



Users Guide



www.newcastle-schools.org.uk/ictcentre

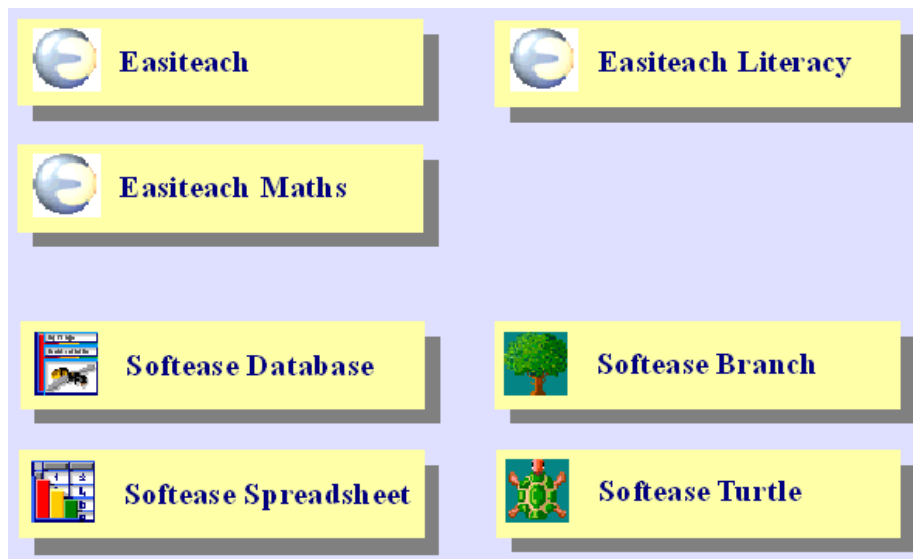


This guide is used as a training resource and has been created by the ICT Centre.

Easiteach Studio software also has it's own, more comprehensive, help. To access this follow the instructions below.



From the File Menu select...
Help



Select an area for more information.
To return to Easiteach Studio close the window by clicking on the cross in the top-right corner.



Menu Bars



Screen Choices

Switch between normal view, glass mode, split screen and storyboard

Pages

Press to select page, use the arrows at the top and bottom to toggle through pages

New Page

Insert a blank page

Minimise

Sends Easiteach to the bottom of your screen



Exit

Shuts Easiteach down

Blank screen

Makes whole screen black, click anywhere on screen to return to Easiteach



1 2 3 4 5

1. Calculator

Displays a simple interactive calculator

2. Handwriting Recognition

Changes freehand writing to type case

3. Keyboard

Displays onscreen keyboard

4. Swap Controls

Moves toolbars from left to right side and vice versa

5. Bin

Drag and drop items in bin to delete

Menu Bars



File

includes....

New

Create a new file.

Open

Open a saved file or access additional content.

Save

Save the file (all pages) you are working on.

Print

Print the current page or all pages in your file.

Help

A comprehensive help guide covering all programs in Easiteach Studio.

Toolbars

Click to view the different toolbars on screen. You should be able to access the 5 toolbars listed below but can also purchase additional toolbars such as Turtle and Branch.

Science toolbar and resources are due out in late Summer 2004.

Database

Spreadsheets

Literacy

Maths

Easiteach

Resources

General Resource Bank

Word lists which can be used in creative writing as a reference or to drag-and-drop.

