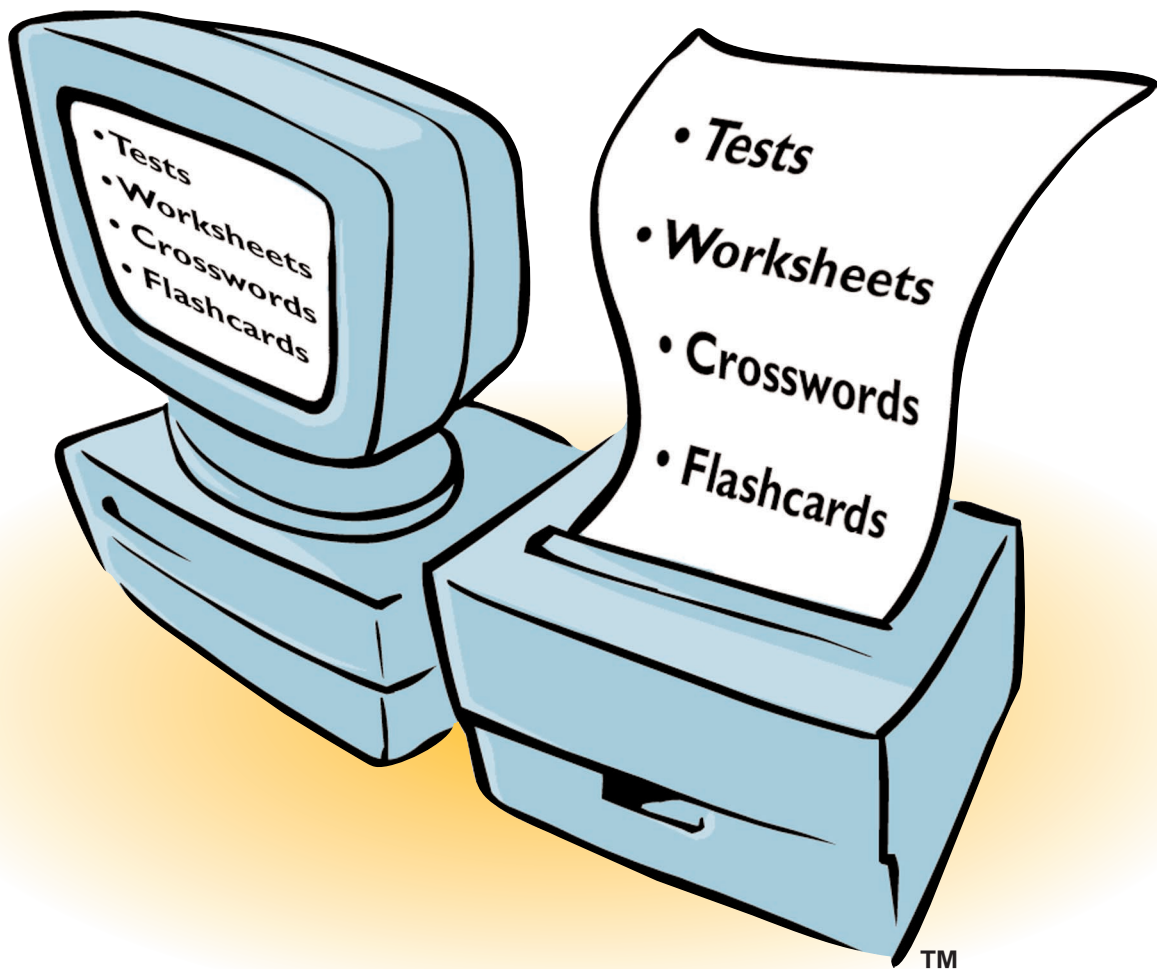




Tom Snyder Productions®

Essential Teacher Tools™

Essential Tools for Teachers™



www.tomsnyder.com

Mac/Win CD-ROM

Credits

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What Is *Essential Teacher Tools*?

Essential Teacher Tools is a comprehensive collection of teacher tools used to create worksheets, puzzles, tests, and flashcards—all within one program.

Essential Teacher Tools includes:

- Quizzes and Tests
- Word Search Puzzles
- Matching Worksheets
- Crossword Puzzles
- Study Sheets
- Flashcards
- Fill-in-the-Blank Worksheets

Making tests, puzzles, and worksheets is as easy as 1-2-3.

When making worksheets or puzzles, you:

1. Enter words or choose prepared Word Lists from an objectives list.
2. Choose which worksheet type you want.
3. Print.

To make flashcards, you:

1. Enter words or choose prepared Word Lists from an objectives list.
2. Choose how you want your flashcards to look when you print them.
3. Print.

To create a test or quiz, you:

1. Enter questions and answers.
2. Format the test or quiz.
3. Print.

Getting Started

This section assumes you are familiar with basic computing terms and the operation of your computer.

To install this product—and then use it—you must know how to:

- Insert a CD-ROM into the CD-ROM drive.
- Access the CD-ROM drive via your operating system (ex., Mac System 7.1 or Windows 95).
- Select files using your operating system.
- Launch applications using your operating system.
- Save files to your hard drive or disk.
- Operate your printer.

If you cannot perform any of the tasks on the above list, please consult your computer owner's manual that came with your machine.

Essential Teacher Tools must be installed to your hard drive in order to run. It does not run directly from the CD. It takes just a couple of minutes to perform the installation. Be sure to read all instructions.

What You Get

Essential Teacher Tools CD-ROM—including the *Essential Teacher Tools* Installer and electronic Teacher's Guide.

What You Need

Computer with CD-ROM drive—refer to the chart below to determine the requirements for your computer.

Computer	System	RAM	Monitor	Hard Disk Space	Printer
At least a Macintosh LC II (68030 processor) or higher, or Power Macintosh	7.1 or higher	4 megs	640 x 480 resolution	2 megs	Needed to print tests, worksheets, and puzzles
IBM-compatible 486 processor or higher	Windows 95 or higher	4 megs	640 x 480 resolution	2 megs	

Macintosh Installation

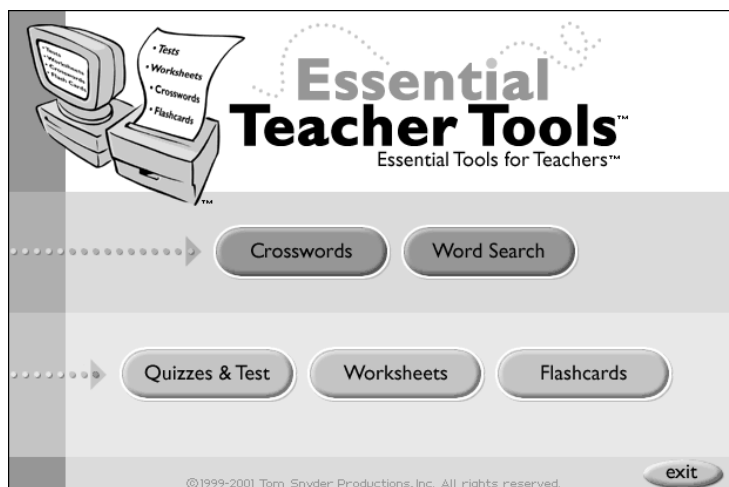
1. Insert the *Essential Teacher Tools* CD into your CD-ROM drive.
2. A window will open on your desktop with an icon for *Essential Teacher Tools* Installer. Double-click the icon to launch the *Essential Teacher Tools* Installer.
3. Click the “Install” button. The Installer will place a copy of *Essential Teacher Tools* on your computer's hard drive. When the process is complete, click Quit.
4. This is the end of the installation process. To use the program, go to the *Essential Teacher Tools* folder. Open it and double-click the *Essential Teacher Tools* icon.
5. The *Essential Teacher Tools* Main screen will appear. Now, please go to “Starting Up *Essential Teacher Tools*” on the next page.

Windows Installation

1. Insert the *Essential Teacher Tools* CD into your CD-ROM drive.
2. From the Start Menu, choose Run. Type “D:\setup” (where “D” is your CD-ROM drive) and click OK.
3. Follow the on-screen instructions to install *Essential Teacher Tools*.
4. To use *Essential Teacher Tools*, click to the Start Menu. Scroll up to Programs, then select *Essential Teacher Tools*. Now, please go to “Starting Up *Essential Teacher Tools*” below.

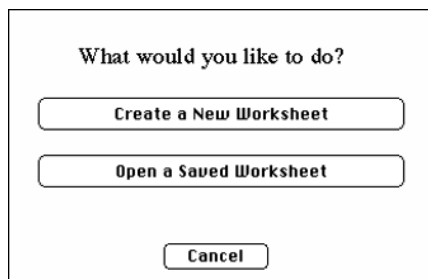
Starting Up *Essential Teacher Tools*

When you start up the program, you’ll be placed in the Main screen.



