



Getting Started Guide

Textease Database

The first database with attitude - it doesn't get any easier than this!

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, call sales on **01335 343421** or email sales@softease.com.

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Introduction

Textease Database CT provides pupils with a quick and easy way to create, graphically represent and interrogate database files. Designed for pupils from KS1 upwards, it can be used across the curriculum to support and develop pupils' learning and educational achievement.

Graphical representations of the database are easy to produce and several graphs or charts can be placed on the same page, allowing pupils to compare results in a range of chart forms (bar chart, pie chart, bar line graph, block graph and pictogram). In addition, as Textease Database CT has multi-user capability, a whole class can enter data at the same time into networked computers and watch on screen as charts and graphs are dynamically updated.

Databases created in Textease Database CT can be accessed by users to input and interrogate data from any computer with access to the network. This means that if your network can be accessed remotely users can work collaboratively on the same database from anywhere in the world (as long as they have Textease Database CT installed).

Textease Database CT can still be used without networking and multi-user capability if desired, so you can make use of the extent of its functionality as and when it suits.

What is a Multi-User Database?

A multi-user database is, as the name suggests, a database that can be accessed and used by a number of users at the same time. The data is stored in a data file and you use a Textease page on which to work with and manipulate the data. This means that several users can connect to the same database and look at different parts of it or, perform different activities on it, at the same time.

By having two files the data and the way you view or use the data are separated. The data is kept in the data file and the way each pupil chooses to view or use the data is contained within the Textease file. In this way one file does not have any impact on the other. So the only thing that all users of the database share is the actual data. This configuration allows pupils complete freedom with their Textease files. They can choose which database fields to view, what text to place on the Textease page, what paper colour to have, they can add pictures, sounds and video etc. In short, they have the full flexibility of Textease and the use of the data.

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).

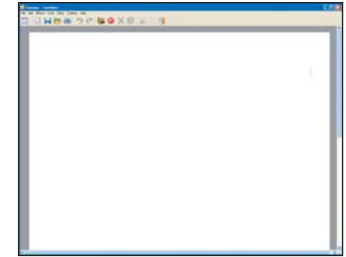



Fig.1

- Open the 'Database' toolbar by clicking on the 'Toolbar control' button , then click on the 'Database' button in the Toolbar Control window (Fig.2). The 'Database' menu will be added to the menu bar, and the 'Database' toolbar (Fig.3) will open containing the 'Connect', 'Add field', 'Field list', 'Form view', 'Datasheet view',

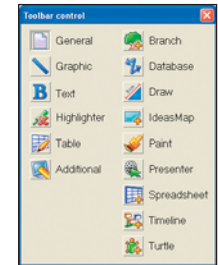


Fig.2

- 'Worksheet view', 'Query', 'Query list' and 'Chart' buttons.

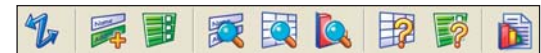


Fig.3

- 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.)

N.B: For information on how to configure which buttons will

appear on the toolbars see the Textease CT Getting Started Guide.

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.)

Quick Start

The following instructions take you through the steps needed to create a multi-user database. For the purposes of explanation we will create a database for pupils to store information about themselves.

Create the Data File


- Click on the 'Connect' button  (on the 'Database' toolbar). The 'Connect to data file' window will open (Fig.4).
- Click on 'New'. The 'Save As' window will open.
- Select a folder where you want to save your data file and name it 'Ourselves', then click 'Save'. The 'Connect' and 'Save As' windows will close and the 'Navigation' window will open (Fig.5).



Fig.4

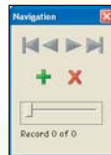


Fig.5


Later we will allow several users to connect to the database so it is important to save the file in a location that is available to other users (users must have read and write permissions).

Create Fields

For this example the data that will be collected and stored is:

- the pupils name
- favourite colour
- height
- a picture of their pet
- how they get to school.

(a) Add a field to store the pupil's name.

- Click on the 'Add field' button  (on the 'Database' toolbar). The 'New Field' window will open (Fig.6).
- Name the field "Name".
- Click on the drop-down menu arrow in the 'Type' selection box and select a field type of 'Text'.
- Click on the 'Add' button. The field is now positioned on the Textease page.

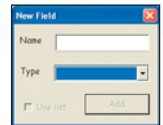


Fig.6

The 'New Field' window is now ready for the next field to be added.

(b) Add a field to store their favourite colour.

- Name the field "Colour".
- Click on the drop-down menu arrow and select a field type of 'Colour'.
- Click on the 'Add' button. The field is now positioned on the Textease page.

