

Progeny Press

Interactive Study Guide

Read Me

Congratulations on your purchase of a new Progeny Press Interactive Study Guide!

In this folder, you have received three files: Your Progeny Press Interactive Study Guide, the teacher's Answer Key, and the ReadMe file. The Interactive Study Guide file is for student use, while the Answer Key and ReadMe files are for teacher or parent use. All three files open in Adobe Acrobat Reader, which is available for free download at the Adobe Website: www.adobe.com/products/acrobat/readstep2.html

The Interactive Study Guide may be printed for student use, or students may now enter their answers directly into the Interactive Study Guide computer file! Teachers can also grade students' work on the computer and add constructive comments directly in the file. (The files are not auto-graded, however, because the questions are primarily essay style and still require a parent's or teacher's review.)

If you have purchased this Interactive Study Guide via e-mail delivery, we strongly recommend that you immediately make a backup of the file on a CD, DVD, or other secure recordable device. We also recommend saving a copy of the file for each student that will be completing the study guide with either the student's name or initials attached to the file name. This will allow for easy identification of the correct student file and will prevent overwriting of your master file. For example, if the student's name is John Smith and he is working on *The Bronze Bow Study Guide*, John's file may be named JohnSmith_BronzeBow.pdf or JS_BronzeBow.pdf.

This ReadMe file includes all the information and instructions you need to complete your new Progeny Press Interactive Study Guide. (Please note that the tutorials given in this file were completed using Acrobat Reader 9. Actual steps and procedures may vary if you have an alternate version of Acrobat Reader.)

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PO Box 100, Fall Creek, WI 54742-0100
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Produced in the United States of America

Windows Users

Entering Text

To complete your Interactive Progeny Press Study Guide, you will need to type answers, complete multiple-choice questions, and possibly underline and cross-out text. This ReadMe will take you through the steps on how to complete each of these activities, one by one.

The most frequent activity will be typing text into the text fields in your Interactive Progeny Press Study Guide. The following will teach you the basic skills to do so:

To type text in your Interactive Progeny Press Study Guide:

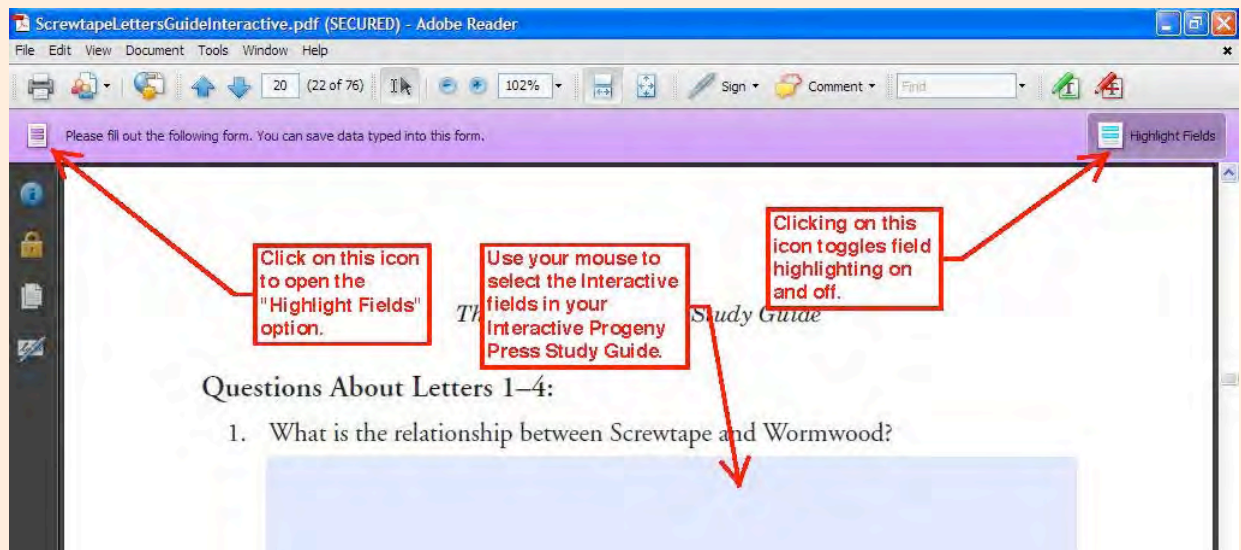
1. After opening your Interactive Progeny Press Study Guide, use your mouse to click on the first text field. Once the field is selected, use your keyboard to type in the answer.

