

## On an Android mobile device

### Installing Acrobat Reader to read the course materials

The Course Guide, study units and other course materials are provided in PDF format, but to read them you need a PDF reader. Although many mobile devices nowadays have a built-in reader for PDF files, you are still suggested to download and install Acrobat Reader, a common PDF viewing app with useful features such as adding highlights and notes. You can download Acrobat Reader app from the following website:



<http://get.adobe.com/reader>

### Downloading your electronic course materials

The electronic materials for your course are available for downloading from the course's Online Learning Environment (OLE) as PDF files. After downloading the course materials to your mobile devices, you can then study either online or offline using your device.

## Android 移動裝置

### 安裝 Acrobat Reader 應用程式

學科指南、修讀單元和其他教材均以 PDF 格式上載至大學的學習平台，因此你必須使用 PDF 閱讀器。雖然現今的移動裝置一般已內置了 PDF 閱讀器，但仍建議你下載及安裝 Acrobat Reader，利用如螢光標示及加入注釋等有用功能來輔助學習。你可從以下網址下載 Acrobat Reader：

### 下載電子版教材

你可從網上學習系統下載 PDF 格式的學科教材。下載至移動裝置後，你可以在線或離線閱讀教材，方便學習。

To access the OLE, use a Web browser to go to the following URL: <http://ole.ouhk.edu.hk>. Log on to the OLE using your OUHK username and password. For more information on using the OLE, please refer to the OLE User Guide, which can be found at the bottom of your OLE homepage.

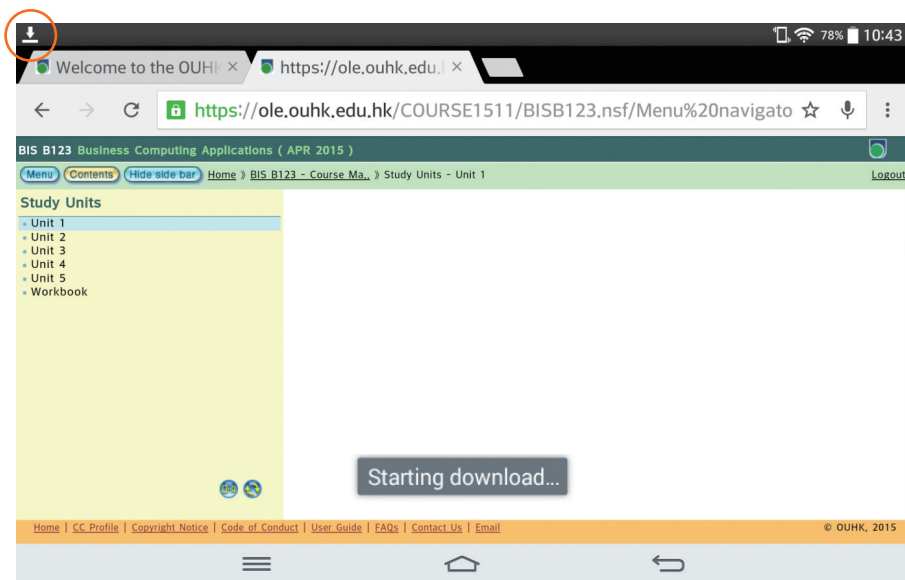
To download course materials (e.g. study units), log on to your course on the OLE using a Web browser, and click on the link for your course.

Click on '**Study units**' and select a unit for downloading. A download icon should have appeared on the notification area of your device. Click on this icon and the materials should start downloading automatically.

