

Startwrite® User's Manual:



Contents

INTRODUCTION Startwrite® User's Manual	
Why Startwrite®?	2
Teaching Honesty	3
About This Manual	3
Using Window's Help	4
Using MacIntosh's Help.....	8
CHAPTER 1 Installation	
Minimum Requirements	11
Windows 95/98™ Installation Instructions.....	11
MacIntosh Installation Instructions	12
CHAPTER 2 Using Startwrite®	
Determining Page Orientation	13
Working with Text Boxes.....	14
Understanding Text and Art Box Modes	15
Selecting a Font	16
Changing Your Font Size	17
Adding Guide Lines	18
Creating Dotted/Dashed Letters.....	19
Creating Shaded Letters	20
Adding Arrows to Letters.....	22
Setting Defaults	23
Creating Blank Lines	23
Checking Your Spelling.....	24
Creating an Art Box.....	25
Redrawing Text and Art Boxes.....	26
Deleting a Text of Art Box	27
Inserting a New Page.....	27
Using Lesson Files.....	27
CHAPTER 3 Menu Bar Icons	
Toolbar Buttons.....	28
Property Bar Buttons	31
CHAPTER 4 Startwrite® Support Services	
Technical Support	33
Ordering Software	33



Startwrite® User's Manual

Welcome to Startwrite®, the first software program that uses the computer to teach handwriting. This user's manual contains information, tips and insights, and instructions on how to get up and running quickly and easily.

Why Startwrite®?

With a quick explanation you will immediately see the purpose for Startwrite®. Those I have explained the software to, especially those with children in elementary school, don't even let me finish the explanation. Their response is, "I know exactly what you are going to say and I think it would be great." I'll bet you do the same thing.

When our children were in elementary school, they would bring home handwriting assignments consisting of letters in dot/dash form printed on pages with a line at the top of the letter, one at the bottom and a dashed line in the middle. (Remember the large letters above the blackboards in your elementary school room?) The pages looked like they had been recopied numerous times. My children would trace over the dot/dash letters to improve their handwriting skills: the shape of the letter, the direction of the stroke, and the spacing between letters, etc.

As a way to personalize their writings, while practicing, I created a diary entry in dot format by hand. This effort lasted just a few minutes. Try writing a couple of lines in dotted letters and you'll see it's not an easy task. Thus was born the idea for a simple program that would form letters in dots which I could print out for my children to trace over.

I hope you enjoy Startwrite® for creating fun handwriting practice sheets, letters to grandparents, to friends, journals for your children to record their thoughts in their own handwriting, or whatever else you can think of. Let Startwrite help you help your child get ahead in school. Startwrite actually makes the computer a tool to teach handwriting.

Let us know how it works for you,

David R. Sharp
President

Teaching Honesty

A MESSAGE TO THOSE WHO HAVE AND WHO HAVE NOT PURCHASED THIS Startwrite® SOFTWARE

Our children and students become what we teach them by the example we set for them. We cannot expect them to become any greater in character than we are. Honesty is one of the most basic and fundamental principles and could govern all human action. If we set an example by telling even a small falsehood, then we teach a mindset for future justification of larger falsehoods. There is NO justification for dishonesty.

Don't set a bad example of dishonesty by stealing this software program-either by making another copy for yourself to be used on another computer, or for use on someone else's computer. It is illegal and can be punishable by up to 5 years in prison and a \$100,000 fine.

Copying software dishonestly and illegally is no different than shoplifting. It is no different than if someone took money from your wallet. It is theft. It is illegal. It is wrong!

So we ask for complete honesty. If you do not own this software, please call us and order it for yourself. We have priced the software so that everyone can afford it.

PLEASE TEACH HONESTY TO YOUR CHILDREN AND STUDENTS BY YOUR ACTION AND EXAMPLE. PURCHASE A LEGAL COPY OF STARTWRITE® SOFTWARE.

When you purchase and register your copy, you are entitled to receive free, by mail, important update information; support from our phone support lines; and the peace of mind you get from knowing that you have a legal copy of our software and that your example can be followed by others.

About This Manual

The Startwrite® *User's Manual* provides detailed information about the Startwrite® program, tools, and commands. It is designed to be used as a reference tool and task guide in your everyday use of Startwrite®. This cross-platform manual provides instructions for using Startwrite® on both the Microsoft® Windows® and Macintosh operating systems. Any differences in procedures between platforms are noted in the text.

This manual assumes you have a working knowledge of your operating system, particularly techniques such as using a mouse, opening files, saving files, and closing files. For help with any of these techniques, please see your Windows or Macintosh

Using Windows Help

When you need information, online Help is your best solution. Help is convenient, sensibly organized, and structured in a way that makes it easy to find the information you need. It also contains more detailed information about Startwrite® than this manual does. Help appears in a separate window on your screen that you can keep on top of the application you're working in for quick reference and access.

If you need assistance beyond what the online Help system and this manual provide, you can call Technical Support (see Startwrite® Support Services, chapter 4).

Using Context-Sensitive Help

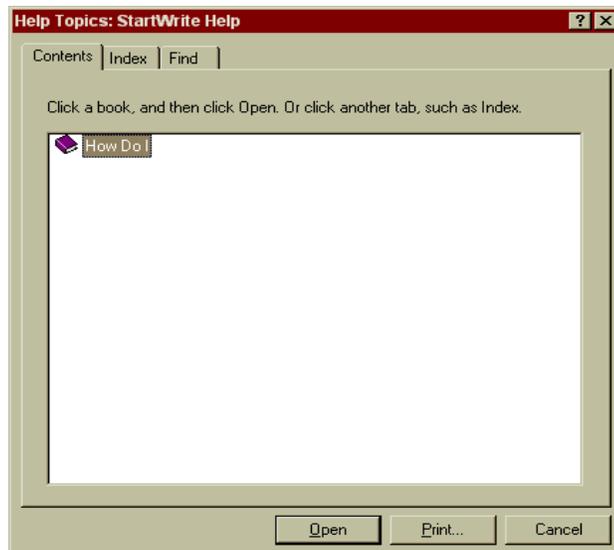
Help is context sensitive, which means you can access Help wherever you are in the program, including menus and dialog boxes.