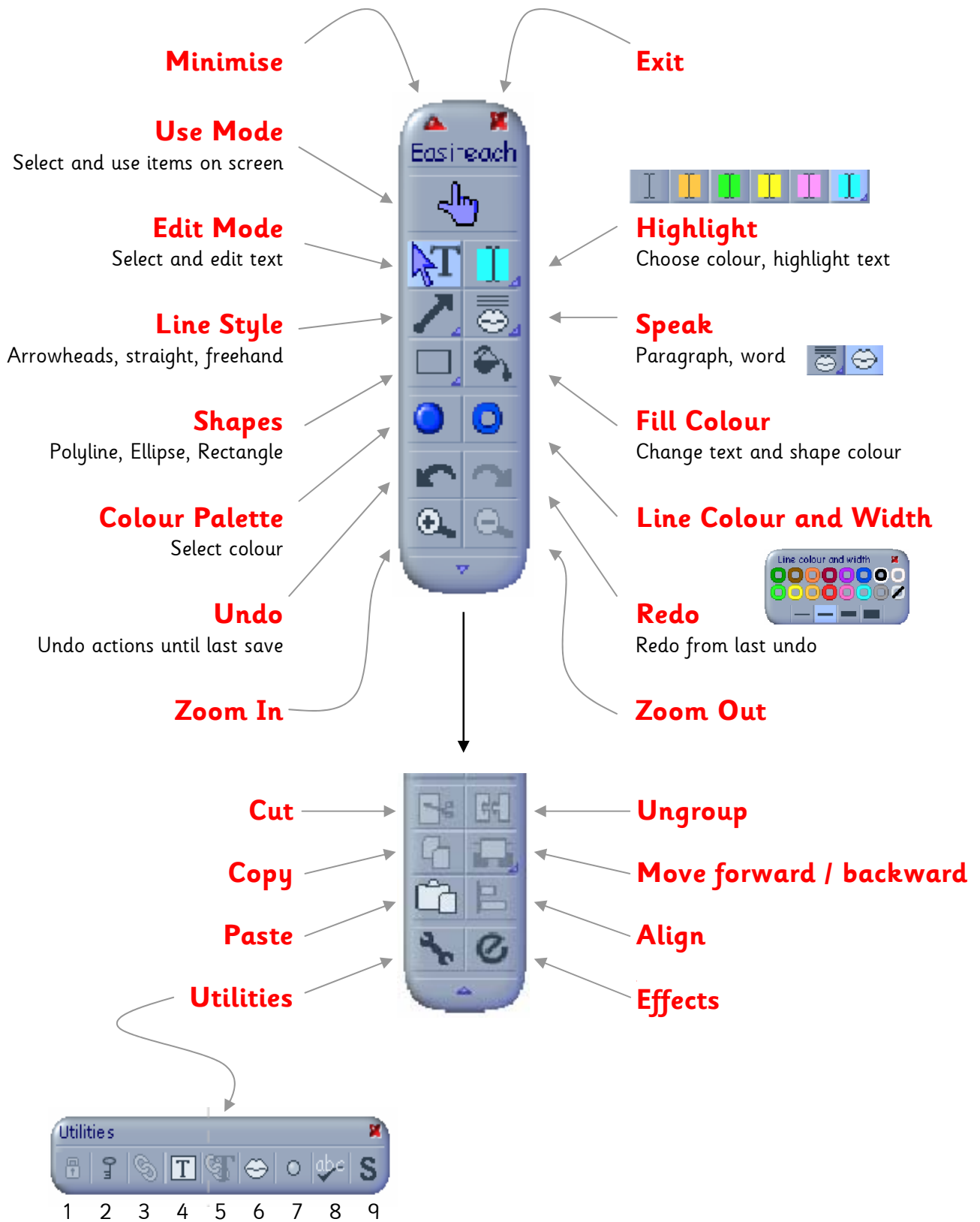
Literacy Word Bank

Linked to the National Literacy Strategy. Divided into Phonics, Sight, Spelling and Topic words.

