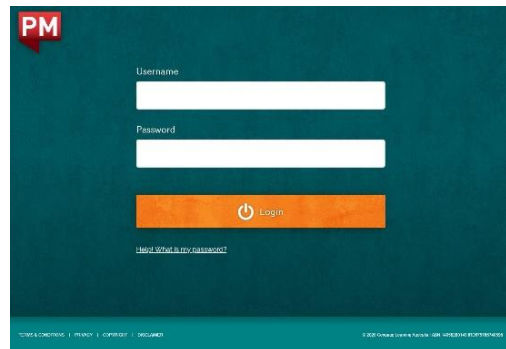


PM eCollection Bookshelf: Information for parents and at-home users

How do I access the PM eCollection eReader?

The PM eCollection eReader application is available as an iOS app for iPad users and as a browser-based application for all other tablet or desktop devices.

- To download the **iOS app** for iPad, visit the iTunes store and search for 'PM eCollection' or [use this link](#).
- To access the **browser app**, go to app.pmeollection.com.au. This app works on any web browser; however, we recommend you use the most recent version of Google Chrome for the best user experience.



Using the eReader

If you are using the browser-based version of the app, you will navigate through the PM ebooks on the bookshelf via your keyboard/mouse/touchscreen.

The basics of using the iPad application are covered on the Gesture Guide on the next page.

PM eCollection Gestures Guide for iOS app

<p>Swipe down with a finger</p>	<p>Swipe down to hear the full page being read.</p> <p><i>*Do not start too close to the top of the screen or the app will close.</i></p>
<p>Swipe up with a finger</p>	<p>Swipe up to exit a book and access the home menu.</p> <p><i>*Do not start too close to the bottom of the screen or the app will close.</i></p>
<p>Swipe one finger across</p>	<p>Swipe your finger across when you are reading to go to the next page.</p>
<p>Swipe and slide on a word with one finger</p>	<p>Swipe and slide on a word and tap the clipboard that appears to save a word in your My Words list.</p>
<p>Tap on a word</p>	<p>Tap on a word to hear the audio. The word will turn blue.</p>
<p>Pinch the screen with two fingers when using the drawing tool</p>	<p>After using the drawing tool, pinch the screen with two fingers to go back to the home screen.</p>
<p>Press on the arrow with one finger when using the drawing tool</p>	<p>After using the drawing tool, press on the arrow to change pages.</p>

The Bookshelf

The PM eBook bookshelf displays the full 350 titles in the PM eCollection, ordered by PM level. Students will only have access to the titles in the levels that have been selected for them by their teacher. (Note: The default setting is to display all 350 titles in the bookshelf.)

Use the left and right arrows or your finger to move along a shelf. Move up or down to view more shelves. Select a book cover to start reading.

The coloured number next to each cover denotes the PM reading level. If you are looking for a specific book, you can use the search bar at the top right of the screen.



Opening and reading a book

To start reading, tap or click a book's cover to open it in preview mode.

View the front and back cover of the book. Select **Read** to open the book. Once opened, the book becomes interactive.



Interacting with the book

iPad users

- **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 mode.

Browser app users

- Use the arrows to move to the next content screen.
- Select the Play button to listen to the whole-screen audio.
- Select the stop icon to pause the whole-screen audio.
- Select a word to hear it spoken aloud.
- Right click a word to add it to your My Words list.
- Select the 3-line icon to enter eBook navigation mode.

Book Navigation

When the book is opened, select the 3-line icon at bottom left to view all the pages in preview mode, including the inside front cover teacher’s notes (if applicable). View the different functionality along the bottom, including reading profiles, record, edit and draw.



