On a desktop or notebook computer

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 desktop/notebook computers nowadays have built-in readers for PDF files, you are still suggested to download and install Acrobat Reader, a common PDF viewing software with useful features such as adding highlights and notes. You can download Acrobat Reader 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 computing devices, you can then study either online or offline using your electronic device.

桌上電腦及筆記本電腦

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。雖然現今的桌上電腦和筆記本電腦一般都內置了 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（簡稱 OLE）下載 PDF 格式的學科教材。下載至電腦裝置後，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 the course materials, log on to the OLE, and click on the link for your course.

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,請登入網上學習系統,點選所需學科連結。

On the course homepage, click on **Course Guide** or **Study Units** or other files you wish to download. As an example here, we select Study Units.

在學科主頁點選**學科指南**、**修讀單元**或其他你準備下載的檔案。下面以點選修讀單元為例加以説明。

Select from the menu the study unit you would like to download. The study unit should show up in the web browser. The figures below show some examples of how it may look like in different platforms:

- Acrobat Reader DC in Internet Explorer, Windows 7

- Preview (PDF viewing software) in Safari, Mac OS X

- Acrobat Reader in Firefox, Mac OS X

A study unit in Acrobat Reader DC in Internet Explorer, Windows 7

從目錄中選取你想下載的修讀單元，修讀單元就會在瀏覽器顯示。以下各圖展示不同平台作為例子：

- 使用視窗 7 Internet Explorer 瀏覽器，Acrobat Reader DC

- 使用 Mac OS X Safari 瀏覽器，Preview (PDF 閱讀器)

- 使用 Mac OS X Firefox 瀏覽器，Acrobat Reader

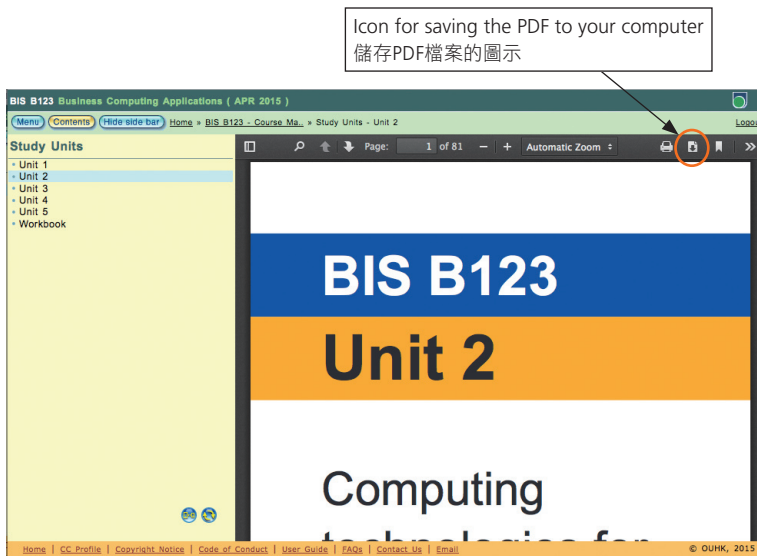使用視窗 7 Internet Explorer 瀏覽器，Acrobat Reader DC 顯示的修讀單元

Icon for saving the PDF to your computer
儲存PDF檔案的圖示
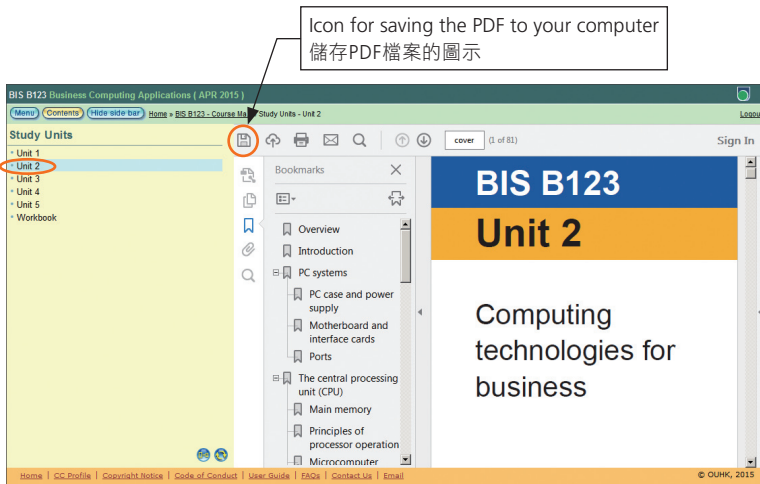
A study unit in Preview (a PDF reader) in Safari, Mac OS X

