

## On an iOS 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 iOS mobile devices such as iPhone and iPad have a built-in reader for PDF files called iBooks, 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>

## iOS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 iOS 移動裝置，例如 iPhone、iPad，已內置 iBooks 閱讀器，可閱讀 PDF 檔案，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：

## 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.

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.

Click on '**Study units**' and select a unit for downloading. To start the download, click on '**here**' which is marked on the content page.

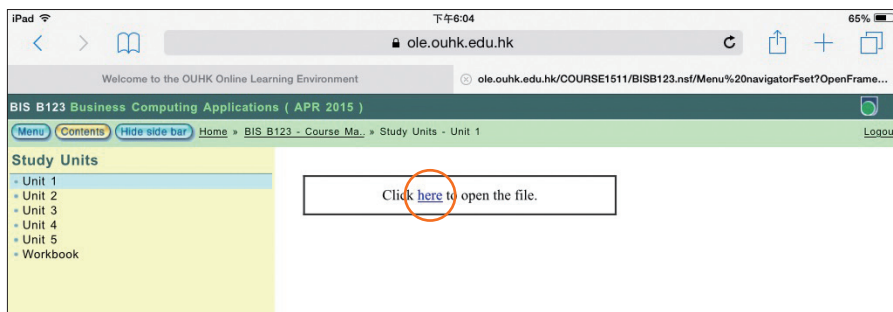
## 下載電子版教材

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。

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）。

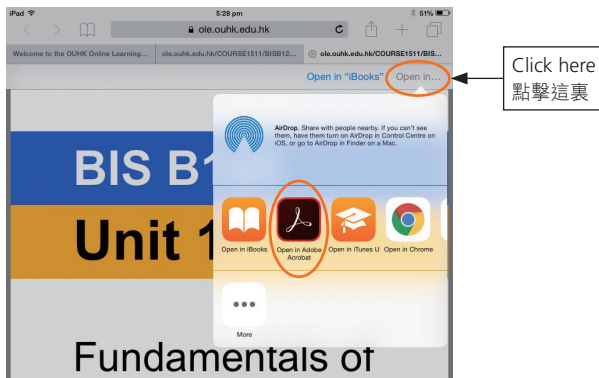
要下載有關教材，請登入網上學習系統，點選所需學科連結。

點擊“**修讀單元**”，選擇要下載的單元。啟動下載，請點選內容頁上的“**這裏**”。



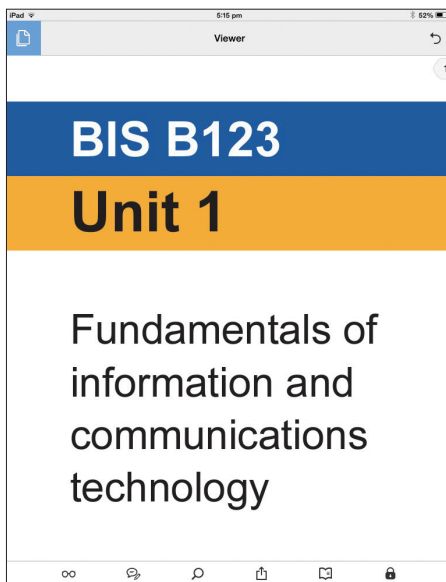
The study unit will then be opened in the browser. In order to download or save the files, lightly touch the study unit on the top right side so that the 'Open in iBooks' bar appears. Then click on the 'Open in...' option. Select 'Open in Adobe Acrobat'.

修讀單元隨之在瀏覽器內顯示。要下載或儲存檔案，只需在右上方輕按修讀單元，直至“在「iBooks」打開”欄出現。然後，點擊“打開在…”選項。點選“在「Adobe Acrobat」打開”。



The unit will be automatically saved in your device and opened in Acrobat Reader.