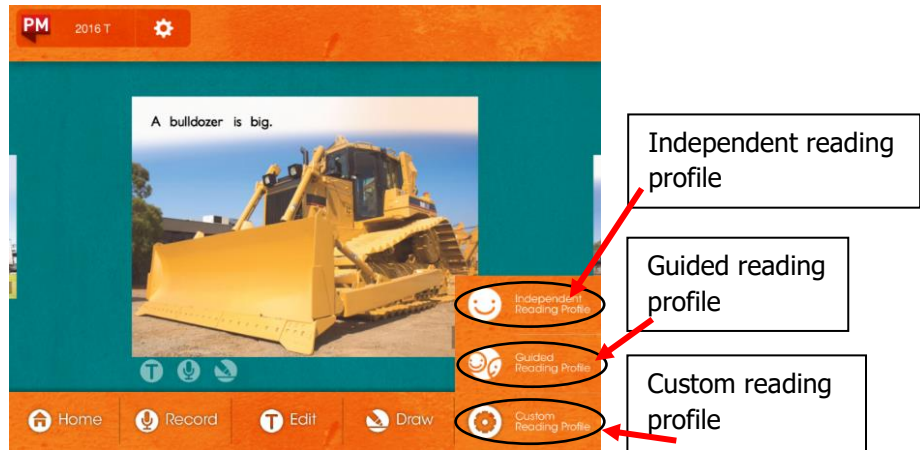
Reading Profiles

Independent Reading Profile

The independent reading profile is the default option when opening a book directly from the bookshelf. (Note: If a teacher has set up a guided reading session for your child, the reading mode may be changed to Guided Reading mode.) While reading a book in independent mode, all audio, recording, editing and drawing functions are available.

Guided Reading Profile

The guided reading profile disables audio and recording functions to minimise distractions. Access the guided reading profile from the navigation screen by selecting the default Independent Reading Profile then the Guided Reading Profile.



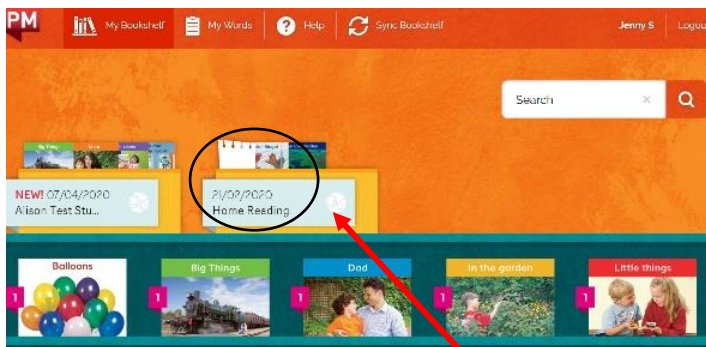
Custom Reading Profile

The custom reading profile allows you to choose which functions you would like to use. Select Independent Reading Profile and then Custom Reading Profile from the eBook navigation screen. Select the features you would like to use. Select X to save and exit.

Reading sessions

A reading session can be set up by a teacher, using the student management website. Reading sessions will appear above the bookshelf when available. There may be multiple books assigned to a reading session, and these will be displayed at the bottom of the pop-up screen, along with any teacher notes.

Books accessed through a reading session may be in guided reading (audio disabled) or independent reading profiles depending on the session settings. The profile is indicated by the icon at the bottom right. Use the arrows to scroll through any notes attached to the session (browser application) or swipe left to scroll through any notes attached to the session (iPad app).



Last updated: April 2020

PM eCollection bookshelf with reading session and teacher note

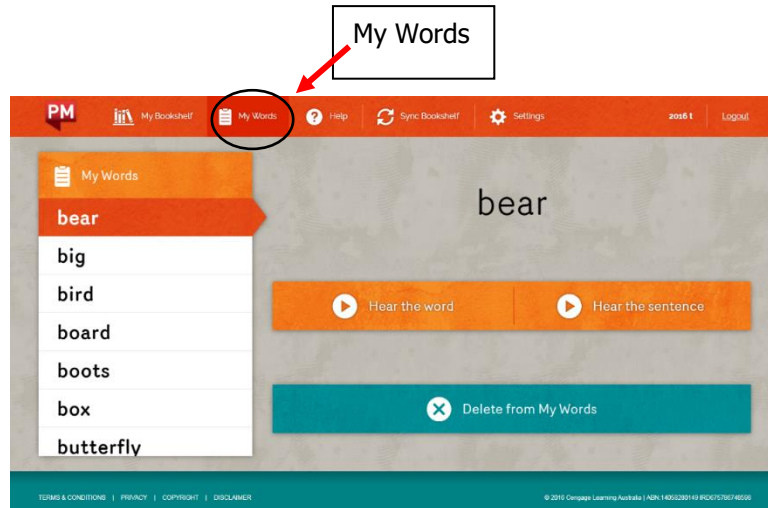


Assigned books

Note from teacher to student

Using the My Words feature

There is a feature called My Words located in the top main menu next to My Bookshelf. My Words is used to help students with new vocabulary by allowing them to build a list of selected words and hear both the audio of the word and the word in a sentence.



iPad app

On the iPad app, add a word to My Words from an ebook by pressing on the word, holding and dragging it slightly. A button will appear which allows you to add the word to your list. You can delete words from the My Words list any time and continue to refresh the list by adding new words.

