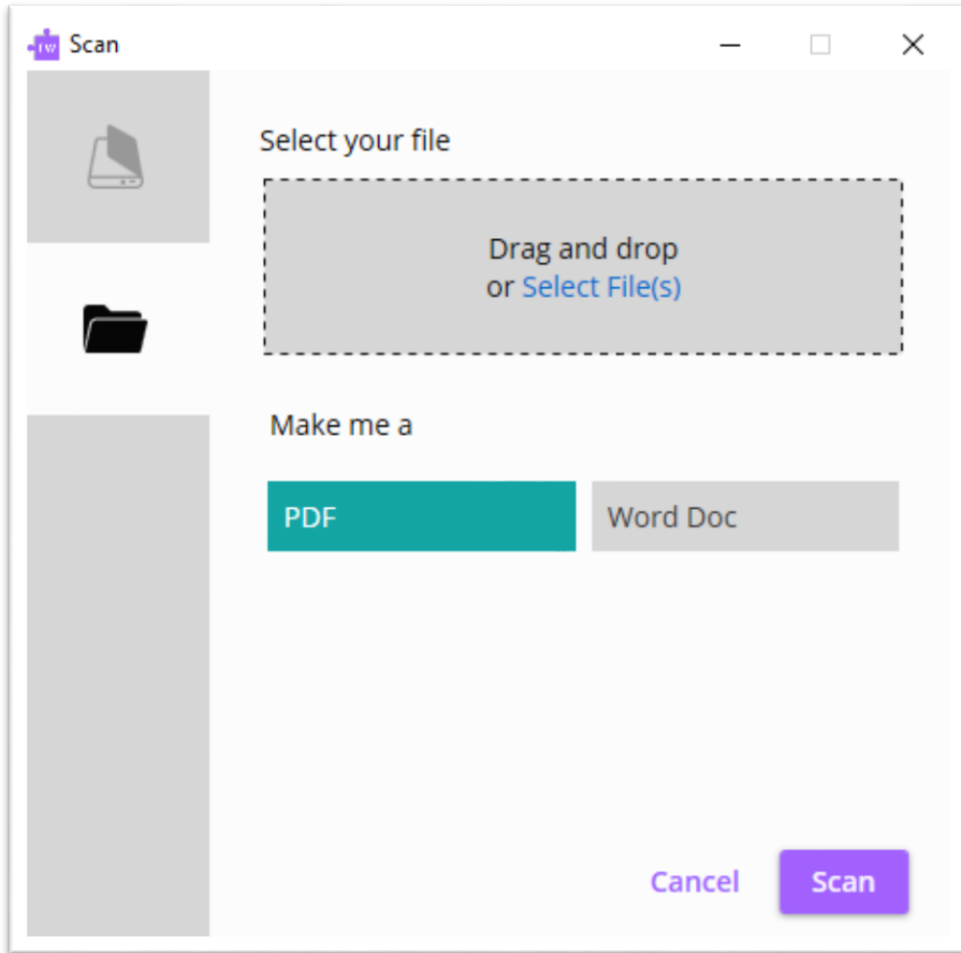


# Study Strategies for the Higher Education Student using Read&Write for Windows



- *What does it mean “to study”?*
  - It is more than just reading and re-reading your text or notes. You must “do something” and usually multiple “somethings” to convert information from short to long term memory.
- *What should you be doing to make the information “stick” in your brain?*
  - Summarizing, categorizing, analyzing, synthesizing and creating study guides are all forms of studying.
- *How well do you have to know the material?*
  - Familiarity vs. Understanding – If you can explain it, you truly know it.
  - Memorizing - Will give you the basics, but you can memorize without understanding.

# Preparing your Materials– Use the Scanning Tool



The **Scanning Tool for Read&Write** can allow you the access to your instructional texts that will help you to better read, organize, understand and retain the information presented.

You may wish to scan using a flatbed scanner (TWAIN) but more often, and more conveniently, you can address the need to interact with text by **scanning from a digital file** (saved on your computer).

We see these digital files most often rescanned into PDF, providing or improving OCR (Optical Scanning Recognition) or into Word, for manipulation of the text itself.