修讀單元就會自動儲存到你的移動裝置，並在 Acrobat Reader 內開啟。

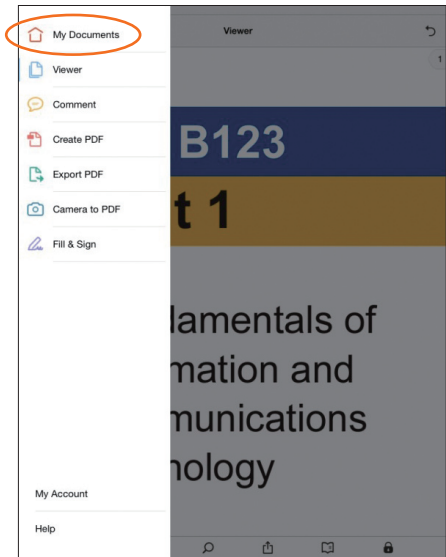
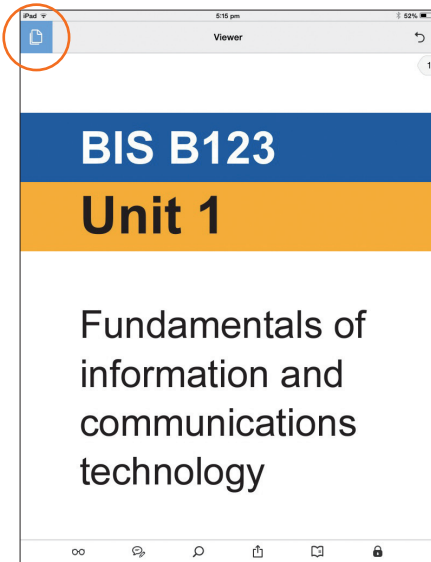


## Organizing your electronic course materials

To better organize your files, open a dedicated folder for files (Course Guide and Study Units) of a particular course. To create a new folder in Acrobat Reader, click on the upper left icon and select **'My Document'**.

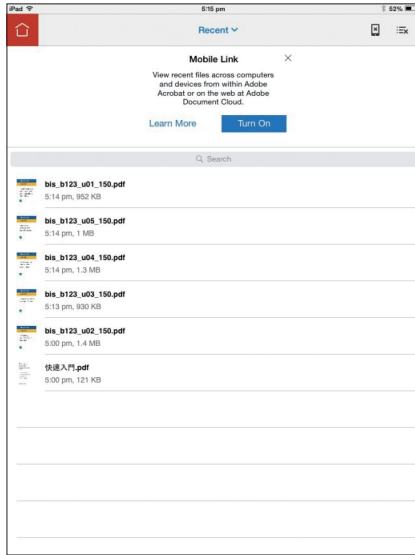
## 整理電子版教材

要更好地整理檔案，不妨建立資料夾儲存學科的所有檔案（如學科指南、修讀單元）。要在 Acrobat Reader 內建立新資料夾，點選左上方的圖示，然後點選**“我的文件”**。



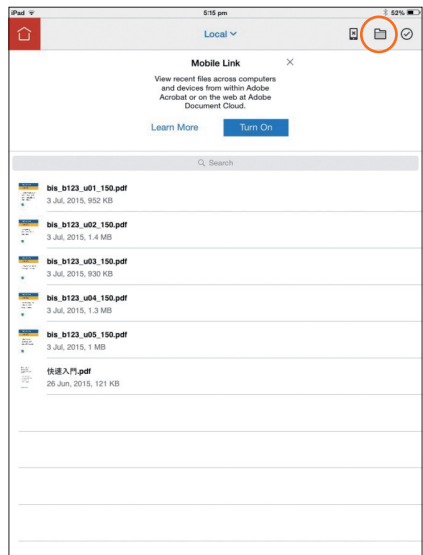
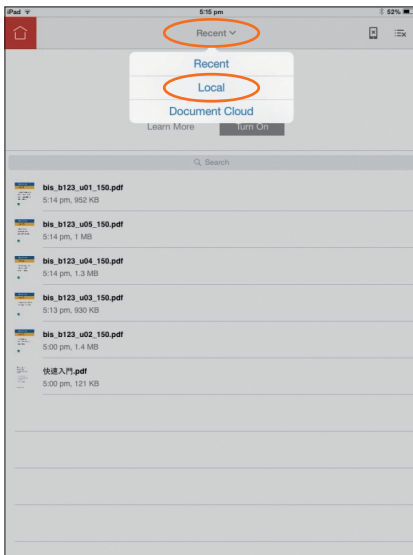
All the PDF files you read recently will be displayed.

