



## Getting Started Guide

# Textease Branch

A powerful and imaginative way to sort and classify

# CT



## Foreword

**Textease Studio CT** is the single biggest Softease development since the company's launch of Textease in 1994. We have listened to thousands of teachers who use Textease every day to drive this development.

Textease Studio CT is a fully integrated set of software tools. This revolutionary principle means that all the tools have the same easy to use interface and, because they all work in a similar way, having mastered one the others are easy to pick up. Textease Studio CT has been carefully thought out to give you **NINE KEY TOOLS** in a single application making it ideal for embedding ICT throughout the curriculum.

**Textease Movies CT** - produce inspirational and exciting movies in minutes

**Textease Draw CT** - a revolutionary vector drawing tool that will turn your world around

**Textease CT** - best in class for creativity and enjoyment

**Textease Database CT** - the first multi-user database with attitude!



**Textease Paint CT** - a vibrant paint package to inspire creative young minds

**Textease Spreadsheet CT** - power and flexibility - you can count on it!

**Textease Branch CT** - a powerful and imaginative way to sort and classify

**Textease Presenter CT** - create top-notch presentations to be proud of

**Textease Turtle CT** - flexible, progressive on-screen turtle graphics

All of the above tools except Textease Movies CT  share a common interface and therefore the same desktop icon .

In addition to the Textease Studio CT tools, you will also be able to open Textease Timeline and Textease IdeasMap from the toolbar. These additional products are available to you for 30 days from installation so you can experiment away and get a real flavour for their classroom potential. If these additional products are not purchased, the demonstration versions will expire after 30 days.

### Community @ Home Licence

Don't forget our Community @ Home licence is a great way to provide pupils and teachers with the same software they have in school for use at home.

For further information about any of our products visit [www.softease.com](http://www.softease.com), call sales on **01335 343421** or email [sales@softease.com](mailto:sales@softease.com).

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## Introduction

Textease Branch CT is an easy to use branching database which allows pupils to sort and classify information in a fun and imaginative way.

Textease Branch CT incorporates full multimedia capabilities enabling text, clipart, digital photos and even video clips to be inserted into a database. Pupils quickly develop their skills in sorting and classifying groups of objects by devising questions with 'yes' and 'no' answers as they gradually build a binary tree.

Incorporating the familiar Textease user-friendly functionality, Textease Branch CT can be used across the curriculum to create a variety of databases.

## Getting Going

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Softease' and then 'Textease Studio CT' (twice). Alternatively double click on the shortcut on your desktop. A Textease page will be displayed, with the 'General' Textease toolbar already open (Fig.1).

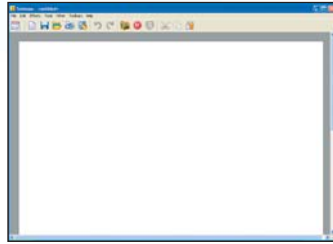



Fig.1

- Open the 'Branch' toolbar by clicking on the 'Toolbar control' button , then click in the appropriate box (Fig.2).

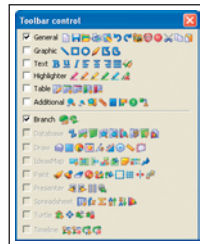


Fig.2

- The 'Branch' menu will be added to the menu bar, and the 'Branch' toolbar (Fig.3) will open containing the 'New tree' and 'Play tree' buttons.



Fig.3

- Close the 'Toolbar Control' window.
- Additional toolbars can be opened or closed at any time from within the 'Toolbar control' window. (Click on the 'Toolbar control' button to access this window.)

**Remember that you are working within Textease so all the usual functionality of Textease in terms of effects and links etc. are available to you. (See the Textease CT Getting Started Guide for further details.)**

## Creating a New Tree


- Click on the 'New tree' button  (on the 'Branch' toolbar). A Branch tree building page will open displaying an empty text box and a 'Resource Bank' button (Fig.4).



