

## Introduction

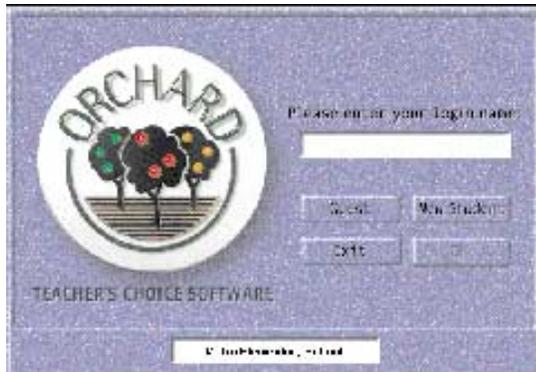
*Flash Card Maker* is a create-your-own flash card program that enables teachers and students to create easy-to-read, assorted flash cards for words or math equations in an orderly, tidy and effective manner. Create or convert files in *Worksheet Maker* or create your own files directly in *Flash Card Maker*.

There are numerous uses for *Flash Card Maker*. A few ideas are listed below. You can:

- display large, easy-to-read letters or numbers on flash cards of assorted colors and sizes
- print flash cards displaying integer equations, fraction equations, square roots, or custom equations
- print vocabulary from your favorite word processor
- print words created from your own vocabulary lists
- print flash cards displaying basal vocabulary words from other programs
- print vocabulary from stories created with *Writing Assessment* (using *Worksheet Maker*)

# Getting Started

Double-click the **Orchard** icon. At the Orchard sign-on screen, enter as a teacher. The type **teacher** for the login name. The default password is “**teacher**.”



Select **Worksheet Maker** in the *Teacher Tools* menu.

## Using Flash Card Maker

### Opening a New Card Set



Open a new card set by clicking the **New Card Set** button.

### Opening a Saved Card Set



Open a saved card set by clicking the **Open Card Set** button. Select the desired card set and click **OK**.

### Choosing a Flash Card Size

When you open a new card set, *Flash Card Maker* automatically opens a card size selection window. Select the flash card size you wish to use by clicking on it. *Flash Card Maker* will open a blank card using your selected template size.



### Setting Preferences

It is a good idea to set your general preferences before beginning a card set.

Select **Preferences...** under the *File* menu. Three index cards will be visible. You can toggle among the *General*, *Front*, and *Back* options simply by clicking on the desired index card.



## General Preferences

**Prompt before exiting:** By checking this item, *Flash Card Maker* asks you to confirm your request to quit the program before it shuts down. This will prevent an accidental shut down of the program and loss of work completed.

**Prompt to save:** When checked, *Flash Card Maker* will ask you if you wish to save your work before it closes a file. It is highly recommended that you check this box to avoid the accidental loss of work completed.

**Note:** For Macintosh users, to set text preferences, select **Preferences** under the Edit menu. Press the appropriate menu (font, size, style, or color) to change the attribute.

## Front and Back Options

The **Default Font** can be set at anytime and applied to either the front or the back side of the entire card set.

It is recommended that you set your default font before creating your cards. This is a timesaving hint that allows you to set the alignments and position of objects when you create the cards. It also saves you from having to adjust them later. Every time you change the font for a card set, you should review each and every card to determine whether or not the positioning of the text has been affected.

Click **Font...** to open the *Font Editing* window. Choose a font, style, size, script, and color in this window.

Click **OK** when you have finished setting your preferences, and *Flash Card Maker* will apply them to all future cards in the current card set.

If you have already begun a card set and wish to make a change to the font attributes for previously completed cards, check the box marked "Apply to (front or back) items in the current card set." This will apply a change to all the cards in your set.

## Creating a Text Card



Click the **New Text** icon. An *Edit Flash Card Maker Object* window appears with “Flashtext” highlighted.

Type in your text and click **OK**.

To align the text, select **Align** under the *Objects* menu. Choose the desired alignment. Sometimes text does not move after realigning. This occurs because the align command affects the entire text field, not just the text within the text field. To correctly align the text to the card, you must reduce the size of the text field so that it fits snugly around the text.

Adjust the size of the text field by placing the cursor over one of the four field locator boxes until the directional arrows show. Click and drag the arrows inward until the text field fits the text.