The 'New Field' window is ready for the next field to be added.

(c) Add a field to store their height.

- Name the field "Height (cm)".

- Click on the drop-down menu arrow and select a field type of 'Number'.
- Click on the 'Add' button. The field is now positioned on the Textease page.
The 'New Field' window is ready for the next field to be added.

(d) Add a field to store a picture of their pet.

- Name the field "My Pet".
- Click on the drop-down menu arrow and select a field type of 'Picture'.
- Click on the 'Add' button. The field is now positioned on the Textease page.
The 'New Field' window is ready for the next field to be added.

(e) Add a field to store how they get to school.

- Name the field "How I get to school".
- Click on the drop-down menu arrow and select a field type of 'Text'.
- Click the 'Use list' tick box. The 'Add Field' window will expand to allow you to construct your list (Fig.7).
- Type 'walk' in the text box and press the 'Add' button. 'Walk' will appear in the list box.
- Type 'cycle' in the text box and press the 'Add' button. 'Cycle' will appear in the list box.
- Type 'car' in the text box and press the 'Add' button. 'Car' will appear in the list box.
- Type 'bus' in the text box and press the 'Add' button. 'Bus' will appear in the list box.




Fig.7

- Type 'other' in the text box and press the 'Add' button. 'Other' will appear in the list box.
- Click on the 'Display' button. The field is now positioned on the Textease page.
Close the 'New Field' window.

Create a Record

The following instructions will take you through the steps to add data to your database, or technically speaking to create a record.

- Click on the 'Add' button  on the 'Navigation' window (Fig.5 on page 8). (If you have closed the 'Navigation' window it can be opened by going to the 'Database' menu and selecting 'Show navigation window'.)

(a) Input data into 'Name' (text field).

- Click the mouse pointer in the 'Name' field to position the caret.
- Type in a name.

(b) Input data into 'Colour' (colour field).

- Click the mouse pointer within the 'Colour' field. The colour chooser window opens. (Fig.8)
- Select a colour.
- Close the colour chooser window.



Fig.8

(c) Input data into 'Height (cm)' (number field).

- Click the mouse pointer within the 'Height' field to position the caret.
- Type in a height (in cm), for example '131'. (Do not type any units.)

(d) Input data into 'My Pet' (picture field).


- Click on the 'Resource Bank' button  to open the 'Resource Bank' (Fig.9).



Fig.9

- Browse or search for a suitable picture of a pet (see page 34).
- Drag the picture from the 'Resource Bank' and drop it into the field.
- Close the 'Resource Bank'.

(e) Input data into 'How I get to school' (text list field).

- Click the mouse pointer within the 'How I get to school' field. A list of possibilities is displayed (Fig.10).
- Select one of the words from the list.

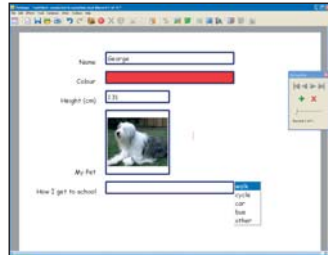


Fig.10

Data from picture, colour and list fields is automatically submitted and saved to the data file. To submit data from number or text fields simply click anywhere on the Textease page.

Repeat the above process until you have entered all the records you require.

View Records


- Move between records by clicking on the blue arrows in the 'Navigation' window (Fig.11). (If it is not already open click on 'Database' on the menu bar then 'Show navigation window'.)
- Use the arrows with a line next to them (Fig.11) to view the first and last record in the database respectively.
- Use the scroll bar at the bottom of the 'Navigation' window (Fig.11) to move quickly between records.



Fig.11

Edit Records

Changes to completed records can be made in 'Form view' or 'Datasheet view'.

- To edit data in a field without a drop-down list: click to place the caret in the field box, delete the unwanted text then enter the new text.
- To edit data in a field with a drop-down list: click in the field box and click on the data from the drop-down list you want to replace the original selection with.
- To replace a picture: select a new picture from the 'Resource Bank' (as explained in the 'Create a Record' section) then drag and drop it on top of the original picture.
- To delete a record: navigate to it and then click on the 'Delete' button  on the 'Navigation' window.

Customise your Textease page

- Remember this is a fully functioning Textease page so you are free to add text, video, sounds etc. You can also move and size

the database fields. Whatever you do on the Textease page, outside of the database fields, does not have any effect on the data. See the curriculum examples in the 'Resource Bank'.

Details on how to add these and other page effects are included in the Textease CT Getting Started Guide.


