



Getting Started Guide

Textease Draw

Revolutionary vector drawing tool that will turn your world around

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 Draw CT is a powerful yet easy to use vector drawing and graphical modelling tool specifically designed to meet the demands of the primary curriculum.

Objects can be created using straight lines, curved lines, geometric shapes and curved shapes, then combined to create a graphical model. All objects can be easily repositioned, rotated and resized enabling pupils to explore alternative models and identify patterns and relationships.

Textease Draw CT includes a range of clipart specifically designed to match pupils' needs when using an object based graphics package. For example, to assist pupils graphically model a familiar environment, such as a classroom, clipart has been created using a 'bird's eye view' of objects. In addition there is a selection of isometric clipart which allows pupils to model a classroom or garden in 3D.

Drawings can be created on a blank page, a square grid (2D) or on an isometric grid (3D). Grid lines can be set to any measurement enabling pupils to draw to scale. Easy to use measuring tools, including a ruler, protractor, calliper and angle measurer, allow pupils to accurately represent lengths and angles of objects on a page.

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).

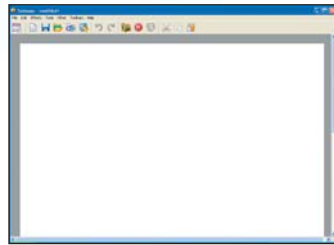



Fig.1

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

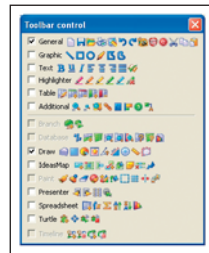


Fig.2

The 'Draw' menu will be added to the menu bar, and the 'Draw' toolbar will open containing the 'Layers', 'Grid background', 'Special fills', 'Object properties', 'Calliper', 'Ruler', 'Angle measure' and 'Protractor' buttons (Fig.3).




Fig.3

- In addition to the 'Draw' toolbar you may wish to open the 'Graphics' toolbar (Fig.4). Click on the 'Toolbar control' button, and then click in the appropriate box.
- Close the 'Toolbar Control' window.



Fig.4

- 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.)
- To change the page background to a grid:
 - Click on the 'Grid backgrounds' button  (on the 'Draw' toolbar) to open the 'Grid background' window (Fig.5)
 - Click in the box next to 'Display Grid' so that it is ticked.
 - If you wish objects to snap to the grid lines as they are placed on the page, put a tick in the 'Snap to grid' box.
 - Close the 'Grid backgrounds' window.

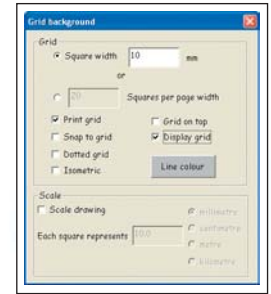



Fig.5

Remember that you are working in Textease so all of 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.)

Designing a Classroom

(See the 'Classroom' examples in the 'Resource Bank'.)

Draw the Floor Outline

- Click on the 'Rectangle' button  (on the 'Graphics' toolbar). The mouse pointer will change to crosshairs when over the page.
- Click on the page then, holding down the left mouse button, drag the crosshairs across the page to create your rectangular

floor (Fig.6).

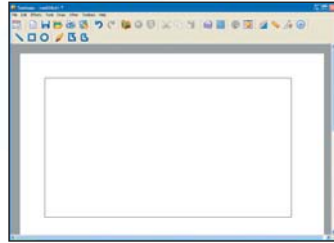




Fig.6

Layer Objects

Draw allows you to put objects on different layers so that they can be viewed separately.

- Click on the 'Layers' button  (on the 'Draw' toolbar) to open the 'Layers' window.
- Then click on the 'Layer properties' button  and rename the layer "floor" (Fig.7).
- Close the two windows.

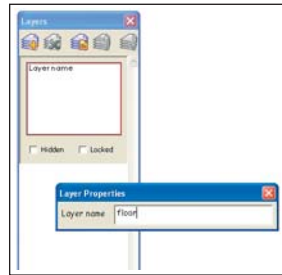



Fig.7

Change the Floor Colour

- Select the rectangle (your floor outline) by clicking on it.
- Click on the 'Special fills' button  (on the 'Draw' toolbar).
- Then select 'Texture fill' (Fig.8). The 'Textures' window will automatically open.
- Choose a texture by clicking on it then select 'Tile' to tile the fill.
- Close the 'Special fills' window.