要進入網上學習系統，先開啟瀏覽器並鍵入 <http://ole.ouhk.edu.hk> 網址，然後使用香港公開大學用戶名稱和密碼登入。有關網上學習系統的使用詳情，請參閱《用戶手冊》（見網上學習系統主頁底部）。

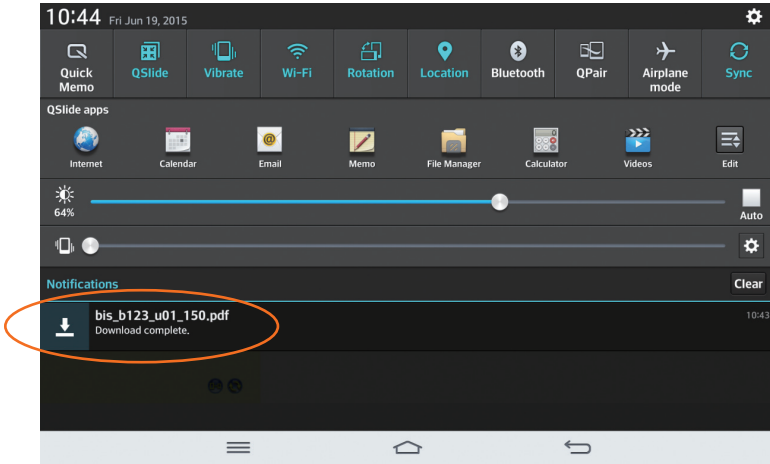
要下載有關教材（例如修讀單元），請登入網上學習系統，點選所需學科連結。

點擊“**修讀單元**”並選擇要下載的單元。移動裝置的通知欄會顯示下載圖示。按一下圖示，教材就會自動下載。



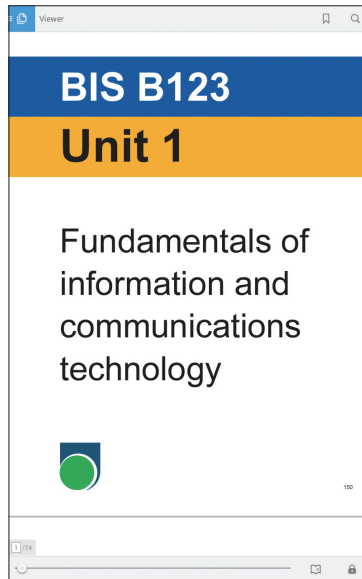
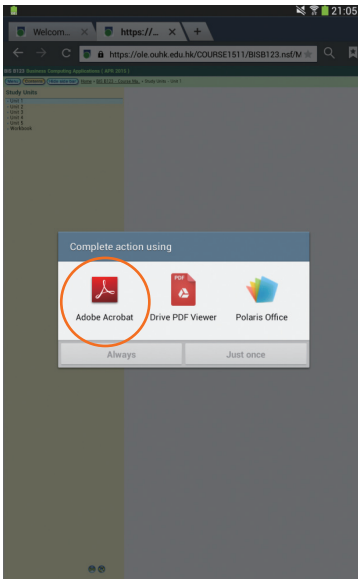
You may swipe down at the notification area to see the downloading progress. After the downloading is complete, tab on the notification to open the study unit.

想知道下載進度，只需往下撥動通知欄的下載圖示。下載完成後，選按相關通知開啟修讀單元。



Select '**Adobe Acrobat**' to open the study unit.

點選“**Adobe Acrobat**”來開啟修讀單元。



## Organizing your electronic course materials

To better organize your files, open a dedicated folder for files (Course Guide and Study Units) of a particular course. Since the user interface and operations for downloading vary for different devices, the instructions below simply give you a general idea how this can be done.

In general, Android devices store downloaded files in a 'Download' folder. This is located in '**My Files**' (or '**File Manager**'/'**Explorer**') which you can find inside the '**Apps**'.



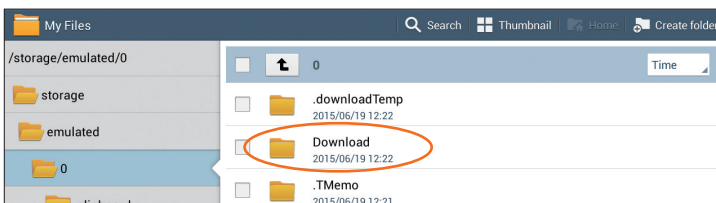
When "**My Files**" is opened, click the "**Download**" folder to open it.