(Hint: if you do not see the first text box, it is possible that it is not highlighted. To highlight the text fields, click the purple page icon on the left hand side of the screen. Now on the right hand side there is a button titled "Highlight Fields." Click on the button. The text fields should now be highlighted a light blue.)

2. To select the next field, you may use your mouse to click on the field.

(Shortcut: You may also use the TAB key on your keyboard to select the next available field.)



3. If you have made a mistake, misspelled a word, or want to change your answer in a previous field, use your mouse to select the field, then use your mouse to select and highlight the text you wish to replace.

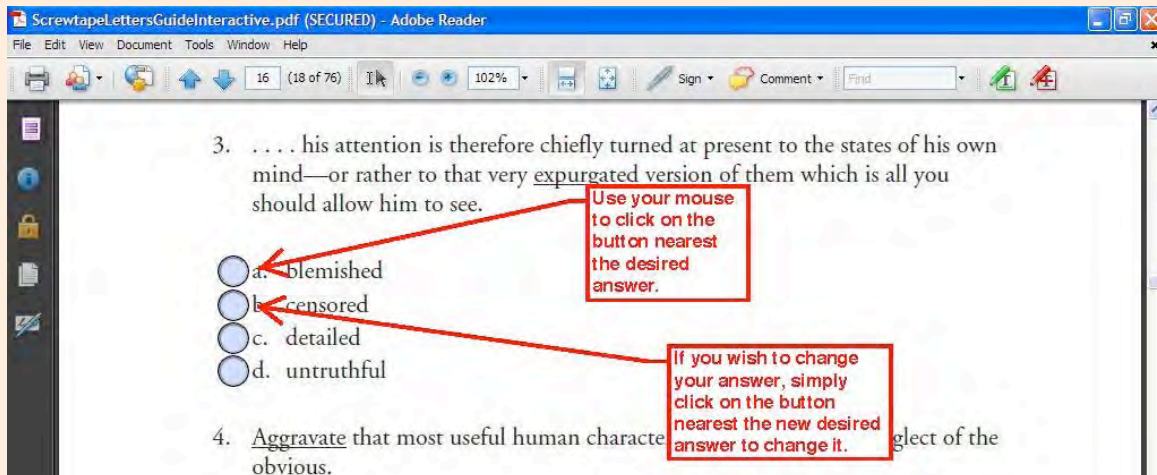


Multiple-Choice

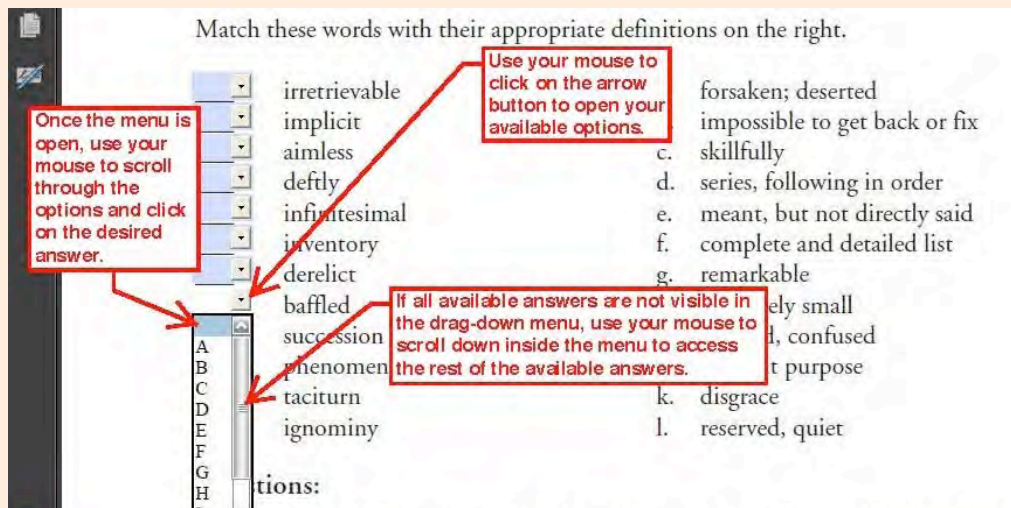
Certain Interactive Progeny Press Study Guides will have multiple-choice questions for the student to complete. The steps on how to complete these questions is below:

To complete multiple-choice questions:

1. There are two (2) kinds of multiple-choice questions. The first kind is signified by a circular button.  The second is a drop-down menu of the different available answers. 