Essential Teacher Tools Main Screen

To select an item to create, place your cursor over its name and then click. Another window will appear, asking you “What would you like to do?” You’ll have two options: make a new file or open an existing file. If you’re just getting started, you’ll want to make a new puzzle, test, worksheet, or set of flashcards.



Example of a New/Open Screen

Please turn to the following pages for more information about each item in *Essential Teacher Tools*:

Quizzes and Tests: page 7

Crossword and Word Search Puzzles: page 13

Worksheets: page 25

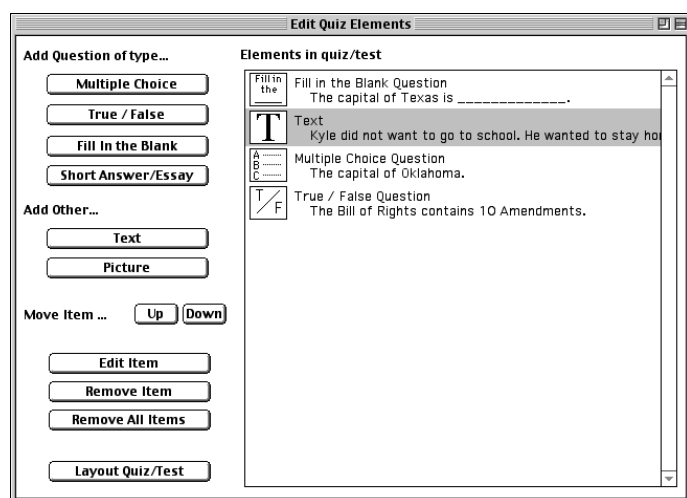
Flashcards: page 33

Quizzes and Tests

Creating tests is easy with *Essential Teacher Tools*. The program lets you rapidly place four different question types into your test, handling the formatting and answer key for you.

Edit Quiz Elements Screen

When you select Quizzes and Tests from the Main screen, you will be asked to open an existing file or create a new one. Either way, you'll be placed in the Edit Quiz Elements screen. Along the left side of the screen are buttons. On the right side is a display area labeled "Elements in quiz/test." You will click the buttons on the left to make things appear in the list on the right.



Edit Quiz Elements Screen

The list on the right represents the order of questions in your test. The buttons on the left will be used to select question types and enter other data. The order in which you select question types is the order in which they will appear on your final printed test. First, highlight an item in the Elements list and then click the Up or Down buttons.

Add Question Types

There are four question types available to you:

- Multiple Choice
- True/False
- Fill in the Blank
- Short Answer/Essay

To add one of these to your test, click the desired button. Another window will appear, depending on your choice. Fill out the information requested in the window and then click the OK button. You'll see a new item appear in the Elements list. For specific instructions on each question type, refer to the appropriate sections within this chapter.

Multiple Choice

Edit Question

Question Text:
Which sentence below belongs before the first sentence of this paragraph?

Answers:

☐ A Kyle was a little boy.

☐ B Kyle had brown hair.

☒ C It was Kyle's first day of school.

☐ D Kyle wore jeans and sneakers.

Number of Answers: 4

Cancel OK

Multiple Choice Edit Window

1. Enter your question text in the top field.
2. Select the number of answers at the bottom of the screen.
3. Then enter your correct answer in position A, B, C, or D. Click the “radio button” to identify it as the correct answer.
4. Then enter your incorrect answers, or distracters, in the remaining fields.
5. When you’re finished, click the OK button. You’ll now see a tag for your newly entered question in the Elements list.
6. To edit your question, highlight a question’s tag in the Elements list. Then click the Edit Item button. You can also double-click a question’s tag to edit it. Make your changes and click OK.

True/False

Edit Question

Question Text:
Kyle likes cookies

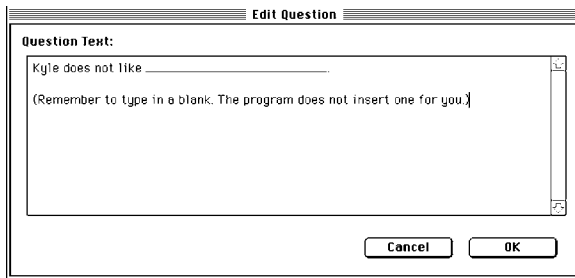
Correct Answer: ☒ True ☐ False

Cancel OK

True/False Edit Window

1. Enter your question text in the top field.
2. Then set the correct answer to True or False.
3. When you’re finished, click the OK button. You’ll now see a tag for your newly entered question in the Elements list.
4. To edit your question, highlight the question’s tag in the Elements list. Then click the Edit Item button. You can also double-click the question’s tag to edit it. Make your changes and click OK.

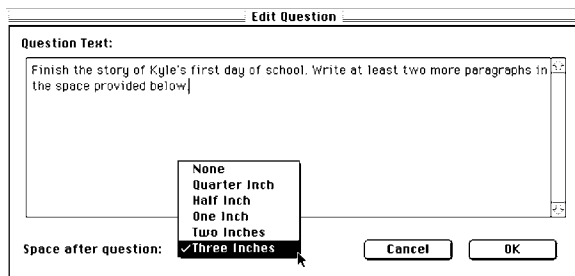
Fill in the Blank



Fill-in-the-Blanks Edit Window

1. Enter your question text in the top field.
2. Be sure to include a blank line. The program does not do this for you.
3. When you're finished, click the OK button. You'll now see a tag for your newly entered question in the Elements list.
4. To edit your question, highlight the question's tag in the Elements list. Then click the Edit Item button. You can also double-click the question's tag to edit it. Make your changes and click OK.

Short Answer/Essay



Short Answer/Essay Edit Window

1. Enter your question text in the top field.
2. Then set the amount of space you want to provide for a response using the pop-up menu.
3. When you're finished, click the OK button. You'll now see a tag for your newly entered question in the Elements list.
4. To edit your question, highlight the question's tag in the Elements list. Then click the Edit Item button. You can also double-click the question's tag to edit it. Make your changes and click OK.

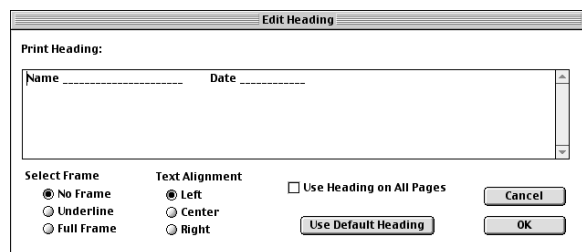
Layout Quiz Screen

Once you are done entering questions, click the Layout Quiz/Test button. In the Layout Quiz/Test screen, you'll determine what your test will look like when it's printed out. You'll add a heading and instructions as well as choose a font and size.

Edit Heading Button

Use the Edit Heading button to include text that will print at the top of the page. Traditional uses include name, date, and classroom. You can use it this way or make up your own heading.

When you click the Edit Heading button, the Edit Heading window will appear. There is one text-entry field on this screen. Whatever you enter into this field will be printed at the top of your worksheet. If you want the system to insert a basic heading for you, click the "Use Default Heading" button. Be aware that the Heading field is limited to 750 characters.



Edit Heading Window

Show Question Numbers

By activating this option, you'll cause the program to place numbers to the left of each item on your test.

Use Full True/False

If you want the program to print out the words "True/False" in these question types, click this box. If you don't, leave it unchecked and the program will print "T/F."

Use "a" Instead of "A"

Clicking on this option will cause the answer letters to print in lowercase. If this is unchecked, the letters of each answer will be printed in uppercase.

Print Answer Key

If you want an answer key, click this box. An "x" will appear in the box. The correct answers will now be displayed on the worksheet. Print the answer key using the Print command found on the File menu or the Print Quiz/Test button at the bottom of the Layout Quiz/Test screen. You will probably want to create two printouts: one without the answer key and another with the answer key.

Using Functions on the File Menu

The File menu has several functions that you'll want to access frequently, such as printing and returning to the Main screen of *Essential Teacher Tools*. It is also where the Export command is found.

Export to PICT File

Select this function to save your quiz or test as a PICT file on the Macintosh. Doing so will allow you to open your quiz or test and modify it in any other application that can read PICTs. This feature is not yet available on the Windows platform.

Export to Clipboard

If you select this function, the currently displayed worksheet will be copied to the clipboard and you can then paste it into any other application that supports the clipboard. This feature is not yet available on the Windows platform.

Printing Your Test

You may print your quiz or test using the standard Print command found on the File menu. You may also use the Print Quiz/Test button found on the Layout Quiz/Test screen. The Print command is available only when in the Layout Quiz/Test screen.

Go to Main Screen

To return to the Main screen of *Essential Teacher Tools*, select this option. You will be placed back in the Main screen where you can access different categories of worksheets, such as Worksheets, Flashcards, etc.