螢幕會顯示所有最近曾開啟的 PDF 檔案。



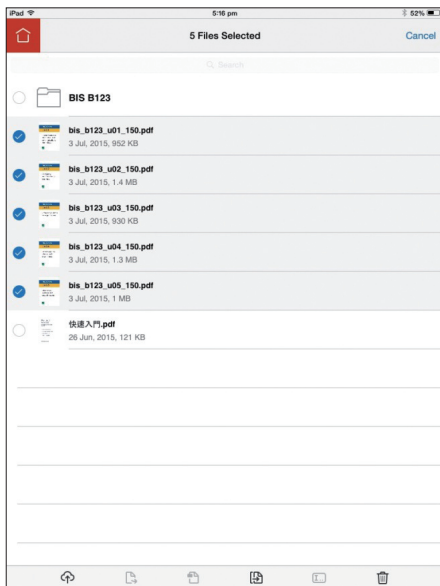
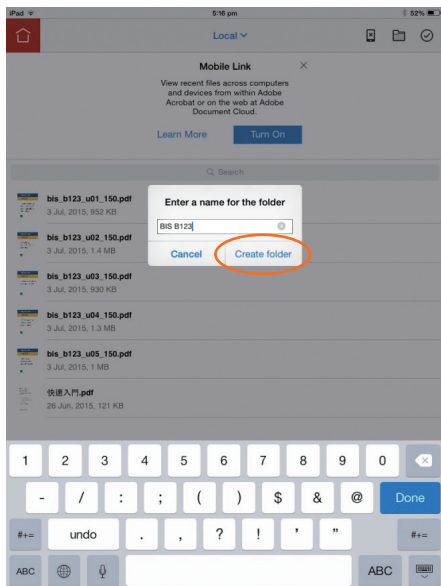
Click on 'Recent' at the top and select 'Local' from the menu. Click on 'Create folder' icon on the upper right.

點選上方的“最近”，然後在清單中點選“本地”。再點選右上方的“建立資料夾”圖示。



Name your new folder (for example BIS B123) so that all files of the course can be put into it. Click **'Create folder'** when you have finished naming your new folder which you have just created.

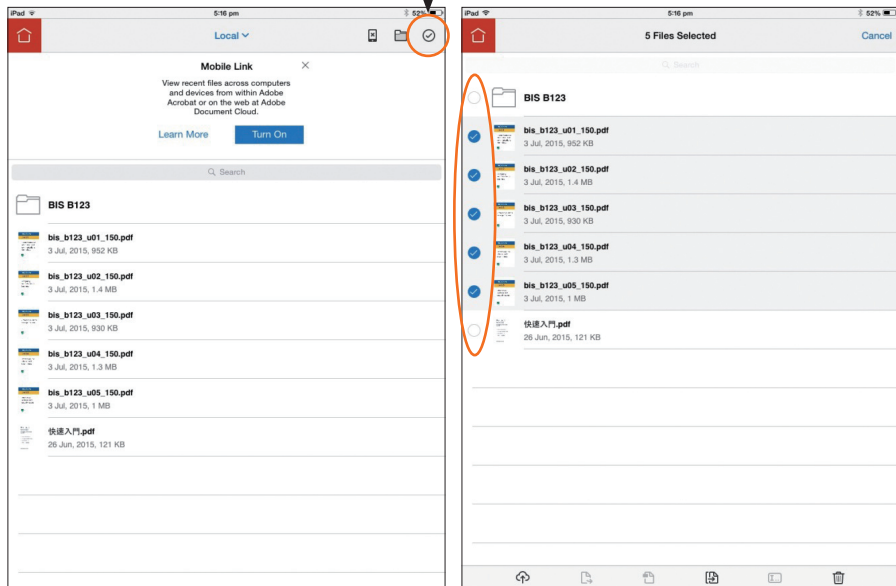
為新增資料夾命名（例如 BIS B123），之後便可把相關檔案收藏於此。為新建立的資料夾命名完畢後，請按“**建立資料夾**”。



To move files into the new folder, click on the **'Select'** icon on the upper right corner. Then click the checkbox next to the file you want to place into the new folder.