Saving your Files

The data file (.mud file) is saved automatically. However you can choose whether or not to save your Textease page (.te file). If you have not chosen to do this when you close the Textease page you will be prompted to do so.

- If you wish to save the Textease page (perhaps because you have customised it) you can do so in the usual way. When you reopen the Textease page the connection to the data file will be automatically established.
- If you do not wish to save the Textease page you can still connect to the data file another time (see below).

Connect a Textease page to a data file

The following steps will guide you through connecting to the 'Ourselves' data file.

- Start Textease Studio CT and turn on the Database toolbar (see page 7).
- Click on the 'Connect' button . The 'Connect to data file' window will open (Fig.4 on page 8).
- Find your data file by clicking on 'browse' and navigating to where you saved the data file or use the drop down list that contains the last ten data files that you connected to.
- Open your data file. The 'Connect' window will close and the

'Navigation' window will open (Fig.12). The connection process is now complete.

Display some or all of the fields.


- Press the 'Field List' button  on the Database toolbar. The 'Field List' window will open and list all the fields in the database (Fig.13).
- To display the fields either press 'Display all' or click the tick box next to a field name. The selected fields will be displayed on the Textease page. Alternatively, if you save the Textease file you can re-open it to re-connect to the database.



Fig.12

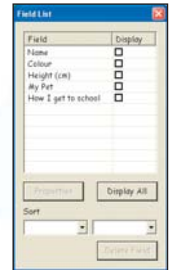


Fig.13

Multi-User Access

If you wish to use a database in a whole-class activity, you can do so by connecting several computers to the same data file.

- First, ensure that the data file is in a location that is accessible to all the users (users must have read and write permissions). Remember if you move the data file your existing Textease files will not be able to find the data file. If this is the case you could make a copy of the data file and move that.
- Now follow the process for connecting a Textease page to a data file (see page 14) on each computer that you wish to connect.

If you add or delete a record or change any data, all users will see the changes made. To best view the changes being made switch one computer to datasheet view by pressing the datasheet button




. Alternatively the whole class could watch the data updating in real-time on a whiteboard. (Ensure that the datasheet is not selected by clicking the mouse in an empty section of the Textease page. If the datasheet is selected or has the caret in it, it will not update.)

Graphically Represent Data (Worksheet View)

Pupils can chart data for just one field or several fields on the same page, choosing from a range of graph types each time. Charts can be created from a completed data file or before any data has been added. As data is added to the database the charts will be automatically updated.

This automatic update function is particularly exciting to watch when the data file is being accessed by a whole class, or group of pupils, on networked computers. For example, display the empty chart(s) on a screen that the whole class can see. Leave this screen on 'Worksheet view' and ask the pupils to work in 'Form view'. Get the whole class to enter data for a specific field, e.g. their favourite colour. Watch how the chart on the main screen changes as the "votes" come in! (NB. Ensure the chart is not selected as this will stop the automatic updates.)

Create a Chart

- Click on the 'Worksheet view' button  (on the 'Database' toolbar) to change the screen view. A blank Textease page and

the 'Chart' window will open (Fig.14).

- Click on the page to position the caret where you want the top left hand corner of the chart to go.



Fig.14

- Click on the drop-down menu arrow to display the list of fields then click on the name of the field you want to chart.
- Select a chart type (bar chart, pie chart, bar line graph, block graph or pictogram) by clicking on the appropriate button (Fig.15).



Fig.15

(NB. A pictogram can only be used when the selected field contains a list of pictures. Unless this is the case the button will be greyed out.)

- Click 'OK'. The chart will be placed on the page (Fig.16) and the 'Chart' window will close automatically.
- Repeat the above steps to create charts for other fields.

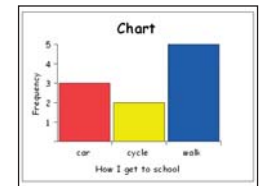



Fig.16

Experiment with Chart Types

Pupils can experiment with different chart types to see which best represents their data.

- Select the chart to change with a click. A selection box will appear around the chart outline.
- Click on the 'Chart' button  to open the 'Chart' window (Fig.14).
- Select a different chart type by clicking on it. The chart on the

page will automatically change to match the one selected in the 'Chart' window (Fig.17).

- Close the chart window once you have selected the chart that best represents the data.

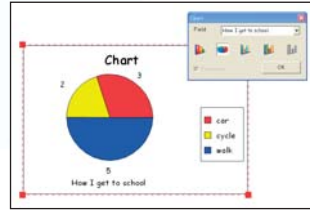


Fig.17


Edit the Chart

Charts created in Textease Database CT can be easily edited, allowing you to make changes to its position, size, colour and text. (NB. Selecting the chart stops the automatic updates so that changes can be made to the chart.)