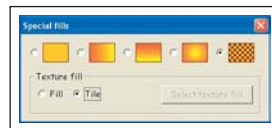


Fig.8

Put a Mat on the Floor

- Create and fill a small rectangle, as explained above, to represent a mat.
- To resize the mat, first select it, then hover the cursor over any corner of the object selection box until the pointer changes to a

sizing arrow. Click on the sizing arrow and drag it outwards or inwards until your object is the required size.

- To reposition the mat first select it, then hover the mouse pointer over the rectangle so that the cursor changes to a hand. Click and drag the mat to its new position (Fig.9).

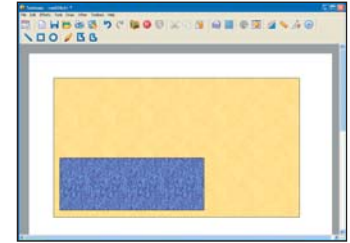




Fig.9

Add New Layers

Draw allows you to place objects at different levels.

- Click on the 'Layers' button  to open the 'Layers' window.
- Lock the "floor" layer in place by putting a tick in the box next to the word 'Locked' (Fig.10).
- Click on the 'Add new layer' button .
- Click on this new layer, within the 'Layers' window, to select it (Fig.11), then click on the 'Layer properties' button and rename the layer "furniture".
- Close the two windows.

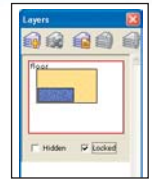



Fig.10

Put in the Tables

- Click on the 'Resource Bank' button  (on the 'General' toolbar) to access the 'Draw' clipart folder, then select 'School' and 'Classroom'.
- Click on the trapezium shaped table and drag and drop it onto the page (Fig.12 on page 10).

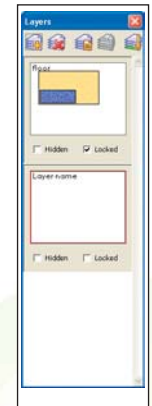


Fig.11

- Select the table then, without releasing the left mouse button, hold down the Ctrl key and drag the hand across the page to create a second table.
- While the table is selected, rotate it 180° (using the green rotation handle), then join it to the first to make a hexagon (Fig.13).

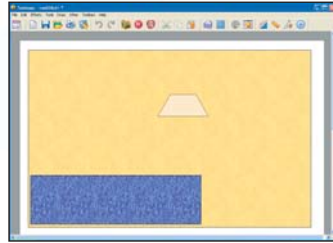


Fig.12

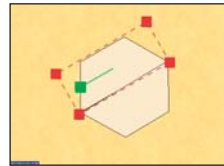


Fig.13

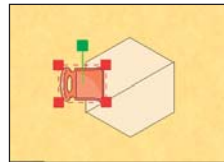


Fig.14

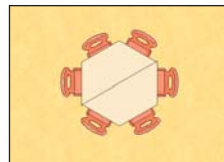


Fig.15


Put in the Chairs

- Select a chair from the 'Classroom' folder in the 'Resource Bank' and drag and drop it onto the page.
- Resize it to fit the table then rotate and drag into place (Fig.14).
- To place the chair under the table, select the chair then press 'Ctrl L' (on your keyboard) to lower it.
- To put in more chairs, select the chair already placed at the table then hold down the 'Ctrl' key and drag off five copies.
- Reposition these so that they are around the table (Fig.15).

Add More Table and Chair Groups

- Select all the tables and chairs already on the page. (Click on the page then, holding the left mouse button down, drag the mouse

pointer over them.)

- Then click on the 'Group objects' button  (on the 'Additional' toolbar).
- Hold down the 'Ctrl' key and drag off four additional sets (Fig.16).