Place the pointer on the item you want information about, then press **F1**.

Using Online Help

This section introduces you to the basic components of Windows online Help.

Use Contents to access the main components of Help. You can think of it as the table of contents of Help.



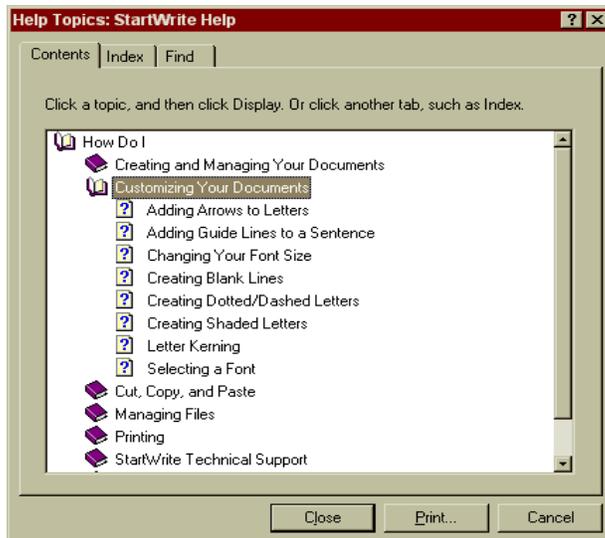
- 1 Click **Help**, then **Help Topics**.
- 2 Click the Help tab you want.

The next sections give you detailed explanations of each Help tab.

Contents Tab

When you need information about performing a specific task, use the "How Do I" option available on the Contents tab. The information in "How Do I" is organized into books, chapters, and pages.

To find steps for performing a specific task, start at the book level. Each book listed in "How Do I" represents a category of tasks.



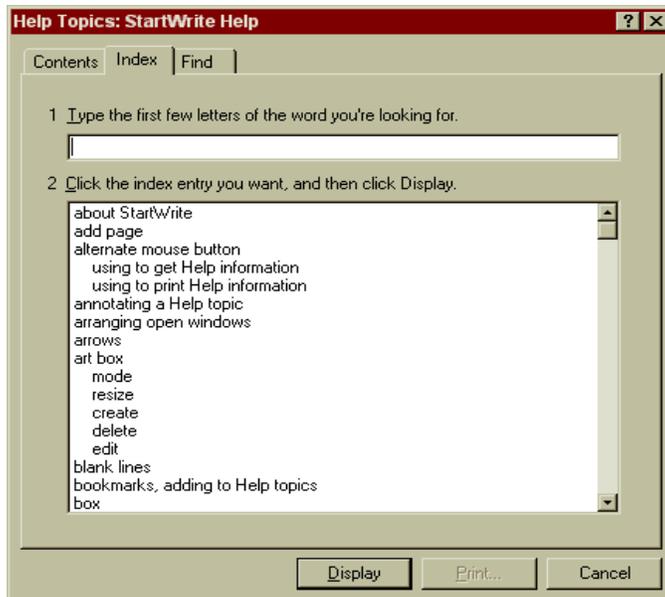
- 1 Click a book to open it. Books can contain chapters or pages.
- 2 Click a chapter to open it. Chapters contain individual tasks, each listed as a separate page.
- 3 Click a page to see the corresponding Help topic.

Tips

- Clicking an open book or chapter closes it.
- Clicking the Print button at the bottom of the Help Topics dialog box prints any topic you have selected in the table of contents. If you select a book icon, all topics within that book, and all topics in other books contained in that book, will be printed. This feature is only available from the Contents tab.
- Click the question mark in the upper right hand corner and click it on something you have a question about, if you need more information on using Help.

Index Tab

Use the Index tab to find information by typing in a feature name, a keyword, a synonym, or a phrase. You can also see a list of keyword entries.



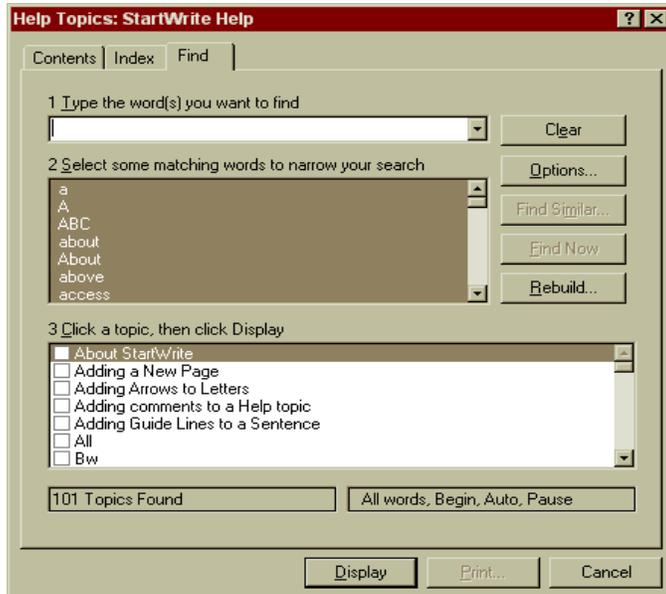
- 1 Type the keyword you're looking for.
- 2 Click the index entry you want.
- 3 Click **Display** to see the Help topics for that entry.

Tips

- If there is more than one Help topic about the entry you chose, a list of related Help topics appears in a smaller dialog box. Click the one you want to view, then click **Display**.

Find Tab

Use the Find tab to access a full-text search of Help. You can find information by typing in a feature name, a keyword, a synonym, or a phrase, plus additional related terms.