Multimedia Bank

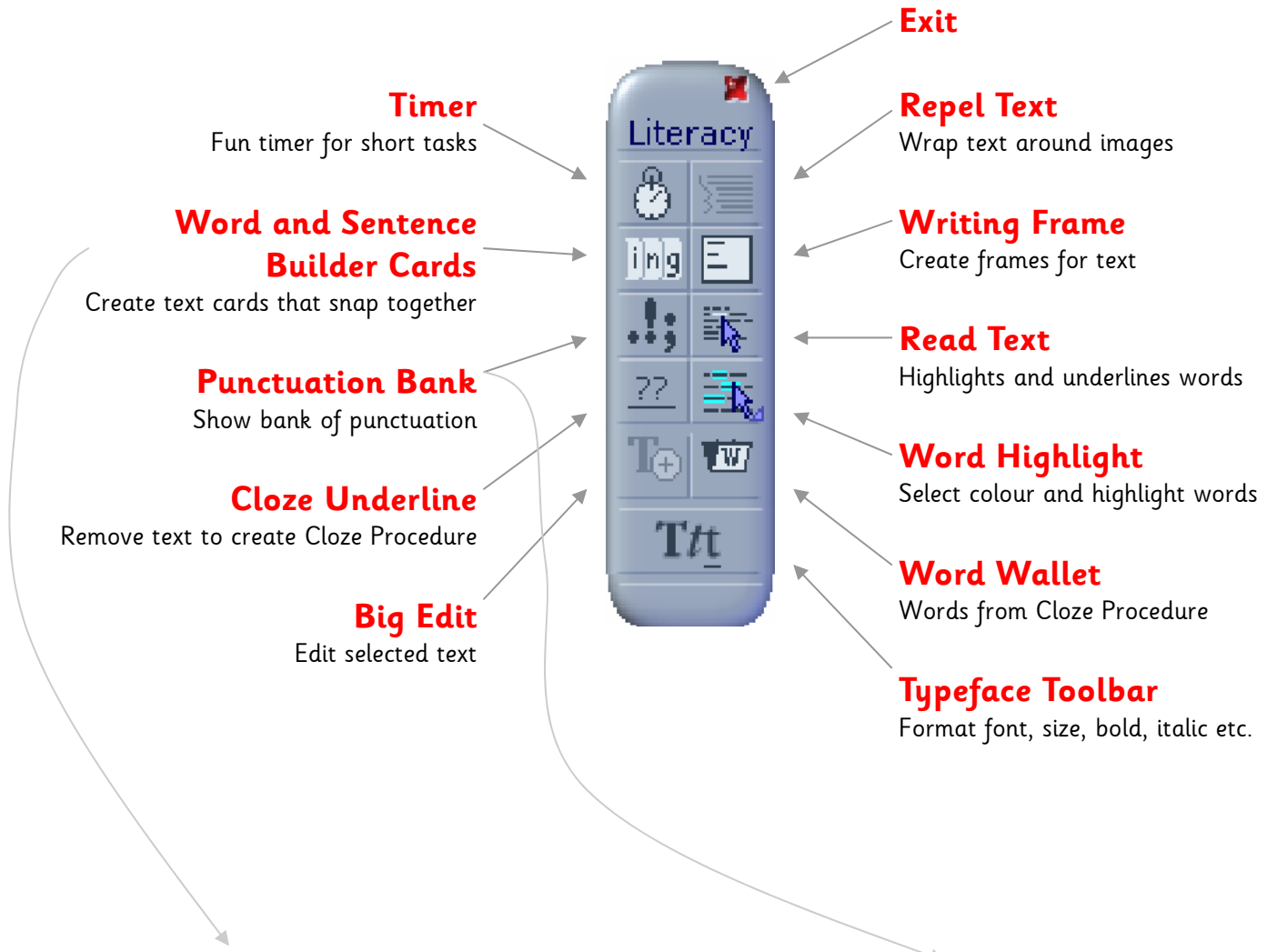
Folders of clipart and a Sounds folder. Double-click on images to preview, drag-and-drop to use image.

Easiteach Toolbar

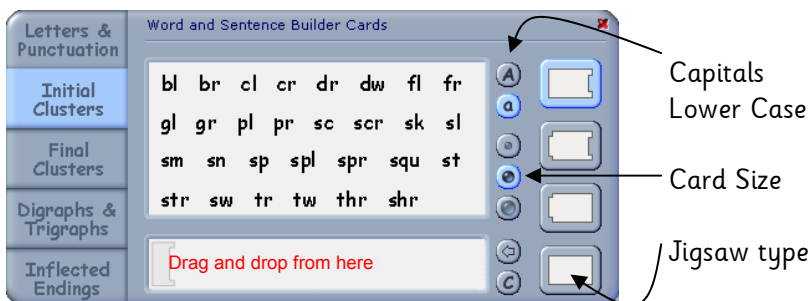


- | | | |
|-----------------------|------------------------|-------------------|
| 1 Lock to Background; | 2 Access Locked Items; | 3 Links; |
| 4 Create Text Frame; | 5 Link Text Frames; | 6 Speech Options; |
| 7 Record Sound; | 8 Check spelling; | 9 Style |

