



Getting Started Guide

Textease

Best in class for creativity and enjoyment

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.

Contents

• Introduction	5
• Getting Going	6
• Using Textease CT as a Basic Word Processor	9
• Using Textease CT as a Talking Word Processor	12
- Basic Speech Facility	12
- Additional Speech Options	13
• Using Textease CT Tools and Effects to Enhance Presentation	15
- Group Objects Together	15
- Text Effects	16
- Text Tools	17
- Graphics Effects	20
- Graphics Tools	21
- Page Effects	22
- Page Tools	23
• Textease CT Special Features and Tools	25
- Draw a Table	25
- Create a Word Bank	25
- Record a Sound	26
- Links	27
- Saving Individualised Options	30
• Resource Bank	32
• Further Help	35
• Curriculum Examples	40

Introduction

Textease CT is a highly versatile and powerful program with word processing, desktop publishing and multimedia capabilities all in one.

Textease CT is suitable for all writing and publishing tasks. You can use the screen like a piece of paper, just click anywhere and type. Text and graphics (clipart, graphics, digital photos, images taken with a digital microscope etc.) can be instantly sized, coloured, moved, rotated or copied just by clicking the mouse. Its multimedia capabilities mean that video, sound recordings and animated objects can all be easily added to a document. In addition, all forms of written text (letters, words, sentences or whole paragraphs) can be read out loud through the natural sounding speech engine.

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.

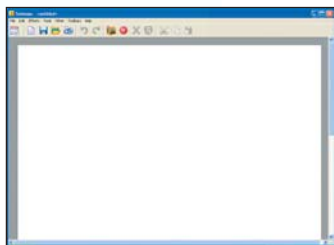



Fig.1

A Textease page will be displayed, with the 'General' Textease toolbar already open (Fig.1).

Additional Textease toolbars can be added or removed at any time within the 'Toolbar control' window. Each toolbar contains a set of buttons which have been grouped under the headings 'Text', 'Graphics', 'Highlight', 'Table' and 'Additional'.

- These toolbars can be added by clicking on the 'Toolbar control' button , then selecting the toolbars required from the 'Toolbar control' window (Fig.2).

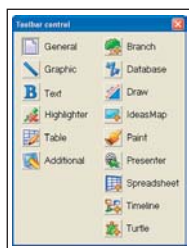


Fig.2

Graphics Toolbar (Fig.3)



Fig.3

Text Toolbar
(Fig.4)



Fig.4

Highlighter Toolbar (Fig.5)



Fig.5

Table Toolbar (Fig.6)

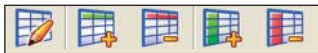


Fig.6

Additional Toolbar
(Fig.7)



Fig.7

- Close the 'Toolbar Control' window when you have opened the toolbars you require.

Once displayed these toolbars can be repositioned by clicking on their left-hand edge (a double-headed arrow will appear) and dragging them into place. You can also move the toolbars to the bottom of the screen, making them easier to use on a whiteboard. Click on 'Toolbars' on the menu bar, then 'Move to bottom'. To revert the toolbars, click on 'Toolbars' then 'Move to top'.

Personalise Which Toolbar Buttons are Displayed

The 'Toolbar control' window allows the user to select not only which Textease toolbar(s) to display but also to select which buttons from each toolbar are shown. This feature enables you to totally personalise the toolbar to meet your individual pupils' needs or lesson requirements.

Add/Remove Individual Toolbar Buttons

- Open the 'Toolbar control' window. (Fig.2 on page 6)

- Press 'Ctrl+Shift+T' to open a supplementary window (Fig.8) which allows you to configure which buttons appear on the toolbars.



Fig.8

- Click on individual buttons to enable/disable them as required. You can also switch toolbars on and off in this window.
- Click on the 'Back' button to return to the first window or close the window.

NB. Disabled buttons will no longer appear within the toolbar displayed on the screen. The new settings will be saved automatically so that each time Textease Studio CT is opened the same personalised buttons will be displayed.

When a Textease Studio CT document is saved the information about which toolbars are open will be saved enabling Textease Studio CT to automatically display those toolbars when the document is reopened. This feature makes it easier for pupils to continue working on a document over time or set up templates.

NB. The buttons displayed on the toolbar(s) will be determined by the options applied to the individual computer rather than those within the saved document.