- 1 Type the words you are looking for.
- 2 Select the words you want to include in your search.
- 3 Click **Options** to customize the search.
- 4 Select the topic you want to view, then click **Display**.

Tips

- If there is more than one Help topic about the entry you chose, a list of related Help topics appears in a smaller dialog box. Click the one you want to view, then click **Display**.

Using Macintosh Help

This section introduces you to the basic components of Macintosh Help. You will need Netscape Navigator or Internet Explorer in order to view this Help.

Using Online Help

This section introduces you to the basic components of Macintosh online Help.

Use Contents to access the main components of Help. You can think of it as the table of contents of Help.

- 1 Click **Help**, then **Startwrite® Help**.
- 2 Click the Help tab you want.

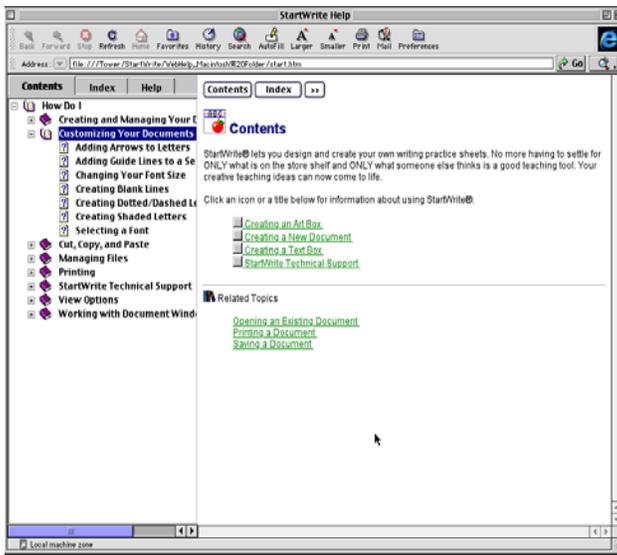
Tips

- When you select Startwrite Help, Netscape Navigator will automatically open with the help file.
- You can size and drag the Help window to see the area of the document you are working on.

Contents Tab

When you need information about performing a specific task, use the "How Do I" option available on the Contents tab. The information in "How Do I" is organized into books, chapters, and pages.

To find steps for performing a specific task, start at the book level. Each book listed in "How Do I" represents a category of tasks.



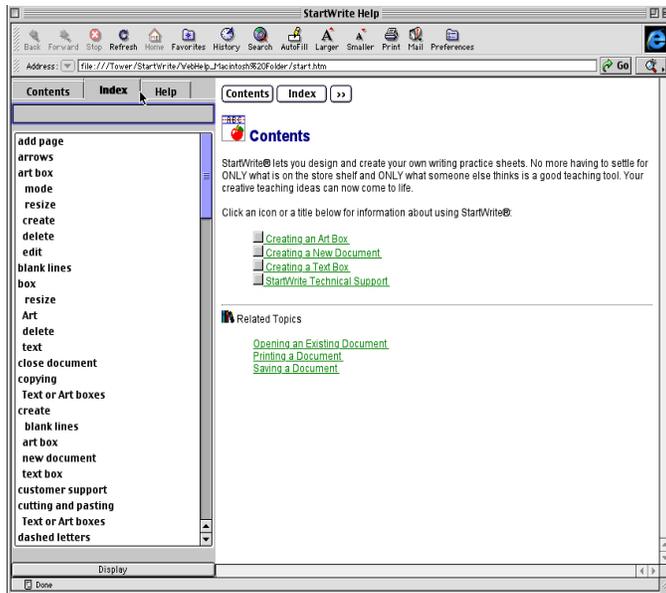
- 1 Click a book to open it. Books can contain chapters or pages.
- 2 Click a chapter to open it. Chapters contain individual tasks, each listed as a separate page.
- 3 Click a page to see the corresponding Help topic.

Tips

- Clicking an open book or chapter closes it.
- Click the Help tab if you need more information on using Help.

Index Tab

Use the Index tab to find information by typing in a feature name, a keyword, a synonym, or a phrase. You can also see a list of keyword entries.



- 1 Type the keyword you're looking for.
- 2 Click the index entry you want.

Printing Help Topics

- 1 Click anywhere inside the topic you want to print.
- 2 Click **File**, then **Print** (Internet Explorer) or **File**, then **Print Frame** (Netscape Navigator)



Installation

Before you begin the installation process, you must close all currently running programs.

Minimum Requirements

Startwrite® requires the following minimum hardware and software.

Microsoft® Windows®

- IBM 486 or higher
- 4 MG of RAM
- 6 MB of available hard disk space
- Windows Version 3.1 or later

For optimum performance, it is recommended that you used Startwrite® on a computer with a Pentium processor, 8 MG of RAM, and Microsoft® Windows 95/98.

Macintosh

- 8 MG of RAM
- 5 MG of available disk space
- System 7.5.5

Startwrite® comes with several fonts, such as Manuscript (similar to Zaner-Bloser), Modern Manuscript (similar to D'Nealian), and Italic (similar to Getty-Dubay or Portland Italic). We are adding additional fonts as demand dictates.

Windows 95/98™ Installation Instructions

- 1** Insert the Startwrite® CD into your drive.
- 2** Follow the instructions on your screen to complete the installation process.
- 3** If you would like a Startwrite® icon added to your desktop for easy access, click **Yes** when prompted.
- 4** When the installation finishes, click the Startwrite® icon on your desktop to start the program.

Tips

- Startwrite® Installation automatically installs the program to c:\Program Files\Idea Maker\Startwrite unless you specify otherwise.
- If Auto Run is not currently enabled on your computer, insert the Startwrite® CD into your drive, open Windows Explorer, access your CD drive, click the Win95 folder, then double-click **setup.exe**.