Select the item to be changed and click the **Edit the Item** button. An *Edit* window appears.

Click **Font...** and a *Font* window appears.

## Changing Fonts and Font Attributes

Select the desired text attributes such as font, size, color, and style, and click **OK**. This will change the font for this particular object only. To change the font for the entire card set, use the **Preferences** function under the *File* menu.

**Note:** For Macintosh users, change text attributes by highlighting the desired text and selecting a font from the *Font* menu, a size from the *Size* menu, a style from the *Style* menu, or a color from the *Color* menu.

Click the **Toggle Front/Back** (Windows)/**Over** (Macintosh) button. The card will flip to the back, and the watermark at the top of the card will read *Back (1 of 1)*.

The back of the card can be manipulated in exactly the same way as the front. When you are satisfied with your card, click the **New Card** button to move to the next card in this set.

Click the **New Picture** button. Select a picture from the list and click **OK**. Move the image beneath the text by simply dragging it there. The text may also be repositioned by dragging it to a new location.

To align two or more objects to each other, hold down the **Shift** key and click the objects, then select **Align** from the *Objects* menu.

*Note: For Macintosh users, click the **Import** icon. Locate the Pictures folder in the Flash Card Maker folder and click **Open**. Choose a picture and click **Open**.*

You can change the size of the picture by dragging the field locator boxes either outward to make the field larger or inward to reduce its size. You must drag both the horizontal and the vertical walls to maintain a square image. If you drag one or the other, the image will become elongated.

Each object is placed on a card in a stack. The stacking order can be changed by selecting one of the objects and then using the **Move Front** or **Move Back** commands found under the *Objects>Align* menu.

*Note: For Macintosh users, use the **Hand** tool to position the picture. You can rotate or flip pictures by selecting the appropriate choice under the Pictures menu.*

## Creating the Back of a Card



## Inserting a Picture



## Using Your Own Images

Over 250 images are provided for your use with *Flash Card Maker*. These pictures are located in the *Images* folder (Windows) or the *Pictures* folder (Macintosh), and a key is provided in this User's Manual in the "Picture Files" section.

You can easily import your own images by saving them to the *Images* (Windows) or *Pictures* (Macintosh) folder. *Flash Card Maker* can only access pictures that are contained in these folders.

## Using the Picture Function

Three editing options are supplied for images: stretch draw, flip, and rotate. Access these functions by double-clicking on your picture to open the *Edit Flash Card Maker Object* window.

**Stretch Draw**--This option enables the stretch draw capability. This allows you to enlarge, reduce, or elongate the image by moving the field locator boxes.

**Flip**--This option turns the image on its vertical axis.

**Rotate**--This option turns the image on its horizontal axis.

## Importing Data

### From Worksheet Maker

*Worksheet Maker* is a separate program available through Orchard, and its data files are compatible with *Flash Card Maker*.

Imported data will be copied into the card set in whatever font you set as your default font.

1. Select **Import Data>Worksheet Maker** under the *File* menu. An *Open* window will appear.
2. Double-click on the folder c:\ to open the hard drive folder. Navigate through your folders until you find the one containing the *Worksheet Maker* data files.

**Note:** For Macintosh users, import text files by selecting **Import Data** from the *File* menu. Locate the text file to import and click **Open**.

When text files are imported, the longest word in the sentence will become the key word. If you want to select your own key word, mark the key word with slash marks:

...the dog /barked/ at...

## From Another Card

1. You can copy data from one card set to another card set by selecting the **Import Data>From Another Card** command under the *File* menu. An *Open* window appears.
2. Double-click the folder “mycards,” which is the folder all card sets are saved to by default.
3. Select the saved card set you wish to copy into your current card set and click **OK**. *Flash Card Maker* will add the imported card set to the end of your current card set.

*If the imported card is of a different size than your current card set, Flash Card Maker will adjust the size of the imported cards to match the size of your current card set. You cannot have cards of different sizes in the same card set. The alignments may require some adjustment.*

Click the **New Math** button and select the desired math function from the menu. All math objects are placed in the upper left corner of the active card. Move math objects by either dragging and dropping or by using the *Alignment* function under the *Objects* menu.