Fig.4

- Place the objects (text or images) for your database into the text box. This can be done either by selecting the objects from the 'Resource Bank' then dragging and dropping them in. Or, by typing directly into the text box placing each word on a separate line (Fig.5).



Fig.5

- When all the objects are in the box click 'ok' (Fig.6).
- You will now be asked to enter a question (into a text box) to divide the objects into two groups.



Fig.6

- All questions should have a yes or no answer. Try to make the first question as general as possible to divide your objects into two distinct groups (Fig.7).
- When you have entered your question click 'ok'.



Fig.7

- A 'yes' and a 'no' box will appear on the screen. Drag and drop each of your objects into the correct answer box (Fig.8).
- Click 'ok' when all your objects have been sorted into the correct box.

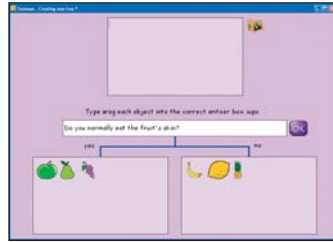


Fig.8

Repeat this process for each new sub-set of objects created. Your questions should gradually become more specific as the answers lead to single objects rather than groups of objects.

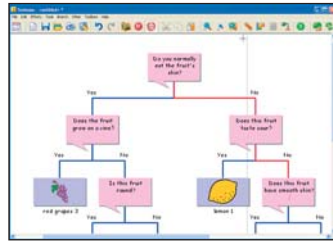



Fig.9

When all the objects have been classified the tree will be complete and the tree building page will close. The Textease page containing your tree will now be displayed (Fig.9).

## Editing a Tree

As the tree is on a Textease page all the usual functionality of Textease is available to you. For example; you can change the background colour (click on the 'Looks' button  on the 'General' toolbar), or click anywhere on the page to type or insert an image. (See the 'Months of the Year' example in the 'Resource

Bank'.)

In addition, by selecting 'Tree options' from the 'Branch' menu you can edit the style, shape and colour of the text, tree lines and the question and answer boxes. (See the 'Planets' example in the 'Resource Bank'.)

## Change the Viewing Scale

Sometimes the tree is too large for all of it to be seen on the screen.

By clicking on the 'zoom in'



or 'zoom out'



buttons (on the 'Additional' toolbar) you can change the viewing scale up or down and see more or less of the tree. Alternatively, you can use the sizing buttons in the 'tree options' window (Fig.10).

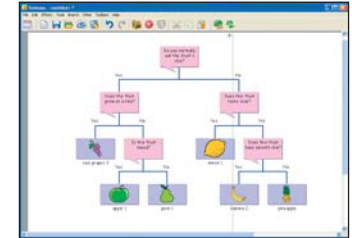


Fig.10

## Edit the Questions

To rephrase or change a question simply click on the text to position the caret then edit it as normal.

If you find that the question box is selected rather than the text itself you will need to unlock the tree first. Click 'Branch' on the menu bar and select 'Tree options'. Then click in the box to the left of 'Tree locked' to remove the tick which will instantly unlock the tree (Fig.11).

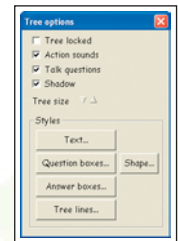



Fig.11

## Change the Yes/No Answers

Questions in a database are usually answered yes or no. However, if you wish to type a question that requires alternative answers you can click on the 'yes' or 'no' text and edit it. (See the 'School Sports' example in the 'Resource Bank'.)

## Remove the Printer Limit Outline

Textease Branch CT allows you to create a tree that expands over several/numerous printable pages. The printer page limits are shown by default. However, unless you are printing your tree displaying these lines is unnecessary.

Remove them by clicking on the 'Looks' button , select 'Viewer', then click on the ticked box to the left of 'Printer limits' to deselect the option (Fig.12).