Browser app

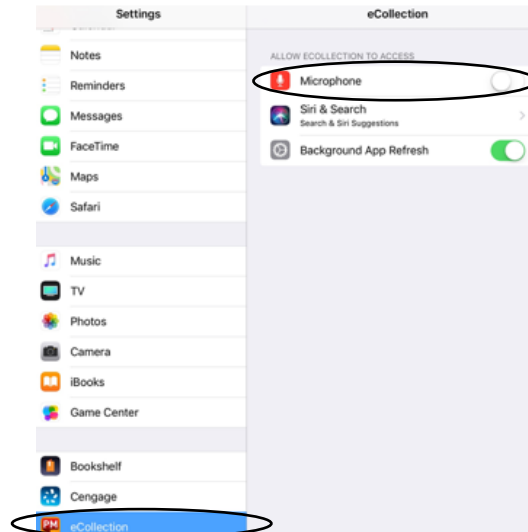
On the browser app, add a word to My Words from an ebook by hovering over the word and right clicking it. A button highlighting the word will pop up with a list icon next to it. Simply click that icon and the word will be saved into My Words.

Recording

In navigation mode, select the page you want to record, and select record to enter recording mode. When you are ready to record, select the microphone at the bottom of the screen and begin speaking. Select stop to stop recording. Select play to hear your recording again. To hear the original audio, select My Recording, then PM eCollection from the menu, and then the play icon. Select the 3-line icon to return to the navigation screen. A microphone icon will appear in the navigation view below any page with a saved recording. To access saved recordings later, simply select Record again.

iOS eReader users

The first time a user tries to access the record function on an iPad, it will ask that user for permission to use the microphone. If that is not granted, the record function will fail. If the playback function – which is visible on the app after a recording is made – is not working, it will probably be due to this problem. To resolve the issue, go to the settings area of your iPad and enable the microphone permissions for eCollection.



Browser eReader users

If you are using the browser version of the eReader with a Safari or Internet Explorer browser, you will not be able to record due to the limitations of these browsers. Please use the latest version of Chrome or Firefox. You will be required to give permissions to the application to access your microphone. If the microphone is greyed out on the browser eReader, this means that someone has previously chosen not to allow permissions to the microphone.

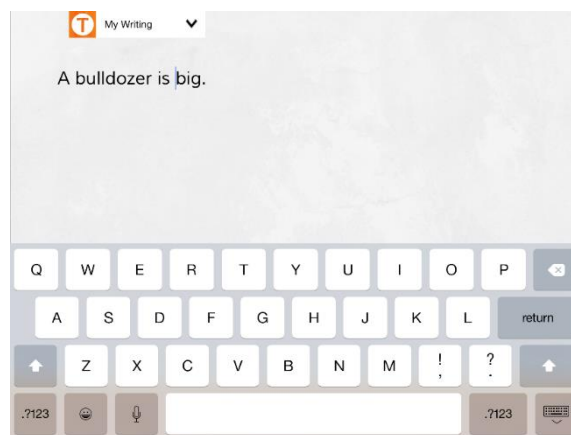


Recording more than one page

While recording, use the arrows to navigate to the next page after you have completed the current page. When you are ready to stop recording, select the stop icon. (Note: Record functionality is disabled in guided reading profile.)

Editing

The text editing feature allows students to replace existing text with an alternative of their own, building on their vocabulary and writing skills. In navigation mode, select the page you would like to edit, then select Edit to enter text editing mode. Navigate to the section of the text you want to edit, and with your keyboard, type in new text. To see the original text, select My Writing and then PM eCollection on the menu.



Swipe up the screen to return to the navigation screen (iPad) or click the 3-line icon (browser application). A 'T' icon will appear in the navigation view below any page that has a saved text edit. To access saved edits later, simply tap Edit again.

Drawing

To access the drawing feature, in navigation mode, select the page you want to draw on and select Draw. Select a colour and use your mouse (browser app) or finger (iPad) to draw on the screen. Select the white card icon to display a blank word card where new words can be typed. Select the card to show icons that will enable you to move, resize or delete it. Select My Drawing and select PM eCollection from the menu to display the original image.



Swipe up the screen to return to the navigation screen on the iPad, making sure to swipe directly from the bottom of the screen to avoid drawing further on the page or click the 3-line icon (browser application).

A crayon icon will appear in the navigation view below any page with a saved recording. To see saved drawings while the book is still open, tap Draw again. (Note: Drawings are not saved once the book has been closed.)