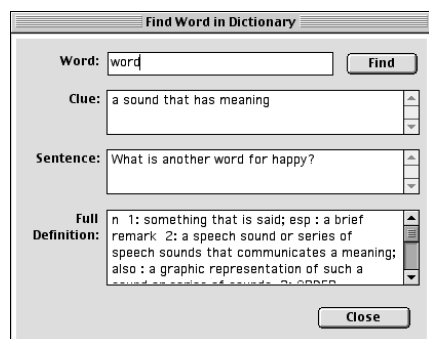
Saving Your Quiz/Test

To save your quiz or test, select Save from the File menu. A standard Save dialog box will be displayed for the platform on which you're running. Name and save your quiz or test.

Using the Dictionary

The Dictionary provides you with definitions, clues, and sentences for 33,000 of the most common words in the English language.

To use the Dictionary to look up a word, choose "Find Word in Dictionary" from the Edit menu. The Dictionary window will appear. Type in the word you want to look up, then click the Find button.



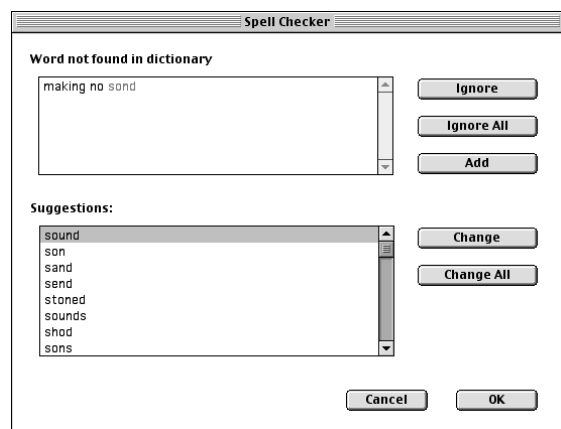
Find Word in Dictionary Window

If found, the word and all corresponding information will be displayed in the dictionary window. You may copy from the dictionary window and paste into question windows.

☛ The Dictionary is only available on the Edit menu while in the Edit Quiz screen.

Spell Checker

Once your quiz or test is completed, use the Spell Checker to double-check your work. Select Spell Checker from the Edit menu. The Spell Checker window will appear on top of the Edit Quiz screen.



Spell Checker Window

The Spell Checker works the same way as those you use in word processors. It will scan the words on your test and bring spelling errors to your attention. Use the buttons on the right side of the Spell Checker window to make the appropriate changes. When you're done, click the OK button to close the Spell Checker window.

☛ The Spell Checker is only available on the Edit menu while in the Edit Quiz screen.

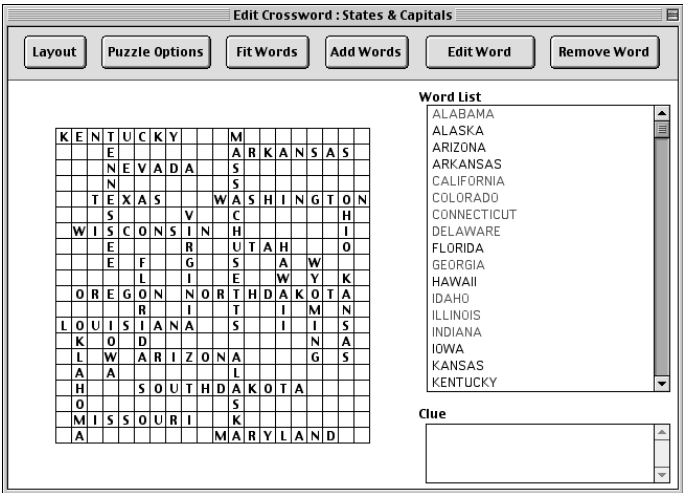
Crossword and Word Search Puzzles

Selecting a Puzzle from the Main Screen

To make Crossword or Word Search puzzles, select one from the *Essential Teacher Tools* Main screen. Another window will appear, asking you “What would you like to do?” If you want to make a new puzzle, select “Create a New Puzzle.” If you want to open an existing puzzle, select “Open a Saved Puzzle.” Either way, you’ll be placed in the Edit screen of the puzzle of your choice.

Edit Puzzle Screen

The Edit Puzzle screen is an essential part of the creation of Crossword and Word Search puzzles. Here you will build your word/clue list that the program will use to make your puzzles.



Sample of an Edit Puzzle Screen

The Edit Puzzle screen is comprised of buttons along the top of the screen, puzzle display along the left, and word list along the right. The screen works the same for Crosswords or Word Searches, although some options may vary. Refer to the table on the next page to see which Edit Puzzle screen features are available in each puzzle.

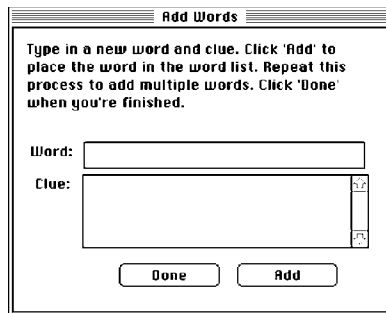
Things You Can Do in the Edit Screen of Word Puzzles

BUTTON or COMMAND Functions	Crossword	Word Search
ADD WORD button Add words and clues	✓	✓
EDIT WORD button Edit words and clues	✓	✓
REMOVE button Remove words and clues	✓	✓
PUZZLE OPTIONS Set the number of columns and rows	✓	✓
PUZZLE OPTIONS/MINIMIZE Size the puzzle automatically	✓	✓
FIT WORDS Turn Word List into a puzzle	✓	✓
PUZZLE OPTIONS Allow reverse and diagonal words		✓
PUZZLE OPTIONS Set letter case of puzzle grid		✓
LAYOUT View your printed puzzle	✓	✓
File Menu/Import, Export Import text files into Word Lists; export Word Lists to text files	✓	✓
Edit Menu/“Find Word in Dictionary” Add words and clues to puzzle	✓	✓
Edit Menu/Spell Checker Check words and clues for mistakes	✓	✓
MAIN Return to the <i>Essential Teacher Tools</i> Main screen	✓	✓

Each function in the table above is described in the following paragraphs. Refer to the appropriate section when you need instructions on how to use a particular feature or button.

Add Words and Clues

To add words to your puzzle, click the Add Words button located on the Edit Puzzle screen. The Add Words window will appear.



Add Words Window

Enter words and clues using this window. After you have entered a word and its corresponding clue, click the Add button. Repeat this process until your whole list of words and clues has been entered. Then click the Done button. You will be returned to the Edit Puzzle screen where your words and clues will be displayed in the Word List. When you highlight a word, its corresponding clue is displayed in the Clue field beneath the Word List.

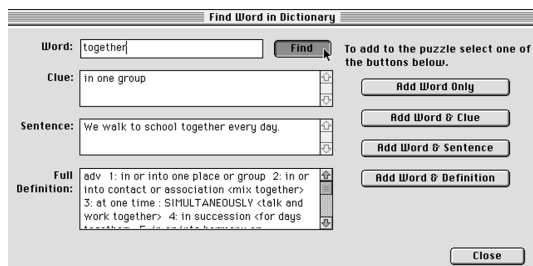
Once you've highlighted a word, you can make changes to it using the Edit Word button or delete it using the Remove Word button. If you double-click a word, the Edit Word and Clue window will appear.

Grayed Words in Your Word List: You will notice that some words in the Word List are displayed in black and some words may be in gray. Black words are currently included in the puzzle; gray words have not yet been placed in the puzzle. To make the software use as many words as possible, click the Fit Words button. Because it's possible that not all of your words will fit in a puzzle, be sure to have extra words in your Word List, and to use the Fit Words button until you like what you see on the screen. Each time you click it, the software will try a different arrangement.

Add Words and Clues Using the Dictionary

The Dictionary provides a powerful way to add words and clues to your puzzle. The Dictionary contains over 33,000 of the most common words in the English language. There are short definitions, which are used as clues, sentences, and complete definitions that cover all usages.

To use the Dictionary, select "Find Word in Dictionary" from the Edit menu when in the Edit Puzzle screen. The Dictionary window will appear on top of the Edit Puzzle screen.



Dictionary Window in Crossword and Word Search

Word: Type in a word and then click “Find.” The clue, sentence, and definitions for the word will appear. Click any of the “Add” buttons to add the desired items to your Word List.

☛ To look up a word already in your Word List, select the word in the Word List and then choose “Find Word in Dictionary” on the Edit menu. The Dictionary window will appear on top of the Edit Puzzle screen. It will display the word, a clue, a sentence, and all the definitions of the word.

