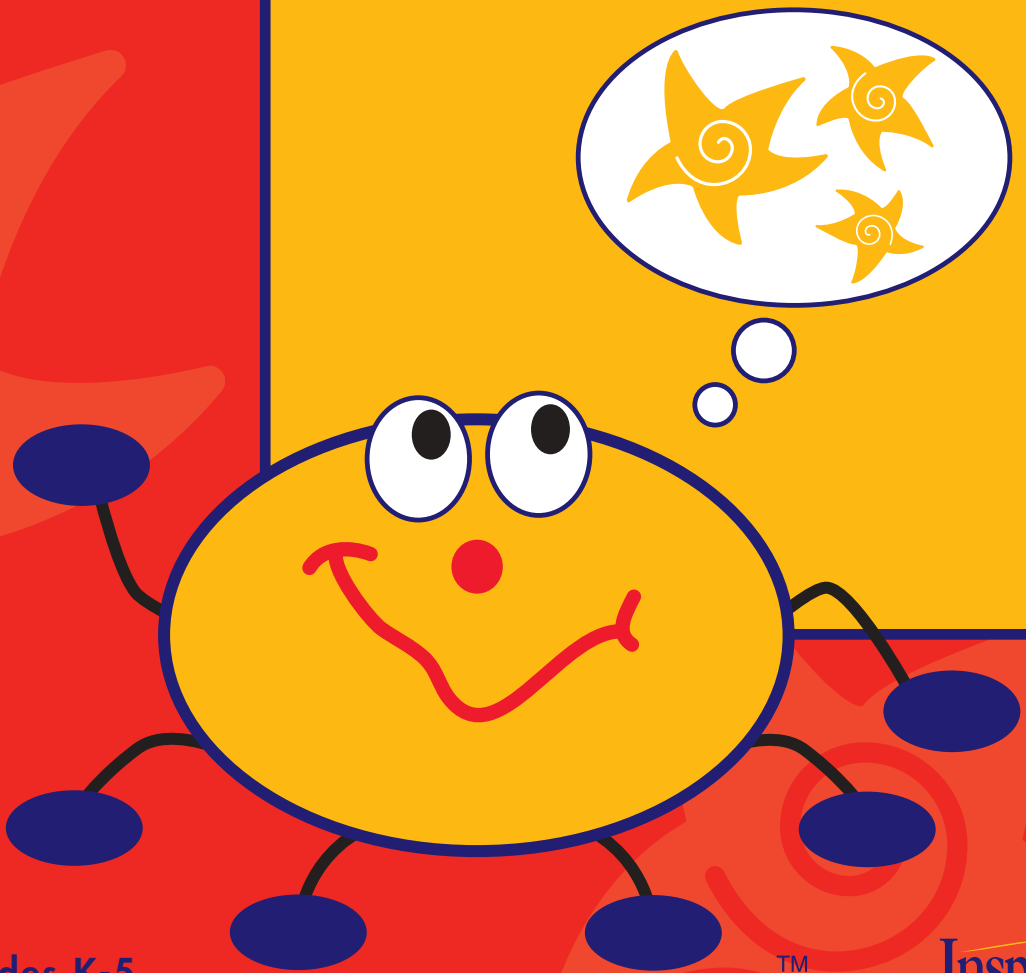
kidspiration®

Version 2

User's Guide



Grades K-5

™

Inspiration® Software, Inc

Credits

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Chapter 1: Getting Started

Kidspiration® is the visual way for young learners to think, write and comprehend. Students create graphic organizers by combining pictures, text and spoken words. Working visually, young learners build important early literacy skills, while more advanced students are able to better understand information and communicate ideas.

Research shows that visual learning is one of the most effective means for teaching thinking skills. Kidspiration builds on these proven techniques, inspiring young students to improve comprehension, clarify thinking, increase retention and strengthen organization—creating a foundation for academic success.