使用 Mac OS X Safari 瀏覽器，Preview（PDF 閱讀器）顯示的修讀單元
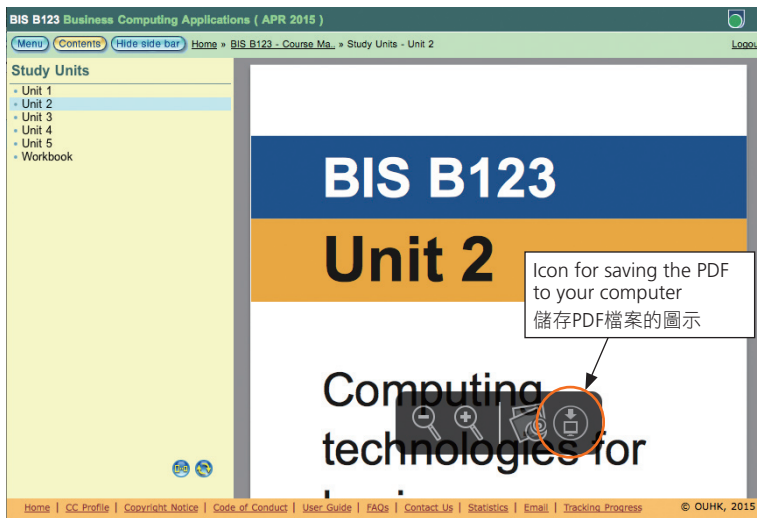
A study unit in Acrobat Reader in Firefox, Mac OS X

使 用 Mac OS X Firefox 瀏 覽 器，Acrobat Reader 顯示的修讀單元

Although the appearance and the position of function menu vary a bit in different browsers, the way of downloading is more or less the same. To download a copy, click on the '**Save a copy**' icon. While some browsers will let you select a folder in your computer to download it to, others (such as Firefox) will download it directly to the '**Download**' folder. Anyway, it's a good idea to set up a separate folder on your computer for each course so as to keep your units organized.

雖然使用不同的瀏覽器,在平台上顯示的圖像和位置略有差異,但下載方法大同小異。只要點選"**儲存檔案**"圖示即可。部分瀏覽器會讓使用者選擇下載有關檔案至電腦內的指定資料夾,其他瀏覽器(如Firefox)則直接儲存到"**下載**"資料夾。無論如何,我們也建議你為每科建立獨立的資料夾儲存檔案,使資料存取條理分明。

Icon to open Download folder
開啟下載資料夾圖示
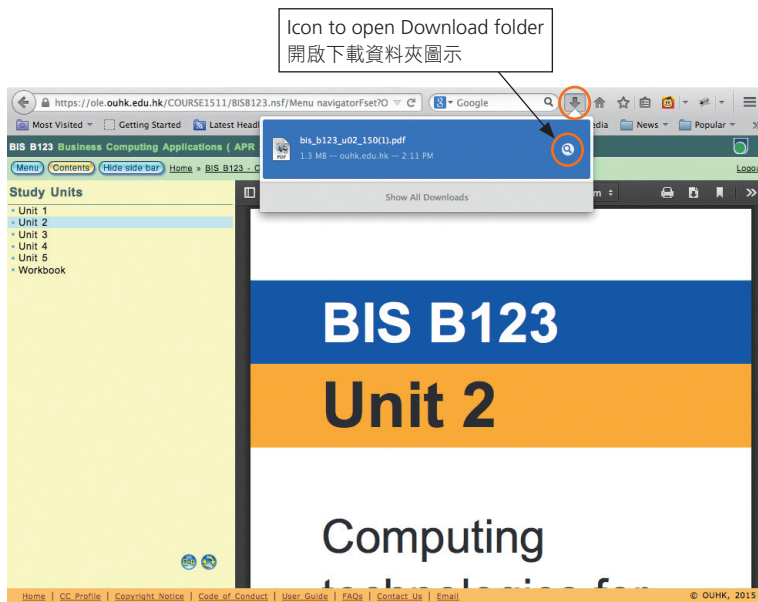
Organizing your electronic course materials

When you download your course materials, the browser may allow you to choose where to store it. You are advised to store them in a folder dedicated for each course. If you are not asked where to save them, the browser usually saves it to the Download folder. In order to create a folder for a course, click on the Download folder to open it. Then create a new folder and name it (e.g. BIS B123), so that all files of the course can later be put in this folder.