Using Textease CT as a Basic Word Processor

In Textease the screen is just like a piece of paper and text and graphics can be placed anywhere on the page.

Add Text

- Click with the mouse pointer anywhere on screen and begin to type. (NB. Text will automatically be 'wrapped', enabling it to be selected as one single unit for editing or repositioning. If you want to be able to select words/sentences separately you will need to click elsewhere on the screen before typing.)

Use the Spell Checker and Dictionary

If a word is misspelt, or a word is entered that the spell checker does not recognise, the word will be highlighted. The word can be corrected by editing it (i.e. click and retype) or you can use the 'Spelling' window.

(NB. To use the spell checker it needs to be switched on. Turn the spell 'check' on by selecting 'Tools' on the menu bar, then 'Options' followed by 'General' and then click in the box next to the word 'Check'.)


- The word can be replaced directly by either:
 - right clicking on the word, to bring up an alternative word or list of words, then clicking once on the correct word (Fig.9).
 - or by clicking on the word then on the 'Spell' button  (on



Fig.9

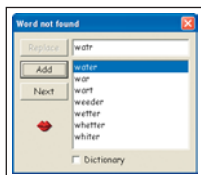


Fig.10

the 'Text' toolbar) to open the 'Spelling' window and double clicking on the correct word (Fig.10 on page 9).

- If the word is not found in the list provided open the 'Spelling' window, if it is not already open, by clicking on 'Check spelling'. Then click in the box to the left of the word 'dictionary' to view more options.
- To add a word to the dictionary open the 'Spelling' window and click on the 'Add' button.

Add Images, Video Clips or Sound

Images, video clips and sound can all be easily inserted into a Textease page.

- Click on the 'Resource Bank' button (on the 'General' toolbar) to open the 'Resource Bank' (Fig.11).




Fig.11

- Open the folder containing the image, video clip or sound required by browsing through the folders, or by using the search facility.
- Click on the image, video clip or sound required, then drag and drop it onto your page.
- Close the 'Resource Bank' window.




Add Graphics

• Pre-drawn Shapes

(See the 'Find the Shapes' example in the 'Resource Bank'.)

- Right click on the 'Polygon' button  (on the 'Graphics' toolbar) to open the 'Shapes menu'.
- Select a shape from the menu with a click, then drag and drop it onto the page.
- Close the 'Shapes' window.

• Lines, Rectangles or Circles

- Click on the 'Line' , 'Rectangle'  or 'Circle'  button (on the 'Graphics' toolbar). The mouse pointer will change to crosshairs when over the page.
- Click on the page then drag the crosshairs across the page to create your line or shape. (To get a perfect square or circle hold down the Ctrl button while dragging out the shape.)

Select Objects

- Either, click directly on the object (text needs a double click). Or, click near to the object then, still holding the left mouse button down, move the pointer over the object.
- Once selected a red selection box will surround the object (Fig.12).

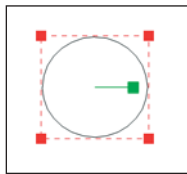





Fig.12

Cut, Copy and Paste Objects

- Select the object to be copied, or cut.
- Click on the 'Copy'  or 'Cut'  button (on the 'General' toolbar).

- Paste an object by clicking on the page where you want the object to go, then clicking on the 'Paste' button  (on the 'General' toolbar).
- Another way to copy and paste an object is to select the object, then, without releasing the left hand mouse button, press the 'Ctrl' button (on your keyboard) and drag a copy off the original.

Reposition Text, Images and Graphics

- Select the object to be moved.
- Hover the mouse pointer over the object so that it changes to a hand.
- Click and drag the object to its new position.

Resize Text, Images and Graphics

- Select the object to be moved.
- Hover the mouse pointer over any corner of the object selection box until the pointer changes to a sizing arrow.
- Click and drag the object outwards or inwards until it is the desired size.


Using Textease CT as a Talking Word Processor

Basic Speech Facility

Hear Spoken Text

Text in Textease can be read out by the natural sounding speech engine at anytime.

- Click in front of the text to be spoken.

- Click on the 'Speech' button  (on the 'General' toolbar). All text written beyond where the caret is placed will be spoken.

