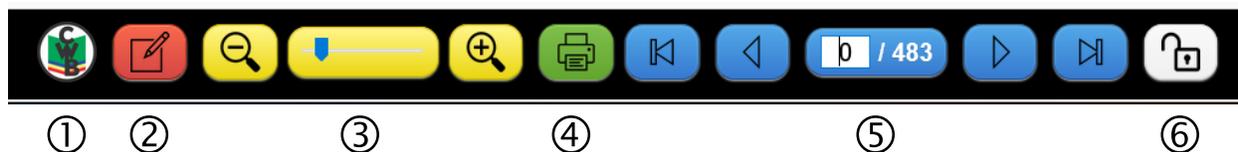


eWorkBooks Help

The eBook Viewer Screen



Note: On smaller devices, such as tablets and cell phones, these buttons will appear in two rows.

- ① Clicking (or tapping on) the CWB logo will bring you back to the CourseWorkBooks home page. You will remain logged in.
- ② The red eWorkBooks button will open the eWorkBooks screen for the current page. (See below for eWorkBooks help.)
- ③ The yellow Zoom buttons are used to zoom. Pressing the button with a magnifying glass and minus sign will shrink the page by a fixed amount (zoom out), while the magnifying glass and plus sign button will enlarge the page by a fixed amount (zoom in). The slider* allows you to zoom incrementally; slide left to zoom out or right to zoom in.
- ④ The green Print button will open the page (including a copyright statement at the bottom) in your browser's print dialog box.
- ⑤ The blue Navigation buttons allow you to change pages. The first and last blue buttons shown above* allow you to move to the front or back cover pages, respectively. You may also turn the pages one at a time using the left pointing or right pointing triangle buttons. (On touchscreens, you may also be able to swipe right or swipe left on the page.) The middle blue button allows you to jump to a specific page: just type the page number in the white numeric field and press Enter/Return. The total number of pages, including the cover pages, is shown after the slash.
- ⑥ The gray Logout button will allow you to logout of your account.

* not available on very small devices such as cell phones

The eWorkbook Screen

Note: eWorkBooks are not recommended for smaller devices such as cell phones. To use the features of the eWorkbook effectively, a tablet-sized or larger device is recommended.



The Dashboard at the top of the screen allows you to select a tool (icons 1 through 8), view a page of scrap paper (icon 9), or exit (icon 10).

① The Pen tool allows you to write or draw freehand. You may select a pen color and width in the Toolbar that appears at the bottom of the screen. The border of the Pen tool button will change accordingly.

② The Eraser tool allows you to erase marks on the page.

③ The Highlighter tool allows you to highlight parts of the page in yellow like a real highlighting pen.

To use the Pen, Eraser, or Highlighter tool, hold down the mouse button to “drag” with your mouse (or use your finger/stylus on a touchscreen).

④ The Line tool allows you to create points or straight lines on the page. You may select a color and width in the Toolbar that appears at the bottom of the screen, and the border of the Line tool button will change accordingly.

To plot a point using a mouse, double-click on the page. On a touchscreen device, you can plot a point by tapping once and then pressing the Line tool button again (or any of the tool buttons, really) at the top of the screen.

To draw a straight line, click (or tap) on the page once at the location of the first endpoint, and then click (or tap) again at the location of the second endpoint.

When using a mouse, a guide ruler will appear between the first point and the mouse pointer until you click on the second point. To view the guide ruler on a touchscreen, tap to draw the first point, then drag your finger or stylus and the guide rule will follow you. Then tap again to draw the second point.

⑤ The Arc tool allows you to create arcs and circles like a compass. You may select an arc color in the Toolbar that appears at the bottom of the screen, and the border of the Arc tool button will change accordingly.

You may also select among four different arc lengths in the Toolbar, as shown below. The first option will draw a fixed-length, short notch, ideal for marking distances in a geometric construction. The other three options will draw a quarter-circle, half-circle, or full circle, respectively. The selected option will have a green border.



To draw an arc, click (or tap) where you want the center of the circle to be (the “point” of the compass), then click (or tap) where you want the midpoint of the arc to appear (the “pencil” of the compass).

When using a mouse, a radius will appear between the center and the mouse pointer until you click on the location of the arc. To view the radius on a touchscreen, tap for the center, then drag your finger or stylus and the radius will follow you. Then tap again to draw the arc.

Once an arc is drawn, you will see the letters of the SET button in the bottom Toolbar turn red. This means that, if you wish, the compass may now be set, like tightening the compass to this arc’s radius. Pressing the SET button will set the radius of the compass to this fixed length and change the button to red.

Once the compass radius is set, any additional arcs drawn will be restricted to the same circle radius, as depicted by a red target icon. To reset the compass radius so that you may draw an arc of any radius, simply press the SET button again.

⑥ The Text tool allows you to type text onto the page. You may select a text color in the Toolbar that appears at the bottom of the screen. The border of the Text tool button will change accordingly.

To add text, click (or tap) on the page at the location where you want the text to appear. A dialog box will open, allowing you to enter the text.

⑦ The Grid tool allows you to add a graphing grid to the page. To add a grid, click (or tap) on the page at the location where you want the upper left corner of the grid to appear. A dialog box will open, allowing you to drag a slider to select a grid size between 5 by 5 and 30 by 30 units, in multiples of 5.

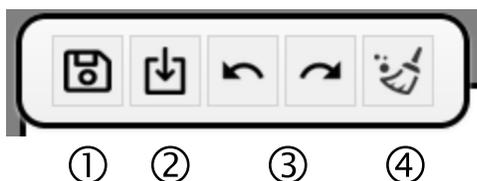
⑧ The Image tool allows you to upload and place a graphic image onto the page. Acceptable image file formats are .png, .jpg, .jpeg, .gif, .svg, .svif, and .webp. Images with transparency are recommended, and be sure to resize the images appropriately prior to uploading them. If you create expressions or equations using an editor such as EquatIO, these can be saved as .png files and uploaded to the page.

To add an image, click (or tap) on the page at the location where you want the upper left corner of the image to appear. A dialog box will open, requesting that you select the image. Press the Browse button to find the image saved on your device, then press OK.

⑨ The Scrap button allows you to view or hide an additional piece of blank “paper” that may be used for scrap work. Once visible, all the tools available for the workbook page may also be used on the scrap page. However, each page is separate; for example, you cannot draw a line that spans between the two pages.

When the scrap page is visible, the Scrap button’s icon changes to a “hide” symbol (an eye with a slash). Pressing the Scrap button again will hide the scrap page, but will not clear the paper of your work.

⑩ The Exit allows you to exit the eCanvas screen and return to the eBook Viewer screen. Be sure to save your work before exiting if you wish to come back to continue working on it at a later time.



At the top left corner of the workbook page is a menu of file and editing options. When visible, the scrap page has the same menu of options that work the same way with respect to the scrap document.

- ① The Save button allows you to save the page on the server so that if you exit the eWorkBook screen and return to the same page later, the saved version of the page, with all your markings, will automatically load.
- ② The Download button allows you to download the page as a PNG file and save it to your device. Your teacher may ask you to submit this file for grading.
- ③ The Undo and Redo buttons act as expected, allowing you to undo and/or redo the most recent changes.
- ④ The Clear button allows you to erase all the marks on the page.

If you have any technical difficulties while using the eBook Viewer or eWorkBook, please email donny@courseworkbooks.com for assistance. I will usually reply within 24 hours.

Donny Brusca
CourseWorkBooks, Inc.