## 整理電子版教材

要更好地整理檔案，不妨建立特定資料夾儲存學科的所有檔案（學科指南、修讀單元）。由於不同移動裝置的用戶介面和下載方法各異，以下指引只講述一般的操作方法。

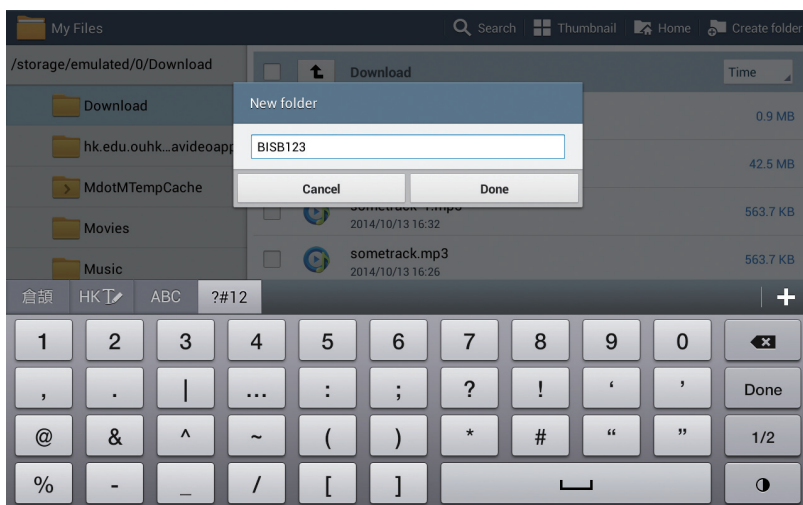
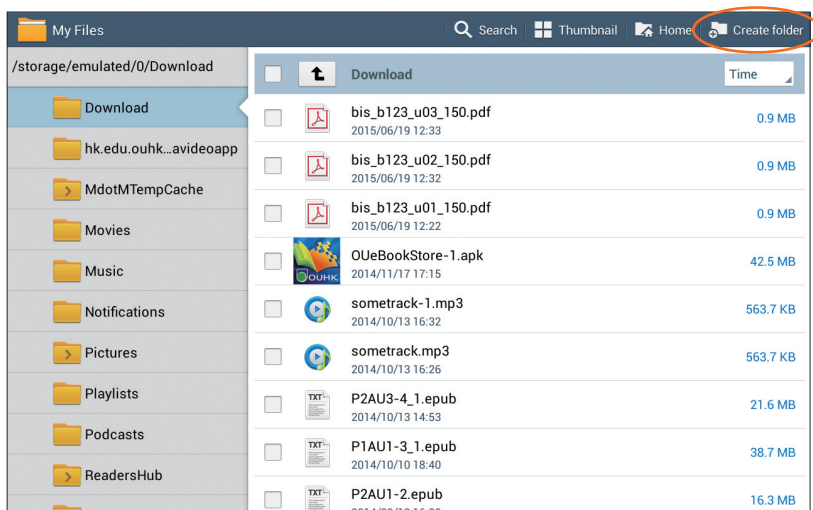
一般而言，Android 移動裝置會將所有下載檔案儲存在“Download”資料夾內。你可在“應用程式”中的“我的檔案”（或“檔案管理員” / “檔案瀏覽器”）找到這個資料夾。