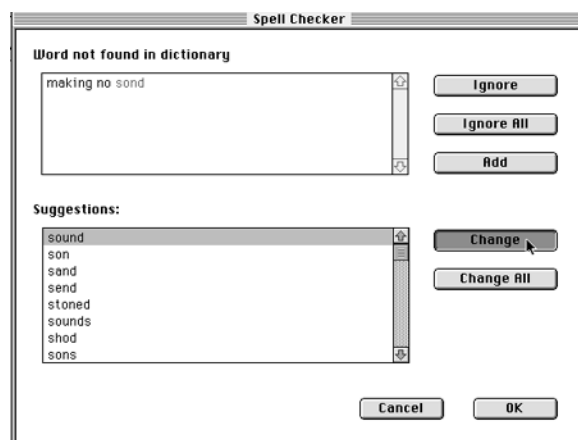
Clue: After you’ve found a word, the clue for that word will be displayed in this field. The Clue field in the Dictionary window is editable. You may also copy a Definition and paste it into the Clue field. Then click the “Add Word & Clue” button to add the desired items to your Word List. The word, clue, and any of your changes will now be a part of your puzzle. Changes, however, will NOT be permanently stored in the Dictionary.

Sentence: After you’ve found a word, the sentence for that word will be displayed in this field. The Sentence field in the Dictionary window is editable. To add items to your Word List, click the “Add Word & Sentence” button. The word will be added to your Word List and the sentence will be used as the clue. Changes made to the sentence will NOT be permanently stored in the Dictionary.

Definition: After you’ve found a word, all of the definitions for that word will be displayed in this field. The Definition field in the Dictionary window is editable. To add items to your Word List, click the “Add Word & Definition” button. The word will be added to your Word List and the definition will be used as the clue. Changes to the definitions will NOT be permanently stored in the Dictionary.

The Spell Checker

Once your Word List is completed in the Edit Puzzle screen, use the Spell Checker to double-check your work. Select Spell Checker from the Edit menu while in the Edit Puzzle screen. The Spell Checker window will appear on top of the Edit Puzzle screen.



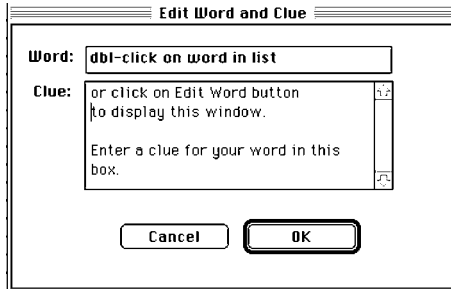
Spell Checker Window

The Spell Checker works the same way as those you use in word processors. It will scan your Word List, including clues, definitions, and sentences, and bring spelling errors to your attention. Use the buttons on the right side of the Spell Checker window to make the appropriate changes. When you’re done, click “OK” to close the Spell Checker window and return to the Edit Puzzle screen.

☛ The Spell Checker is only available in the Edit Puzzle screen.

Edit Words and Clues

This button operates on the word that is currently highlighted in the Word List. Simply click the word you wish to edit. Then click the Edit Word button. The Edit Word and Clue window will appear. If you double-click a word, the Edit Word and Clue window will also appear. Move the cursor to either the Word or Clue field. Then type in your changes. When you are finished, click the OK button.



Edit Word and Clue Window

Remove Word

This button will delete the currently highlighted word in the Word List. Be sure that the word you want to remove is highlighted before clicking the Remove Word button. Once you click, the currently highlighted word and its corresponding clue are immediately deleted.

Import Word List

This is an important time-saving feature if you already have words in an electronic text format. When you import the file, the words and their clues will be placed in the Word List and Clue boxes.

To import a Word List, go to the File menu and select “Import Word List.” A dialog box asking you to select a file to import will be displayed. *Essential Teacher Tools* will load words and clues from text files that have been properly formatted for importing. Words and clues must be on the same line and separated by a tab. The end of the line must have a hard return. The next word in the list must start on the very next line and follow the same format.

The file formats should look like this:

Word<tab>Clue<return>

essential	must-have
teacher	one who imparts knowledge
tools	items that make work easier

If you do not have any clues in your Word List, just make sure that there’s only one word on each line of your file. The *Essential Teacher Tools* software will place the Word List into the Word List box. You can enter clues once you’ve imported the file.

Export Word List

Once you've entered a Word List and clues for one puzzle, you may want to use your word/clue list in the other puzzle. You can do this using the Export Word List command on the File menu.

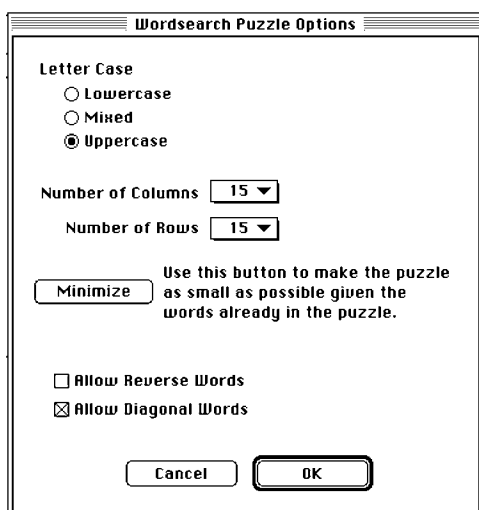
Select Export Word List from the File menu. A standard window for saving a file will be displayed on your screen. Save your Word List to a file. Then use the Import Word List command to import it into the other puzzle. (Your exported file is saved as a tab-delimited text file so any word processor or database application should be able to read the file.) You may also load word/clue lists exported from other products in the *Essential Tools for Teachers* series such as *Essential Puzzles* and *Essential Worksheets* without a hitch. This is a time-saving feature that you'll want to use often.

Printing Your Puzzle

You cannot print from the Edit Puzzle screen. You must be in the Layout screen to print. Click the Layout button once you've entered words, sentences, clues, or quotes into your puzzle. You cannot get to the Layout screen until you have some data in your puzzle.

Puzzle Options

When you click the Puzzle Options button, the Puzzle Options window will appear. The Puzzle Options window is almost identical for Crossword and Word Search puzzles. The paragraphs below describe all the features found in Puzzle Options windows. Refer to the appropriate paragraph for help with features found in the puzzle in which you're working.



Word Search Puzzle Options Window

Number of Columns and/or Rows: Click and hold the mouse button down on the current setting. A pop-up list containing numbers will appear. Move the cursor—while still depressing the mouse button—up and down the list until the highlight is positioned on the number you want. Then release the mouse button. The puzzle will re-size to the number you choose.

Minimize: If you've already entered your Word List and are happy with the way the words fit into the puzzle, click the Minimize button. This will size the puzzle automatically, given the current number of words in the puzzle.

Allow Reverse and Diagonal Words (in Word Search only): Click the boxes next to these options. An “x” will appear in the boxes and your Word Search puzzle will now include reverse and diagonal words.

Letter Case (in Word Search only): Choose between UPPER, lower, or Mixed case by clicking a “radio button.” The letters displayed in the puzzle grid will be affected by your selection.

Fit Words

This is a very important button. After you’ve entered your Word List, you’ll notice that the words have been placed in the puzzle area on the left side of your Edit Puzzle screen. Some words in the Word List are grayed out. These words weren’t able to fit into the puzzle. To try to get these words to fit, click the Fit Words button. The software will reconfigure the puzzle. Maybe more words will fit, maybe fewer words will fit. If you don’t like the results, click the Fit Words button again. Keep clicking until you are happy with the results.

Layout

Once you have a Word List, you can click this button to go to the Puzzle Layout screen. There you will see what your printed puzzle will look like. You’ll be able to add a heading and directions to your printout. You’ll also be able to make some other print choices.

Main

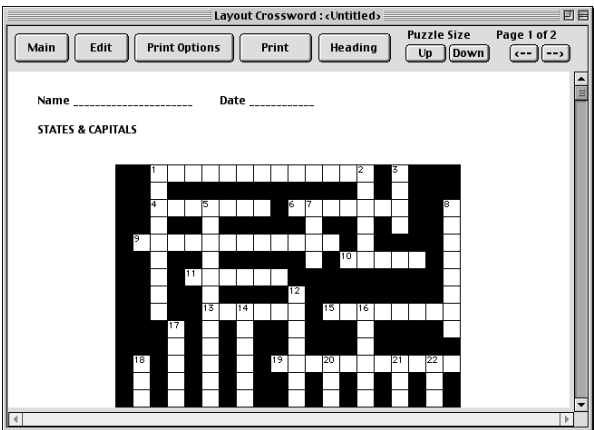
The Main button takes you back to the Main screen. If you click it before you’ve saved your puzzle, the system will prompt you to save the file.

Saving Your Puzzle

Use the Save command on the File menu to save your puzzle at any time and at any stage of its completion. You may also use the standard Macintosh and Windows keyboard shortcuts for saving. You will be asked to name the file the first time you save it. If you want to save the puzzle under a different file name, use the “Save As...” command under the File menu.

Layout Puzzle Screen

The Layout Puzzle screen lets you see what your printed puzzle will look like. It also allows you to jazz up the puzzle before you print it out!