整理電子版教材

在下載檔案時，瀏覽器或容許你選擇存檔位置。我們建議你為每科建立獨立的資料夾儲存檔案。假如瀏覽器未有讓你選擇存檔位置，檔案一般會儲存於"下載"資料夾。要為學科建立資料夾，請點擊開啟"下載"資料夾，然後建立新資料夾並命名（例如 BIS B123），你之後便可把學科的檔案儲存於此。
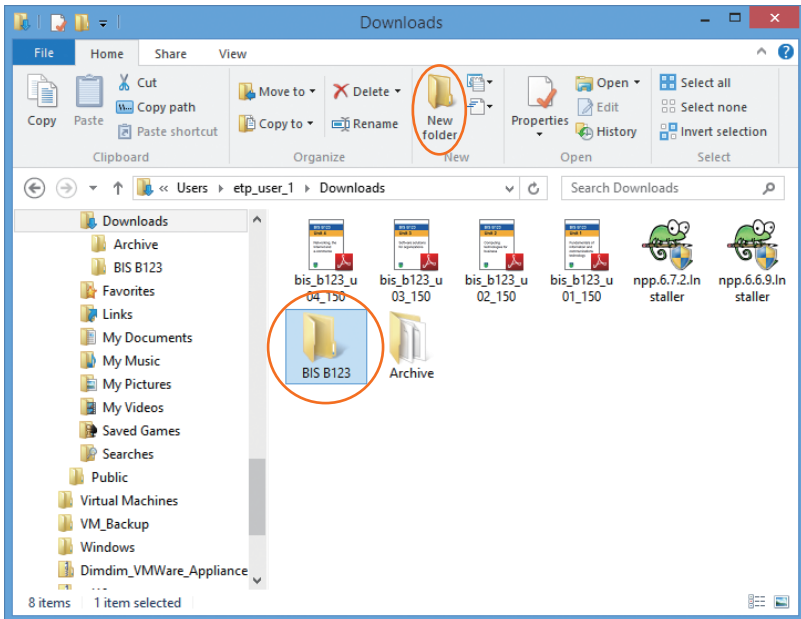
If you have downloaded the course materials, select the course material files and move the files to the course folder. If you have created the folder before your download, then select this course folder when you are asked for the location to store the files during the downloading process.

如果你已下載教材檔案，只要點選有關檔案並移至學科資料夾即可。假如你在下載前已建立學科資料夾，在下載時就可直接將檔案儲存至此。
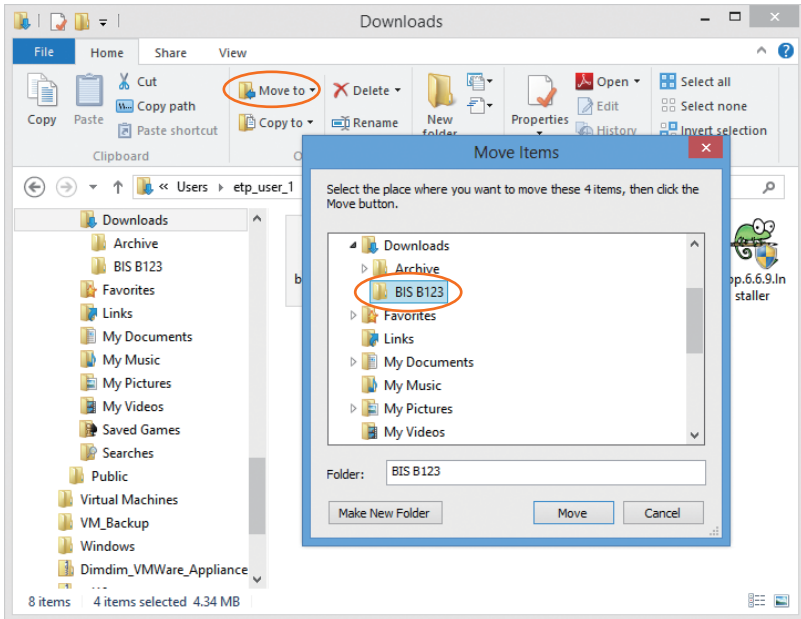
Studying your electronic course materials