Additional Speech Options

Open the Speech Menu

- Click on 'Tools' on the menu bar then 'Options'.
- Click on 'Speech'. The 'Speech' menu will now be displayed (Fig.13).
Alternatively, the 'Speech' menu can be opened, once text has been added to the page, by right clicking on the 'Speech' button.

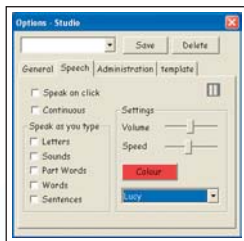


Fig.13

Hear Individual Words Spoken When Clicked On

When this option is selected individual words are spoken automatically each time they are clicked on. See the 'Rhyming Words' example in the 'Resource Bank'. (Whole sentences or paragraphs can still be read by clicking on the 'Speech' button, as explained above.)

- Open the 'Speech' menu then click in the box to the left of the words 'Speak on click' so that it is ticked (Fig. 13).

Hear All the Text on the Page

When this option is selected any text on the page is repeatedly spoken once the 'Speech' button is clicked on.

- Open the 'Speech' menu then click in the box to the left of the word 'Continuous' so that it is ticked (Fig.13).

Speak as You Type

As text is typed it can be spoken either as individual letters, letter sounds, part words, words or complete sentences.

- Open the 'Speech' menu then select one or more of the five 'Speak as you type' options by clicking in the corresponding boxes (Fig.13 on page 13).

For example, if 'Letters', 'Words' and 'Sentences' are selected: each letter is spoken as it is typed, each complete word is spoken when the space bar is pressed, and each sentence is spoken when a full stop, exclamation or question mark are typed.

Change the Volume or Speed at Which Text is Read

- Either open the 'Speech' menu as above, or open the 'Effects' window by selecting the text and clicking on the 'Effects' button (on the 'General' toolbar) then clicking on 'Speech'.
- Move the control slider, (Fig.13 on page 13), to the desired speed or volume. As they are moved you will be able to hear the effect.

Edit the Colour Text Changes to When Spoken

As text is spoken it can be highlighted in a colour making it easy for pupils to follow. (See the 'Victorian Toys' example in the 'Resource Bank'.)

- Either open the 'Speech' menu or the 'Effects' window as above.
- Click on the 'Colour' button (Fig.13 on page 13) to select a colour for the text to change to as it is spoken.

Edit the Speech Voice

The speech voice can be changed from the default voice to a different voice from the drop down menu provided. For example, you might wish to use a male voice instead of a female one.

- Open the 'Speech' menu.
- Click on the arrow to the right of the name of the current voice (e.g. 'Lucy') to open the drop down menu of voice options (Fig.14).
- Click on a name to select their voice. As each voice is clicked on you will be able to hear them say their name. There are two English voices (Lucy and Graham) and two American voices (Aaron and Laura).



Fig.14


Documents produced in Textease can have a wide range of effects added to them, depending on their purpose.

Using Textease CT Tools and Effects to Enhance Presentation

Group Objects Together

Objects (text, images, graphics, frames etc.) can be grouped together. Once grouped they can be treated as one unit, making it easier to resize, reposition and apply text or graphic effects.

- Select the objects to group by clicking on one object then right clicking on all the other objects to be included. Or, click near the objects then drag the mouse pointer across the screen, releasing it when all the objects have been selected (Fig.15 on page 16).

- Click on the 'Group' button  (on the 'Additional' toolbar). All selected objects will now be grouped and can be selected with a single click (Fig.16).
- To separate the group, select the group and click on the 'Group' button.

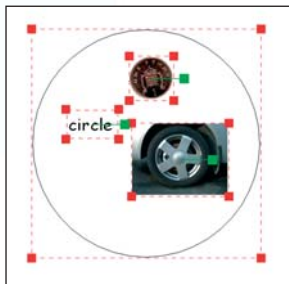


Fig.15

Text Effects

Edit the Font Style, Height or Colour


- Select the text to be edited then click on the 'Effects' button .
- Open the 'Typeface' menu within the 'Effects' window (Fig.17).
 - **Font Style:** Click on the arrow button next to the current font then select a new font style from the drop down menu.
 - **Font Height:** Choose from one of the nine preset heights or type a new height directly into the box.
 - **Font Colour:** Select a colour from the colour menu or click on 'More colours' for a wider choice.