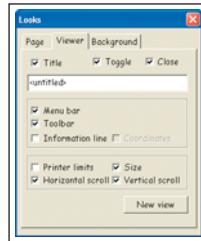



Fig.12

## Textease Branch CT Special Features and Tools

### Play the Tree Game

The 'Play the Tree' game enables the player(s) to identify an object from within the tree. The tree is greyed out and the player(s) can only see questions they have already answered. If the object they were searching for cannot be found within the tree the player(s) can add it.

To play the tree game:

- Open a database, then click on the 'Play tree' button  (on the 'Branch' toolbar).

Except for the first question the tree will be greyed out. (Fig.13) The question should be answered by clicking on either 'yes' or 'no'. If you click on any of the question or answer boxes the game will end and the whole tree revealed.

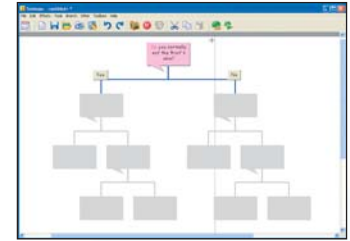


Fig.13

- Answer the question by clicking on either the 'yes' or 'no' button. You will then be directed along that branch to the next question. Only the path taken so far will be displayed, all other questions (and answers) will be greyed out (Fig.14).

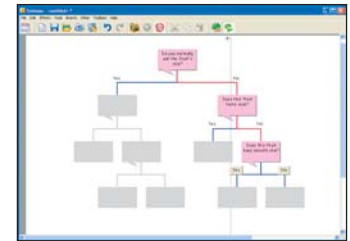


Fig.14

At the end of the question trail you will be asked 'is it...?' (Fig.15). Pressing 'Yes' will leave the tree showing the path you took, with the other questions and objects greyed out. Pressing 'No' will give you the option to add your object to the database.

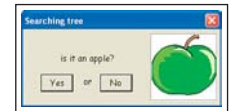


Fig.15

### Use the Expert

Expert enables you to search a database by answering questions

without viewing the tree. It is set out in a quiz style format which allows pupils to develop their skills at interpreting a database whilst having fun.

To play:

- Open a database, then click on 'Branch' on the menu bar and select 'Expert'. (The Expert window will open displaying the first question.)
- Answer the questions in turn by clicking on the 'Yes' or 'No' buttons at the bottom of the screen (Fig.16).

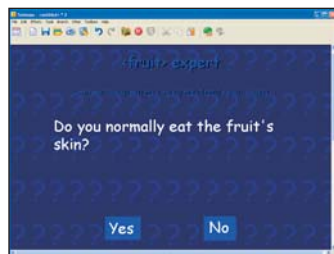


Fig.16

At the end of the question trail the computer will say "I think it is..."

- If this is your object click on 'Yes'. The computer will ask if you wish to play again.
- If this isn't your object click on 'No'. The computer will ask if you wish to add your object to the database. The option to play again or quit will then be displayed.

## Questions So Far

'Questions so far' in the Branch menu enables you to view the questions that have been asked to reach the current point in the tree (Fig.17). To use this function you can click on the yes/no

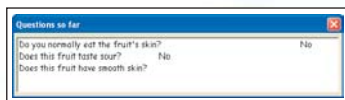


Fig.17

answers as you move through the tree, or simply click on the answer or question you have reached. The path taken to that point will be shown by a red line (Fig.18).

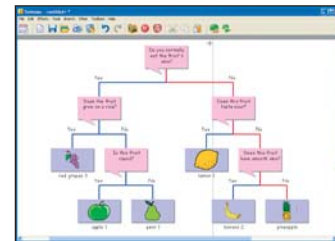


Fig.18

## Insert Question

Adding a question to a tree after it has been constructed is simple. Click on either the question or answer box that you wish your new question to come before. Then click on 'Insert question' in the 'Branch' menu.