開啟“我的檔案”然後點擊“下載”資料夾開啟檔案。



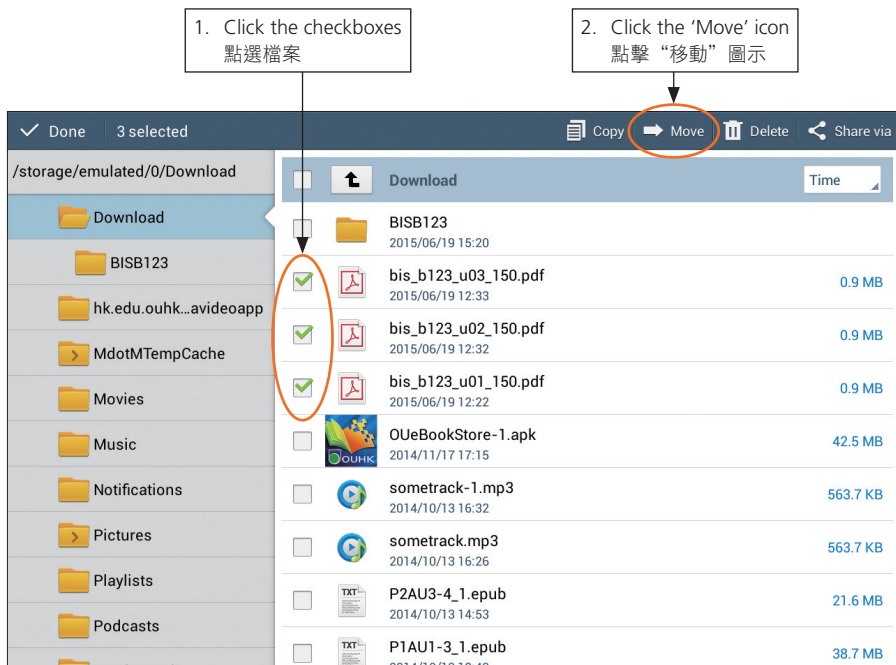
You should be able to find all the study units you downloaded before (e.g. bis\_b123\_u01\_150.pdf) in the Download folder. Click the **'Create folder'** icon inside the Download folder, and name the new folder (for example BIS B123) so that all files of the course can be put in this folder. Click **'Done'** when you have finished naming your folder.

你可在下載資料夾找到曾下載的所有修讀單元（例如 bis\_b123\_u01\_150.pdf）。在下載資料夾內點擊“建立資料夾”圖示，並為新資料夾命名（例如 BIS B123），之後便可把學科的所有檔案儲存於此。命名後點擊“完成”按鈕。



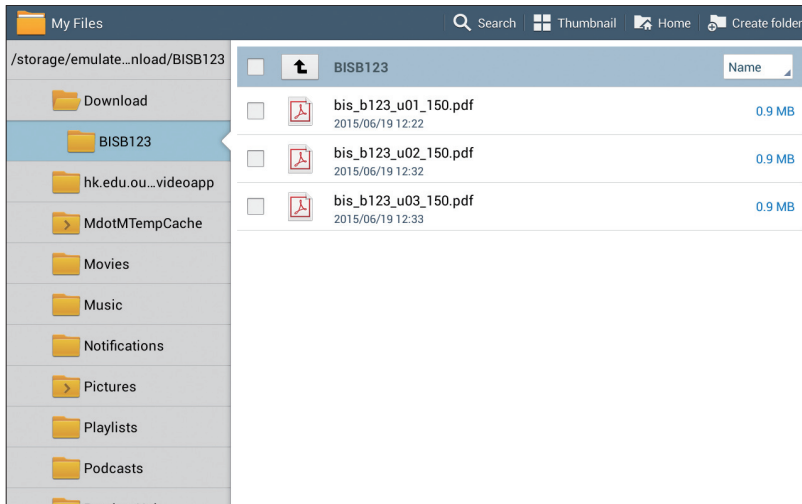
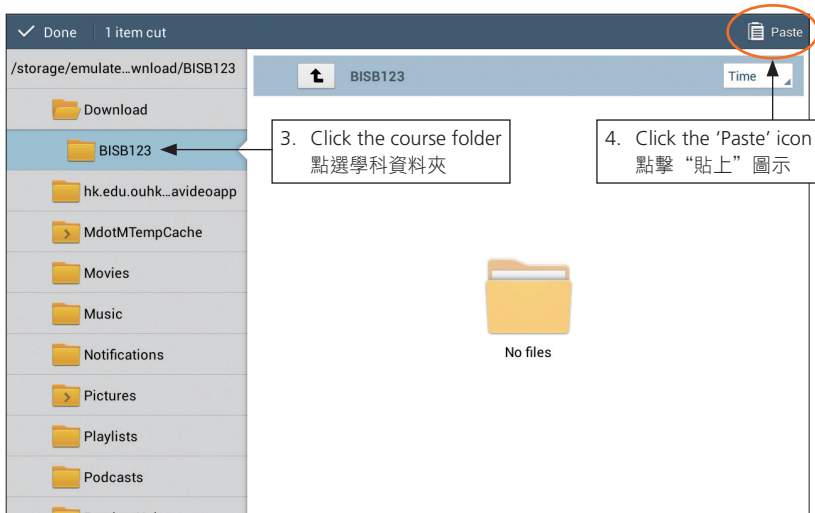
To move the downloaded course materials into the course folder, select the PDF file(s) by clicking the checkbox next to the file name. Then click the **'Move'** icon, and all the files will be removed from the present location.