Literacy Toolbar

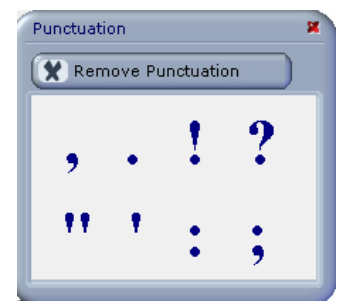


Word and Sentence Builder Cards



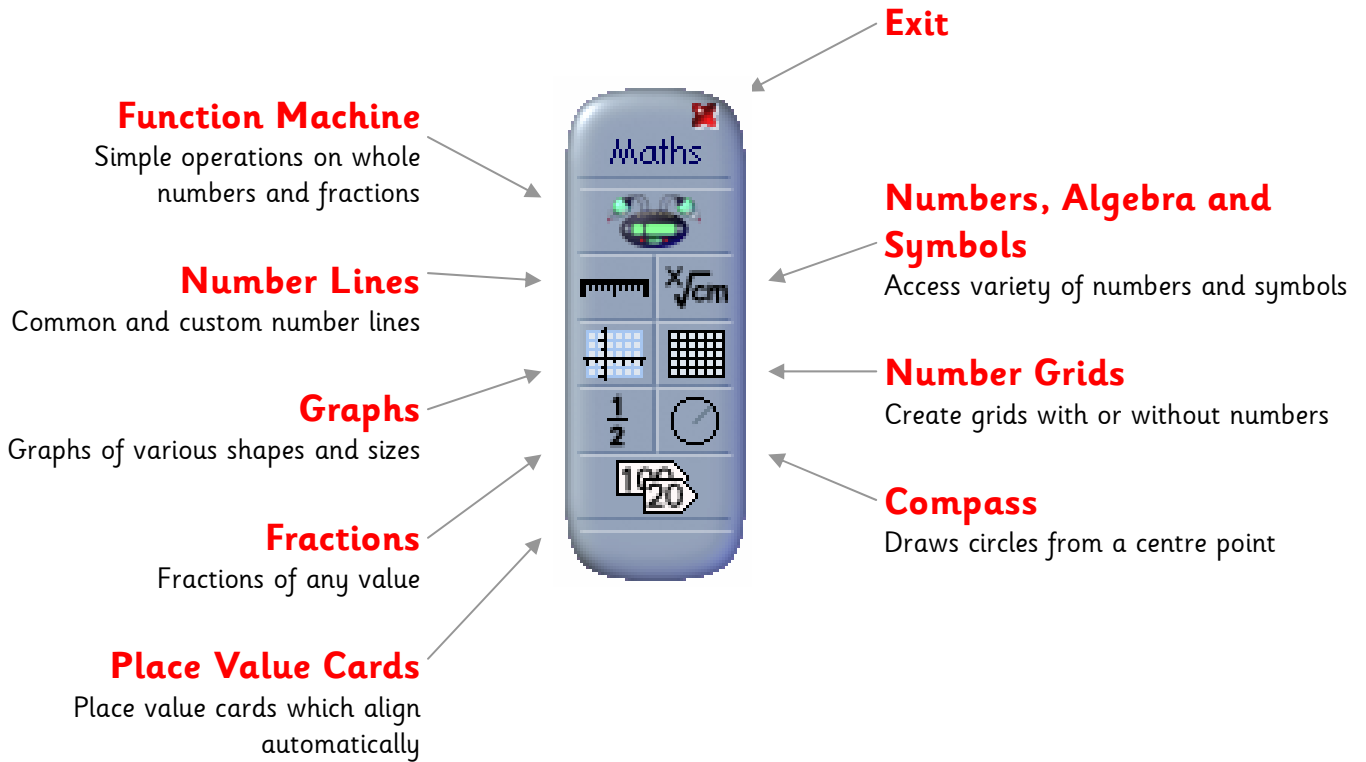
Use the banks of letters or type in your own.
 Customise the cards from the right-hand tools.
 Drag and drop onto the page from the bottom white box.