- Resize or Reposition the Chart
 - Select the chart with a single click. A selection box will appear around the chart outline.
 - To reposition it elsewhere on the page move the mouse pointer over the chart so that it changes to a hand. Click on the chart and drag it (keeping the left mouse button held down) to a new position on the page.
 - To resize the chart, move the mouse pointer over one of the corners until it changes to the sizing arrow. Click and drag (keeping the left mouse button held down) the sizing arrow inwards or outwards until the chart reaches the desired dimensions.
- Edit Chart Text

The text in chart titles, axis headings and keys can be edited in the same way as text within other Textease software. Words can be

replaced and the font style, colour and size adjusted.

- Click once with the mouse pointer to place the caret within the existing text. Delete unwanted words then type in your new text.
- To change the font style, colour and size select the text with a double click then click on the 'Effects' button  (on the 'General' toolbar) to open the 'Text effects' window (Fig.18). To change the font colour click on 'Colour' within the 'Text effects' window. (See the 'Textease CT Getting Started Guide' for further information on text effects.)
- Close the 'Effects' window when you have finished adding text effects.

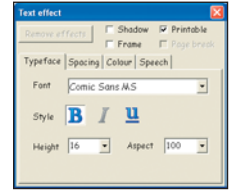



Fig.18

- Change the Chart Background Colour and Outline
 - Select the chart with a single click. A selection box will appear around the chart outline.
 - Click on the 'Effects' button  to open the 'Graphics effects' window (Fig.19).
 - In 'Fill colour' choose a new background colour for the selected chart (Fig.20).
 - To change the colour of the outline click on 'Line colour' and select a new colour.

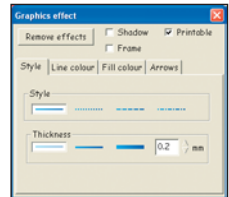


Fig.19

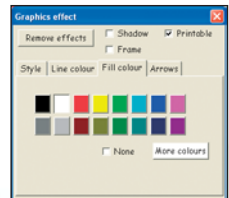


Fig.20

Using Queries


Textease Database CT allows pupils to interrogate the database using queries. A query allows pupils to view data that matches certain conditions (for example, pupils born in September). While a query is active only records that match those conditions will be displayed - this will be the case in all screen views.

Pupils can search for data that matches several conditions by combining conditions in a single query or by running two queries simultaneously. For example, they could search for pupils that were born in September and have brown hair.

Queries run from networked computers will only be displayed on the computer the query was initiated on. This provides an opportunity for differentiated learning as each pupil can run different queries using the same data file.

Create a New Query

(Based on the 'Pupil Fact File' example in the 'Resource Bank'.)

- In the 'Datasheet view' or 'Form view', click on the 'Query' button  (on the 'Database' toolbar) to open the 'New query' window (Fig.21).
- Select a field to run the query on from the 'Field' drop-down menu (Fig.22 on page 21). For example "hair colour".

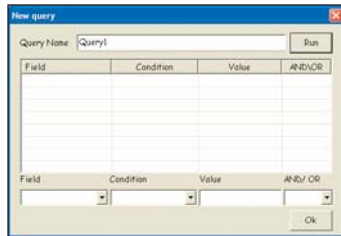


Fig.21

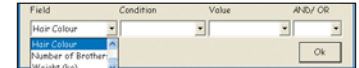


Fig.22

- Select a condition for the query from the 'Condition' drop-down menu. For example "equals" or "contains" ('<>') to include records which have two or more words in a field, e.g. "brown and black".
- Either select a value for the query from the 'Value' drop-down menu (for numerical fields or fields with a list of possible data entries), or enter a value for your query directly into the 'Value' box (Fig.23).

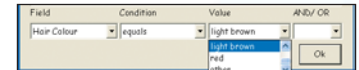


Fig.23

- Click 'OK'.
- To add another condition to the query select 'And' from the 'AND/OR' drop-down menu when creating your first query then repeat the above steps for the next query. For example, to select pupils who have light brown hair (first condition) and were born in September (second condition) (Fig.24). Click 'OK' to add this condition to the query.