A new question and answer box will be created (Fig.19). Start typing your new question and it will automatically appear in the question box. To add an answer click in the answer box and either type in your text or drag and drop in an image from the 'Resource Bank'.

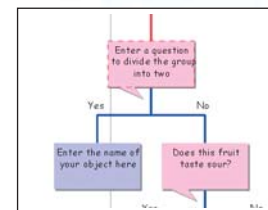


Fig.19

## Yes<->No

The 'Yes<->No' tool allows you to correct mistakes made when constructing a tree where the responses to a question are in the wrong place. It switches the branches below a question round, making what was the 'no' response become the 'yes' response and vice-versa.




Click on the question you want to change the responses for, then click on 'Yes<->No' in the 'Branch' menu. Those responses are then swapped around and any branches underneath are moved as well, keeping the rest of the tree as it was.

## Tidy Tree

If you have a tree that has become cluttered after editing you can rectify this by selecting 'Tidy tree' from the 'Branch' menu. This automatically repositions branches so that your tree is evenly spaced, with no overlapping questions.

## Record the Question

Questions for the 'Play tree' game can be recorded so that they are read out by your own or a pupil's voice.

- Click in the tree on the question you wish to record.
- Select 'Record the question' from the 'Branch' menu. The standard Textease recording window will open (Fig.20).
- Connect a microphone to your computer.
- Click on the 'Record' button  to begin recording.
- Click on the 'Stop' button  to end the recording.
- Click on the 'Play' button  to playback the recording. If you are not happy with the recording click on the 'Record' button and repeat the above steps. All previous recordings will be overwritten. If you are happy with the recording close the 'Recording' window by clicking on the cross in the top right hand corner.
- The question box will now contain a 'sound' button, which you can click on at any time to hear the recording (Fig.21).

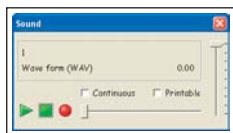



Fig.20



Fig.21

## Resource Bank

There are a wide range of resources that can be accessed through the 'Resource Bank' . It is divided up into four sections:

**Resources** – Contains clipart, digital photos, videos, sounds, word banks, curriculum examples and templates.

**Digital Pictures** – Import images directly from a digital camera or microscope.


**Internet** – Provides a quick link to the Internet in the same way as clicking on 'Internet Explorer'.

**My Resources** – In addition to the Textease Resources you can also access you own resources (such as those saved within 'My Documents'). To locate an item either navigate through the folders or use the keyword search.

## Keyword Search

- Click in the 'Search' box and type the name of the item you are looking for, for example "house".
  - Click on the 'Search' button. All items containing your search word will be displayed within the 'Resource Bank' window.
- NB. The search looks for all words that contain the given word, for example if you search for "cat", "cathedral" will be included within the list of items.

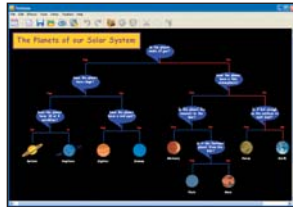
# Curriculum Examples

A number of curriculum examples using Textease Branch CT can be found in the 'Resource Bank'  (on the 'General' toolbar).

## Use Textease Branch CT in...

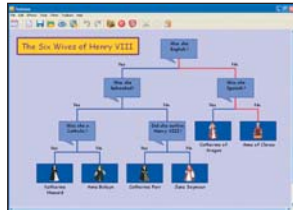
### Science

to identify, sort and classify plants, animals, materials, planets etc by examining their characteristics or properties.



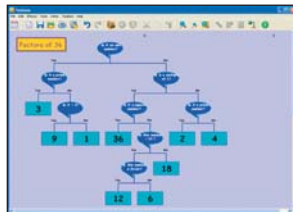
### History

to sort and classify historical events and famous people.



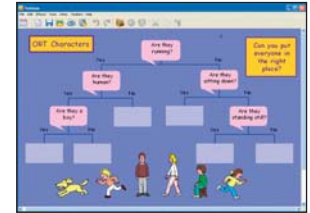
### Numeracy

to develop numerical understanding through the sorting and classification of data.