2. To interact with the first style of button (Style 1), use your mouse to select the button that is nearest the answer you wish to choose.
3. To change the selection to a previously answered Style 1 multiple-choice, simply use your mouse and click on the button nearest the answer you would like to choose.



4. To interact with the Style 2 multiple-choice, use your mouse to click on the down-pointing arrow on the right side of the button. Use your mouse to scroll through the available answer options and click on the desired option.
5. To change the answer to a previously answered Style 2 multiple-choice question, repeat step 4 and select the new desired option.

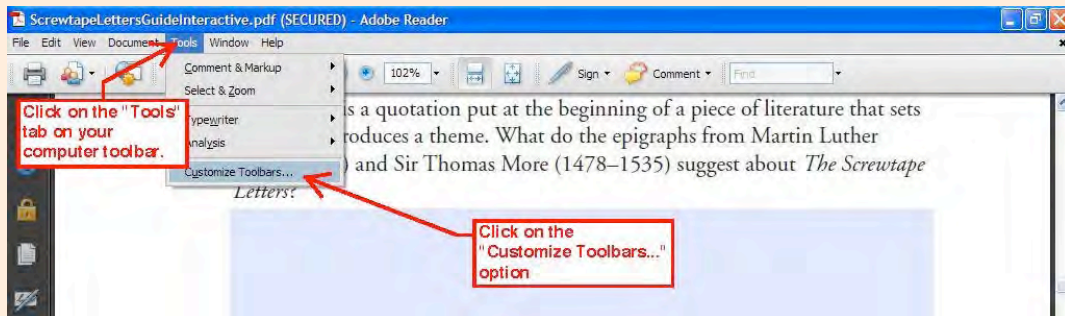


Underlining & Crossing Out

In some Interactive Progeny Press Study Guides, the student will be required to underline specific text in a paragraph or to cross out words or phrases. To access the underlining and cross-out tools, you will need to locate them in your toolbar. The steps below show you how to access them, place them on your permanent toolbar, and employ them in your Interactive Progeny Press Study Guide.