Example of a Layout Screen in Puzzles

By using the buttons on the Layout Puzzle screen, you'll be able to perform the following tasks:

- Add headings and directions.
- View and print your puzzle.
- Print clues on a separate sheet.
- Choose font and type size of clues, etc.
- Change the printed size of the puzzle grid.
- Print an answer key to the puzzle.
- Return to the Edit screen if you want to make changes.

In the following sections, you will find descriptions of each feature found in the Layout Puzzle screen.

☛ Refer to the table on page 21 to see Layout Puzzle screen features available for each puzzle.

Each function in the table is described in the following sections. Refer to the appropriate section when you need instructions on how to do something in the Layout Puzzle screen of the word puzzle with which you're working.

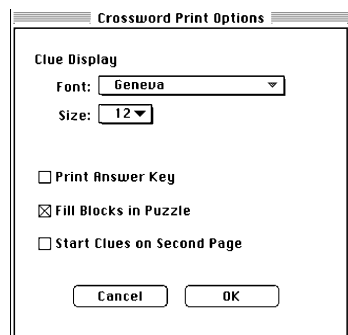
Things You Can Do in the Layout Screen of Word Puzzles

BUTTON or COMMAND Functions	Crossword	Word Search
PRINT OPTIONS button Set the word/clue font and size	✓	✓
PRINT OPTIONS button Print answer key	✓	✓
PRINT OPTIONS button Fill in blocks in the puzzle	✓	
PRINT OPTIONS button Start clues on second page	✓	✓
PRINT button Print your puzzle	✓	✓
HEADING button Enter heading and instructions	✓	✓
HEADING button Set style, size, and font of heading and instructions	✓	✓
HEADING button Set alignment of heading and instructions	✓	✓
HEADING button Default heading and instructions	✓	✓
PUZZLE SIZE UP/DOWN button Change print size of puzzle	✓	✓
PAGE ARROW buttons View all pages in puzzle	✓	✓
EDIT button Return to Edit screen	✓	✓
MAIN button Return to the Main screen	✓	✓

Print Options

With the Print Options you can set the font for clues, print an answer key, print clues on a separate sheet of paper, and fill in the empty blocks on your crossword puzzle.

When you click the Print Options button, the Print Options window will appear.



Example of a Print Options Window in Puzzles

Display Font: Click and hold down the mouse button while your cursor is positioned over the Font field. A pop-up menu containing all the fonts available in your system will appear. While still holding the mouse button down, slide the cursor to the desired font. Then release the mouse button. Clues will now be displayed and printed in the font you selected.

Display Font Size: Click and hold down the mouse button while your cursor is positioned over the Size field. A pop-up menu containing several type sizes will appear. The default setting is 12. If you want it bigger or smaller, while still holding the mouse button down, slide the cursor to the desired size and release the mouse button. Your clues will now be the size you selected.

Print Answer Key: If you want an answer key, click this box. An “x” will appear in the box. The answers to the puzzle will now be displayed in the puzzle grid. In Crosswords, the answers will be filled in. In Word Search, the answers will be circled. Print the puzzle using the Print command found on the File menu.

You will probably want to print your puzzle twice: once without the answer key box checked and once with the answer key box checked. The version that doesn’t contain the answers is the puzzle sheet that you will copy and distribute to your students. The version that contains the answers is the one that you will keep for your own use.

Fill Blocks in Puzzle (in Crosswords only): If you want your puzzle to look like it does in the newspaper, click this box. An “x” will appear in the box. The empty parts of the puzzle will be filled with black. It makes it easier to see where the answers go. (Be aware that it does take a lot more ink to fill in the puzzle grid. You may only want to select this option after you’ve finalized everything else.)

Start Words/Clues on Second Page: If you want your clues to print on a separate sheet from that of the puzzle grid, click this box. An “x” will appear in the box. The number of pages will have increased (in the upper right corner of your Layout Puzzle screen) as the clues are now separated from the puzzle and will print this way. Use the arrow keys in the upper right corner of the screen to view all the pages in your puzzle.

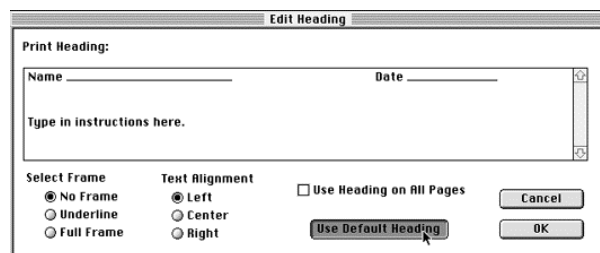
Print

At the top right of the Layout Puzzle screen is a button labeled “Print.” When you click it, a standard print window for Mac or Windows will appear. The Print command on the File menu can also be used. (You cannot print from the Edit screen in any puzzle.) You may print from the Layout Puzzle screen at any time. Take a moment, though, to explore all of the options on the Layout Puzzle screen as they’ll help you improve the looks of your printed puzzle.

Heading

Use the Heading button to include text that will print at the top of the page. Traditional uses include name, date, and instructions. You can use it this way or make up your own materials.

When you click the Heading button, the Edit Heading window will appear. There is one text-entry field on this screen labeled “Print Heading.” Enter any text you want and stylize it using the standard options on the Edit menu. You may also click “Use Default Heading” and a basic heading will be automatically inserted for you. The Heading field is limited to 750 characters. Be sure to include instructions for your puzzle. You may also want to add a title.



Edit Heading Window

Puzzle Size - Up and Down

If you want to increase the printed size of the puzzle, click the Up button. If you want to reduce the printed size, click the Down button.

Page Arrows

Use the arrow keys in the upper right corner of the screen to view the pages in your puzzle. The right arrow will take you to page two, three, etc. The left arrow will take you back one page. Keep clicking the arrows until the page you want is displayed. These arrows only work if your puzzle is longer than one page.

Edit

If you need to return to the Edit Puzzle screen to change your Word List or other options, click this button.

Main

To return to the Main screen, click this button. If you have not saved your work, the system will prompt you to do so before taking you back.

Using Functions on the File Menu

The File menu has several functions that you'll want to access frequently, such as printing and returning to the Main screen of *Essential Teacher Tools*. It is also where the Export command is found.

Export to PICT File

Select this function to save your puzzle as a PICT file on the Mac. Doing so will allow you to open your puzzle and modify it in any other application that can read PICTs. This feature is not yet available on the Windows platform.

Export to Clipboard

If you select this function, your puzzle will be copied to the Clipboard and you can then paste it into any other application that supports the Clipboard. This feature is not yet available on the Windows platform.

Printing Your Puzzle

You may print your puzzle using the standard Print command found on the File menu. You may also use the keyboard shortcut for printing, or use the Print button found on the Layout Puzzle screen of the application. The Print command is available only when in the Layout Puzzle screen.

Go to Main Screen

To return to the Main screen of *Essential Teacher Tools*, select this option. You will be placed back in the opening screen where you can access all the other items in the program.

Saving Your Puzzle

Use the Save command on the File menu to save your puzzle at any time and at any stage of its completion. You will be asked to name the file the first time you save it. If you want to save the puzzle under a different file name, use the "Save As..." function under the File menu. (Standard keyboard shortcuts also work.)

The system will also ask you to save your puzzle if you quit the program or return to the Main screen.

Worksheets

There are three kinds of worksheets in *Essential Teacher Tools*:

1. **Matching:** Students must match words to definitions, sentences, or other words, depending on your entries.
2. **Fill-in-the-Blank:** Students must write in the definition for a word or vice versa.
3. **Study Sheets:** Prints words and their definitions so students can use the handy list to study.

To make any of these worksheets, you will first create an item list. This list will contain two data fields for every item in the list. In field 1, you will most probably enter a word. In field 2, you will want to enter something that corresponds to the word: definition, sentence, synonym, antonym, etc. Once your item list is finished, you'll be able to create any of the three worksheets described above with a click of a button. It's that easy!

Edit Item List Screen

The Edit Item List screen is comprised of data entry fields and buttons. Here you will enter the words and definitions or sentences that will be used by the software to make a worksheet. Each element and action is described below.

Edit Item List Screen in Worksheets

Adding Words to Your Item List

There are three ways to add words to your item list:

- Enter them using the keyboard.
- Select them from the Dictionary.
- Import them from a properly formatted text file.

Add Words Using the Keyboard

First, position your cursor in the First Data Field. Then type in your entry. Enter more information in the Second Data Field, usually a sentence using the word, a definition for the word, or some other item related to the word in the First Data Field.

When you are done with a complete entry, click the “Add New Item” button. You will now see the word displayed on the right side of the screen in the Item List.

Add Words Using Dictionary

The Dictionary provides a powerful way to add words and other items to your worksheet. The Dictionary contains over 33,000 of the most common words in the English language. There are short definitions, sentences, and complete definitions that cover all usages for each word entry.