Fig.16

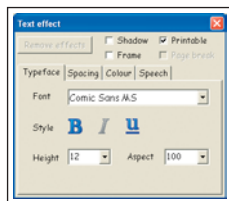





Fig.17

Make Text Bold, Underlined or Italic

- Select the text to be adjusted.
- Click on the 'Bold' , 'Underline'  and/or 'Italic' .

buttons (on the 'Text' toolbar). Alternatively, these effects can be added by clicking on the corresponding buttons in the 'Typeface' menu within the 'Effects' window.

Shadow or Frame Text

(See the word 'shadow' in the 'Calligrams' example in the 'Resource Bank'.)

- Select the text to be shadowed or framed.
 - Either, click on the 'Effects' button to open the 'Effects' window then click in the box to the left of the word 'Shadow' or 'Frame' (so that it is ticked) (Fig.17 on page 16).
- Or, press 'ctrl o' (shadow), or 'ctrl f' (frame), on your keyboard.

Text Tools

Highlighter Pens

Text can be highlighted in one of five colours.



Fig.18

- Open the 'Highlighter' toolbar from the 'Toolbar control' window (Fig.2 on page 6).
- Click on the 'Highlighter pen' you wish to use (Fig.18).
- Click in front of the text to be highlighted then, keeping the left hand mouse button held down, drag the highlighter over the text. Release the mouse to stop.

The 'Highlighter pen' will remain selected and can be used at any time. Click on the selected 'Highlighter pen' or close the toolbar to deselect it.



Fig.19

- Remove a highlight by clicking on the 'Remove highlight' pen (Fig.19)

Insert a Text Frame

A text frame can be used to keep text within a set area. It could also be used to provide pupils with a writing frame, with the font size, style and colour edited already if appropriate. (See the example 'Visit to the Park' in the 'Resource Bank'.)

- Click on 'Other' on the menu bar then 'Add text frame', or press F7 on your keyboard.
- The mouse pointer will change to crosshairs. Click on the left side of the screen and drag the crosshairs across the screen to create the frame.
- The frame can be resized or repositioned by first selecting it with a double click. Then, hover over a corner until the sizing arrow appears, or hover inside the box so that the mouse pointer changes to a hand allowing you to move the frame.
- To lock the text frame in place, so that it cannot be moved when text or images are added, first select the frame then click on 'Tools' (on the menu bar) then 'Lock to page'.

Use Text Flows to Create Newspaper Style Columns

A text flow can be created between text frames so that once one is full the text automatically flows into the next. A newspaper page is an obvious use of this feature as the text needs to flow from one column into the next. (See the 'Newspaper' template in the



Fig.20

'Resource Bank' (Fig.20 on page 18)).

- Create two text frames (as above) and select them.
- Press 'Ctrl w' on your keyboard, or click 'Other' on the menu bar then 'Add flow/flow text'.

Size and Colour Grade Text

Blocks of text can be size and colour graded so that the text starts off one colour, or size, and gradually changes until it becomes a different colour, or size, at the end.

(See the word 'repeat' in the 'Calligrams' example in the 'Resource Bank'.)

- Change the font size, and/or colour, of the first and/or last word (or letter in a word) of the text you wish to grade, so that they are different sizes, or colours (Fig.21).
- Then place the caret at one end of the text and drag the cursor over the text while holding down the left mouse button. The letters will be highlighted in grey as they are selected (Fig.22).
- Either press 'Ctrl' and 'g' on your keyboard, or click on 'Effects' on the menu bar then 'Grade'. The words (or letters in a word) will now be size, or colour, graded (Fig.23).



Fig.21




Fig.22



Fig.23

Graphics Effects

Graphic effects can also be applied to an image. For example, to create a silhouette or have a faint background on a page. (See the example 'Visit to the Park' in the 'Resource Bank'.)

- Select the shape or line then click on the 'Effects' button  to open the 'Graphics effects' window (Fig.24)

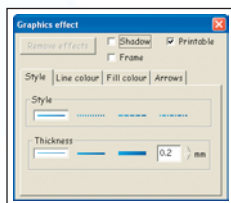


Fig.24

Edit the Line Style

- Click on 'Style' then select the desired line style and/or thickness (Fig.24).