Macintosh Installation Instructions

- 1 Insert the Startwrite® CD into your drive.
- 2 Double-click the Startwrite® CD icon on your desktop.
- 3 Double-click the **Install Startwrite®** icon which appears in the Startwrite® CD folder.
- 4 If you want to change the default installation folder ("Startwrite" under your main Hard Drive folder), click the drop-down list in the **Install Location** box and select the folder you want.
- 5 Click **Install**.
- 6 If you have previously installed Startwrite®, you will be asked if you want to overwrite the old installation. Click **Replace All** to update your previous installation.
- 7 When the installation finishes, a message box appears telling you that the installation was successful. Click **Quit** to exit the installation program.

Tips

- The Startwrite® installation program automatically installs the program in a "Startwrite" folder under your main Hard Drive folder. If you want to install the program into a different folder, you can specify another install location during installation. However, we recommend that you used the default installation folder.



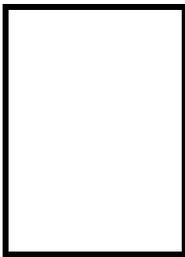
Using Startwrite®

Startwrite® is easy to use. There are no complicated commands. Everything is straight forward. Let's begin using Startwrite® so you can see how much fun and how exciting it is to use the computer to teach handwriting.

If you haven't already started the program, do so by double-clicking the Startwrite® icon on your screen.

Determining Page Orientation

The first thing you need to do is decide if you want your page in a Portrait or Landscape layout. Portrait prints a page that looks like this:



Landscape prints a page that looks like this:



When the program starts, the default layout is Portrait. Use the Orientation feature to switch the page layout from Portrait to Landscape, or from Landscape to Portrait.

Windows

- 1 Click  on the toolbar to switch the page layout from Portrait to Landscape.

Tips

- Click  on the toolbar to switch the page layout from Landscape to Portrait.
- To see how your document will print, click **File**, then **Print Preview**.

Macintosh

- 1 Click  on the toolbar.
- 2 Click the **Orientation** you want in the **Page Setup** dialog box..

Working with Text Boxes

Before you can begin typing, you must first have a Text Box to put your text in. Every time you open Startwrite®, a default Text Box is created for you. You can add as many additional Text Boxes as you need.

A Startwrite® document can contain several Text Boxes, but the boxes should not overlap. An overlapping Text Box will hide the text in the box underneath it, which may cause an error when you print your document.

Before entering text in a Text Box, you can move the Text Box to a different spot on the page, or you can make the Text Box bigger or smaller to fit your needs.

Inserting a New Text Box

- 1 Click **Insert**, then **Text**, or click  on the toolbar. A new text box appears at the top left corner of your document.
- 2 Place the mouse arrow near one of the sides of the box until a "four way"  arrow appears.

Tips

- Don't worry if you make the box too small or too large. You can re-size at any time.

Entering Text Into a Text Box

After you have created a Text Box, you can type text in it. There is a one page limit for Text Boxes. The text in a Text Box will not wrap from one page to another.

- 1 Click the Text Box twice with the mouse pointer, placing the box in Enter/Edit Mode.
- 2 Type the text you want inside the Text Box.

Resizing a Text Box

After you insert a new Text Box, you may need to change the size. You can use your mouse pointer to make a box any size you want.

- 1 Click your mouse pointer once in the middle of the Text Box you want to re-size. Notice that the black handles (■) appear around the box.
- 2 Place the mouse pointer on one of the corner handles, hold down the left mouse button, and drag the corner in, out, up, or down until the box is the size you want.

Understanding Text and Art Box Modes

Enter/Edit Mode

The box must be in an Enter/Edit mode before you can enter or edit text into a Text Box or make changes to an Art Box. This mode is designated with a black frame around the box and black handles (■) on the corners. To put the boxes in this mode, simply click inside the box with the mouse arrow.

Move/Re-size Mode

This mode is necessary to move or re-size the box. You can switch to a Move/Re-size mode by clicking once inside the box. Small black square handles will appear in the corners and on the sides of the box. To re-size a box, place the mouse arrow on a handle, hold down the left mouse button, and drag the handle up and down or right and left. To move the box, place the mouse arrow near a side of the box until a "four-way" arrow appears. Hold down the left mouse button and drag the box to the desired page location.

Save/Print Mode

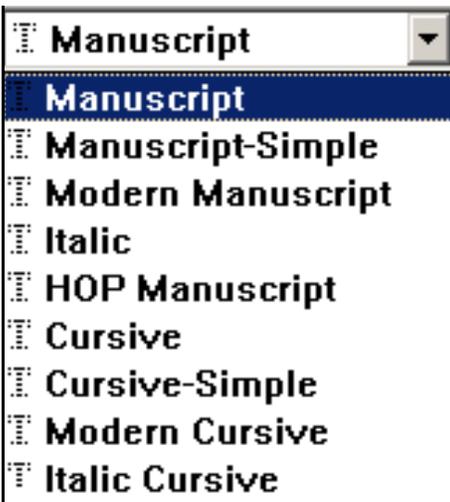
This mode is designated by a light (non-printing) dashed border around the box. Click the mouse arrow outside the box to change the box to the Save/Print mode. No modifications can be made to text or art when the Save/Print mode is on.

Selecting a Font

Startwrite® gives you access to the Windows fonts you have installed on your computer. You can use these fonts in any Text Box you create. However, Startwrite® also includes several unique fonts to help you create your handwriting documents. These fonts are **Manuscript** (ball and stick or similar to Zaner-Bloser), **Modern Manuscript** (similar to D'Nealian), **Italic** (similar to Portland Italic), **Cursive**, **Moden Cursive**, and **Italic**. The default font (or the font that is used if no other font is selected) is Manuscript. The font you currently have selected appears in the Font list located on the toolbar.



Position your mouse arrow over the down arrow to the right of the font name Manuscript in the box and click the left mouse button once. A scroll of different fonts will appear.