要將已下載的檔案移至學科資料夾，按下檔案名稱旁的選框選取 PDF 檔案，然後點擊右上方“**移動**”圖示，所選檔案會從當前位置移除。



Then go into the course folder (for example BIS B123) by clicking on it. Now click the 'Paste' icon, so that the selected files will now be placed into this folder.

點選所需資料夾（例如 BIS B123），然後點擊“貼上”圖示，之前所選檔案就會移至這一資料夾。



In this way, you store all course materials in a folder according to their course code.

這樣，你就可按學科編號儲存教材於資料夾內。

## Studying your electronic course materials

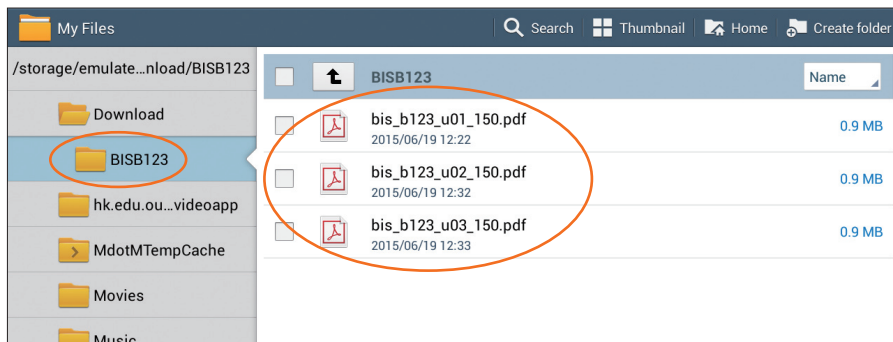
If you use a mobile device, it is not advisable that you access your course materials through the OLE. You should just open the study unit using Acrobat Reader.

To start reading a study unit, go to Download folder and then the course folder you created earlier. Click on the course material PDF file to open it.

## 閱讀電子版教材

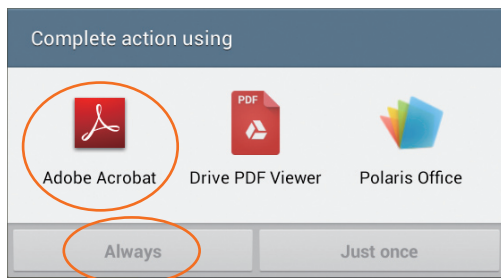
如使用移動裝置，你無需登入網上學習系統閱覽教材，我們建議你直接使用 Acrobat Reader 閱覽單元。

要閱讀修讀單元，在下載資料夾中選取早前建立的學科資料夾，點選以開啟教材的 PDF 檔案。



In some cases, you may be required to select an app to open the PDF file. Select '**Adobe Acrobat**' and click '**Always**'.