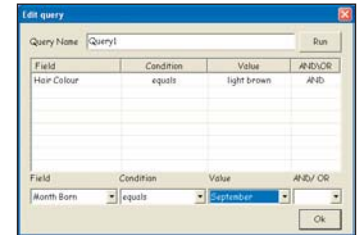


Fig.24

- To expand the condition to include an either/or possibility click on 'Or' from the 'AND/OR' drop-down menu when creating your first query then repeat the above steps for the next query. For example, pupils who have light brown hair (first condition)

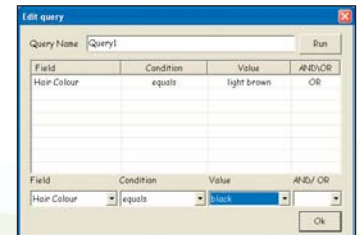



Fig.25

or black hair (second condition) (Fig.25 on page 21). Click 'OK' to add this condition to the query.

- Click in the box next to 'Query Name', delete any existing text and enter a name for your query. Unnamed queries will be displayed as 'Query 1', 'Query 2' etc.
- When the query is complete, click on 'Run' (Fig.25 on page 21). Only records which match the conditions of the query will be displayed.
- Close the 'New query' window.

Edit Existing Queries

Once a query has been created it can be edited, for example to add another condition to the query.

- Click on the 'Query list' button  (on the 'Database' toolbar) to open the 'Query list' window (Fig.26).
- Select the query to edit by clicking on its name, then click 'Edit'. The 'Edit query' window will open (Fig.27).

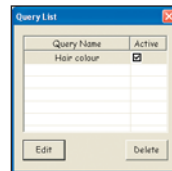


Fig.26

- To add another condition to the query click on the drop-down menus, as before, then click 'OK'.
- To make changes to the original query click on the part of the query you wish to edit. The query line will be highlighted in blue and the query details replicated in the boxes below (Fig.28 on page 23).

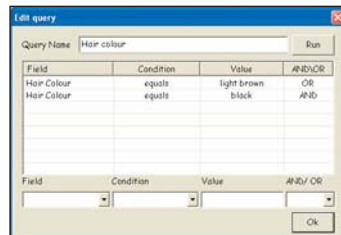



Fig.27

the query details replicated in the boxes below (Fig.28 on page 23). Edit the query, clicking 'OK' once all your changes have been made. The query will be automatically updated once

you press the 'Run' button.

- Close the 'Edit query' window.

Activate or Deactivate Existing Queries

- Click on the 'Query list' button  to open the 'Query list' window. Active queries will be ticked (Fig.29).
- Deactivate a query by clicking on the tick box to remove the tick.
- Activate a query by clicking in the box next to it so that it is ticked.

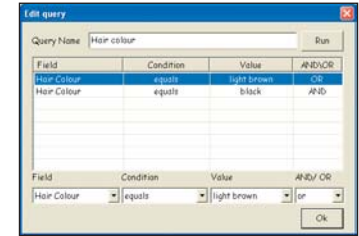


Fig.28

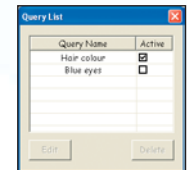


Fig.29

Special Database Features

The Three Views

The three views allow you to look at the data in different ways.

Form view shows one record at a time and is ideal for individual work. By only showing one record at a time it gives a clear and uncluttered page in which to design your database or add / edit / delete data.

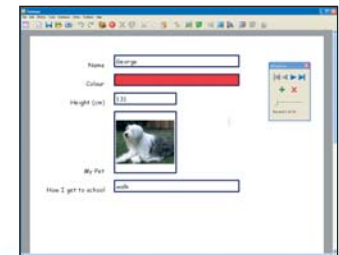


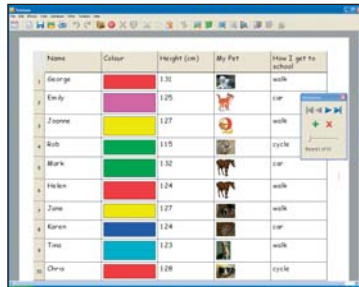


Fig.30

- Click on the 'Form view' button  (on the 'Database' toolbar). One record will now be displayed on the page (Fig.30).

Datasheet view shows many records at the same time. This view is ideal for showing on a whiteboard in a whole class situation. The datasheet will update as information is added or deleted and/or when queries are run or deactivated.

- Click on the 'Datasheet view' button  (on the 'Database' toolbar). All the records will now be displayed on one page (Fig.31).














Name	Colour	Height (cm)	My Pet	How I get to school
George	Red	1.35		walk
Emily	Yellow	1.25		car
Josanne	Pink	1.27		walk
Rob	Green	1.15		bicycle
Mark	Green	1.32		car
Helen	Red	1.24		walk
June	Yellow	1.27		walk
Karen	Blue	1.24		car
Tom	Blue	1.23		walk
Chris	Red	1.28		bicycle

Fig.31

Worksheet view is for making charts of the data. This view can be used for individual work or in a whole class situation. Pupils can use the worksheet to produce charts as part of an individual or group project, or, in a whole class situation, the worksheet view can be displayed on a whiteboard and the charts will update as data is added or deleted and/or when queries are run or deactivated.