Edit the Line or Fill Colour

See the words 'hide' and 'reveal' in the 'Calligrams' example in the 'Resource Bank'.

- Click on 'Line Colour' or 'Fill Colour' (Fig.24) then select a colour from the colour menu or click on 'More colours' for a wider choice (Fig.25).

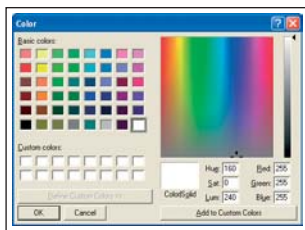


Fig.25

Add Arrow Heads to Lines and Pre-drawn Shapes

- Click on 'Arrows' (Fig.26) then select an arrow head by clicking on it. It will automatically be placed at the end of your line, or on your shape outline.

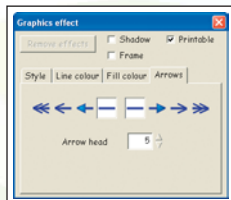


Fig.26


- Increase or decrease the size of the arrow head by clicking on the small triangles to the right of the words 'Arrow head'.

Add a Shadow or a Frame to a Graphic

- Click in the box to the left of the word 'Shadow' or 'Frame' so that it is ticked (Fig.24 on page 20).
Alternatively, press 'ctrl o' (shadow), or 'ctrl f' (frame), on your keyboard.

Graphics Tools

Create Your Own Polygon

- Click on the 'Polygon' button . The mouse pointer will change to crosshairs when over the page.
- Click on the page to start drawing the polygon, then move the crosshairs across the page to create a line.
- Click to end the line then move the crosshairs to create the next side of the polygon, and so on.
- Join the last side of the polygon to the starting point to finish (Fig.27). Or, right click at any time.

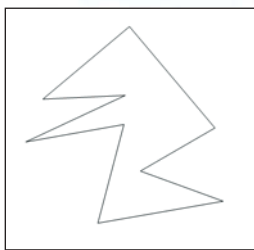


Fig.27

Draw using the Freehand Pen Tool

See the word 'shiver' in the 'Calligrams' example in the 'Resource Bank' (Fig.28).


- Select the pen by clicking on the 'Draw' button  (on the




Fig.28

'Graphics' toolbar). The mouse pointer will change to a pencil when placed over the page.

- Click on the page to start drawing.
- Right click to stop using the pencil. The pencil is also automatically switched off when the 'Graphics' toolbar is closed.

Page Effects

Change the Page Colour

- Click on the 'Looks' button  (on the 'Additional' toolbar), then select 'Background' (Fig.29) followed by 'Paper Colour'.
- Select the paper colour you want by clicking on it.

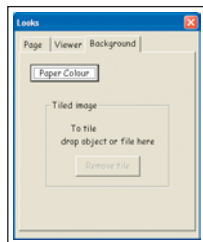



Fig.29

Change the Page Setup

The paper size and layout (portrait, landscape or poster) can be easily changed.

- Click on the 'Looks' button , then select 'Page' (Fig.30).
- Click on the paper or layout options desired.

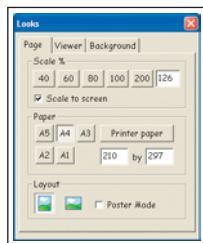



Fig.30

Hide/Show Printer Limits

All Textease documents can have the printer limits shown or hidden.

- Click on the 'Looks' button , then select 'Viewer' (Fig.31).
- Click in the box to the left of the words 'Printer limits' to hide/show the tick.

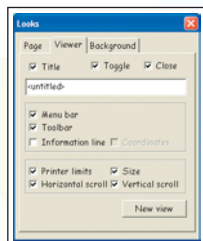


Fig.31

Page Tools

Lock Objects to the Page

Objects can be locked to the page to stop them being selected. This allows text to be placed over or inside an object, for example a photograph. Locking objects to the page is also very useful to do when preparing an interactive worksheet for pupils to use, so that they cannot move or delete objects by accident.

- Select the object(s) to lock to the page then click on 'Tools' on the menu bar and 'Lock to page'.
- To make any changes to the object click on 'Tools' then 'Access locked items'.

Change the Level Objects are Positioned on the Page

If you want to place an object behind, or in front of, another object you may need to change its level.