**Note:** For Macintosh users, set math preferences by selecting **Preferences** from the *Edit* menu. Click the *Text* menu to change to *Math*. Change the desired attributes (font, integer size, fraction scale, and application).

**Operation:** Select **Operation** to access a menu appears with nine operations: addition; subtraction; multiplication; division; equal; less than; less than or equal; greater than; and greater than or equal.

An *Edit Flash Card Maker* window appears with your selected function highlighted. If the highlighted function is acceptable, click **OK**. If a change is desired, click on the down arrow and make a new selection.

**Fraction:** Select **Fraction** to open an *Edit Flash Card Maker* window. Change the numerator and the denominator to form the desired fraction.

**Mixed Number:** Select **Mixed Number** to open an *Edit Flash Card Maker* window. Change the whole number, the numerator and the denominator to form the desired mixed number.

## Using the Math Function



**Square Root:** Select **Square Root** to open an *Edit Flash Card Maker* window. Change the number to form the desired square root.

**Division:** Select **Division** to open an *Edit Flash Card Maker* window. Change the divisor and the dividend to form the desired problem.

**Percent:** Select **Decimal Number** to open an *Edit Flash Card Maker* window appears. Change the whole number and the decimal to form the desired decimal number.

**Integer:** Select **Integer** to open an *Edit Flash Card Maker* window. The number “1” is highlighted. Type the number or letter desired. Whole, fractional, or decimal numbers, as well as letters may be used in this field.

**Integer Equation:** Select **Integer Equation** to open a text field where any equation may be typed.

## Creating a New Card



To create a new card, click the **New Card** icon.

## Duplicating Card Formats (Windows)

Select **Duplicate Card** from the *Edit* menu, and a new card will be created exactly like the first.

## Deleting a Card

To delete a card, go to the card you wish to delete. You may do this by clicking **Previous Card** or **Next Card** (Windows) or by using the “Go to card” command (Macintosh). Select **Delete Card** under the *Edit* menu.

## Marking a Card (Macintosh)

Select **Mark Card** under the *Edit* menu. Double-click the **Arrow** icon. The “Go to card” dialog box appears. Type the desired card number and click **OK**. Click once on the **Mark Card** button located on the tool bar. The circle will be filled in.

## Print Preview (Windows)

1. Select **Print Preview...** under the *File* menu when you have completed your card set and wish to review the cards.
2. Choose the range of cards you wish to verify and the type of paper on which you will be printing. “Cut sheet” is the term for plain paper or separated individual cards and “continuous feed” is the term for cards that come in a long, serrated sheet that is separated after printing.
3. Click **OK** and use the arrows to page through the cards. You can adjust the viewing size by selecting the size percentage (30, 50, 75, or 100%) to be displayed.

If you are happy with the way the cards look, click the **Printer** icon to send the data to the printer. If additional changes need to be made, click the **Close** button to return to the card set.

## Printing

To print the card set, select **Print** under the *File* menu, and the *Print Options* window appears. Select the range of cards you wish to print and the paper type. To print the back of the card upside down so that you can flip the cards over during use, select *Flip Back*. Click the **Printer** icon to select a printer to use and to set your paper options. Click **OK** and your information will be sent immediately to your printer.

To save a card set, click the **Save Card Set** button. If the card set has not previously been saved, enter a file name into the *Save File As* dialog box.

If you wish to quit, choose **Exit** (Windows)/**Quit** (Macintosh) under the *File* menu.

Printing a Card Set

Saving a Card Set



Exiting the Program

## Changing the Card Size

If you have created a card set in one size and now wish to use it in a different size, follow these steps:

1. Open a new card set and select a new card size.
2. Select **Import Data>From Another Card**. When you are prompted to save your current card set, click **Yes**. Type in a name for your new card set.
3. An *Open* window will now appear. Select your old card set and click **OK**. The data from the old card set will be pasted into the new card set.

## Using Templates

### To Make A Template

Templates have been provided for many math and vocabulary functions. However, you can create a template of any kind and save it in the *Templates* folder to be used on different cards. Simply create a card, and when you are satisfied with the format, click **Select All** under the *Edit* menu. Select **Save As Template** under the *File* menu.