- Click on the 'Worksheet view' button  (on the 'Database' toolbar). The page will be blank until you have added a chart (see page 16).

Field Types

- Text: any type of data can be entered into this field type, except images.
- Number: only numbers, including those with minus signs or decimal points can be entered into this field type. (Commas and spaces between digits cannot be used.)
- Picture: allows images to be entered.

- Colour: automatically opens a colour selection window during data entry for pupils to select a colour from.
- Date (DD/MM/YYYY): the date can be entered with the month in text format (including abbreviated forms) however data entered in this field will always be displayed in the default date format DD/MM/YYYY. (If a date is entered without a year the current year will be added).
- Currency (0.00): numbers entered in this field type will automatically have a decimal point followed by two zeros added to the amount, unless already entered.

List Fields

- To limit the possible data entries for a field you can provide a list of options. For example, in the 'Ourselves' database were restricted options in the 'How I get to school' field. You could also restrict the options in a picture field by using a list.

• Create a List for Text, Number, Date and Currency Fields

- Click in the 'Use list' box in the 'New field' window. It will extend. In the box above the word 'Add' type in the first option, e.g. walk
- Click on 'Add'. The data will now appear in the list box (Fig.32).
- To add a value that clears the field, click the 'Clear List Option' box and enter a value such as 'None' or 'Clear'. When the user selects this value the contents of the field are deleted.
- Continue adding the data options then click on 'Display' to finish. The field will now be displayed



Fig.32

on the page and the 'New field' window will be ready for the next field to be added.

• Create a List for a Picture Field

- Having entered the 'Name' of the new field and selected the 'Type' as 'Picture', click in the 'Use list' box. The 'New field' window will extend (Fig.33).



Fig.33

- Click on the word 'Picture' at the bottom of the window (Fig.33). The 'Resource Bank' will open.

- Navigate within the 'Resource Bank' (see page 34) to locate the image(s) to include (Fig.34).

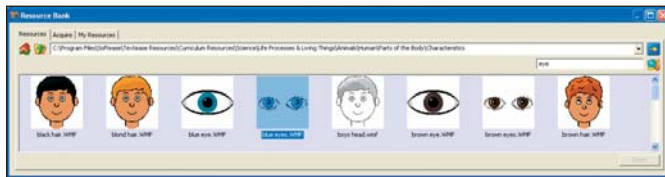


Fig.34

- Click on an image to add it to the list. A thumbnail image will then be displayed within the 'Add field' window (Fig.35).

- Continue adding images, as above, then close the 'Resource Bank' window.

- Click on 'Display' (Fig.35) to add the field to the database. The field will now be displayed on the page and the 'New field' window will be ready for the next field to be added.

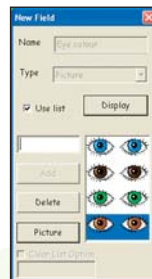



Fig.35

Edit Fields

Within the 'Field properties' window you can make changes to a field's properties. The field name can be changed and data can be added to or deleted from the drop-down data lists. You can only edit field properties when you are the only person connected to the database.

- Click on the 'Field list' button  (on the 'Database' toolbar) to open the 'Field list' window (Fig.36).
- Click on the name of the field you wish to edit;

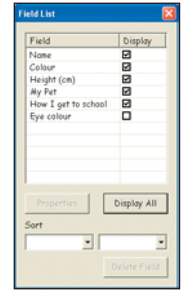


Fig.36

- Change the field name: (NB. Changing the name of a field will invalidate any queries that use this field.)

- Click on 'Properties'. The 'Field properties' window will open (Fig.37).

- Delete the original name, and then type in the new name for the field in the 'Name' box.

- Click 'Update'. The field name will be updated on all records.

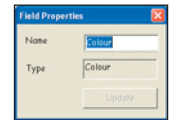


Fig.37

- Edit the drop-down list:

- Click on 'Properties'. The 'Field properties' window will open (Fig.38)

- Add another entry to the list in the same way you added entries when creating the drop down lists. (See the previous section 'Create Fields').

The drop-down field list will be updated automatically on all records.