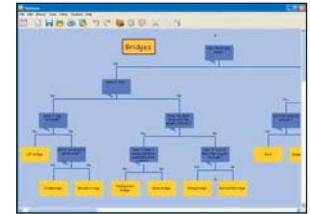
### Literacy

to classify a book according to its genre, or identify a familiar character from given traits.



### Design and Technology

to sort and classify structures or other objects by examining their properties.



...use across curriculum.

## Further Help

This guide and all other 'Getting Started Guides' are available from the 'Help' menu.

Over 70 **cross-curricular examples** for all year groups in KS1&2 are included in the Textease Studio CT 'Resource Bank'. A series of short '**Getting Started**' **video demonstrations** can also be found on our website (from within the product select 'Help' on the menu bar, then 'On the website' and 'Getting Started videos'). For further examples and ideas on how to use these software tools effectively in the classroom, including a regularly updated 'Top Tips' section, visit our website at [www.softease.com](http://www.softease.com).

For further information about how Textease can be used to support and extend pupils of all abilities visit [www.softease.com/downloads](http://www.softease.com/downloads) where you can download '**Using Textease to Promote Inclusion and Accessibility**'.

### Sharing Ideas

We would love to see examples of how your school has used our software tools to create resources of your own. If you have any examples you would like to share with us, and other schools, please email them to [customercare@softease.com](mailto:customercare@softease.com) and we will add them to our website.

### Technical Support

Softease products are designed to be easy to use, but from time to time everyone needs some help. You can access online support at

[www.softease.com/support](http://www.softease.com/support) where you will find a list of frequently asked questions, the answers to which we hope will solve your problem. If you still need help call our Technical Support team between 9am – 5pm, Monday to Friday. Outside of office hours you can email [support@softease.com](mailto:support@softease.com) and our support team will reply as soon as possible.

To contact the Technical Support team:

Tel: **01335 301200**


Email: [support@softease.com](mailto:support@softease.com)

Visit: [www.softease.com/support](http://www.softease.com/support)

### Stay Up to Date

Don't forget to sign up for our regular email updates which give details of the latest product releases, twilight seminars in your area, new Top Tips, and lots more. Visit [www.softease.com/register](http://www.softease.com/register) to submit your contact details.

### Online Updates

Your software includes a new feature to make installation of future updates quicker and easier than ever before. The software now comes with an online update button  that automatically appears on the toolbar when there is a new version available. This button can only be accessed by administrators, otherwise it will appear greyed out. The online update is downloaded via the internet, and will automatically update any previous version 6 releases installed. See the 'Installation Instructions' for further details.

## Credits

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## Minimum System Requirements

Windows 98SE, 300 MHZ, 64 MB (128 MB recommended), 300 MB HDD space (600 MB recommended), resolution of 800 x 600.

### Textease Resources

700 MB HDD space.

### Additional Requirements

Windows NT requires Service Pack 6.

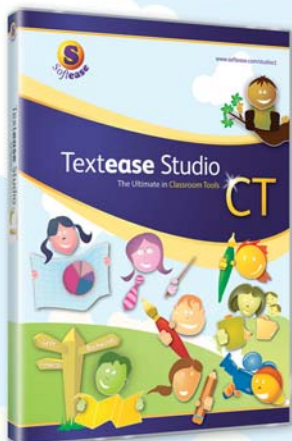
**Notes**

**Notes**

# Textease Studio

The Ultimate in Classroom Tools

# CT



## Includes:

Textease Movies **CT**

Textease Draw **CT**

Textease **CT**

Textease Database **CT**

Textease Paint **CT**

Textease Spreadsheet **CT**

**Textease Branch** **CT**

Textease Presenter **CT**

Textease Turtle **CT**

[www.softease.com/studioct](http://www.softease.com/studioct)

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