### To Access A Saved Template

1. Select **Open** under the *File* menu.

An *Open* window will appear. The templates are listed by card size. Select a template to use and click **OK**.

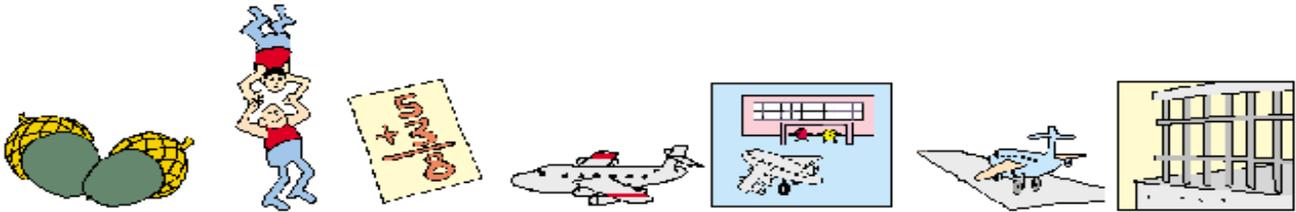
*Flash Card Maker* will open a new card set with the template as “card 1 of 1.”

2. If you already created a card set and wish to add a saved template, you can do this easily. Simply select **Import Data>From Another Card**.

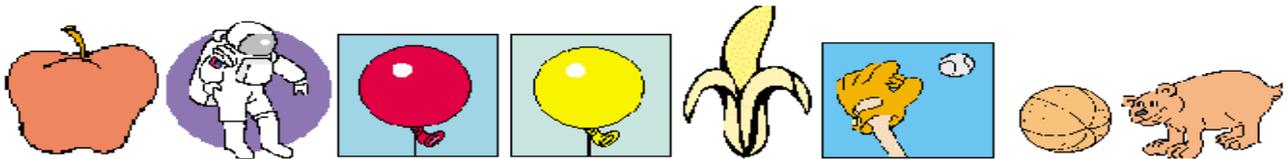
When the *Open* window appears, double-click on the *Flash* folder. Then double-click the *Template* folder. Select the desired template and click **OK**. The template will be added as a new card in your current card set.

**Note:** For Macintosh users, to access a saved template, select **New** under the *File* menu. Select a card size and click **OK**. Under the *File* menu, click **Select Template....** Choose a template front and back and click **OK**.

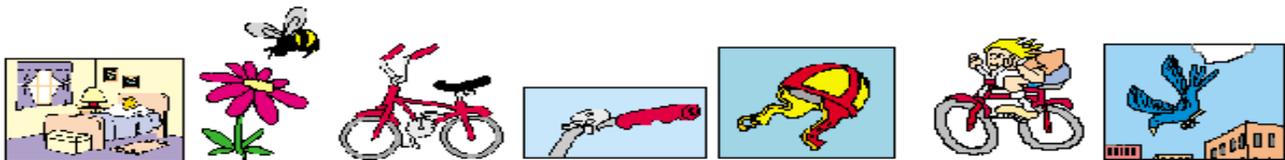
# Picture Files



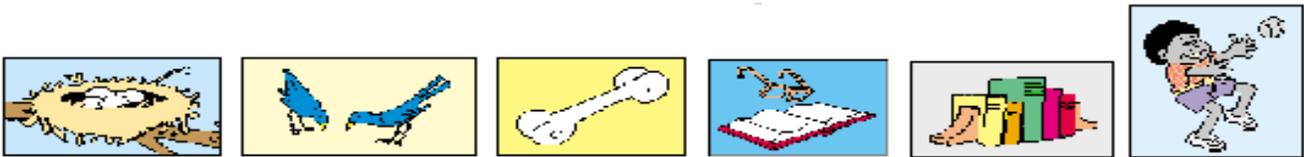
acorns acrobats addition airjet1 airjet2 airjet3 animalca



apple astronau balloonr balloony banana baseball basketba bear



bedroom bee bike bikebell bikehelm bikeride birdcity



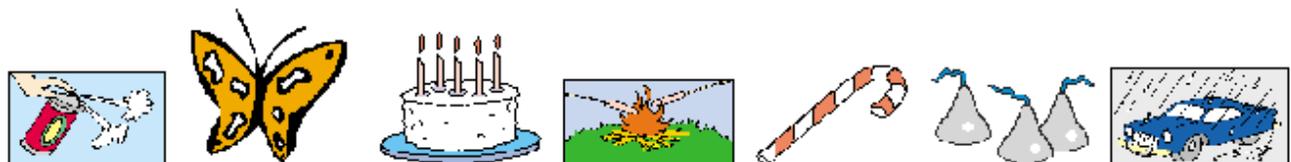
birdeggs birdfeed bone book bookshelf boyball