Punctuation Bank

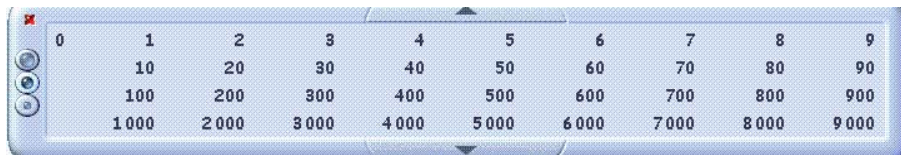


Drag and drop punctuation
 desired punctuation onto
 page.

Maths Toolbar



Place value cards

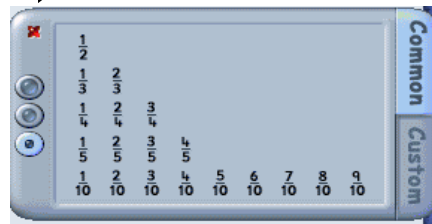


Use buttons to enlarge or decrease font size.

Arrows above and below allow you to choose place values.

Click on cross to close box.

Fractions

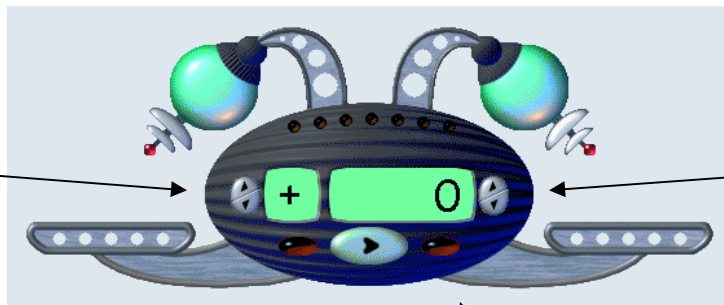


Common fractions are shown.

The custom tool allows you to make your own fractions.

Select a size, then click and drag a fraction onto the page.

Function Machine



Click to change operation.

Click to change numbers.

Place numbers on platform then press **G** button.
Place on right side platform for inverse operation.

Number Grid (custom view)

Choose the first number (Start) on your grid, the Step between numbers, and number of Columns and Rows.

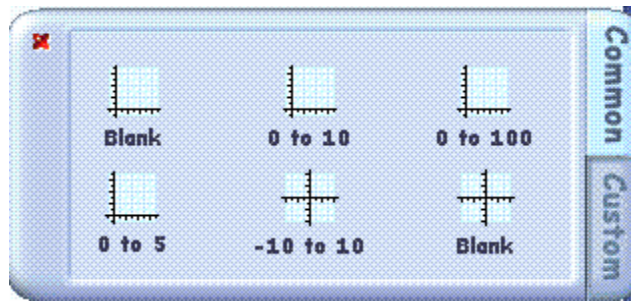


Gives you the option of hiding or showing numbers.

Click here and drag grid onto page.

Graphs

Click on cross to close box.

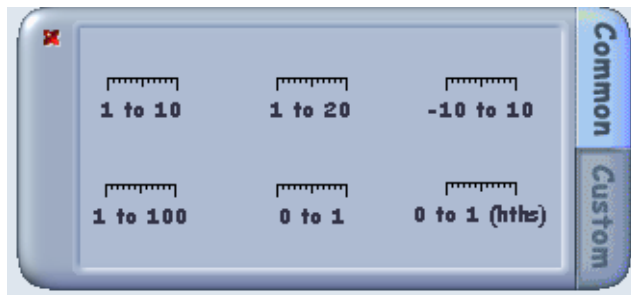


Click on the graph you want to use and drag onto page.

Use common graphs up to four quadrants or customize your own.