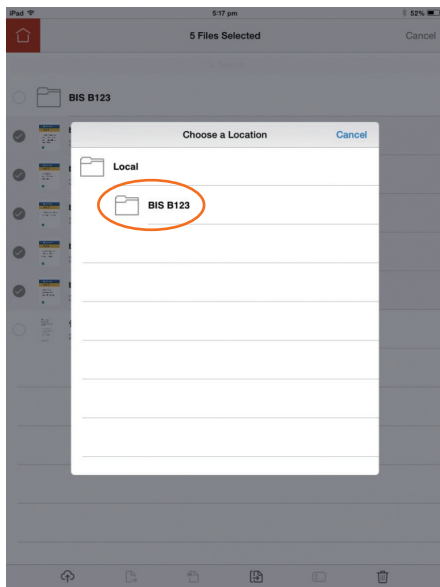
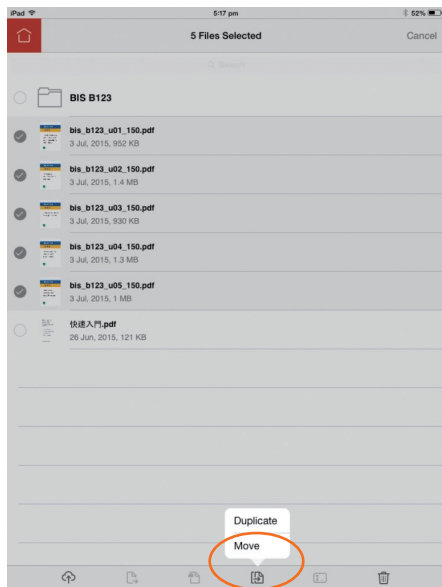
要移動檔案至新增資料夾，先點選右上方的“選擇檔案”圖示，然後按下檔案名稱旁的選框選取 PDF 檔案，移至新增的資料夾。

'Select' icon  
“選擇檔案”圖示



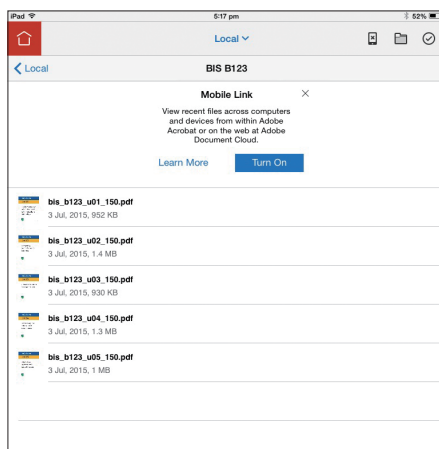
Click the **'Duplicate/Move'** icon at the bottom and select **'Move'**. Click on the folder you want the files to move to (BIS B123 for example).

點選下方的“複製 / 移動”圖示，並按“移動”，再選取用作儲存檔案的新增資料夾（例如 BIS B123）。



The files will appear together in the BIS B123 folder.

電子版教材所有檔案會出現在 BIS B123 資料夾內。





## Studying your electronic course materials

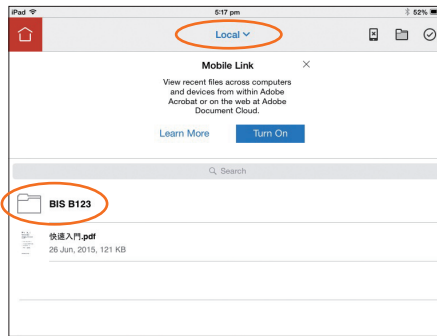
If you use a mobile device, it is not advisable that you access your course materials through the OLE. You should just open the study unit using Acrobat Reader.

Click on Acrobat Reader and go to 'Local' and click on the folder you created for your course earlier.