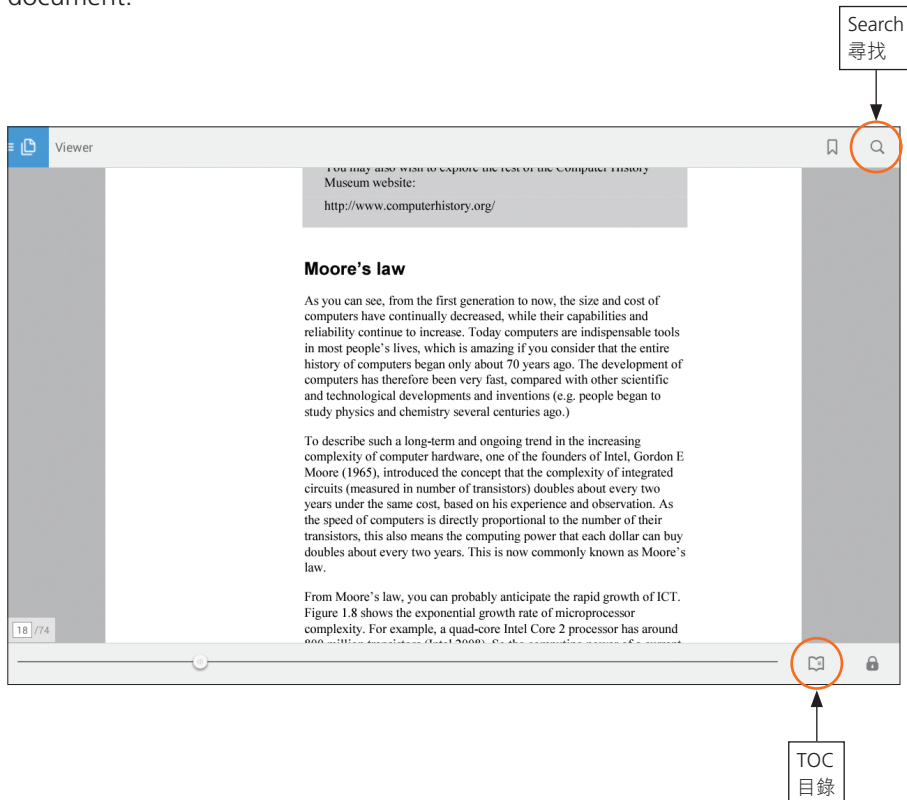
有時，你或需揀選應用程式開啟 PDF 檔案。選取 “**Adobe Acrobat**” 並點選 “**總是**”。





To navigate through the course material, simply swipe or use the TOC to go directly to a section. You may also use the '**Search**' function to search for any word or phrase in the document.

瀏覽教材相當簡單，只需在屏幕上撥動，又或通過目錄直達所需章節。你也可使用“**尋找**”功能搜尋文件內的字詞或文句。



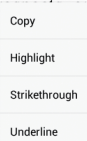
Acrobat Reader comes with some useful features which facilitate your studying. When you come across important points in the course materials, click on any word in the course material to get a pop-up with a series of options, such as highlight, strikethrough or underline.

Acrobat Reader 的一些功能對學習很有幫助。在學習期間看到重點，你只需點選有關文字，以啟動小視窗，一系列的選項就會出現供你選擇，例如標記、畫刪除線或底線。

## What is a computer?

It may seem to some of us that computers have become so powerful that they are impossible to understand — they are just too complicated. Many people also associate computers with change and the unknown and are afraid of them. This fear has been termed **computer anxiety**. People suffering from computer anxiety may worry about the impact of computers on their future job prospects, or are afraid that they will be left behind because they don't understand computers well enough. However, when they gain access to and learn about computers, they find that computers are *merely* machines — they are simply tools for us to use.

In his 1896 *Dictionary of the English Language*, lexicographer Joseph E Worcester defined the term 'computer' simply as 'the one who computes.' If you follow this definition, then the earliest 'computer' is the **abacus** (Figure 1.3). This simple device is still used in Hong Kong



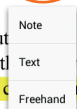
A longer click on any space will give you a list of options to assist you in your study, allowing you to add note, text and drawing.

在任何空白處長按，以開啟選項清單，讓你可以添加筆記、文字和繪圖。

## What is a computer?

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Click longer on any space to invoke the menu  
在空白處長按以開啟選項清單

You can make these functions always appear at the bottom menu bar by going to the Comment mode. To change to Comment mode, lightly click on any space of the book to invoke the top and bottom menu bar. Click the 'Viewer' icon on the upper-left corner and select Comment from the menu.

當處於註釋模式，上述功能的圖示就會長久出現於下方的目錄欄。要轉換至註釋模式，只需輕按任何空白位置，以啟動上下方目錄欄。點選左上角的“檢視”圖示，然後點選目錄中的註釋。