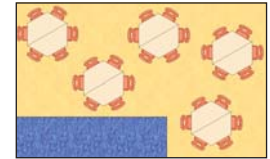



Fig.16

Create a Scale Drawing of a Classroom

By working to scale pupils can produce a realistic model of their own classroom. (See the 'Drawing a Classroom to Scale' example in the 'Resource Bank'.)

Working to Scale

The default scale in Textease Draw CT is set to one square width being equal to ten millimetres. The unit of measurement can be changed to centimetres, metres or kilometres. The number of units each square represents can also be adjusted.

- Click on the 'Grid background' button  to open the 'Grid background' window (Fig.17).
- Change the 'Square width' to 20 mm.
- Put a tick in 'Scale drawing' box.
- Change the amount 'Each square represents' to 1 metre. The scale will now be 1 square = 1 metre.

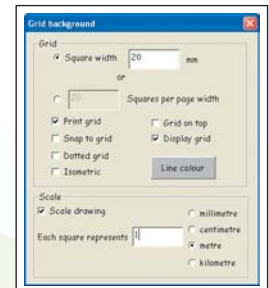





Fig.17

Design a Classroom

- Follow the instructions in the previous section to create a floor area and a group of tables and chairs.
- Click on the 'Layers' button  and unlock the "floor" layer.
- Close the 'Layers' window.
- Using the grid as a guideline, adjust the floor size of the classroom so that it is to scale. For example 9 squares by 7 squares for a floor 9 metres by 7 metres.

Check the Floor Measurements

- Select the 'Calliper'  (from the 'Draw' toolbar).
- Position the crosshairs onto the page where you wish to start measuring the line from.
- Click on the page and drag out the calliper line. Click again to finish the line. (Fig.18).
- Click on the 'Layers' button , lock the floor area then close the layers window.

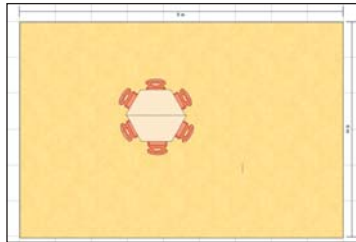



Fig.18

Adjust the Size of the Table to Match the Scale

- Click on the 'Ruler' button  (on the 'Draw' toolbar).
- Click on a blank part of the page and holding down the left hand mouse button drag out the ruler, releasing the mouse button to end (Fig.19). (The ruler will already be graduated to scale.)
- Move the ruler over the centre of the table (Fig.20).

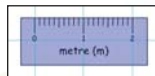


Fig.19

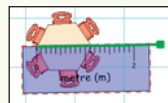


Fig.20

- Resize the table so that it is to scale. (For example, 1.1 metres).
- Delete the ruler from the page.
- Select and copy the scaled table/chair group as many times as necessary (Fig.21).

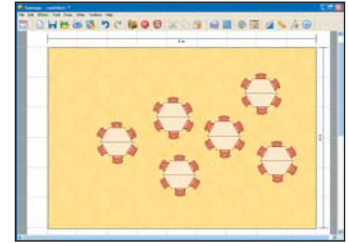


Fig.21

Additional Classroom Furniture

Additional classroom furniture can be selected from the 'Resource Bank' and scaled to size using either the ruler or calliper tool. (See the example 'Drawing a Classroom to Scale' in the 'Resource Bank'.)

For more precise measurements the number of decimal places shown can be changed from the zero default.

- Click on 'Draw' (on the menu bar) followed by 'Draw options' to open the Draw options window (Fig.22).
- Change the number of 'Decimal places for lengths' from 0 to 1.

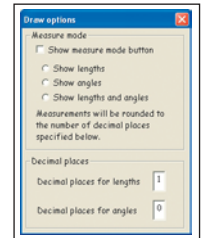


Fig.22

Textease Draw CT Special Features

Draw Resource Bank

Resources designed specifically for use within Textease Draw CT can be found in the 'Resource Bank'. (Click on the 'Resource Bank' button to access the 'Draw' folder.) The clipart images cover many curriculum contexts. Also there are two selections of isometric clip


art contained in the 'Garden' and the 'School' > 'Classroom' sections (Fig.23).