# Preparing your Materials– Use Screenshot Reader to Convert Text to Word



**China: The Ming Dynasty**  
*In what ways can Ming China be considered an early modern state?*

Before the modern period, Chinese historians wrote the history of their country as a series of consecutive dynastic waves—as one dynasty declined after a period of growth, another would rise and receive Heaven's mandate (see Chapter 2). The struggle to overthrow the Yuan in the fourteenth century was brutal, but it contained many of the elements of dynastic change identified by contemporaries in China. That is, natural disasters and disease accompanied by religious uprisings suggested Heaven was shifting its support from the Yuan emperor to new rulers. The traditional dynastic cycle model downplays change over time. The Yuan dynasty's brevity gave it little opportunity to change China in lasting ways, and this seemed to confirm the dynastic cycle's validity.

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plummeted to 85 million; it had been as high as 120 million in 1200. Further, the traditionally nomadic Mongol soldiers, now serving in permanent posts, lost some of their toughness and discipline. In the 39 years after Khubilai's death and the installation of the last Mongol sovereign in 1333, disorder also prevailed at the highest level of government.

Read&Write Settings

Find a setting

General  
Speech  
Dictionary  
Prediction  
Screenshot Reader

Screenshot Reader

Capture by Drawing Rectangle


Screenshot to Microsoft Word

Add to active Microsoft Word document

- Use the **Screenshot Tool** not only to read but also **to convert small amounts of material from** a locked PDF (such as a textbook) **into Word**.
- In **Word**, you will now be able to change the format, choose what will be read and in what order, Highlight/Collect Highlights, use Dictionary, Picture Dictionary, Vocabulary List Builder and create MP3 files with **Audio Maker**.
- Though some formatting may change, most find the ability to **interact with text** including making two-column notes (marginal notes) worth it.

# Preparing your Materials– Creating Two-Column Note Format in Word



Oral Language and Reading	
<p>Children's oral language abilities are interwoven with learning to read and write. The oral language children acquire as preschoolers helps them to connect words and sounds with print. Throughout the school years, oral language is both a means whereby children learn about reading and a goal of reading instruction.</p> <p>Children come to school with a great deal of knowledge about their oral language. They know between 3000 and 5000 words which they comprehend aurally and can order into grammatically correct sentences to communicate. They have even learned a lot about the rules that govern conversation: Listen to others when they speak, questions deserve answers, and commands deserve a response of some sort (even a refusal is a linguistically appropriate response). Most importantly, oral language—via conversations with parents, preschool teachers, and peers—is the primary tool they use to discover how their world works. The critical task for children entering school is to learn how to turn inward and reflect on ways they use their language to read and write.</p> <p>Oral language serves two important roles in literacy learning. First, it provides the foundation for reading and writing long before formal instruction begins. Young children's proficiency in their oral language—their sense of words and sentences, sensitivity to the sound system, and understanding of the meanings of words—influences their early attempts to read and write. Oral language provides new information about written language. It also continues to provide information about learners' understanding of print for many years, whatever their age or expertise. Through conversations, classroom discussions and instruction, children are introduced to new ways of studying texts and new strategies for organizing the complex material they encounter as they read.</p>	<p><i>Oral language is the foundations on which reading is built, and helps children develop as readers.</i></p> <p><i>Unless they are special needs or ELL and then this may not be true</i></p> <p><i>Dr. G mentioned this in class</i></p> <p><i>So teaching students to think about word choice and HOW to express themselves is important</i></p> <p><i>This will be on the test.</i></p> 

- Using a **two-column note format** will allow you to change font size and type, make notes of your examples, connections, lecture notes next to the text, highlighting related text information.
- To **create a two-column note format** in Word, simply Insert a 2 X 2 Table into your document, then copy and paste your text right inside one of the columns.
- In **Word**, you will now be able to create MP3 files with **Speech Maker**. The **Read Aloud toolbar** can be used for reading and rereading.