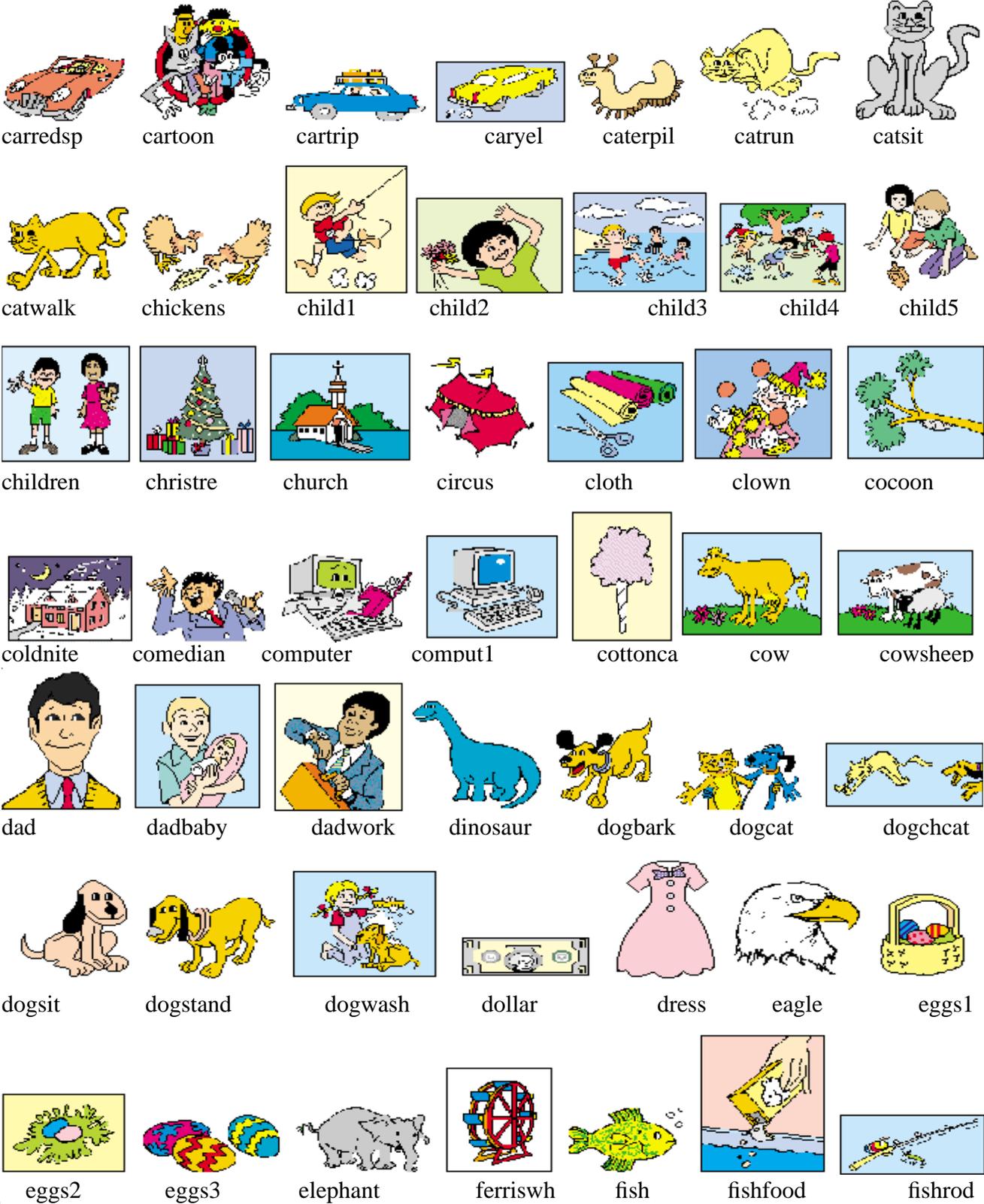
boybakb boybbglo boycone boybooky boyhdpt boykick boymusic