Fig.23

Layers

The layers feature within Textease Draw CT allows objects to be set, locked and hidden as if they were on separate pages. (This has the same effect as laying a number of OHPs one on top of the other.)

Within the 'Layers' window you can add, delete, name, reorder, hide and lock layers. Open this window by clicking on the 'Layers' button .

- To add a layer click on the 'Add' button .
- To delete a layer, select the layer then click on the 'Delete' button .
- To name a layer, select the layer then click on the 'Layer properties' button  and fill in the box.
- To reorder a layer, select the layer then click on either the up or the down arrow .
- To lock a layer (so that it cannot be added to) click in the box next to the word 'Locked' so that it is ticked (Fig.24).
- To hide a layer (so that the whole drawing can be revealed stage by stage) click in the box next to 'Hidden' so that it is ticked (Fig.25).

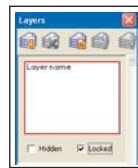


Fig.24

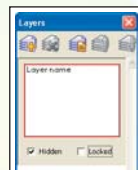



Fig.25

(For an example of how layering can be used see the example 'Making a Sandwich' in the 'Resource Bank'.)

Grids

Within the 'Grid background' window you can customise the grid showing on the page and access 'Scale drawing' mode.

Clicking on the 'Grid background' button  opens the 'Grid background' window (Fig.26).

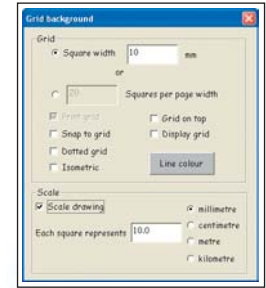


Fig.26


Within this window you can:

- change the size of the background grid by specifying the width of each square within it, or the number of squares per page width
- switch the grid off completely
- change the colour of the grid, and whether it is dotted or isometric
- choose to show the grid on top of any objects placed on the page
- choose to include the grid when printing the page

The 'Scale drawing' setting reflects the scale used for the 'Ruler', 'Calliper' and 'Measure mode' features, allowing you to accurately draw diagrams and maps to specific scales.

Special Fills

When a graphic on a page is selected the 'Special fills' feature allows it to be filled in a variety of ways. Clicking on the 'Special

fills' button  opens the 'Special fills' window (Fig.27).

Within this window you can:

- choose the colour of the fill or specify 'no colour'
- make the chosen colour transparent using the slider
- apply three different types of graded fills and adjust the transparency
- apply a textured fill and tile it for a more detailed effect

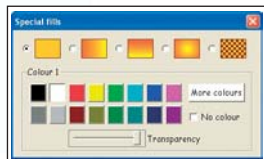




Fig.27

Textease Draw CT Special Tools

Angle Measuring Tool

The 'Angle measuring' tool allows you to draw out acute or obtuse angles and gives the size of the angles. The angle being measured is marked with an arc or in the case of right angles a square. (You can use this, the protractor, or the measure mode feature to measure any angle.)

This tool can also be used to measure an angle in a shape already drawn on the screen.

- Use the 'Polygon' tool  to draw a shape (for example, a pentagon).
- Click on the 'Angle measuring tool' button  (on the 'Draw' toolbar). The mouse pointer will change to crosshairs.
- Position the crosshairs on one of the arms of an angle to be measured and click on the screen.
- Move the crosshairs to the vertex and click again.

- Then move the cursor to a position on the other arm of the angle and click again. The measurement will now be displayed (Fig.28).
- To resize the angle select it, then click and drag one of the white boxes (located at the centre and the ends of the angle) inwards or outwards (Fig.29).
- To reposition the angle elsewhere on the page select it and move the mouse pointer over the angle so that it changes to a hand, then click and drag the angle into its new position.

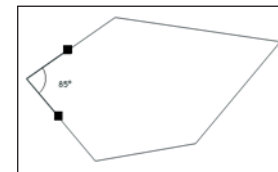


Fig.28

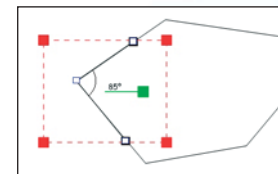




Fig.29

Protractor

The 'Protractor' is a full 360 degree protractor that can be scaled and rotated to measure angles in a traditional way. (You can use this, the angle measuring tool, or the measure mode feature to measure any angle.)