Number Lines

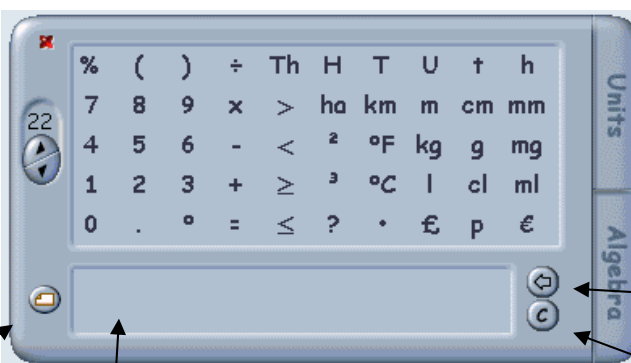
Click on the graph you want to use and drag onto page.



Use common number lines or customize your own. A choice of numbers can be shown or hidden.

Numbers, Algebra and Symbols

Increase and decrease font size.



A wide variety of symbols to use in numeracy or science.

Card background.

Backspace.

Clear.

Select size then click and drag numbers or symbols onto page. To create numbers of 2 or more digits, or a combination of numbers and symbols, click to create and then drag from bottom box.

Animation


To move an object along a path

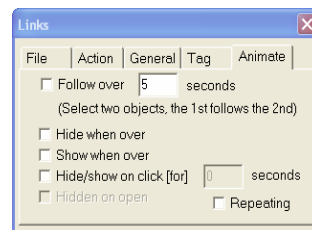
1. Find a picture (Resources, Multimedia Bank)



2. Draw a freehand line




3. Click on 
4. Click on the object that will move
5. Hold down the Ctrl key
6. Click on the line (both the picture and line will now be selected)
7. Click on the spanner (bottom of the easiteach toolbar)
8. Click on the links button



9. Click on the Animate tab
10. Check Follow over (change time to suit)

To change the colour of the line

1. Click on the line
2. Go to the  button
3. Click on line colour and none.

To hide or show a picture

1. Find a picture and click on it
2. Click on the spanner and then links button
Choose the option to hide or show when over.

Easiteach Literacy Content

This resource is only available if your school purchased the  Content Pack

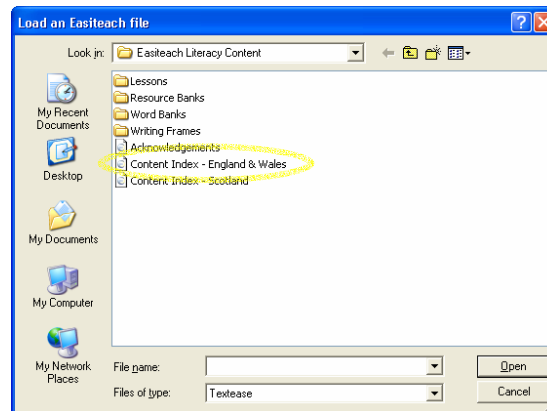
Features:

- 85 Lessons which include teachers' notes and activity screens to address specific objectives within the Literacy Framework for pupils from reception to year 6.
- Word lists based on those defined in the literacy Strategy.
- Over 100 text resources from leading publishers covering fiction, non-fiction, poetry and drama.
- 50 ready-made writing frames to structure shared and individual writing.



From the File Menu select...

Open
Literacy...



Select Content Index - England and Wales



Easiteach Maths Content

This resource is only available if your school purchased the  Content Pack

Features:

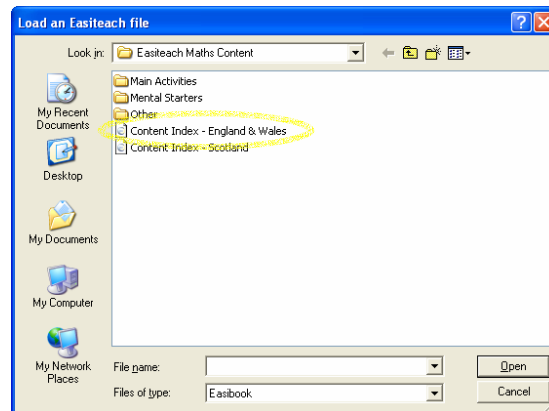
- Over 280 main activities.
- 150 mental starters.
- 20 Interactive Teaching Programs developed by the Department for Education and Skills.

department for
education and skills
creating opportunity, releasing potential, achieving excellence



From the File Menu select...

Open
Maths...



Select Content Index - England and Wales