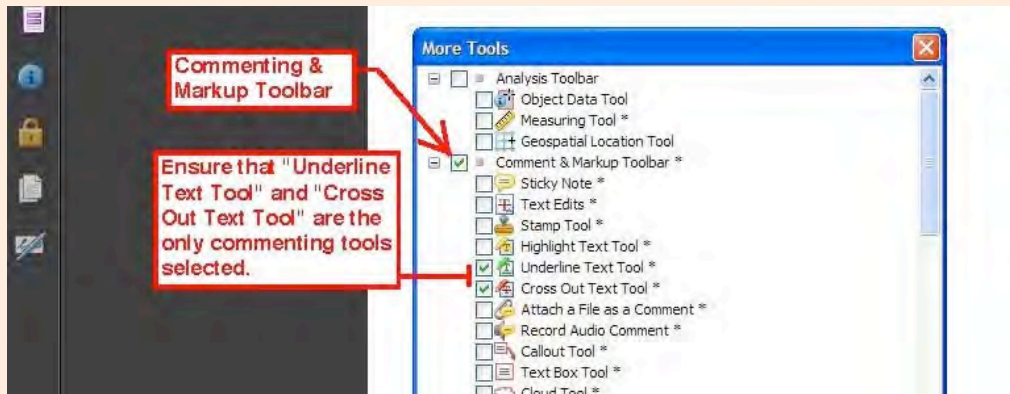
To Underline or Cross Out text:

1. At the top of the screen, click on the “Tools” tab on your computer toolbar. Use your mouse to scroll down the drop-down menu and click on “Customize Toolbars...”

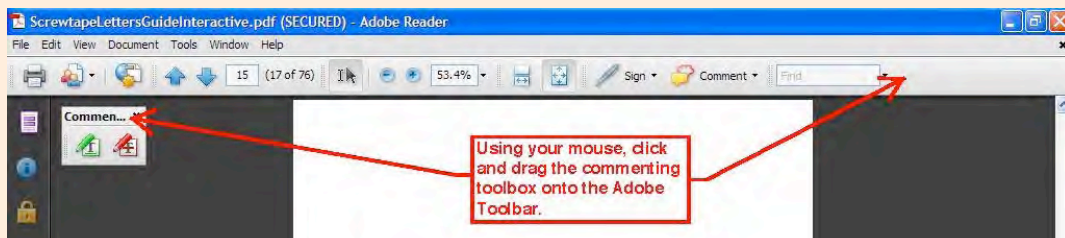


2. In the new window that opens, make sure that under the “Comment and Markup Toolbar*” that the underline text tool and the cross out text tool are checked, but all other commenting tools are deselected.

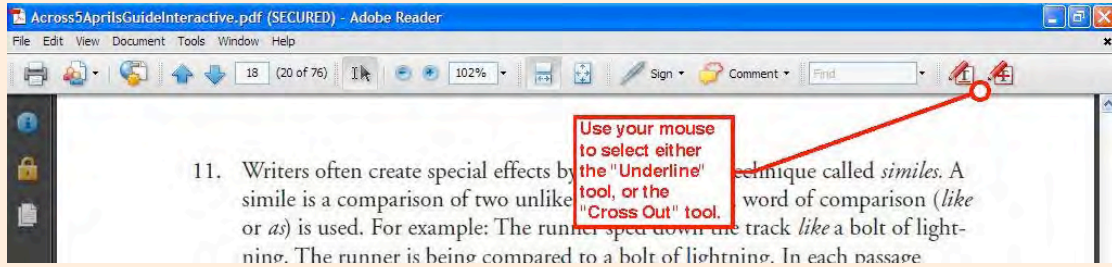
(Hint: You may need to scroll down and ensure that the “Select Tool” is checked as well. The select tool is located under “Select & Zoom Toolbar”.)



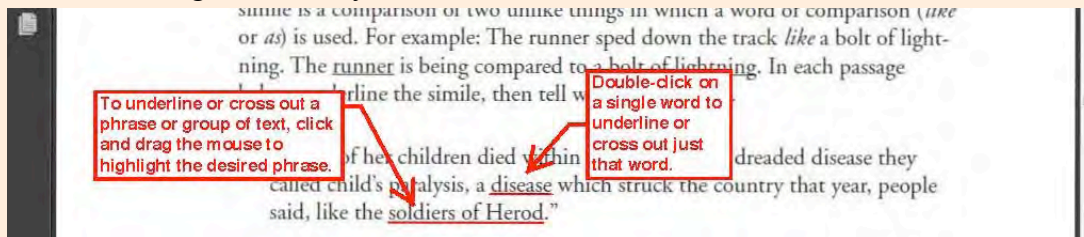
4. The underline and cross out tools are now visible on your screen in a separate menu box. Using your mouse, click and drag this menu box up to the right of the search box on the Adobe toolbar.