Changing Your Font

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Place your mouse pointer over the down arrow to the right of the Font drop-down list, and click the left button once.
- 3 Scroll through the list until you find the font you want.
- 4 Click the font name once with the left mouse button.

Changing Your Font Size

Startwrite® will size your fonts in point sizes from a very small 8 point to the very large 192 point. 100 point size is the equivalent to 1" high letters, and 192 point size is almost 2" high. Most kindergarten and first grade students learn with a 72 point font size. Second graders most often use a 48 point font size. However, for beginning writers, you may want to use larger letters. You can also create headings and titles of pages using larger font sizes. The default font size is 48 points.

You can use the Font Size drop-down list on the toolbar to change the size of the font in any of your Text Boxes.



- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click the down arrow to the right of the Font Size drop-down list button on the toolbar.
- 3 Use your mouse to highlight the point size you want, then click the left mouse

Tips

- You can also use your mouse pointer to click in the font size selected box, then type the font size you want.
- The point size of all the text in the Text Box you are working in will change automatically. If you type more words in this Text Box, the size of the new text will be the same point size as all the other text in the box. You can only have one point size selection per Text Box. If you want consecutive sentences to have different font sizes, you must create a new Text Box and select the new font size for the new Text Box.

Adding Guide Lines

Guide lines are the lines printed on paper which make it easier for a beginning writer to keep his or her letters the correct height and width.

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click one of the four Guide line buttons on the toolbar.

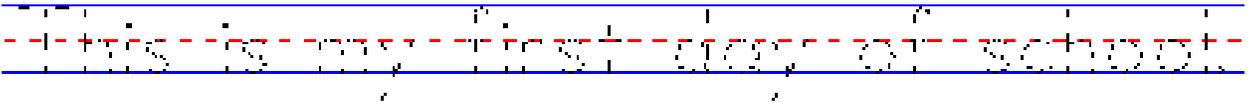


Tips

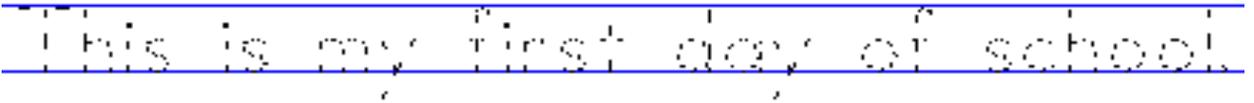
- You can also click **Format**, then **Letter Guide lines**, then select the option you

Guide Line Buttons

-The first button places a line under and above each word and sentence, and adds a dashed line to the middle of each word and sentence.



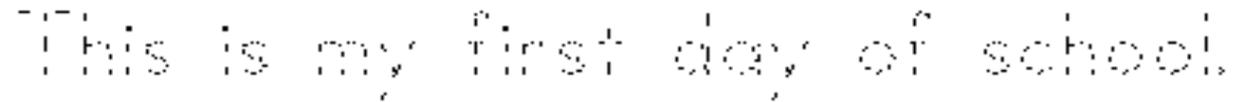
-The second button places a line under each word and sentence, and another line above each word and sentence.



The third button underlines each word and sentence.



The fourth button is **No Line**. This makes the letters appear on the screen without lines.



Creating Dotted/Dashed Letters

Startwrite® lets you make dotted/dashed letters so that beginning writers can trace them and begin learning how to write.

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click one of the four Dotted/Dashed buttons on the toolbar.

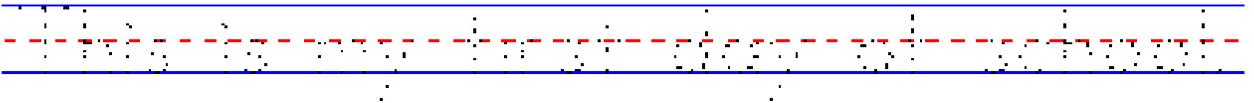


Tips

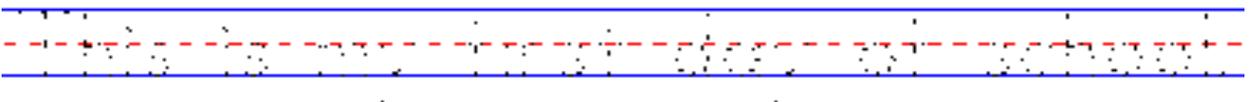
- You can also click **Format**, then **Letter Dot Density**, then select the option you

Dotted/Dashed Buttons

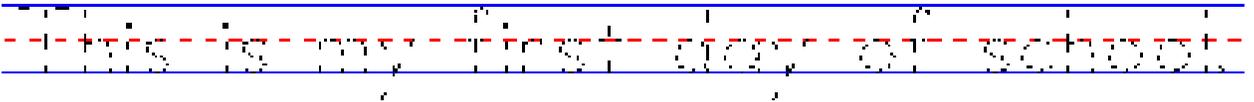
The first button makes the letters appear heavily dotted.



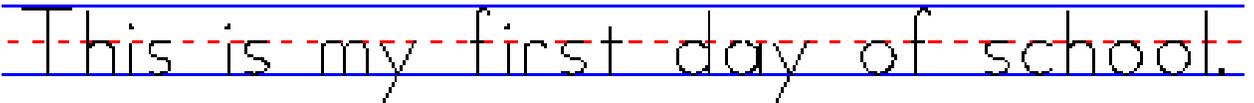
The second button makes the letters appear slightly less dotted.



The third button makes the letters appear dashed.



The fourth button makes the letters appear solid.



Letter Dot Density Options

You can use the Letter Dot Density dialog box to help you set some standards for the Dot Density options used in Text Boxes.