When you want to start studying a unit using your PC or desktop computer, you can do so either in the OLE environment or just with the stand-alone Acrobat Reader. You are suggested to use the latter method as it provides more useful features such as adding highlights and notes.

To study just using the stand-alone Acrobat Reader, open the folder where the files were stored (e.g. BIS B123 folder). Double-click to open the file. Simply scroll down by clicking the arrows in the right-hand pane to navigate through the course materials, or use the TOC pane (if applicable) to move directly to a required section.

閱讀電子版教材

若你使用個人電腦或桌上電腦閱讀教材，你可在網上學習系統上直接讀取教材，又或只利用 Acrobat Reader 閱讀。建議你使用 Acrobat Reader，利用如螢光標示及加入注釋等有用功能來輔助學習。
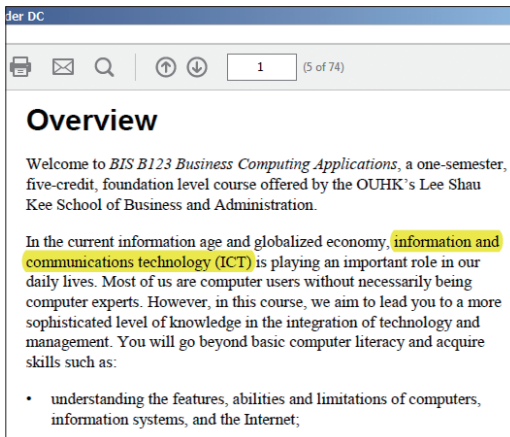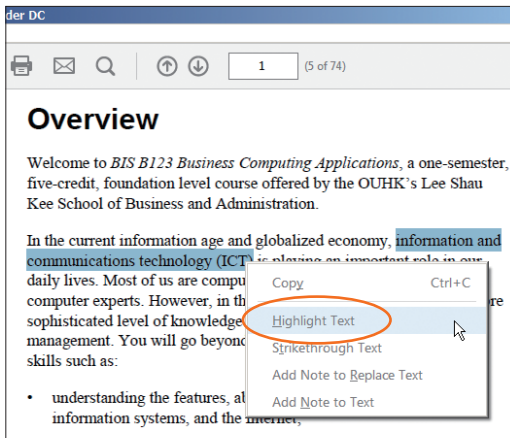
要使用 Acrobat Reader 閱讀教材，先開啟學科資料夾，然後雙按並開啟相關檔案。你可按右方視窗下的箭頭令視窗內的內容向下捲動，閱覽整個單元；又或使用目錄視窗（若適用）直接進入會閱覽的部分。
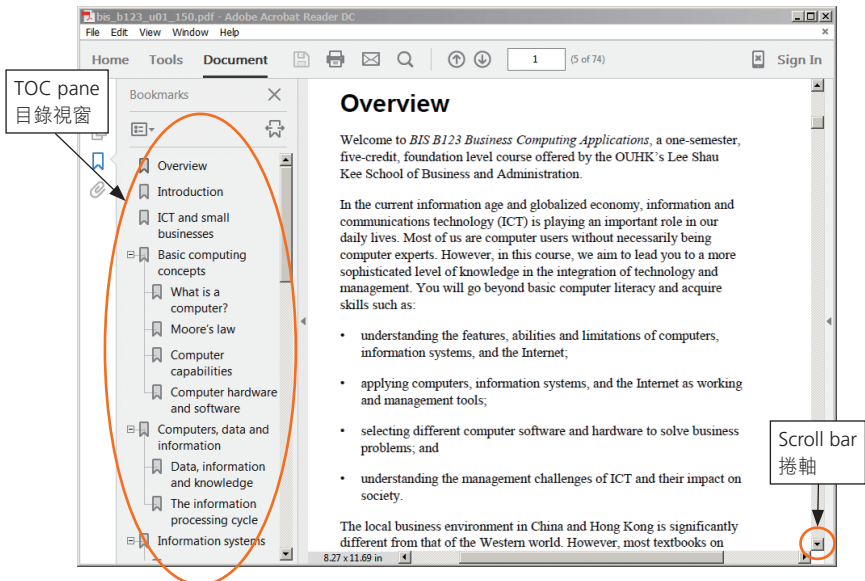
You may highlight important terms or paragraphs as you study. To add a highlight, select the words you want to highlight, then right-click and select '**Highlight Text**'.