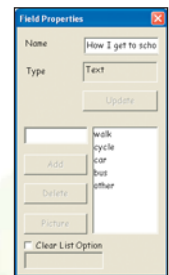


Fig.38

- Delete an entry from the list by selecting it, then clicking on 'Delete' (Fig.38 on page 27). It will automatically be deleted from the drop-down field list on all records.

Teacher Options

The 'Teacher Options' window allows you to control the way in which data is used. For example if you are concentrating on querying data you might not wish the class to be able to add, edit or delete data, so that the results of the queries they perform are as you expect.

- Create a new data file (follow the steps on page 8) or open an existing one.
- Press CTRL+Shift+T. The 'Teacher Options' window will open.
- You can now control the file in several ways:
 - Decide whether users accessing the file can add, edit, or delete records.
 - Choose whether a user can create or update fields (This only applies if a single user is connected to the file).
 - Limit the access to the data file to one user at a time.
 - Compact a large data file to save space on a computer or mapped drive.

Converting existing database files to multi-user database files

If you want to use a database created in Softease Database, Textease Studio, or Textease Studio Plus (Version 5) in Textease Database CT you can now do so.

- Start Textease Studio CT (see page 7).
- Click on 'File' on the menu bar, then 'Open'.

- Navigate to where the database you wish to convert is saved.
- Select it and click on 'Open'. The database will open in its existing format.
- Now open the Database toolbar.
- Click on 'Database' on the menu bar, then 'Convert database to multi-user'. A window will open (Fig.39).
- Click on 'Browse' to choose a location to save the data file to ('.mud' file).
- Enter a name for your data file and click on 'Save'.
- To complete the process, click on 'Convert' (Fig.39). The file will automatically be converted and displayed on the Textease page.

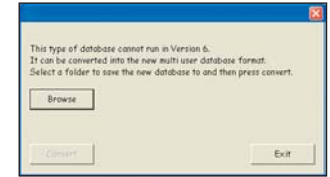


Fig.39

Frequently Asked Questions

Can one pupil change the data entered by another?

As the data is shared, it can be changed and even deleted by anyone. See the section on Teacher Options for more information on how to prevent the deletion of records.

How does Textease store the data?

When you start Textease and create a database a file is created to hold the data. This file has the file extension of '.mud'. So, if you created a database called 'MyData' the file would be called 'MyData.mud'. This file is completely separate from the Textease file. So, you could save the Textease file and name it 'MyTexteaseFile'. This file has the file extension of '.te' so the file is called 'MyTexteaseFile.te'. However, you do not need to save the Textease file unless you wish to save the layout of the fields or any text or pictures you have added to the page. When exiting Textease you can discard the file. Although this file is now gone, your actual data has been saved automatically and remains in the 'MyData.mud' file.

Can I move the data file?


Yes but remember that any Textease files that were connected to the data file will no longer be able to find the data file. If this happens the Textease file will show a dialog that will enable you to relocate the data file, as long as you save the Textease file again the new location of the data file will be remembered.

If no Textease files have been connected to the data file then you will not experience any problems.

Can I move the data file and the Textease file?

Yes as long as you maintain the relative positioning of the files then the Textease file will be able to find the data file. For example, if I create a folder and put my data file in that folder, then create a Textease file and connect it to that data file, then save it to the same folder, I am free to move the folder to any location, e.g. a new computer for instance. As I have maintained the relative positioning between the two files, the connection to the data file can be re-established. However, if I move one of the files from the folder to another location then the relative positioning has been lost and the Textease file will not be able to find the data file.

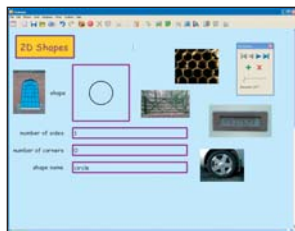
Curriculum Examples

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

Use Textease Database CT in...

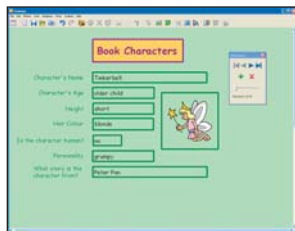
Numeracy

to investigate shapes and compare similarities and differences between their properties.



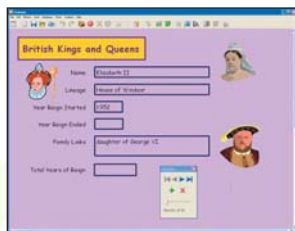
Literacy

to compare and contrast books and book characters.



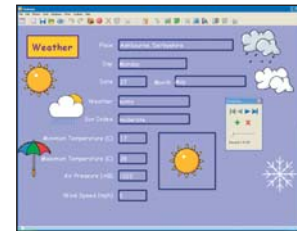
History

to compile a database of historical figures and/or events.