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click **Format**, then **Letter Dot Density**, then **Options**.
- 3 Choose one of the following options:
 - **Set by density property bar buttons** lets you use the Dotted/Dashed buttons on the toolbar to determine the density of all the letters in your Text Box.
 - **First letter of every line solid** automatically makes the first letter of every line in your Text Box appear solid.
 - **First letter of every word solid** automatically makes the first letter of every word in your Text Box appear solid.
 - **First letter of every-other word solid** automatically makes the first letter of every other word in your Text Box appear solid.
- 4 Click **OK**.

Creating Shaded Letters

The shading option lets you make letters that are shaded light-to-dark. Using this option along with the Guide Line and Dotted/Dashed options allows you to create a wider variety of traceable letters.

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click one of the four Shade buttons on the toolbar.



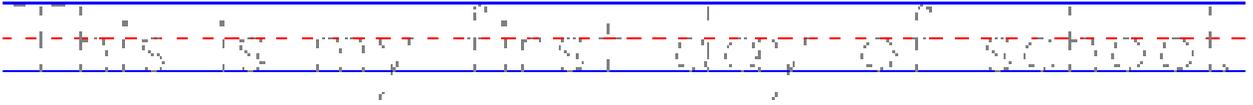
Tips

- You can also click **Format**, then **Letter Shading**, then select the option you want.

Shade Buttons

The four shade buttons let you create text ranging from heavily shaded to lightly shaded.

For example, using these buttons, along with Guide Line and Dotted/Dashed buttons, you can create a sentence like this:



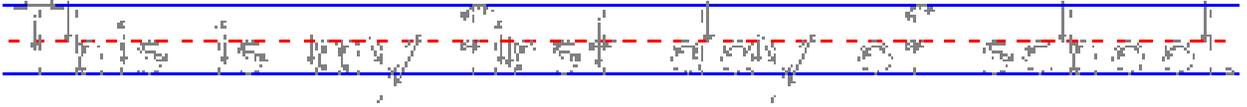
Letter Shading Options

You can use the Letter Shading dialog box to help you set some standards for the Shading options used in Text Boxes.

- 1** Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2** Click **Format**, then **Letter Shading**, then **Options**.
- 3** Choose one of the following options:
 - **Set by shading property bar buttons** lets you use the Shading buttons on the toolbar to determine the shading of all the letters in your Text Box.
 - **First letter of every line black** automatically makes the first letter of every line in your Text Box appear black.
 - **First letter of every word black** automatically makes the first letter of every word in your Text Box appear black.
 - **First letter of every-other word black** automatically makes the first letter of every other word in your Text Box appear black.
- 4** Click **OK**.

Adding Arrows to Letters

The Arrows option gives letters arrow strokes, which help children learn the correct letter formation (which stroke to make first, then in which direction to finish the letter). This option is great for beginning writers.



Arrows will only appear in the Text Box you are currently working in. You will have to add or remove arrows in each Text Box separately. We recommend that you use Arrows with fonts over 36 points. With fonts under 36 points, the arrows are generally too small to see.

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click  on the toolbar to turn the Arrows option on.
- 3 When you are ready to turn the arrows off, click on the Property Bar.

Tips

- Click  on the toolbar to turn the Arrow option off.
- You can also click **Format**, then **Letter Stroke Arrows**, then **On** or **Off**.
- If you are using the Cursive font inside a Text Box, arrows will only appear on singularly typed letters (not on joined letters).

Letter Stroke Arrows Options

You can use the Letter Stroke Arrows dialog box to help you set some standards for the Arrows options used in Text Boxes.

- 1 Click inside the Text Box you want to edit. This will place you in Enter/Edit mode.
- 2 Click **Format**, then **Letter Stroke Arrows**, then **Options**.
- 3 Choose one of the following options:
 - **Set by arrows property bar buttons** lets you use the Arrows buttons on the toolbar to turn the Arrows option on or off in your Text Box.
 - **First letter of every line arrowed** automatically makes the first letter of every line in your Text Box appear arrowed.
 - **First letter of every word arrowed** automatically makes the first letter of every word in your text Box appear arrowed.
 - **First letter of every-other word arrowed** automatically makes the first letter of every other word in your Text Box appear arrowed.
- 4 Click **OK**.

Setting Defaults

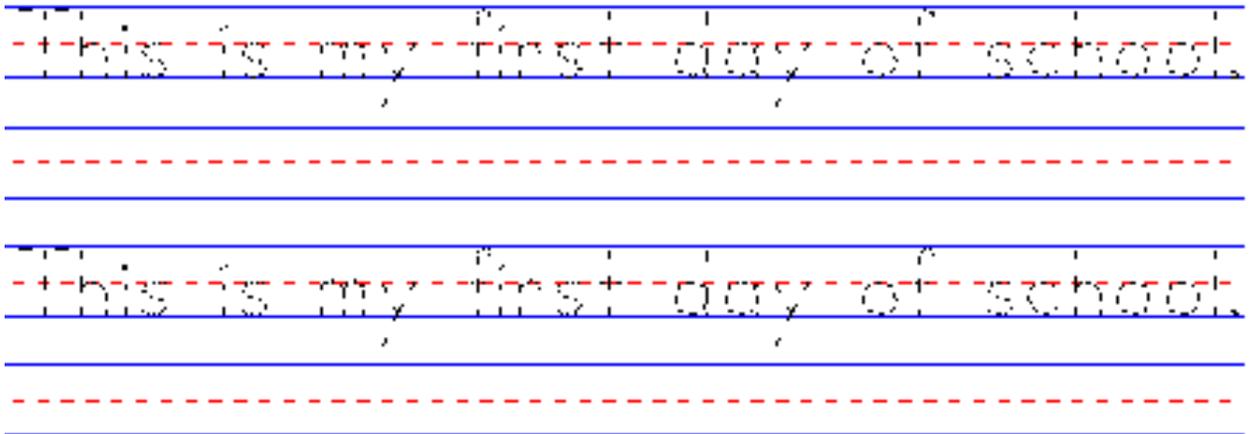
You can use the Default Settings dialog box to change the default Dot Density, Shading, Guide Lines, and Arrows options used in Text Boxes. If you find yourself constantly creating worksheets for example, with dotted, lightly shaded letters and triple Guide Lines, you can set the options in this dialog box to reflect these default settings.