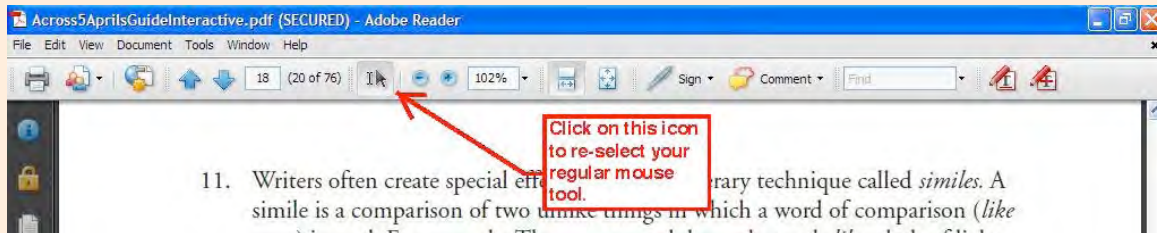
1. Use your mouse to select either the “Underline” or the “Cross Out” tool on your Adobe toolbar.



2. With the appropriate tool selected, you may underline or cross out text.
3. To underline or cross out a single word, simply click with your mouse on the word you wish to underline or cross out.
4. To underline or cross out a phrase or multiple words, click and drag your mouse to highlight the group of words you wish to underline or cross out. When you release the mouse button, the highlighted text will become underlined or crossed out, according to the tool you selected.



5. To resume using your regular mouse icon, which allows you to select and delete unwanted underlines or cross outs, click on the arrow icon on your Adobe toolbar. With the select tool, simply click on the unwanted underline or cross out and press delete. The select tool is also the tool required to complete multiple-choice questions and to select typing fields manually (See [here](#) and [here](#)).



Macintosh Users

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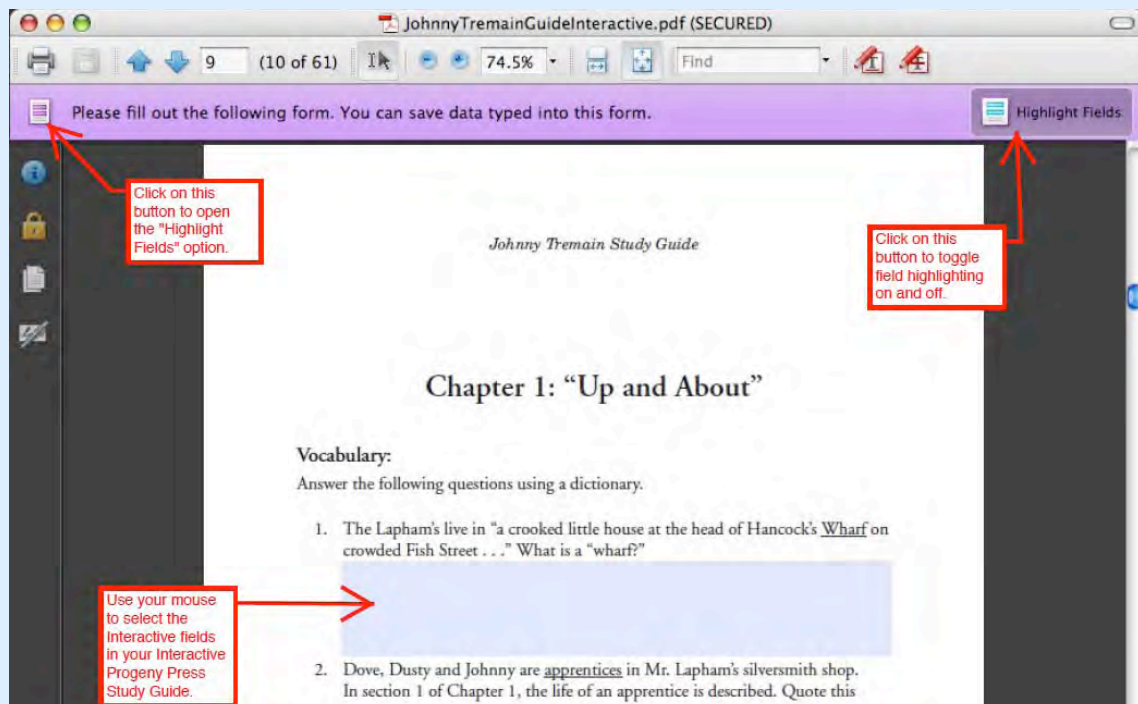
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2. To select the next field, you may use your mouse to click on the field.

