



INSTRUCTION TIPS FOR USING CLICK IT

**** In PDF format using Adobe Reader ****

GENERAL INFORMATION:

- Click It ® is a PDF 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. You can either learn and repeat the phrase, or play it aloud for a Spanish speaker to hear.
- Adobe Reader (version 6 or newer) is required to hear the pronunciations. Older versions will not play the sounds, or will return an error message. As of August 2012, you can download either 9.5 or 10.0 – choose 9.5.
- Check your version by opening Adobe Reader and clicking on the word “HELP” in the menu at the top of the screen. Then click on “ABOUT ADOBE READER” – that will give you the version number. If necessary, you can update your Adobe Reader version at www.Adobe.com. Follow their download and installation instructions carefully.

OTHER PC REQUIREMENTS:

- Media player software (such as Windows Media Player or Real Player)
- Basic computer knowledge, including the ability to navigate through and search PDF documents, as well as being able to use “HELP” and other menus in Adobe Reader. (NOTE: Workplace Spanish, Inc. does NOT provide technical assistance for using Adobe Reader – use the “HELP” menu in their software for assistance.)

NAVIGATING THROUGH THE Click It® PDF DOCUMENT:

1. Customize your Adobe Reader **Toolbar**: Go to VIEW --> TOOLBARS --> MORE TOOLS and scroll down to the PAGE NAVIGATION choices. Check the boxes to enable First Page, Previous Page, Next Page, Page Number.
2. Make sure that the “**Bookmark Panel**” is showing on the left side of the document. If it is not, then click on VIEW --> NAVIGATION PANELS --> BOOKMARKS to show the Bookmarks. You can quickly navigate through the document by clicking on the bookmarks to go directly to the page of your choice.
3. Size the program to fit your monitor by using the **ZOOM function** – either use the buttons on the Toolbar or click VIEW --> ZOOM and adjust the settings to fit your monitor.
4. Use **FIND** or **SEARCH** to go directly to a particular term or expression: Enter a word in the white “FIND” box and you will be taken directly to the first location of that term in the document. Icons next to the FIND box enable you to look for additional uses of the term within the Click It® document.

“**Search**” is a more advanced method of looking up a specific term or phrase both in the current document and other PDF documents on your computer. You can either add this function to your Toolbar – or go to EDIT--> SEARCH and select from the various search choices listed.

5. The more familiar you become with using Adobe Reader, the easier and faster it will be to navigate to the terms and expressions you need.

PRINTING THE FILE: You cannot print this Click It® file.

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TROUBLESHOOTING TIPS FOR USING CLICK IT®

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If you are experiencing difficulties playing the embedded pronunciations in Click It®, the solution usually is resetting your “PREFERENCES” in Adobe Reader. Here are some common solutions:

1. Please know that Click It® sound files will not play in mobile Adobe Reader versions used on iPads, Tablet PCs and Smartphones. You can see the document but you cannot play sounds from it. The Adobe Reader mobile software does not allow embedded sound files to play on tablets and smartphones.
2. If you are using Adobe Reader X, go to www.Adobe.com and download Reader version 9.5 – this is a slightly older version of Adobe Reader that has greater compatibility with files created in multiple versions of the Acrobat program.
3. Open your Adobe Reader program and go to: EDIT --> PREFERENCES --> MULTIMEDIA (LEGACY) - ----- at the top of this dialog box, you will see "PLAYER OPTIONS" -- choose Windows Media Player (assuming you have that program installed on your system).
4. In your Adobe Reader program also go to: EDIT --> PREFERENCES --> MULTIMEDIA TRUST (LEGACY) ----- in this dialog box, you want to be sure that “ALLOW MULTIMEDIA OPERATIONS” is checked.
5. Then, in the same dialog box (MULTIMEDIA TRUST (LEGACY), set permissions for all media players to “ALWAYS”.
6. When opening the Click It® file in Adobe Reader, if you get a yellow “security warning” across the top of the document, click on "Options" and select "Trust the document Always".

These changes will fine-tune your Adobe Reader settings and should enable you to play the sound files in our Click It® programs.