**\*Interaction with the text** which will help you to retain and understand it.

# Preparing your Materials– Adding Pictures for Visualization









## Outline – Respiratory System

- I. Purpose and strategies of respiration
- A. Purpose: Acquire oxygen and eliminate carbon dioxide
- B. Strategy and mechanism of gas exchange
  1. Components of air
    - a) Nitrogen: 78% (by volume)
    - b) Oxygen: 21%
    - c) Argon and other gases: 0.97%
    - d) Carbon dioxide: 0.03%
  2. Air moves by bulk flow into and out of lungs
  - a) Referred to as pulmonary ventilation
  3. In lungs, oxygen diffuses (from high to low partial pressure) into the interstitial fluid, and into the blood capillaries in the opposite direction
  4. Hemoglobin facilitates oxygen transport
  - transport - regulating factors include:

**\*Which would you rather study?**

## Outline - Respiratory System

- 
- Purpose and strategies of respiration
- A. Purpose: Acquire oxygen and eliminate carbon dioxide
  - B. Strategy and mechanism of gas exchange 
    1. Components of air
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      - d) Carbon dioxide: 0.03% 



- **Adding visual cues** to help remember written information is extremely helpful to visual learners.
- **Categorizing** and **arranging** information around picture will **help recall** of that concept.

# Creating a Study Sheet using Study Skills Highlighters



## Physical Characteristics and Volume

Blood is a sticky opaque fluid

metallic taste

color of blood varies

Blood is more dense than water

slightly alkaline

accounts for approximately 8% of body weight

## Distribution

Delivering oxygen

and nutrients

to all body cells

Transporting metabolic waste products from cells to elimination sites

Transporting hormones from the endocrine organs to their target organs

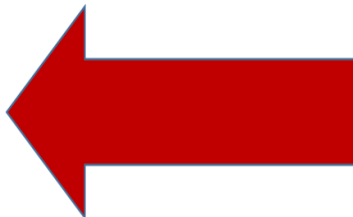
## Regulation

Maintaining appropriate body temperature

distributing heat throughout the body

Maintaining normal pH in body tissues

Maintaining adequate fluid volume



648 UNIT 4 Maintenance of the Body

"blood fraction"). Normal hematocrit values vary. In healthy males the norm is  $47\% \pm 5\%$ ; in females it is  $42\% \pm 5\%$ . Leukocytes and platelets contribute less than 1% of blood volume. Plasma makes up most of the remaining 55% of whole blood.

## Physical Characteristics and Volume

Blood is a sticky opaque fluid with a characteristic metallic taste. As children, we discover its saltiness the first time we stick a cut finger into our mouth. Depending on the amount of oxygen it is carrying, the color of blood varies from scarlet (oxygen rich) to dark red (oxygen poor). Blood is more dense than water and about five times more viscous, largely because of its formed elements. Blood is slightly alkaline, with a pH between 7.35 and 7.45, and its temperature ( $38^{\circ}\text{C}$  or  $100.4^{\circ}\text{F}$ ) is always slightly higher than body temperature.

Blood accounts for approximately 8% of body weight. Its average volume in healthy adult males is 5-6 L (about 1.5 gallons), somewhat greater than in healthy adult females (4-5 L).

## Functions

Blood performs a number of functions, all concerned in one way or another with substance distribution, regulating blood levels of particular substances, or body protection.

### Distribution

Distribution functions of blood include

- Delivering oxygen from the lungs and nutrients from the digestive tract to all body cells.

- Transporting metabolic waste products from cells to elimination sites (to the lungs for elimination of carbon dioxide, and to the kidneys for disposal of nitrogenous wastes in urine).

- Transporting hormones from the endocrine organs to their target organs.

### Regulation

Regulatory functions of blood include

- Maintaining appropriate body temperature by absorbing and distributing heat throughout the body and to the skin surface to encourage heat loss.

- Maintaining normal pH in body tissues. Many blood proteins and other bloodborne solutes act as buffers to prevent excessive or abrupt changes in blood pH that could jeopardize normal cell activities. Additionally, blood acts as the reservoir for the body's alkaline reserve of bicarbonate atoms.

- Maintaining adequate fluid volume in the circulatory system. Salts (sodium chloride and others) and blood proteins act to prevent excessive fluid loss from the bloodstream into the tissue spaces. As a result, the fluid volume in the blood vessels remains ample to support efficient blood circulation to all parts of the body.

## Protection

Protective functions of blood include

- Preventing blood loss. When a blood vessel is damaged, platelets and plasma proteins initiate clot formation, halting blood loss.