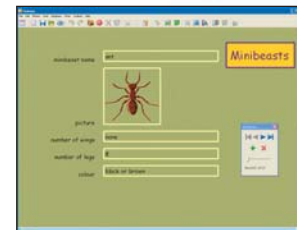
Geography

to record and compare weather patterns in one or more localities.




Science

to compile a database of different animals, then use this data to investigate similarities and differences between them.



...use across the curriculum.

Resource Bank

There is a wide range of resources that can be accessed through the 'Resource Bank' . It is divided up into four sections (Fig.40):

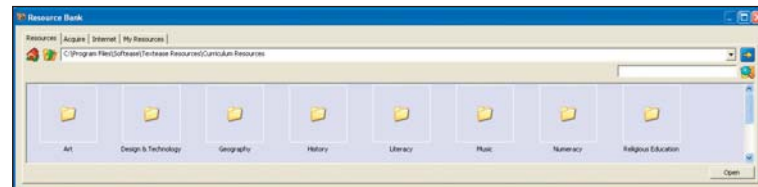




Fig.40

- **Resources** - which includes:
 - **Curriculum Resources:** Clip art, digital photos, videos, sounds and word banks categorised by curriculum subjects.
 - **Curriculum Examples & Templates:** A wide variety of examples and templates providing ideas on how 'Textease Studio CT' can be used effectively across the curriculum by pupils of all ages and abilities.
- **Acquire** - Enables the user to import images directly from digital imaging devices e.g. digital camera or microscope.
- **Internet** - Provides a quick link to the Internet in the same way as clicking on 'Internet Explorer'.
- **My Resources** - Access your own resources, such as those saved within 'My Documents' or on your network.

By default the 'Resource Bank' is displayed at the bottom of the screen. However, if you would like to change its size or position you can do so. Click on any edge and drag the sizing arrows outwards or inwards to resize. Reposition the 'Resource Bank' by clicking on the title bar and dragging it to the desired position. The 'Resource Bank' will remember its new size and position each time it is opened.


Locate a Resource


• Keyword Search:

- Click in the 'Search' box (next to the 'Search' button ) and type in the name of the item you are looking for, for example 'horse'.
- 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 'string' of letters. For example, if you search for 'cat' 'cathedral' will be included within the list of items.

• Navigate Directly to a Resource:

- You can also navigate to the resources you require by typing into the address line and then clicking on the 'go' button .
- Alternatively you can choose a folder from those listed in the drop down menu.

The 'Resource Bank' will automatically open where it last browsed to, but you can return to the start position at any time by clicking on the 'Home' button .

'Resource Bank' Options

To make the 'Resource Bank' easier to use, several options can now be selected to match different pupils' or lesson requirements.

• Reduce the Number of Sections Displayed

Simplify the 'Resource Bank' by reducing the number of sections available to pupils. For example, if you do not wish pupils to access items directly from the Internet that section could be hidden.

- Click on 'Tools' (on the menu bar) and then on 'Options'.
- Select 'Resource bank'. (Fig.41)
- Enable or disable the 'Resource Bank' tabs from being displayed by clicking next to the corresponding titles.



Fig.41

- **Set a 'Home' Location of Your Choice for the 'My Resources' Section**

By setting a folder or mapped drive as the 'Home' location for the 'My Resources' section pupils will be able to navigate to their own class, or individual folder much quicker.

- Click on 'Tools' (on the menu bar) and then on 'Options'.
- Select 'Resource bank' (Fig.41 on page 35).
- Within the 'Directories' section click on the 'Browse' button next to the 'My Resources' location box.
- Navigate to the desired location then click 'OK'.

NB. Changes made to the 'Resource Bank' options will be remembered and applied each time the 'Resource Bank' is opened. However, these options can be readjusted at any time by simply repeating the above steps.

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.

For further information about how Textease can be used to support and extend pupils of all abilities visit

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 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 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 and our support team will reply as soon as possible.

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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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Educational Consultants: Doug Dickinson, Fiona Panni

Project Manager: Heather Purdom

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

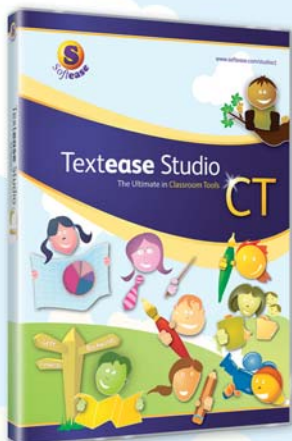
700 MB HDD space.

v2

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