(Shortcut: You may also use the TAB key on your keyboard to select the next available field.)


3. If you have made a mistake, misspelled a word, or want to change your answer in a previous field, use your mouse to select the field, then use your mouse to select and highlight the text you wish to replace and simply retype it.

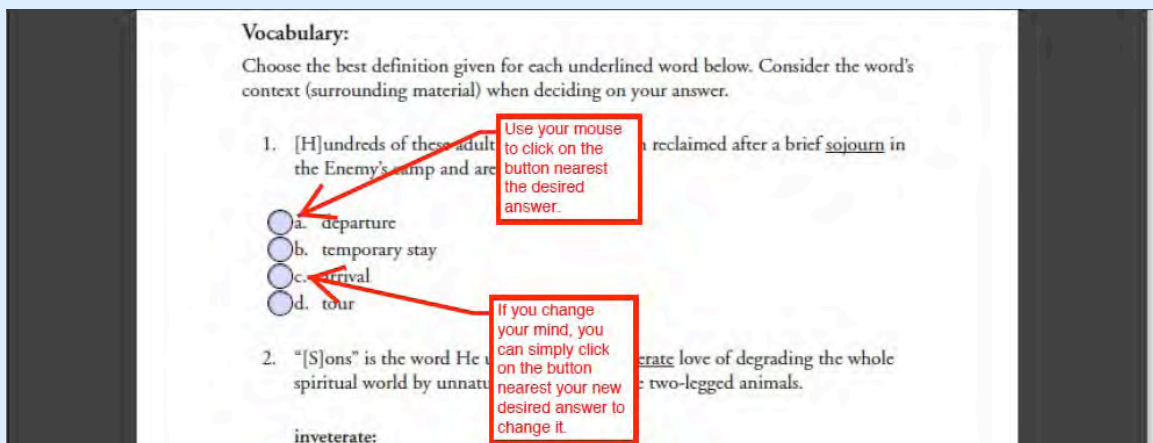


Multiple-Choice

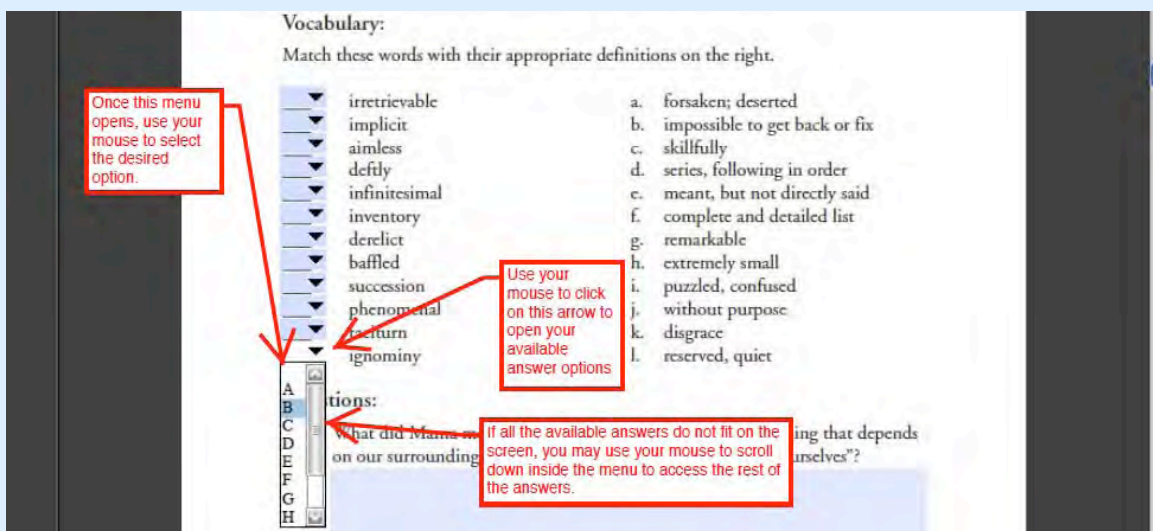
