the table of contents for the **Help** system. Or, click on the **Search** button to find a particular topic.

Troubleshooting Tips

The presentation is difficult to read when displayed on a screen.

The quality of the images projected through PowerPoint depends on several factors. Make sure that you are displaying the image onto a reflective surface—not a blackboard or other similar surface. Using a better screen can greatly improve the display quality. Darken the room if possible. Check the quality of your projector. This, too, greatly impacts the display quality.

The navigation buttons do not seem to work properly.

Click the **Exit** button or press the **Esc** (escape) to exit the slide show. Press the **Home** key to scroll to the first slide in the presentation and then choose **Slide Show** in the **View** menu to start the presentation at the beginning. If this does not solve the problem, increase the memory settings for PowerPoint. To do this, go to the **Finder** and click once on the PowerPoint application on the hard drive of your computer to highlight it. Click **File, Get Info, Memory** and increase the Minimum and Preferred memory settings to at least 24000 K. Also, in the **Memory Control Panel** make sure that Virtual Memory is turned on.

Colors on the slides do not seem correct.

The **Presentation Plus!** software requires that you set your monitor to thousands of colors or better. If your monitor is set for 256 colors, the quality of the images as they appear on your screen may not be very good. (See the next tip for instructions on how to check or change your color settings.)

How do you set the screen resolution and colors?

Depending on your computer system and projector, you may need to set your monitor to 800 x 600 or higher resolution. Using these instructions, you can also change the color setting. Use the **Monitors Control Panel** or the **Monitor Bit Depth Control** on the **Control Strip** to change your setting to thousands of colors.

While viewing a presentation, some portions of the screen are not updated.

Increase the memory settings for PowerPoint. To do this, go to the **Finder** and click once on the PowerPoint application on the hard drive of your computer to highlight it. Click **File, Get Info, Memory** and increase the Minimum and Preferred memory settings to at least 24000 K. Also, in the **Memory Control Panel** make sure that Virtual Memory is turned on. You may also decrease your screen resolution to 800 x 600 and your color depth to thousands of colors to lower memory requirements.

The text is not clear on the projected image, but the text is okay on the monitor.

The resolution for a projector needs to match the resolution for your monitor. If your monitor is set to 800 x 600, for example, text may look squeezed on a projected image. Refer to your projector's manual for instructions on setting the display resolution.

Audio segments do not play.

Make sure that your speakers are turned on and that the volume is set properly. Volume control is located in the **Sound Control Panel** and on the **Control Strip**.

When the program displays a new slide, the mouse pointer does not immediately appear.

This is a function of PowerPoint. After a new slide appears, move the mouse a few times to get the pointer to appear. PowerPoint won't show the mouse until you move it so that the pointer does not interfere with your presentation.

Long delays seem to occur randomly while viewing a presentation.

You may want to turn off the AutoRecover feature. To do this, choose **Preferences** from the **Edit** menu, select the **Save** tab, and turn off the appropriate option. Since the presentations are quite large, saving the files may require a few moments. If you are viewing a presentation at that time, the slide show will appear not to respond. Even though you are viewing a slide, Microsoft PowerPoint 2001 will still autosave any open files according to the set parameters. A delay may also occur when you click on the **Connect** button. Clicking on this button launches your browser, dials your phone (if necessary), and connects to the Glencoe Web site. Depending on the speed of your computer, a few minutes may be required.

PowerPoint has difficulty displaying a presentation stored on a network drive or CD-ROM network server.

There may be noticeable delays running from a network. These delays can be caused by network speed, network traffic, or the server. See your network administrator if you are having difficulties.

Clicking the Connect button does not launch your Web browser.

You must have Netscape 4.0 or Explorer 4.0 (or a later version) installed on your computer. When you click on the **Connect** button, a minute or two may be needed for the Web browser to launch and connect to the Internet. If you don't have enough memory or you experience problems with the connection, the Web browser may not start properly. You can quit the **Presentation Plus!** software and manually launch your Web browser. Then go to the Web site that is specified on the slide.

An error appears when printing slides, or only a portion (e.g., half) of a slide prints.

If you try to print a slide that includes large art elements, your printer may display a memory overflow error or the printer may only print a portion of a slide. First, make sure that you are printing in the black and white mode. All of the presentations have been optimized so that only the most important information prints. Background art should be turned off. If you add your own slides, this may not be the case. Choose **Grayscale** from the **View** menu. Then **control + click** on an object and set its grayscale format. For example, you can choose not to show an object in grayscale mode.

Another option to try is to print handouts (2 or 3 handouts per page). This option may also alleviate printing problems.

If you want to print slides with all of the art elements, you may need to add more memory to your printer. See the manual that accompanies your printer for more information.

Solutions are not provided for the crossword puzzles.

If you want to print a solution for a puzzle, start the **PuzzleMaker** program from your CD-ROM drive. After the program starts, choose to open a puzzle. Select the puzzle you want and then choose to print it. Exit the program when you are finished.

A slide show does not work properly after making changes to a presentation.

The **Presentation Plus!** slide shows contain many hyperlinks and action settings. Make sure that you did not accidentally delete or change any of these. To check for missing slides, use the **Slide Sorter** view. In this mode, you can view several slides at one time.

All of the chapter and unit presentations use the custom show feature for all features accessed through buttons on the left side of the slides (unless they are a linked presentation).

You should fully understand how custom shows function before you make any changes to these slides. If, for example, you add a slide to one of these parts, you must also update the corresponding custom show list so that PowerPoint will know how to display the new slide.

PowerPoint cannot locate or start the PuzzlePlayer program, Interactive Tutor program, or Help program.

The **Presentation Plus!** CD-ROM must be inserted in the CD-ROM drive for these features to function.

Nothing happens when I click on the Puzzles, Interactive Tutor, or Help buttons.

These options will not work if you disable macros. Close and reopen the presentation, and click **Enable Macros** when a message box appears.

I don't know how to exit the PuzzlePlayer program to return to my PowerPoint presentation.

From the **PuzzlePlayer** program, click the **File** menu and **Quit**.

The Interactive Tutor program won't work because the disk is write protected.

When registering as a new student, change the **Data Path** to a folder on your hard drive. Another option is to register as a guest.

Presentation Plus! does not seem to be running properly in MacOS X.

Presentation Plus! will run in Classic Mode within MacOS X using the PowerPoint Viewer or PowerPoint 2001 or earlier. If you have PowerPoint v.X or later, the presentations will run within MacOS X but **Interactive Tutor** and **PuzzleMaker** will launch in Classic Mode. This could cause a delay as MacOS 9.2 is loaded within MacOS X.

None of the troubleshooting tips solve the problem.

If you have not customized the presentations, call the Glencoe/McGraw-Hill software support number listed at the top of this page.

If you have difficulty customizing a presentation, you may want to access the Microsoft Web site at <http://www.microsoft.com> for assistance with your problem. At this Web site, you can search through their online support database. Another excellent source for help is the Microsoft PowerPoint discussion group at microsoft.public.powerpoint.mac