- Preventing infection. Drifting along in blood are antibodies, complement proteins, and white blood cells, all of which help defend the body against foreign invaders such as bacteria and viruses.

## Blood Plasma

Blood plasma is a straw-colored, sticky fluid (see Figure 17.1). Although it is mostly water (about 90%), plasma contains over 100 different dissolved solutes, including nutrients, gases, hormones, wastes and products of cell activity, ions, and proteins. Table 17.1 summarizes the major plasma components.

Plasma proteins, accounting for about 8% by weight of plasma volume, are the most abundant plasma solutes. Except for hormones and gamma globulins, most plasma proteins are produced by the liver. Plasma proteins serve a variety of functions, but they are not taken up by cells to be used as fuels or metabolic nutrients as are most other plasma solutes, such as glucose, fatty acids, and amino acids. Albumin (al-bu'min) accounts for some 60% of plasma protein. It acts as a carrier to shuttle certain molecules through the circulation, is an important blood buffer, and is the major blood protein contributing to the plasma osmotic pressure (the pressure that helps to keep water in the bloodstream). (Sodium ions are the other major solute contributing to blood osmotic pressure.)

The makeup of plasma varies continuously as cells remove or add substances to the blood. However, assuming a healthy diet, plasma composition is kept relatively constant by various homeostatic mechanisms. For example, when blood protein levels drop undesirably, the liver makes more proteins; and when the blood starts to become too acidic (acidosis), both the respiratory system and the kidneys are called into action to restore plasma's normal, slightly alkaline pH. Body organs make dozens of adjustments, day in and day out, to maintain the many plasma solutes at life-sustaining levels. In addition to transporting various solutes around the

- Using text that you have in Word or unlocked PDF, use the Study Skills Highlighting Tools to highlight important information and details.
- This information can be collected by color so you can use colors for particular categories of information or by position in the document.
- Click on Collect Highlights and you will create a brand new Word document with your highlights.

# Collected Highlights as Key Word/Phrase Bank

## Summarize to Understand and Retain.

390 Chapter 13 ■ East Asian Cultural and Political Systems, 1300-1650



Heaven's mandate

elements of dynastic change

Yuan dynasty

civil service recruitment policies

Mongols

Huanghe River's change in course

bubonic plague in 1331

"little ice age"

weakened people's resistance to disease

Mongol soldiers

lost some of their toughness and discipline.

Mongol royal clan



## China: The Ming Dynasty

*In what ways can Ming China be considered an early modern state?*

Before the modern period, Chinese historians wrote the history of their country as a series of consecutive dynastic waves—as one dynasty declined after a period of growth, another would rise and receive **Heaven's mandate** (see Chapter 2). The struggle to overthrow the Yuan in the fourteenth century was brutal, but it contained many of the **elements of dynastic change** identified by contemporaries in China. That is, natural disasters and disease accompanied by religious uprisings suggested Heaven was shifting its support from the Yuan emperor to new rulers. The traditional dynastic cycle model downplays change over time. The Yuan dynasty's brevity gave it little opportunity to change China in lasting ways, and this seemed to confirm the dynastic cycle's validity. Yet, as we have seen in Chapter 10, the Yuan was at the center of a cosmopolitan Eurasian commercial world which influenced culture far beyond China's borders.

The **Yuan dynasty** declined after **Khubilai's** death in 1294. The north of China began to decline economically, and southerners suffered discriminatory treatment. Everywhere, the pre-Yuan power structure had been challenged, as the **Mongols** had altered **civil service recruitment policies**. Many peasants were brought to the brink of despair in the face of natural disasters in the fourteenth century, especially the **Huanghe River's change in course**, the outbreak of the **bubonic plague in 1331**, and a **"little ice age"** that undermined the agricultural economy and **weakened people's resistance to disease** in the early fourteenth century. China's population plummeted to 85 million; it had been as high as 120 million in 1200. Further, the traditionally nomadic **Mongol soldiers**, now serving in permanent posts, **lost some of their toughness and discipline**. In the 39 years after **Khubilai's** death and the installation of the last Mongol sovereign in 1333, disorder also prevailed at the highest level of government.