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5. To change the answer to a previously answered Style 2 multiple-choice question, repeat step 4 and select the new desired option.

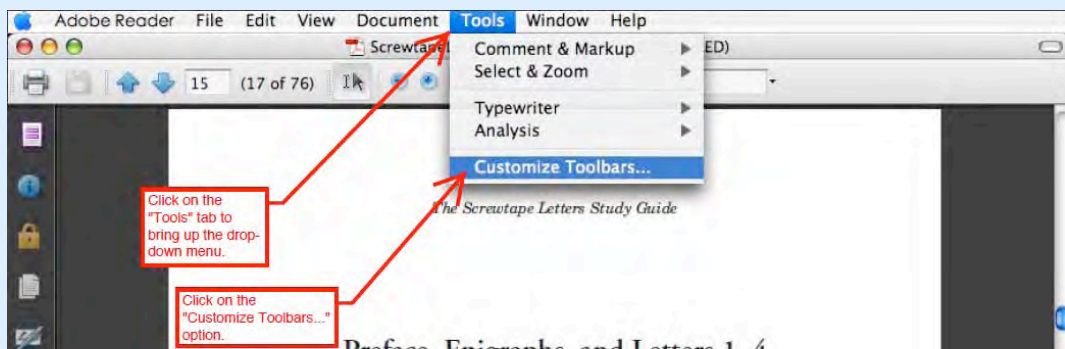


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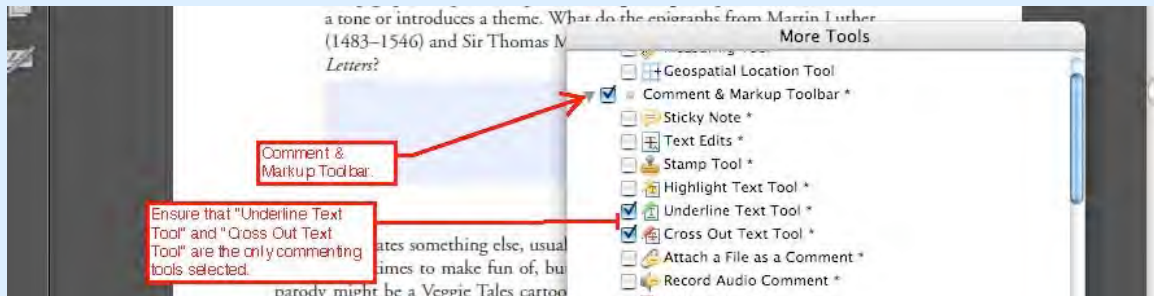
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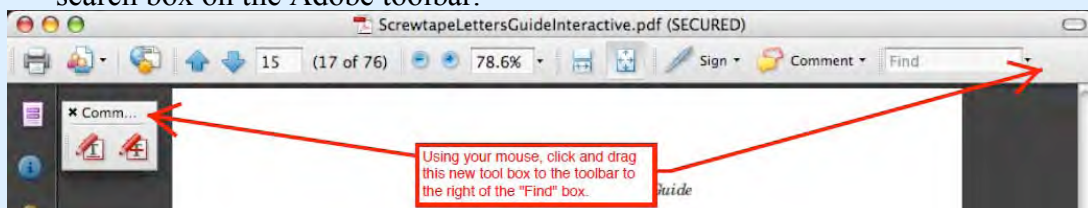