First, select “Find Word in Dictionary” from the Edit menu. The Dictionary window will appear on top of the Edit Item List screen.

Dictionary Window

Word: Type in a word and then click “Find.” The clue, sentence, and definitions for the word will appear. Click any of the “Add” buttons to add the desired items to your Item List.

Clue: After you’ve found a word, the clue for that word will be displayed in this field. The Clue field in the Dictionary window is editable. You may also copy a Definition and paste it into the Clue field. Then click the “Add Word & Clue” button to add the desired items to your Item List. The word, clue, and any of your changes will now be a part of your puzzle. Changes, however, will NOT be permanently stored in the Dictionary.

Sentence: After you’ve found a word, the sentence for that word will be displayed in this field. The Sentence field in the Dictionary window is editable. To add items to your Item List, click the “Add Word & Sentence” button. The word will be added to your Item List and the sentence will be used as the clue. Changes made to the sentence will NOT be permanently stored in the Dictionary.

Definition: After you’ve found a word, all of the definitions for that word will be displayed in this field. The Definition field in the Dictionary window is editable. To add items to your Item List, click the “Add Word & Definition” button. The word will be added to your Item List and the definition will be used as the clue. Changes to the definitions will NOT be permanently stored in the Dictionary.

Add Words with the Import Function

This is an important time-saving feature if you already have words in an electronic text format. When you import the file, the words will be placed in the First Data Field and any associated element like a sentence or definition, will be placed in the Second Data Field—provided your file is formatted properly.

To import a Word List, go to the File menu and select “Import Word List.” A dialog box asking you to select a file to import will be displayed. *Essential Teacher Tools* will load words and other items from text files that have been properly formatted for importing. A word and one other item must be on the same line and separated by a tab. The end of the line must have a hard return. The next word in the list must start on the very next line and follow the same format.

The Text File format for an imported Word List is as follows:

Tab Delimited:

Word<tab>Sentence<return>

essential<tab>Having good software is essential.<return>

or

Word<tab>Definition<return>

teacher<tab>someone who imparts knowledge to others<return>

If you do not have any other items in your Item List, just make sure that there’s only one word on each line of your file. The software will place the Word List into the First Data Field. You can enter into the Second Data Field once you’ve imported your words.

Fields and Buttons on the Edit Item List Screen

The Edit Item List screen has the following data entry and display fields. Use them to enter and view words in your Item List.

First Data Field: Enter new words here or edit existing words by highlighting them in the Item List.

Second Data Field: Enter sentences or definitions that are associated with or use the word in the First Data Field. You may also edit existing entries by highlighting the word in the Item List.

Item List: Contains all the words in your current list. When you click a word in the Item List, the word is displayed in the First Data Field. Any sentence or definition is also displayed in the Second Data Field.

There are also several buttons available on the Edit Item List screen. They work as follows:

Add New Item: Adds the most recent entries in the First and/or Second Data Fields. Also clears the fields so you’re ready to enter a new word.

Undo New Item/Undo Changes: This button allows you to get rid of undesired edits with one click. If you’ve entered a word (or letters) into the First or Second Data Fields and decide you don’t want to use it, click the Undo button. It switches states depending on whether you’ve been entering new data (Undo New Item) or editing a word that’s already in your Item List (Undo Changes).

Move Up/Move Down: Moves the highlighted word up one place or down one place within the Item List. The movement is per click: click five times on the Up button and your word will have moved up five positions. (There may be times when you want to control the order in your Item List so that certain words fall together on the resulting worksheet.)

Remove Item: Highlight a word you want to delete in the Item List. Then click this button. The word—along with its sentence and definition—will be erased.

Mark All/Mark None/Mark Random: Marks words in your Item List to be used in your worksheet. If a word is marked, it has a check mark to the left of it in the Item List field. You may want to have more entries in your list than you use in your worksheet. This feature lets you do that. You may also want the software to choose what word to use. If so, click Mark Random.

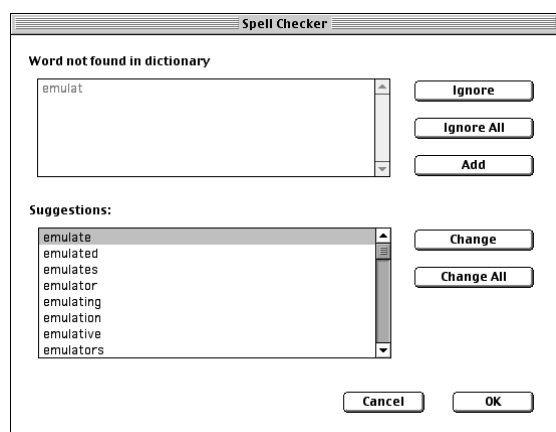
Alphabetize Items: Arranges the entire Item List from A-Z.

Create Worksheet(s): Takes you to the Create Worksheets screen where you'll turn your Item List into three different worksheets with one easy click of the mouse.

The Spell Checker

Once your Item List is completed in the Edit Item List screen, use the Spell Checker to double-check your work. Select Spell Checker from the Edit menu while in the Edit Item List screen. The Spell Checker window will appear on top of the Edit Item List screen.

- ☛ The Spell Checker is only available in the Edit Item List screen in Worksheets. Once you've created a worksheet, you can't spell-check your work. You must return to the Edit Item List screen before you can use the Spell Checker again.



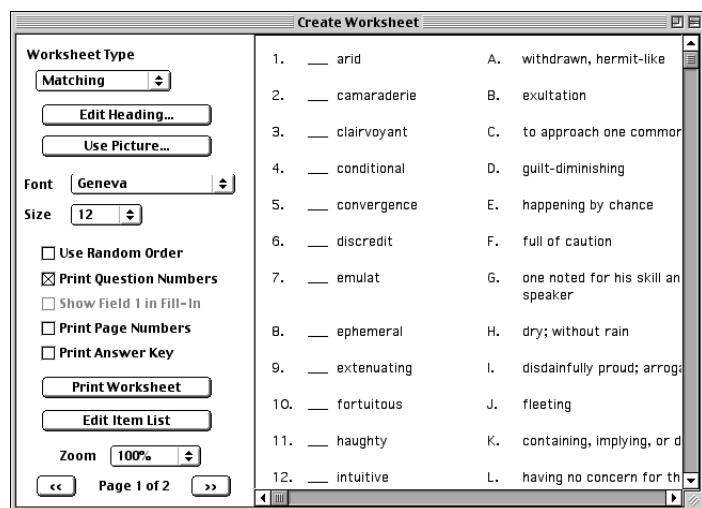
Spell Checker Window

The Spell Checker works the same way as those you use in word processors. It will scan your Item List and bring spelling errors to your attention. Use the buttons on the right side of the Spell Checker window to make the appropriate changes. When you're done, click "OK" to close the Spell Checker window and return to the Edit Item List screen.

Create Worksheet Screen

The Create Worksheet screen is where you will select a worksheet type and format your worksheet for printing. It is also the screen from which you will print.

When you first enter the Create Worksheet screen, your Item List is displayed in worksheet format on the right side of the screen. Along the left side of the screen are various buttons and checkboxes. What you do on the left side of your screen affects what you see on the right side of your screen. Each function and feature of the Create Worksheet screen is described below.



Create Worksheet Screen

Functions on the Create Worksheet Screen

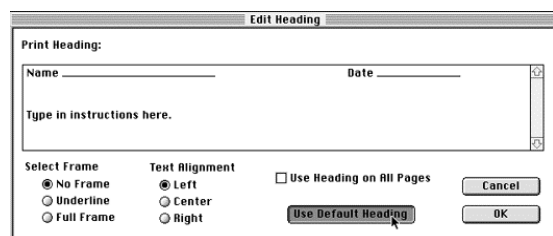
Each function and feature of the Create Worksheet screen is described below.

Worksheet Type

This is a pop-up menu containing three different worksheet types: Matching, Fill-in-the-Blank, Study Sheets. To make or change a selection, click and hold down on the mouse button while your cursor is placed over the Worksheet Type pop-up menu. Then slide down to the desired type and release your mouse button. The right side of your screen will now update to the selection you just made.

Edit Heading

You can include text that will print at the top of your worksheet. Traditional uses include name, date, and instructions.

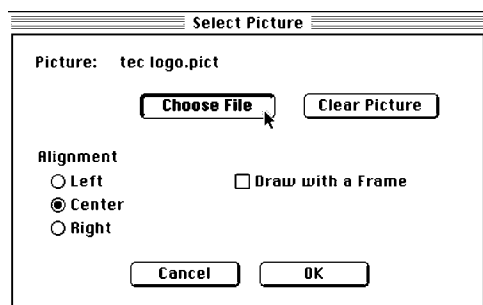


Edit Heading Window

When you click the Edit Heading button, the Edit Heading window will appear. There is one text-entry field on this screen labeled “Print Heading:”. Enter any text you want and stylize it using the standard options on the Edit menu. You may also click “Use Default Heading” and a basic heading will be automatically inserted for you. The Heading field is limited to 750 characters. Be sure to include instructions for your worksheet. You may also want to add a title.