## 閱讀電子版教材

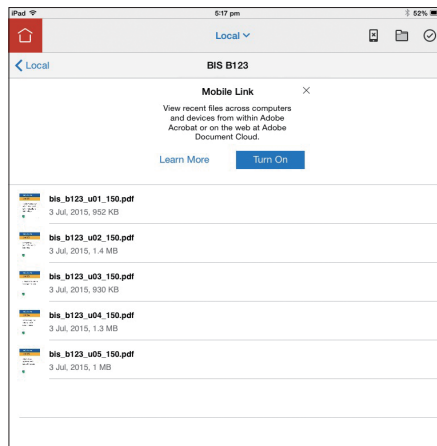
如使用移動裝置，你無需登入網上學習系統閱覽教材，我們建議你直接使用 Acrobat Reader 閱覽單元。

點擊 Acrobat Reader，並選取“本地”，點選較早前為學科建立的資料夾。



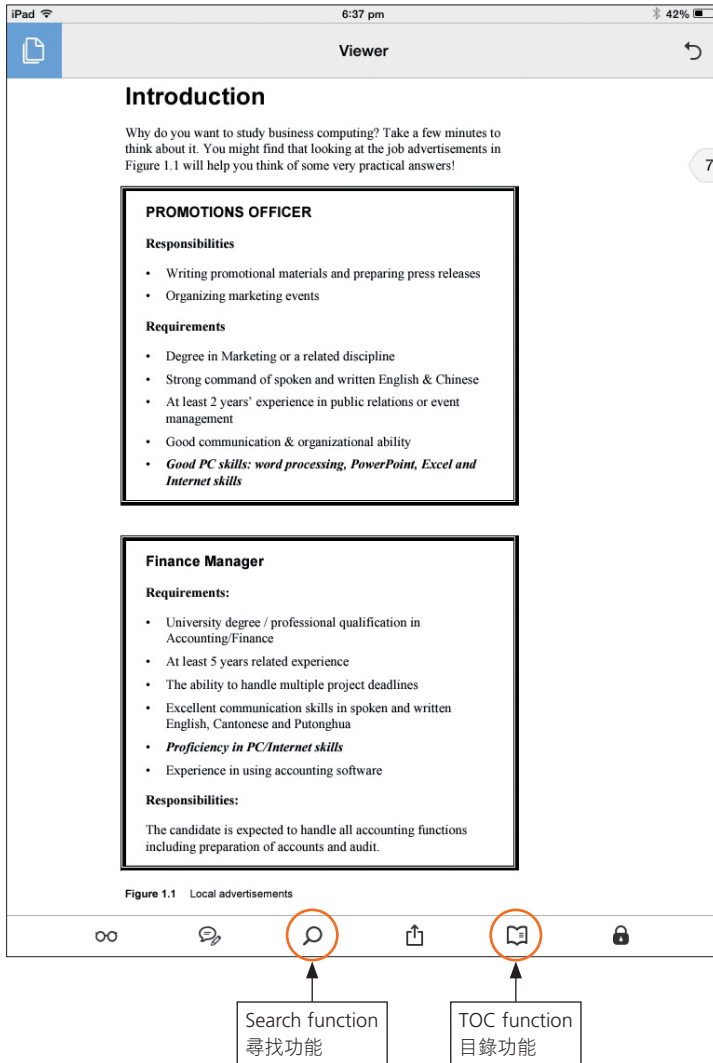
Click onto the course unit icon to open it.