2. In the new window that opens, make sure that under the “Comment and Markup Toolbar*” that the underline text tool and the cross out text tool are checked, but all other commenting tools are deselected.

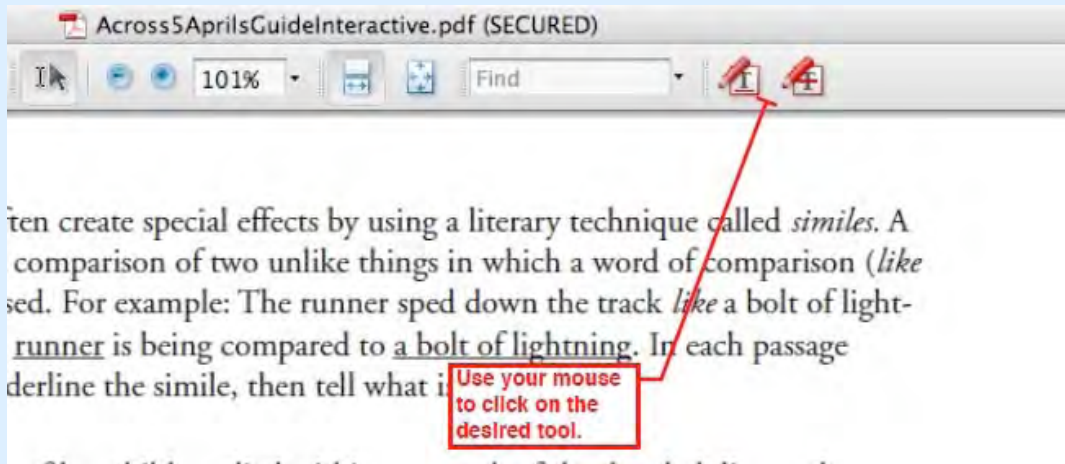
(Hint: You may need to scroll down and ensure that the “Select Tool” is checked as well. The select tool is located under “Select & Zoom Toolbar”.)



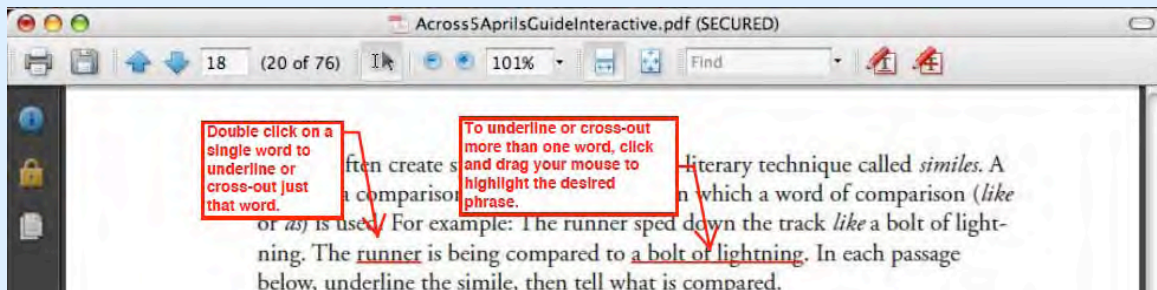
3. Click OK.
4. The underline and cross out tools are now visible on your screen in a separate menu box. Using your mouse, click and drag this menu box up to the right of the search box on the Adobe toolbar.



1. Use your mouse to select either the “Underline” or the “Cross Out” tool on your Adobe toolbar.



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