Use Picture

If you want to use a graphic within your worksheet, click this button. The Select Picture window will appear. If you’re using a Macintosh, select a PICT file to open. If you’re running Windows, select a BMP file. Your graphic will always be placed in the same area of the worksheet: at the top underneath the heading and instructions. You may choose left, center, or right alignment by clicking on any one. You may also place a border around your picture by checking the box to the left of “Draw with a Frame.”



Select Picture Window

Use Random Order

By clicking in this box, you will cause the software to scramble the order in which the words from your list are displayed. If you do not check this box, then words will be displayed in the order they were entered back in the Edit Item List screen.

Print Question Numbers

If you check this box, the program will place numbers to the left of each item on your worksheet.

Show Field 1 in Fill-In

This box is automatically checked for you by the software. Fill-ins have the word (Field 1) displayed when this box is checked. If you un-check it, sentences or definitions will be displayed on the worksheet instead. The students will now have to fill in the word.

Print Page Numbers

If you want page numbers to print at the bottom center of your worksheet, check this box.

Print Answer Key

If you want an answer key for your worksheet, click your cursor on this box. An “x” will appear in the box. The correct answers will now be displayed on the worksheet. Print the answer key using the Print command found on the File menu or the Print Worksheet button at the bottom of the Create Worksheet screen. You will probably want to print your worksheet twice: once without the answer key box checked and once with the answer key box

checked. The version that doesn't contain the answers is the worksheet that you will copy and distribute to your students. The version that contains the answers is the one that you will keep for your own use.

Print Worksheet

Click this button once you have everything formatted just the way you want it. You may also use the Print command on the File menu to print.

Edit Item List

Click this button to return to the Edit Item List screen where you can make changes to your Item List and use the Spell Checker.

Using Functions on the File Menu

The File menu has many functions that you'll want to use frequently, such as printing and returning to the Main screen of *Essential Teacher Tools*.

Import Word List

This is an important time-saving feature if you already have words in an electronic text format. When you import the file, the words will be placed in the First Data Field and any associated element like a sentence or definition, will be placed in the Second Data Field—provided your file is formatted properly.

To import a Word List, go to the File menu and select "Import Word List." A dialog box asking you to select a file to import will be displayed. *Essential Teacher Tools* will load words and other items from text files that have been properly formatted for importing. A word and one other item must be on the same line and separated by a tab. The end of the line must have a hard return. The next word in the list must start on the very next line and follow the same format.

The Text File format for an imported Word List is as follows:

Tab Delimited:

Word<tab>Sentence<return>

essential<tab>Having good software is essential.<return>

or

Word<tab>Definition<return>

teacher<tab>someone who imparts knowledge to others<return>

If you do not have any other items in your Word List, just make sure that there's only one word on each line of your file. The software will place the Word List into the First Data Field. You can enter into the Second Data Field once you've imported your words.

Export Word List

Once you've entered a Word List and corresponding items for a worksheet, you may want to use your Item List to create Crossword and Word Search puzzles within *Essential Teacher Tools*. You can do this easily, using the Export Word List command on the File menu—available only when in the Edit Item List screen.

Select Export Word List from the File menu. A standard window for saving a file will be displayed on your screen. Save your Word List to a file. Then use the Import Word List command to import it into the Flashcards portion of this program or any other program in the *Essential Tools for Teachers* series. (Your exported file is saved as a tab-delimited text file so any word processor or database application should be able to read the file.)

Export to PICT File

Select this function to save your worksheet as a PICT file on the Mac. Doing so will allow you to open your worksheet and modify it in any other application that can read PICTs. This feature is not yet available on the Windows platform.

Export to Clipboard

If you select this function, the currently displayed worksheet will be copied to the Clipboard and you can then paste it into any other application that supports the Clipboard. This feature is not yet available on the Windows platform.

Printing Your Worksheet

Click the Print Worksheet button found at the bottom of the Create Worksheet screen to print your worksheet. You may also use the standard Print command, found under the File menu. This command is available on the File menu only when in the Create Worksheet screen.

Go to Main Screen

To return to the Main screen of *Essential Teacher Tools*, select this option. You will be placed back in the opening screen where you can access puzzles, a quiz maker, and a flashcard maker.

Saving Your Worksheet

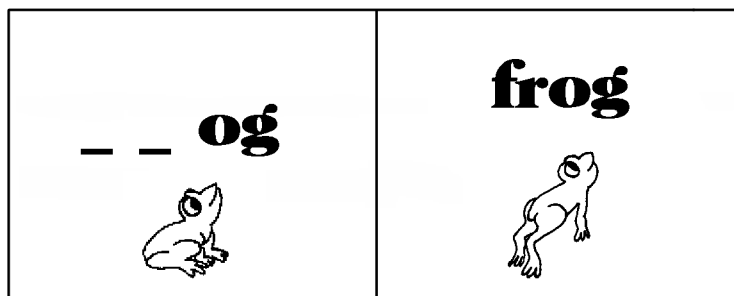
To save your worksheet, select Save from the File menu. A standard Save window will be displayed for the platform on which you're running. Name and save your worksheet. The system will save your Word List and the settings for the worksheet types you've created using the current list. If you saved while in the Edit Item List screen, before having made any worksheets, your words will be saved without any worksheet settings.

Using Functions on the Edit Menu

The Edit menu is only available when you are in the Edit Item List screen. It contains all the usual functions such as Copy, Cut, Paste, Font, Size, etc. It also contains "Find Word in Dictionary" and "Spell Checker." For an explanation of the Dictionary, see page 26. For more on the Spell Checker, see page 28.

Flashcards

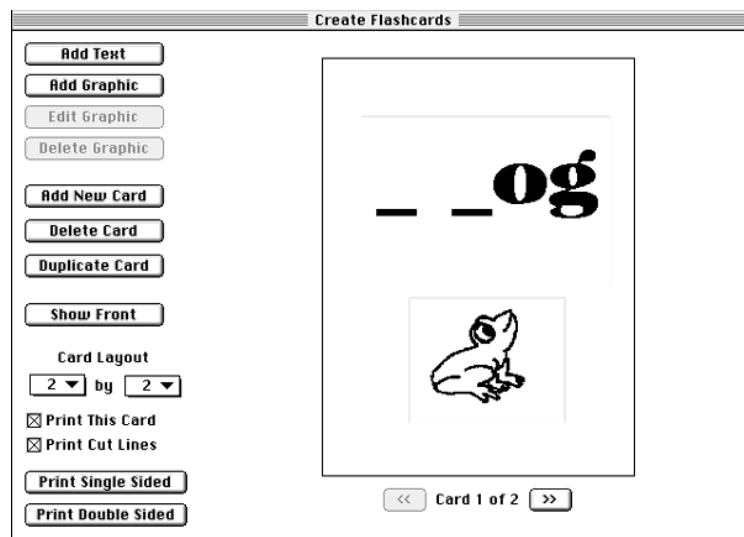
The Flashcard tool in *Essential Teacher Tools* is an extremely powerful application. Using it, you can create professional-quality flashcards to aid your students in learning vocabulary, math, and more. Combine graphics and text, choose different fonts, make single- or double-sided cards—the options are endless!



Yet for all its power, the Flashcard tool is so easy to use. You will need to learn the features on *one screen only* in order to create beautiful, useful flashcards. Within minutes, you'll be an expert at making flashcards.

Create Flashcards Screen

The Create Flashcards screen is a WYSIWYG (what you see is what you get) card editor. The right side of the screen is where you create your cards, using the functions found on the left side of the screen. Often a button on the left will call up another window. Once you've entered text or made a file selection in that window, it will then appear on your card template on the right side of the screen.



Create Flashcards Screen

Card Display Area

The card display area is on the right side of the Create Flashcards screen. It displays one side of one card at a time. To see the back of your card and to lay it out, click the Show Back button.

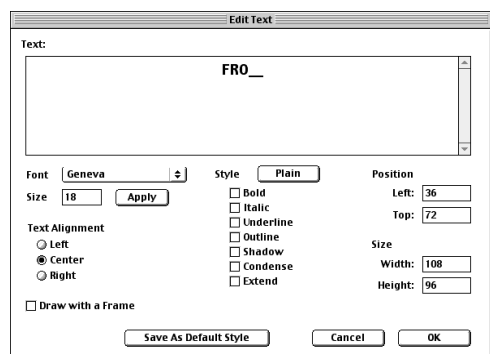
Underneath the display area are arrows and a card counter. When you add more cards to your file, you'll use these arrows to access the different cards.