點擊學科單元圖示開啟檔案。



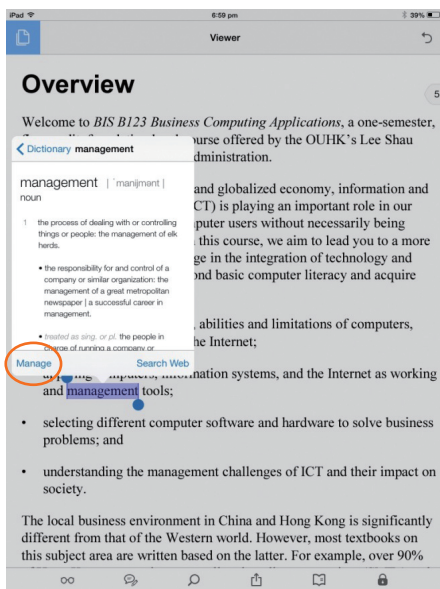
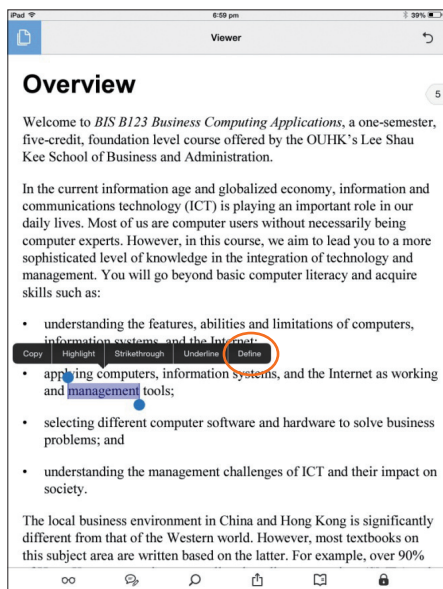
To navigate through the course materials, simply swipe or use the 'TOC' function at the bottom to go directly to a section. You may also use the 'Search' function to search for any word or phrase in the document.

要瀏覽教材，只需在屏幕上撥動，或使用目錄功能直達相關部分。你也可以使用“尋找”功能搜尋文件內的字詞或文句。



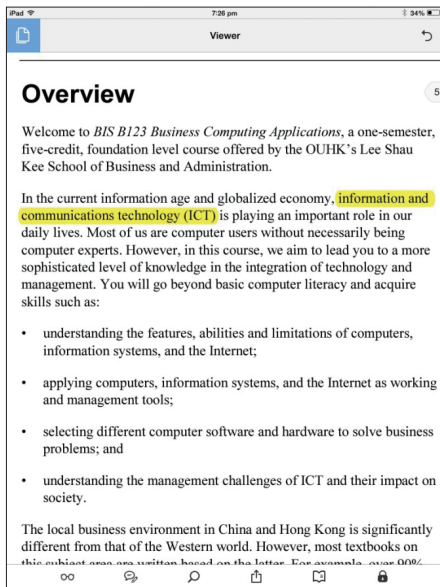
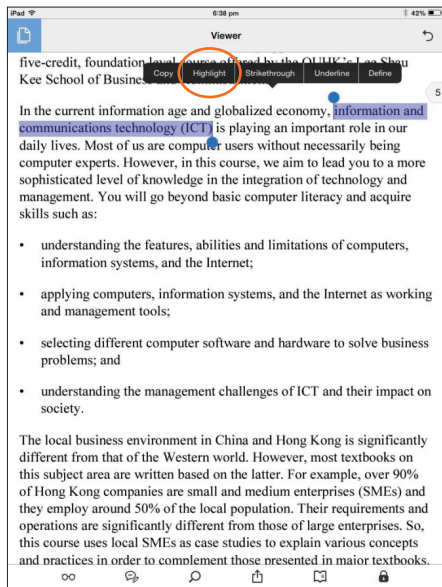
Acrobat Reader comes with some useful features which facilitate your studying. Click on any word in the course material to get a pop-up with a series of options. Select **'Define'** to look up for the meaning of a word. If it fails to show any definition, maybe there is no dictionary installed in your device. Simply click on **'Manage'** at the bottom, select and install the required dictionary.

Acrobat Reader 的一些功能對學習很有幫助。點選學習材料內的任何字詞，螢幕會彈出設有一系列選項的小視窗，選取“解釋”查看字詞意思。如果沒有出現字詞解釋，你可能還未在移動裝置安裝字典功能。你只需要在下方按”管理”，便會看到不同語言字典，按需要安裝便可。



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. The example below shows the highlighting feature.

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，例如螢光標示、畫刪除線或底線。以下以螢光標示作例子。



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。