- Use the 'Polygon' tool  to draw a shape.
- Click on the 'Protractor' button  (on the Draw toolbar) to bring the protractor onto the screen.
- Move the protractor by clicking on it, then hold down the left mouse button as you drag it into place over a corner of the drawn shape (Fig.30).
- Click on the green rotation handle to rotate the protractor so that the angle can be measured.

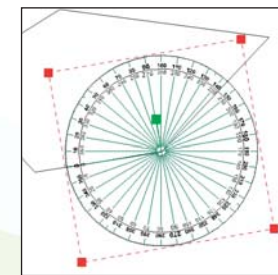




Fig.30

Calliper Tool

The calliper tool can be used to measure the lengths of sides of objects on the screen. (You can use this or the ruler to help you draw to scale.)

- Use the 'Polygon' tool  to draw a shape.
- Click on the 'Calliper' button . The mouse pointer will change to crosshairs.
- Click on the page at one end of the drawn shape then move the crosshairs across the page to drag out the measuring line.
- Click again to finish the line at the other end of the drawn shape (Fig.31).

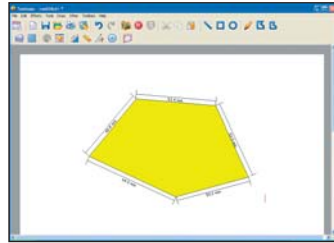




Fig.31

This tool works to whichever scale the grid background has been set to. If the scale is changed the unit the calliper measures in will also be changed.

Ruler

The 'Ruler' can be used like the 'Calliper tool' to measure distances and lengths of objects.

- Use the 'Polygon' tool  to draw a shape.
- Click on the 'Ruler' button . The mouse pointer will change to crosshairs.
- Click on the page and move the crosshairs across the screen to drag out a ruler to the size you require.
- The units of measurement displayed on the ruler (Fig.32) will reflect those set in the scale drawing

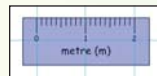


Fig.32

function. The default is mm.

Once the ruler has been placed on the page it can be easily repositioned to measure any lines you have drawn.

- Click on the inside edge of the ruler to select it (the mouse pointer will change to a hand), keeping the left mouse button held down drag the ruler into its new position.
- Place the 'zero' of the ruler at the starting point of the line to be measured.
- Using the green rotation handle rotate the ruler so that it lines up with the line to be measured – it will rotate around the 'zero' position (Fig.33).

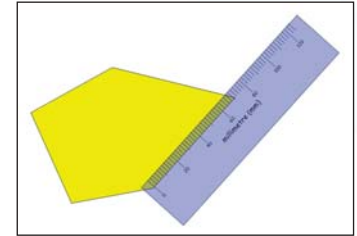



Fig.33

Object Properties

The object properties function provides full details of any selected object on a page. The unit of measurement displayed reflects any changes made to the grid's scale within the 'Grid background' window, providing consistency when working to scale. It is accessed by clicking on the 'Object properties' button  (on the 'Draw' toolbar).

This function (Fig.34) calculates:

- the overall height of the selected object;
- the overall width of the object;
- the object's area;
- the object's perimeter;
- how much free space there is within the

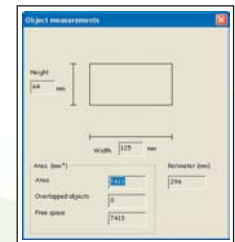


Fig.34

selected object;

- and how much space overlaps with other objects on the page.

If several objects are selected simultaneously the object properties function calculates the total area of all selected objects (Fig.35).

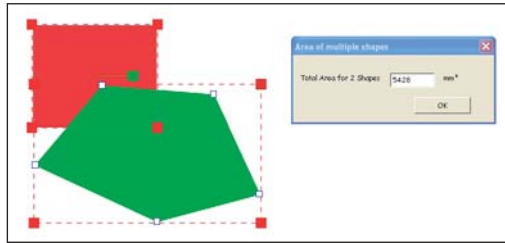



Fig.35

Measure Mode

When measure mode is activated the measurements of any graphics on the page are displayed. You can choose to display details of the lengths, the angles or both.