- With the object selected, click on 'Tools' on the menu bar then click on 'Lower' (to move an object behind another) or 'Higher' (to move it in front). Alternatively, press 'Ctrl' 'l' (lower) or 'Ctrl' 'h' (higher) on your keyboard.

Add Additional Pages to the Document

- Either click near the bottom of the current page and press 'Enter'.

Or click on the current page then click 'Edit' on the menu bar followed by 'Pages' and 'Insert page' (Fig.32).

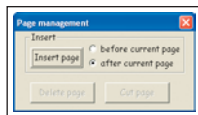


Fig.32

Create a Header or Footer for All Pages

Any object can be a page header, or footer, which will be repeated on every page within your document. Headers and footers can be used to place text or a graphic (such as the school logo) on each page, or to number pages.

- Select the object for the header or footer and press 'Ctrl y' on your keyboard or choose 'Header/footer' from 'Other' on the menu bar.
- Click on 'All pages' to have it placed on every page.
NB. If the header or footer is moved into a different position on one page it will automatically be repositioned on any other pages.

Add Page Numbers to Every Page

- Click on the first page in the place you want the number to appear.
- Press 'Ctrl p' on your keyboard, or chose 'Insert page number' from 'Tools' on the menu bar.
- Select a format from within the 'Page numbering' window (Fig.33) and close the window.
- Next, select the page number that has been placed on the first page and make it into a header or footer as explained above.

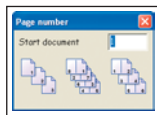



Fig.33

Textease CT Special Features and Tools

Draw a Table

Tables can be added to the page, then repositioned and resized in the same way as any other object placed on a Textease page.

- Open the 'Table' toolbar from the 'Toolbar control' window (Fig.2 on page 6) then click on the 'New table' button  .
- Click anywhere on the page, then holding down the left mouse button, drag the crosshairs across the page until you have created a table containing the number of rows and columns you require (Fig.34).

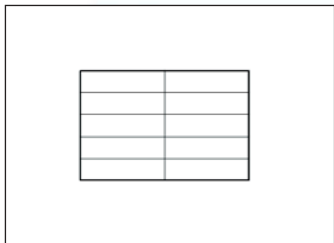


Fig.34

- Add or remove rows and columns by clicking on the corresponding buttons (Fig.35).



Fig.35

Create a Word Bank

Word Banks can be created to support pupils' writing. The 'Word bank' will open as a separate window and objects within it can be added to a document directly (with a double click or by clicking on them and dragging them onto the page) (Fig.36). For example, you could create a word bank using key words and related images to

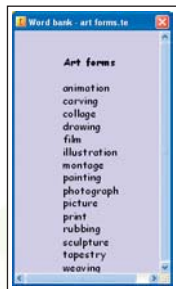


Fig.36

support pupils writing about a science experiment they had carried out or a class visit. (See the example 'Visit to the Park' in the 'Resource Bank'.)

- Click on 'Other' on the menu bar then 'Create word bank'. A window will open containing a Textease page.
- Click on the page and add the text (and graphics) in the same way you would to any Textease page. Lists of words can be separated by pressing the 'Return' key, on your keyboard.
- Save your word bank before closing the Textease window. You can now access the file as you would any other.

Record a Sound

Sounds, such as a voice speaking or an instrument playing, can be recorded directly into any Textease document. (A microphone will need to be connected to your computer.)

- Click on 'Tools' on the menu bar then click on 'Record a sound'. The 'Sound' window will open (Fig.37) and a sound button will be placed on the page.
- 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.

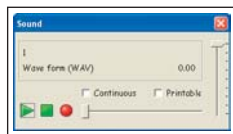


Fig.37

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.

- Each time the sound button on the screen is clicked on your sound will play.

Links

- Open the 'Additional' toolbar from the 'Toolbar control' window (Fig.2 on page 6).


Create an Animation by Linking Two Objects

Any object can be made to move along a straight line, shape or free-hand pen line. (See the 'Journey to School' example in the 'Resource Bank'.)

- Place an object (image or text) on the page, then draw the line you want the object to follow over.
- Select the object to animate, then select the line it is to follow. (Select the first object as normal, then hold down the 'Ctrl' button on your keyboard as you click on the second object.)