你可在重要的文字上加上螢光標示。只需先選取要加上顏色的文字，然後右按滑鼠，選取"**螢光標示**"。

You may also want to add some notes in the course materials. To add a note to text, select the text and right-click it. Select '**Add Note to Text**'. Enter the note content in the pop-up box.

你也可在教材中加入備註。先選取文字，然後右按滑鼠，選取"**備註**"，並輸入備註內容。
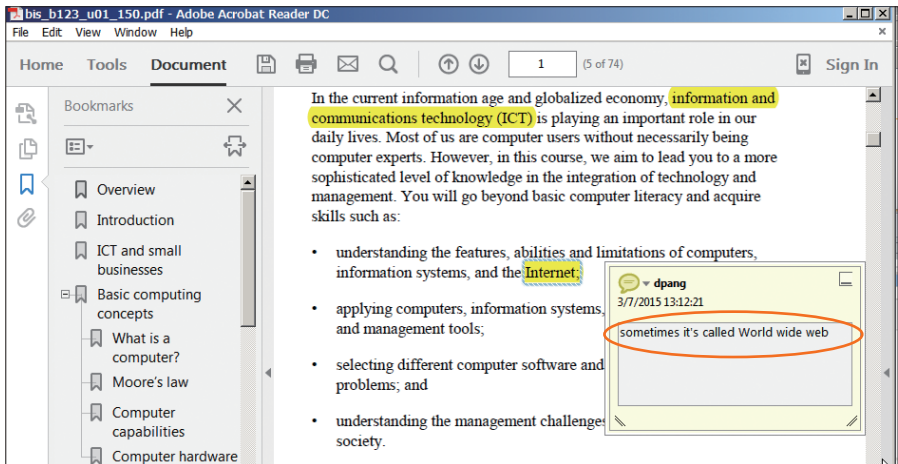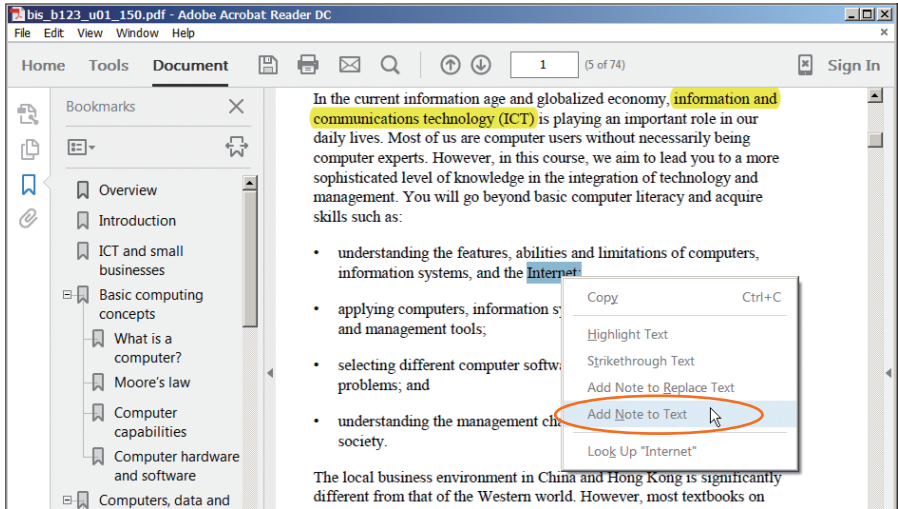
Or, right-click anywhere in the document . Select '**Add Sticky Note**' and enter the note content in the pop-up box.

另外，你也可在文件任何部分右按滑鼠，選取"**備註** "，然後輸入備註內容。