Buttons

The buttons on the left side of the Create Flashcards screen cause things to happen to the flashcard on which you're working and the side that's currently displayed. No button works globally. The things you do to one card only affect that card.

Add Text

Click the Add Text button to add text to your flashcard. The Edit Text window will appear. Enter text in the upper area of the window labeled "Text." Change its style and font using the buttons and checkboxes on the lower part of the screen.



Edit Text Window

The Edit Text window will contain all fonts currently available in your system. Be sure to click the Apply button when making any changes to font and size. For all other items, the changes take place automatically.

- ☛ Some publishers sell special math and science fonts. The Flashcard tool will use these fonts, provided they have been properly installed on your computer.

Once you are done entering text, click the OK button to see your text displayed on the card template within the Create Flashcards screen. Be aware that you may have to resize the text box on the card template before you can see all of your text.

Add Graphic

Click the Add Graphic button to add an image to a card. Select a graphic that has been saved as a PICT file if you are running on a Macintosh; select a graphic that has been saved as a BMP file if you are running on Windows. The software will automatically scale your graphic to fit on the card template. You can resize the graphic by clicking on it and then dragging a corner of the graphic box.



Example of Resizing a Graphic

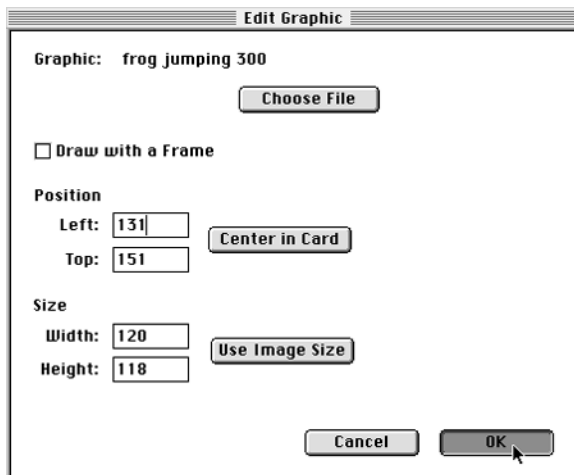
Edit Text/Edit Graphic

This button changes, depending on whether you have a text or graphic box selected. You may edit text or graphics in two ways. One way is to select the graphic or the text, and then click the Edit Text/Edit Graphic button.

Another way is to double-click the text or graphic.

If you double-click a text box, the Edit Text window will appear. See the Add Text section on the previous page for more help with this window.

If you double-click a graphic box, the Edit Graphic window will appear. In this window, you can change the size of the image, choose a different image, change the position of the image, and draw a frame around the image. The changes you make affect only the image selected and are not global for all cards.



Edit Graphic Window

To choose a different image, click the Choose File button. A standard file selection window will appear. Locate the desired file and select it. The image will now be in the graphic box on your flashcard.

To draw a frame around your image, click the “Draw with a Frame” checkbox. A black frame will appear around the perimeter of the graphic box.

To change the position of a graphic, change the points in the fields labeled “Position Left” and “Position Top.” The unit of measurement is a point. A point is 1/72 of an inch. For most users, it will be easier to click and drag the image to a new position (while in the Create Flashcards screen) on the card template. To center the image on the card, click the “Center in Card” button. The graphic will now be centered on the card template.

To change the size of an image, change the width and height settings. The unit of measurement is a point. A point is 1/72 of an inch. For most users, it will be easier to click and drag on the graphic box (while in the Create Flashcards screen) to make the image smaller or larger, rather than working in points. If you want to re-set the image to its original size as contained in the original image file, click the Use Image Size button.

Delete Text/Delete Graphic

This button changes, depending on whether you have a text or graphic box selected. You may delete text or graphics in two ways. Select a graphic box or text box. Then click the Delete Text or Delete Graphic button. The item will be removed from your card. You may also select a text or graphic box and then press the Delete key on your keyboard.

☛ You cannot undo a deletion, so be sure you want to delete something before you click the Delete button.

Add New Card

If you want to add another card to your file, click this button. The number underneath the card template will increase by one. Use the arrows underneath the card to move from one card to another.

Delete Card

When you click this button, the card currently displayed will be removed from your file. Be certain that you are on the right card before you press the Delete Card button as there is no way to undo it.

Duplicate Card

Use this button to duplicate the currently displayed card. When you click it, the software will automatically copy the card that's on your screen and place it at the end of your file. The number of cards in your file will increase by one for every click of the button. Be aware that the Duplicate Card button causes both sides of the currently displayed flashcard to be copied.

☛ If you want to use the same graphic or text on every card, place the item on a blank card. Then press the Duplicate Card button until you've reached the desired number of cards in your file. Each card will contain the duplicated items.

Show Back/Show Front

For every flashcard, there are two sides. Use this button to switch between sides of a card. A common flashcard would be where one side has the question and the other side has the answer. Or one side has the English word and the other side has the Spanish word. To create these kinds of cards, you must lay out both the front and back sides of your flashcards.

Card Layout

The size of your flashcards as well as the number of cards on a printed page is controlled by this setting. If you want one card on a page, set Card Layout to 1 x 1. If you want four cards to a page, set Card Layout to 2 x 2. If you want nine cards on the page, set Card Layout to 3 x 3. The size of your card template on the right side of your screen will be re-drawn to fit the new settings. If objects no longer fit, the system will give you a message.

You may also change the size of your card by choosing Page Set-Up on the File menu. If you select a landscape orientation, your cards will be wider and not as tall as those printed in a portrait orientation.

Print This Card

By checking this box, only the current card will print when you click one of the Print buttons.

Print Cut Lines

If this box is checked, dotted lines will print between cards to guide you when cutting.

Print Single-Sided

This button causes all of your cards to be printed on one side of a sheet of paper. If you are set to a 2 x 2 card layout, the front side of your first card will print on the upper left. The back side of your first card will print on the lower left. The front side of your second card will print on the upper right. The back side will print on the lower right.

You may want to use this button if you are planning to cut out your flashcards and paste them on to some other sheet of paper or if you don't want to worry about double-sided printing.

Print Double-Sided

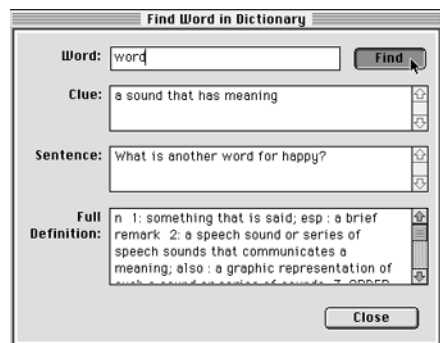
Clicking on this button causes your cards to be printed out double-sided. This means that the front of the card will print on one sheet and the back of the card will print on another sheet. The printout is set up so that if you were to run the printouts through a photocopier, single-sided master to double-sided copies, the fronts and backs of cards would match up properly.

Saving Your Flashcards

To save your flashcards, select Save from the File menu. A standard Save window will be displayed for the platform on which you're running. Name and save your flashcard file. Flashcard files cannot be exported or opened in any other application within the *Essential Tools for Teachers* series.

Using the Dictionary

The Dictionary provides you with definitions, clues, and sentences for 33,000 of the most common words in the English language. To use the Dictionary to look up a word, choose "Find Word in Dictionary" from the Edit menu. The Dictionary window will appear. Type in the word you want to look up, then click the Find button.

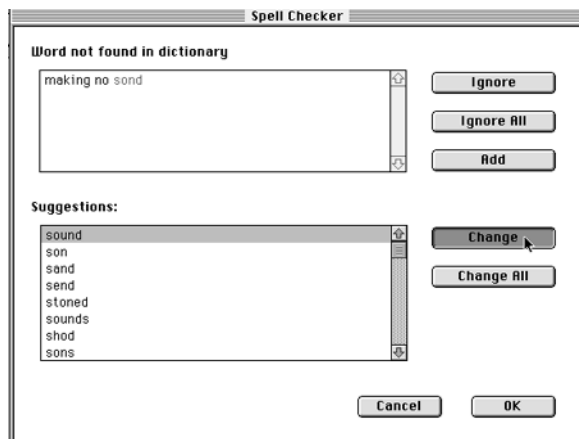


Dictionary Window in Flashcards

If found, the word and all corresponding information will be displayed in the Dictionary window. You may copy from the Dictionary window and paste into text boxes on your flashcards.

The Spell Checker

Once your flashcards are completed, use the Spell Checker to double-check your work. To use the Spell Checker, select “Spell Checker” from the Edit menu. The Spell Checker window will appear on top of the Create Flashcards screen.



Spell Checker Window

The Spell Checker works the same way as those you use in word processors. It will scan the words on your flashcards and bring spelling errors to your attention. Use the buttons on the right side of the Spell Checker window to make the appropriate changes. When you're done, click "OK" to close the Spell Checker window and return to the Create Flashcards screen.