Fig.38

- Select the 'Links' button  (on the 'Additional' toolbar) to open the 'Links' window then select 'Animate' (Fig.38).
- Click in the box to the left of the words 'Follow over'.
- Click in the 'seconds' box to change the time it takes the object to follow the graphic. (NB. If the object is following a continuous path the animation will be continuous. If not, to repeat the animation, click in the 'Repeating' box).
- Click on the page to remove the red selection boxes. To activate or stop the animation click on the object itself.
- To hide the line or shape outline the object is following change the colour of the line to 'None'.

Hide or Show an Object

A link can be added to an object so that it is hidden or shown when the mouse pointer either hovers over it or is clicked on. (See the words 'hide and reveal' in the 'Calligrams' example in the 'Resource Bank'.)

- Select the object to add the hide/show link to.
- Click on the 'Links' button  to open the 'Links' window then select 'Animate' (Fig.38 on page 27).
- To hide or show an object only when the object pointer is hovered over the object; click in the box to the right of the words 'Hide when over' or 'Show when over'.


To hide or show an object when the mouse pointer is clicked on the object; click in the box to the right of the words 'Hide/show on click' (Fig.38 on page 27).

- Activate the link by first clicking on the page, then clicking on the object itself.

Link a Sound to an Object

Bring graphics or text to life by adding a sound effect or some recorded speech to play each time the object is clicked on.

- Use a sound from the 'Resource Bank'
 - Select a sound from the 'Resource Bank' and drag it into your document.
 - Select the object you want to link the sound to (left mouse click), then select the sound (right mouse click). (NB. The object needs to be selected first or the link cannot be made.)

- Click on the 'Links' button  then click on 'Action' within the 'Links' window (Fig.39).

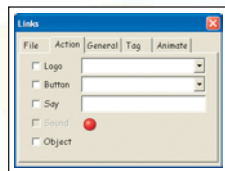


Fig.39

- Click in the box to the left of the word 'Sound' to create the link.
- Activate the link by first clicking on the page, then clicking on the object itself.
- Record your own sound or speech as you create the link
 - Select the object you want to link the sound to and open the 'Links' window (as above).
 - Click on 'Action' (Fig.39 on page 28) then on the red 'Record' button.
 - Record your sound then close both the 'Sound' and 'Links' windows.
 - Activate the link by first clicking on the page, then clicking on the object itself.

Link an Object to Spoken Text

A link can be created so that the speech engine speaks when an object is clicked on. (See the example 'Victorian Toys' in the 'Resource Bank'.)

- Select the object you want to link to, open the 'Links' window and select 'Action' (Fig.39 on page 28).
- Click in the box to the right of the word 'Say' and type in the text you want spoken when the object is clicked on.
- Click in the box to the left of 'Say' so that it is ticked.
- Activate the link by first clicking on the page, then clicking on the object itself.

Create a Link to Another File

Links from a Textease document can be used to open another document, file, video clip, web page etc.

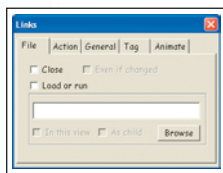


Fig.40

- Select an object to act as the link button.
- Click on the 'Links' button then click on 'File' (Fig.40).
- Click 'Browse' to search for the item you want to make the link to then 'Open' to select it.
- Select the 'As child' option if you want the linked item to automatically close when the Textease document is closed.
- Remove the tick from the 'Close' box if you do not want the document you are in to close once the link is clicked on.
- Activate the link by first clicking on the page, then clicking on the object itself.

Saving Individualised Options

Individualised options can be applied to one or more computers enabling schools to set different defaults for different key stages, year groups, classes, etc.

By default the options are saved to the local computer, however changes to the options can be applied to a number of computers on the same network by saving the changes to a mapped drive then directing the other computers to the same folder.

Apply the Same 'Resource Bank' and/or 'Toolbar' Options to Selected Computers Across a Network

- Click on 'Tools' (on the menu bar) and then on 'Choose options

and templates folder'.

- Select a folder to save the changes into and click 'OK'. (NB. If you want more than one computer to use the same folder you must choose one on a mapped drive.)
- Go to each computer on the network you wish to apply these options to and click on 'Tools' (on the menu bar) and then on 'Choose options and templates folder'. Now select the folder that the changes were saved to and click 'OK'.