- 1 Click **Tools**, then **Settings**
 - 2 Select the default settings that you want.
-

Creating Blank Lines

After creating a Text Box, you may want to add some guide lines without any text. You can do this by pressing the **Enter** key on the keyboard. Each return will create a blank line. You can select the same style of guide lines for the entire page, or you can have several Text Boxes in you document that have different guide lines. However, you cannot have different guide lines within the same Text Box.

Be creative and make a page containing only guide lines, or alternate text and empty guidelines. Try making your page look like this:



Checking Your Spelling

Use Spell Check to check for misspelled words in your document. Spell Check contains 100,000 commonly used words, allowing you to correct most of your misspelled words. Your document must be in Enter/Edit mode in order for you to use Spell Check.

- 1 Click inside the Text Box you want to Spell Check. This will place you in Enter/Edit mode.
- 2 Click **Tools**, then **Spell Check**,  or click  on the toolbar.
- 3 The first word Spell Check selects as a misspelled appears in the **Not in Dictionary** field, and a list of possible replacement words appears in the **Suggestions** box.
- 4 In the **Suggestions** list box, click the correct word.
- 5 Click **Replace**. If there are more misspelled words, the next word appears in the **Not in Dictionary** field.
- 6 Follow steps 3-5 above to correct the rest of the misspelled words.
- 7 When Spell Check cannot find anymore misspelled words, the Spell Check dialog box will close and give you a **Spell Check Complete** message. The last word you correct will not show as corrected in your Text Box until Spell Check is closed.

Tips

- If Spell Check stops on a word that is spelled correctly, click **Skip** and Spell Check will continue to the next word in question.
- When Spell Check stops on a word that is misspelled but there is no replacement word in the **Suggestion** list, type the correct word in the **Change To** text box, then click **Replace**.

Creating an Art Box

You may want to include pictures in your document to liven up the page and make it more interesting for your beginning writers. A picture can even be used to represent the letter or topic you are teaching.

Startwrite® comes with a number of original black & white bitmapped images and several original color images which you can use in your documents. The black & white pictures have less detail and are included to let children color the pictures. The color images can be used if you have a color printer. You can also import and use any other bitmapped (.bmp) image files with Startwrite®

- 1 Click **Insert**, then **Art**, or  click on the toolbar.
- 2 In the Select Art dialog box, click the type of image you want to insert into your Art Box.

Click	To Insert
BW	A black and white image in your Art Box.
Color	A color image in your Art Box.

- 3 Place your mouse pointer on the image you want to insert in your Art Box, then click once with the left mouse button.
- 4 Click **Open**. The image is automatically placed in your Art Box.
- 5 Place the mouse arrow near one of the sides of the box until a “four-way”  arrow appears.
- 6 Hold down the left mouse button, then drag the box to the desired page location.
- 7 When Spell Check cannot find anymore misspelled words, the Spell Check dialog box will close and give you a **Spell Check Complete** message. The last word you correct will not show as corrected in your Text Box until Spell Check is closed.

Resizing an Art Box

After you create an Art Box, you may need to change the size. You can use your mouse pointer to make a box an size you want.

- 1 Click your mouse pointer once in the middle of the Art Box you want to re-size. Notice that black handles (■) appear around the box.
- 2 Place the mouse pointer on one of the corner handles.
- 3 Hold down the left mouse button, and drag the corner in, out, up, or down until the box is the size you want.

Changing the Image Inside an Art Box

You can use the Art features on the Format menu to help you re-size an Art Box, or to replace your current image with another one of your choice.

- 1 Click the inside of the Art Box you want to edit. This will put you in Enter/Edit mode.
- 2 Click **Format**, then **Art**, then **Replace**. You can also right-click the Art Box, then choose **Replace Art** from the pop-up menu.
- 3 Select the image you want from the Color or BW directory.

Tips

- If you want Startwrite® to automatically size and keep the image proportional to the way it was placed in the box when you re-size it, click **Format**, then **Art**, then **Maintain Proportions**. A check next to this option means that the option is turned on. Checking this option at this point will turn it off.

Redrawing Text and Art Boxes

Use the Redraw All feature to refresh Text and Art Boxes on your screen.

- 1 Click **View**, then **Redraw All**.

Deleting a Text or Art Box

- 1 Select the box you want to delete by pointing to the box with the mouse arrow.
- 2 Click the left mouse button once. Make sure that box handles appear around the box you want to delete.
- 3 Click **Edit**, then **Delete Box**. The box will disappear.

Tips

- You can also right-click a Text box, then click **Delete Box** on the pop-up menu.

Inserting a New Page

You can add a new page to your current document at any time. Each document can contain up to eight pages.

- 1 Click **Insert**, then **Page**.

The new page is added to the end of your document.

Using Lesson Files

Startwrite® comes with several lesson files you can open and use (or print). You can use them as they are, or to give yourself ideas on how to use Startwrite® to teach phonics, spelling, math, and so on. You can also adapt them to fit your own needs.

- 1 Click **File** then **Open Lesson**
- 2 Select the lesson you want from the list of available lessons (Startwrite® 's lesson files have a .SWL extension).
- 3 Click **OK**

Tips

- If you want to adapt a lesson file for your own use, we recommend opening the lesson file you want, then using **File**, then **Save As** to save a copy of the lesson file with a new name.



Menu Bar Icons

Toolbar Buttons

Startwrite® has put most of the options you will need to create your writing sheets on a toolbar for easy access. These are the Startwrite® toolbar buttons:

New File



You can use this button to clear the screen of any file or work that you have done. Clicking this button will start a new file.