The **Mongol royal clan** had no orderly method for

# If You Were the Author/Editor Strategy...

- Which words and phrases should ***the author have chosen*** to be in **bold** and why?
- Which words and phrases are critical to **main idea** that you would have to have if you were **retelling** the selected reading?



~Think about why each word or phrase is important and establish **level of importance**.

~Use highlighters to **color code** information:

Ex – yellow - CRITICAL

green - SECONDARY SUPPORT

blue – EXAMPLES

~**Collect the highlighted information-**

By color – to test summarizing

By position in document – for main ideas & support





**\*Looking for important information creates purpose for reading (thinking critically) which helps memory.**



# Creating a Vocabulary Study Sheet Strategy


## Vocabulary List

Date 6/12/2013

Word	Meaning	Symbol	Notes
Import	A product that a country brings in from another country, "All of the imports were damaged."		
Embargo	A government order imposing a trade barrier. Prevent commerce; "The U.S. embargoes Libya"		
Government	The body of people that governs a country, "I wonder what the new government will be."		
Royalty	The members of a royal family, "She attended a dinner hosted by royalty."		
Protest	Words or actions that show that you oppose something, "He went without protest."		
Taxation	Charge against a citizen's person or property or activity for the support of government		

Once words are chosen and Vocabulary List built, students/instructors can modify.

## Boston Tea Party - Vocabulary List

Word	Meaning	Symbol	My Definition	Pictures	Memory Clues
Import	A product that a country brings in from another country, "All of the imports were damaged."		Stuff brought in from another country		Bring in to port
Embargo	A government order imposing a trade barrier. Prevent commerce; "The U.S. embargoes Libya."		Not allowing stuff to come into the country		Embargo spelled backwards is o grab me. Grab someone coming in with goods and send them home.
Government	The body of people that governs a country, "I wonder what the new government will be."		The people who run a country		Presidents, Prime Ministers,
Royalty	The members of a royal family, "She attended a dinner hosted by royalty."		Must be born into the family that rules		Kings, Queens, Princes and Princesses
Protest	Words or actions that show that you oppose something, "He went without protest."		Something you do that shows you do not agree at all		Pro=for testing the way something is
Taxation	The imposition of taxes; the practice of the government in levying taxes on the subjects of a state.		The money you have to pay the government when you buy certain things		Sales tax on food and clothing

**\*Study guides that students create for themselves are much more likely to be used.**

# Using Screen Masking for Self-Quizzing

~Using the **Tint my Whole Screen** Option and making the tint very **Opaque**, use the **Screen Masking** to self quiz the information but covering up “answers” and checking your recall skills.

Outline – Respiratory System

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**\*Adjust the Spotlight size to determine amount of text to be displayed.**

# Changing Digital Text into MP3 files – Using



## Audio Maker

The screenshot shows the Audio Maker application window. At the top, there is a title bar with the text "Audio Maker" and standard window controls. Below the title bar is a purple button labeled "Preview Audio". The main content area contains a text box with the following text: "Study Reveals Alligators Will Do Anything For A Tasty Morsel — Even Venture Into Salty Waters! By Shariqua Ahmed on February 1, 2018". Below this is a larger text box containing the beginning of an article: "The American alligator (Alligator mississippiensis) is known to be a crafty and fierce predator that devours anything it can snare. However, given that the reptile lacks salt glands, scientists had always believed that its diet was restricted to the fish and crustaceans that dwell in its freshwater habitat. Now, a new study suggests that the opportunistic". Below the text boxes is a "Save As" section with a "Where" field containing the path "C:\Users\Kimberly\Desktop" and a folder icon. Below that is a "File Name" field containing the text "Study Reveals Alligators Will Venture into Salty Waters". At the bottom right of the form is a purple button labeled "Create MP3".

- Use the **Audio Maker** to make MP3 recordings of your study guides, textbook chapters and other readings which can easily be added to any MP3 player for listening.
- From **Word or HTML**, you will create MP3 files with **Audio Maker**. For concepts that could use better or additional information, you can listen to these explanations without taking on additional readings.
- Reading text multiple times becomes more easily facilitated with MP3 files and files can be made quickly, easily and with the voice of your choice.