You can save different options for different groups of people by using user profiles or by saving a new set of options under a different name.

- Click on 'Tools' (on the menu bar) and then on 'Options'.
- Click in the drop down box, which says 'default', and type in a new name e.g. 'Year 1'.
- Amend the options as desired.
- Click on 'Save'.

You can also lock the 'Administration' and 'Resource bank' settings.

- Enter a valid key in the 'Lock Configuration Options' section of the 'General' tab (Fig.41)
- Select either 'Administration', 'Resource Bank' or both, then click 'Ok'

N.B. You will also need the key to unlock these settings.

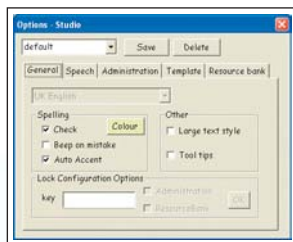



Fig.41

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.42)

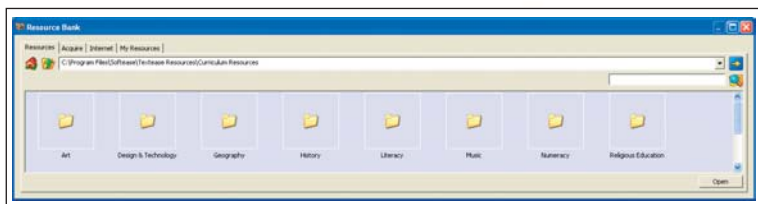


Fig.42

Resources - which includes:

- **Curriculum Resources:** Clipart, 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 can also be found within the 'Resource Bank'.

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' needs 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.43)
- Enable or disable the 'Resource Bank' tabs from being displayed by clicking next to the corresponding titles.

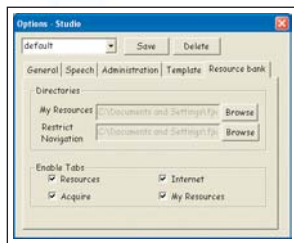


Fig.43

- 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'.
- 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.

To contact the Technical Support team:

Tel: **01335 301200**


Email: **support@softease.com**

Visit: **www.softease.com/support**

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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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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.

Please note:

Pages can be saved in a number of formats including HTML. Note that some file formats do not support vector objects and therefore these will not be saved.

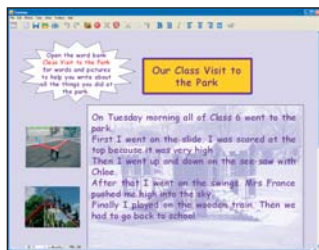
Curriculum Examples

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

Use Textease CT in...

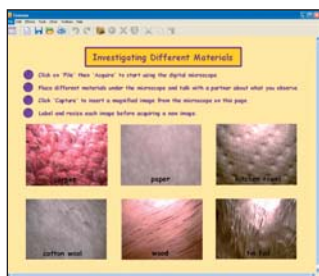
Literacy

to enhance children's writing through the addition of text effects, images, video clips and sound.



Science

to enable pupils to integrate images, including those taken with a digital microscope, into their written work.



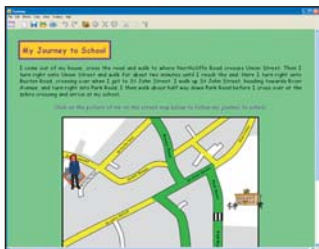
History

to create a multimedia page describing past events or historical figures.



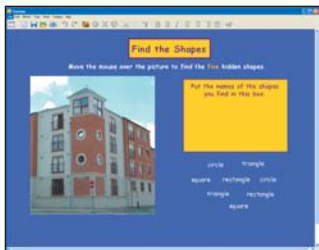
Geography

to illustrate and describe physical or human environments.



Numeracy

to reinforce understanding of number and shape through real life examples.



...use across the curriculum.

Notes



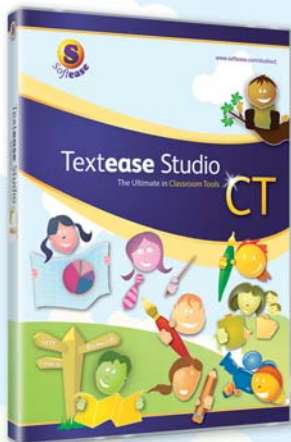
Notes



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