Open File



This button lets you open a previously saved file. Click this icon once, and a box appears that lists the names of the files that you have previously created and saved. Select the file you want to open by placing the mouse arrow on the name of the file and clicking once. Then click the Open button. The file is immediately opened. You can make changes to the file by clicking inside the box, which places you in the Enter/Edit mode.

Save



Use this button to save the file you are currently working on. Click once on this icon and a box appears that asks you for a file name. Type in the name you want for this file. Use a name that describes the page. The file name can be a combination of 8 letters and/or numbers. If you try to save a file with a filename longer than 8 characters, you will see a box that prompts you to select a shorter name.

Print



This button lets you print the page or pages you have created. You can choose to print all the pages in your document, only the pages you specify, or you can select a range of pages to print. For instance, if your document is 5 pages long, but you only want to print the first 2 pages, you would click **Pages** and type **1 to 2**. You can also select how many copies of your pages you want to print.

Cut



Use this option to move a Text or Art box. Select the box you want to move by pointing to the box with the mouse pointer. Click the left mouse button on the Cut icon and the box disappears. You can use the Past button (explained below) to place the box in another location in your document.

Copy



Use this button to create a copy of a Text or Art box. Place your mouse pointer inside the box you wish to copy, then click once. Click the Copy button on the toolbar. Your box is then copied and placed in your computer's memory (clipboard). You can use the Past button (explained below) to insert a copy of the box into your document.

Paste



This option places the contents of the Cut or Copy option into the document you are creating. Use this option in conjunction with the Copy option when you want to duplicate a Text or Art Box. Use this option in conjunction with the Cut option when you want to move a Text or Art Box.

Art Box



This is the art or graphic image box. Use this icon to create an Art Box, with an image inside of it. There are 60 graphic images included with the software; two for each letter of the alphabet and a few extra. Art Boxes should not overlap. If they do, the image underneath may not print properly.

Text Box



This option lets you create a new Text Box. You must use a Text Box to enter words and letters. Text Boxes should not overlap. If they do, the text underneath may not print properly.

Spell Check (Windows version only)



Use this button to check your spelling inside Text Boxes in your document. Spell Check contains 100,000 commonly used elementary school words, which allows you to correct most of your misspelled words. Your document must be in an Enter/Edit mode in order for you to use Spell Check.

With your mouse arrow on this icon, click once. A window appears showing the first word Spell Check identifies as misspelled, along with a list of suggestions. Select the correct word in the Suggestions list box, then click **Replace**. The misspelled word will be replaced with the word you selected. Spell Check will continue on to the next misspelled word. The last word that you correct will not show as corrected in your document until you exit Spell Check.

Zoom (Windows version only)



Use this button to expand or reduce the image of a document on the screen. Zooming does not change the actual size of text or graphics.

Font (Windows version only)



Use this button to select a different font or font size for the text in a Text Box.

Portrait/Landscape



Windows

Macintosh

These buttons let you select the page format of your choice. **Portrait** is 8½ x 11, with the 8½ direction up and down. The **Landscape** option is just the opposite.

In the Windows version of the program, click either the Portrait or Landscape button to change your page orientation. In the Macintosh version, click the Page Layout button, then select the orientation you want from the Page Setup dialog box.

Property Bar Buttons

Startwrite® has also included a property bar containing even more buttons to help you manage the look of the text in your Startwrite® documents.



This option allows you to change the font in a Text Box. With the Text Box in Enter/Edit mode, click once on this icon and a list of fonts appears. Select a font by highlighting the font you want, then clicking it once.

Startwrite® comes with several fonts, such as Manuscript (similar to Zaner-Bloser), Modern Manuscript (similar to D'Nealian), and Italic (similar to Getty-Dubay or Portland Italic).



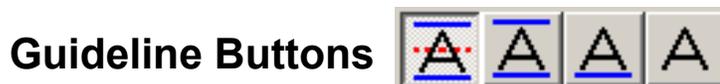
After you have selected the font you want to use, place your mouse pointer on this icon and click once. A pull-down list appears containing different font sizes. Place the mouse pointer on the font size you wish your text to appear in, or type in the size you want to use. Click once to re-size all the text in the Text Box.

You can select from a very small 8 point size to as big as 102 points. 100 points is approximately 1" high, and 192 points is almost 2" high. Most kindergarten and first graders learn with a 72 point size. Second graders most often see a 48 point size. However, you may want to use larger letters for beginning writers.

You can also create headings and titles for your pages using larger font sizes.



These buttons let you make the letters, words, and sentences in a Text Box appear in different shades. You can shade your text very lightly to solid black.



These buttons let you use guideline options. There are four options you can use.

- Triple lines (Solid upper and lower lines with a broken middle line).
- Bottom and Top Lines
- Bottom Line Only
- No Lines

Dot Density Buttons

These buttons let you make the letters, words, and sentences in a Text Box appear in different dot densities.

Arrow Button

These options turn the arrow strokes **Off** or **On**.



Startwrite® Support

Technical Support

Technical Support is available via telephone, fax, and e-mail. If you have questions, need technical support regarding the software or have a suggestion, please e-mail or fax us (24 hours a day), or call us during business hours (Monday-Friday, 9:00 am - 4:00 pm MST) at the following numbers.

E-mail Address:

support@startwrite.com

Fax Line:

(801) 936-7777

Phone/Technical Assistance:

(801) 936-7077

If you are transferred to voice mail, leave a short message including your names, the serial number of your product, the phone number where you can be reached, and the best time for a technical support representative to return your call.

Ordering Software

Our order takers cannot give technical support. Please call the number listed above for technical support only. To place orders only, call us during business hours (Monday - Friday, 9:00 am - 4:00 pm MST) at:

Phone Order Line ONLY:

1 (888) 974-8322

or

1 (801) 936-7779

Online Ordering:

You can also order Startwrite® directly at <http://www.startwrite.com>