boyrake boyread boyswim boytruck bug1 bug2 bugs



bugspray butterfly cakefire campfire candy1 candy2 carrain





fishtank

fishtkpl

flies

flowers

flowersm

football

frog



frogsit

frogup

ghost

gifts

girl1

girl10

girl11



girl2

girl3

girl4

girl5

girl6

girl7

girl8



girl9

grandma1

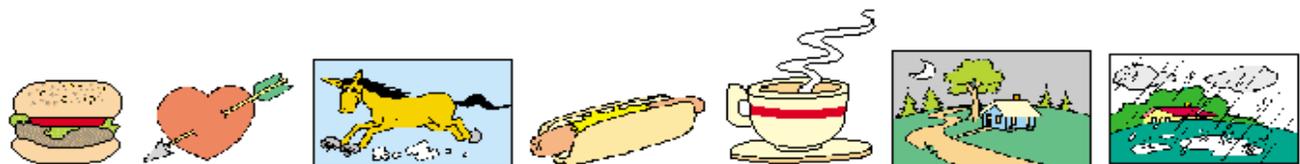
grandma2

grandpa1

grandpa2

grandpa3

grocery



hamburg

heart

horserun

hotdog

hotdrink

house1

house2



house3

icecream

icecreman

icecrsho

jackolan

kite1

kite2



kitten1

kitten2

kitten3

kitten4

leaves

library

lilypad



lion



lunch



man1



man2



man3



man4



man5



man6



man7



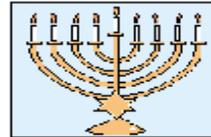
man8



man9



match



menorah



momcook



momdad



moon



mother



mouse1



mouse2



mudpie



mudpies



nativeam



oldman1



oldman2



oldwoman



orange



peanuts



pencil



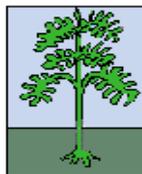
picnic1



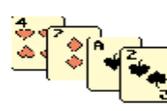
picnic2



pilgrim



plant



playcard



pond



potspans



prayboy



praying



presents



pumpkin



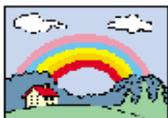
pumpkins



rabbit1



rabbit2



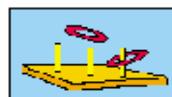
rainbow



rainpudd



rainwind



ringgame



rowboat



sailboat



santa



scary



school



scrub



sheep



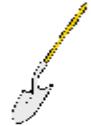
shoesmud



shoesnew



shovel1



shovel2



slide



snake



snowball



snowman



snowsled



snowyday



snowywin



soccer1



soccer2



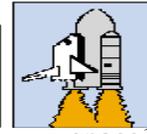
soccer3



soccer4



soccer5



space1



space2



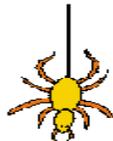
space3



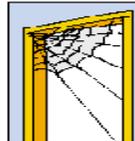
space 4



spider1



spider2



spider3



spider4



spring



star



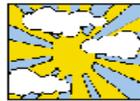
stove



student



sun



suncloud



superman



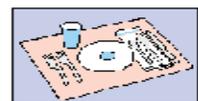
swimsuit



swingset



synagogu



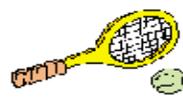
tableset



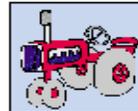
tadpole



teacher



tennis



tractor



treats



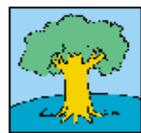
tree1



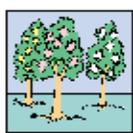
tree2



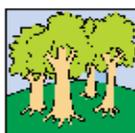
tree3



tree 4



tree5



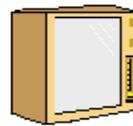
tree6



trickor



turkey



tv



valentine



veggies



wadepool



windyday



witch



woman1



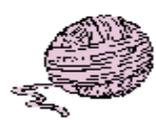
woman2



woman3



woman4



yarn