- Use the 'Polygon' tool  to draw a shape.
- Measure mode is switched off by default. To add the 'Measure mode' button to the 'Draw' toolbar click 'Draw' (on the menu bar) followed by 'Draw options', then click in the box next to 'Show measure mode button' (Fig.36). (The same procedure can be carried out to remove it, if you do not wish it to be shown.)
- Select which measurements you wish to display (lengths, angles or both) by clicking in the appropriate boxes within the 'Draw

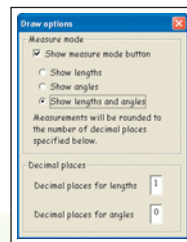



Fig.36

options' window.

- 'Measure mode' measures very accurately and the number of decimal places for the measurements displayed can be set for both angles and lengths.

As Draw calculates by rounding up the measurements the more decimal places selected the more accurate the measurements will be. (For example, when the number of decimal places is set to zero the angles within a triangle might not add up to 180 degrees.)

- To activate (or deactivate) 'Measure mode' click on the 'Measure mode' button  (on the 'Draw toolbar'). Once activated the chosen selection will apply to every graphic on the page (Fig.37).

- Due to the dynamic nature of 'Measure mode' when graphics are resized the measurements displayed will automatically update. This provides pupils with the opportunity to investigate the properties of different shapes and see what effects resizing the lengths have on the angles, and vice versa.

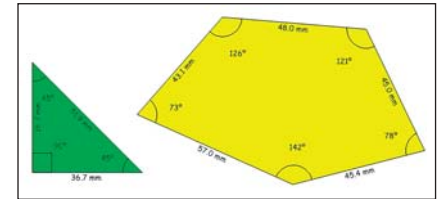



Fig.37

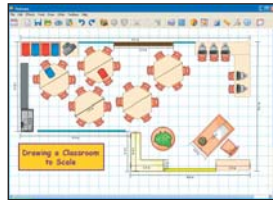
Curriculum Examples

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

Use Textease Draw CT in...

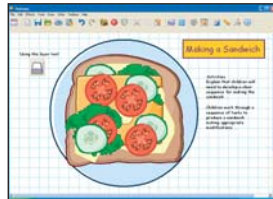
ICT

to create, combine and manipulate objects, and explore possibilities when designing a classroom to scale.



Design and Technology

to develop the sequence for designing a sandwich snack and making appropriate modifications to the design plan.



Art

to investigate pattern and explore how shape and colour can be organised and combined to create patterns for different purposes.



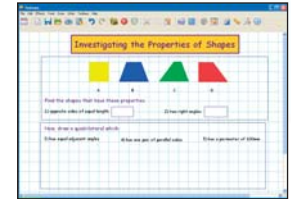
Geography

to create and explore maps drawn to scale, and extend understanding of mapping through the use of keys and transparent overlays.




Numeracy

to investigate properties of shapes in order to solve mathematical problems or puzzles. Draw shapes to scale and use mathematical tools to measure and calculate angles, lengths of sides, perimeter and area.



...use across the curriculum.

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

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 **customer@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.

To contact the Technical Support team:

Tel: **01335 301200**

Email: **support@softease.com**


Visit: **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 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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Development Team

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Graphic Design: Paul Gowdridge

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.

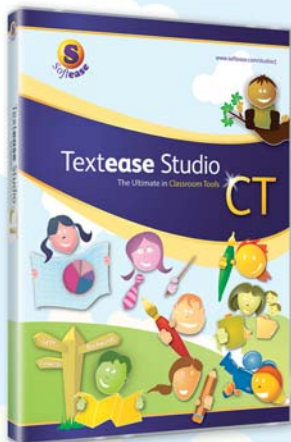
Additional Requirements

Windows NT requires Service Pack 6.

Textease Studio

The Ultimate in Classroom Tools

CT



Includes:

- Textease Movies CT
- Textease Draw CT**
- Textease CT
- Textease Database CT
- Textease Paint CT
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