Use Kidspiration in reading and writing, social studies, science and math … or anytime students need to visualize, organize or categorize information.

This guide is designed to help you get started using Kidspiration, quickly and easily. It contains:

- What's new in Kidspiration 2
- System requirements
- Installation instructions
- Customer service information
- Tutorial
- Instructions for using Kidspiration commands and features

Where to find more information

- The Kidspiration Help system contains detailed information about using Kidspiration commands and features. To access Help while you are using Kidspiration, click **Kidspiration Help** on the **Help** menu.
- The *Kidspiration User's Guide* contains a tutorial for new users and all the information in the Help system. The *User's Guide* is available as a PDF document in the Documentation folder inside the Kidspiration 2 folder. To access the *User's Guide* while you are using Kidspiration, click **Kidspiration Documentation** on the **Help** menu.
- Kidspiration Technical Support is available online. To connect to Technical Support while you are using Kidspiration, on the **Teacher** menu, point to **Kidspiration Online**, and then click **Technical Support**.

What's new in Kidspiration 2!

Kidspiration includes the following improvements and new features:

Draw

Symbol Maker tool. To support emerging readers, Kidspiration 2 introduces the powerful Symbol Maker drawing tool. Students use familiar paint tools to easily create their own symbols. Drawings become an important element of their graphic organizers, allowing young learners to refine and personalize meaning.

Group

Unlimited SuperGrouper® shapes. Now, with just one click, teachers or students can transform any symbol into a SuperGrouper® shape. For example, students might place items for "school" into a backpack, rather than a plain circle or box. As a result, the activity becomes more engaging and meaningful.

Venn diagram SuperGrouper shape. A new Venn diagram shape enables students to use this classic technique to show understanding of similarities and differences.

Connect

Picture feedback in Writing View. Kidspiration 2 displays symbols in Writing View to reinforce the relationship between words and their meanings. And, as always, emerging readers and writers can use the Listen tool to hear their work read aloud. Research shows this combination of pictures, writing and spoken words improves young learners' retention and comprehension.

And more …

Features for teachers

75 standards-based activities. Engaging activities offer opportunities for learning across the curriculum, including math! Easily modified, activities can be adapted to meet the demands of any curriculum.

Share activities over a network. Activities can be saved and launched from any location, making it a snap for classrooms to use customized lessons. Flexible access enables educators to collaborate and create new projects to build an exciting portfolio of curriculum-aligned lessons.

Lock items in place. Educators can now freeze the position of items in Picture or Writing View to ensure that young students do not accidentally move or delete symbols or SuperGrouper shapes that are core to a teacher-prepared activity.

Limit symbol libraries. The Activity Wizard permits teachers to limit the number of symbol libraries available for a specific project, removing distractions and focusing learning time.

Show or hide symbol captions. To add flexibility to lessons, Picture View symbol captions can be easily toggled on and off. A first click hides all symbol captions, while the second click labels all captioned symbols.

Teacher symbols for Picture View instructions. Kidspiration 2 allows educators to add Teacher symbols that appear only in Picture View. This new Teacher menu command eliminates the transfer of irrelevant information to Writing View.

Align and evenly space items. Now educators can effortlessly align and evenly space symbols and SuperGrouper shapes to fine-tune activities.

Password-protected Teacher menu. A password on the Teacher menu prevents students from changing teacher preferences.

Fast font selection. Fonts and text sizes are accessed via a pop-up menu, enabling users to quickly select their desired style.

Accessibility for all learners. A full range of keyboard shortcuts and other accessibility options empowers all learners to see, organize and develop their great ideas.

Kidspiration and Inspiration® compatibility. Educators and students can access and share any document created in Kidspiration 1 or Inspiration. Kidspiration 2 documents can also be saved as version 1, allowing projects to be opened and manipulated in the earlier version.

Student-friendly enhancements

One-click publishing. The Publish tool makes it a snap for students to finalize their Kidspiration writing projects in a word processor. With one click, this powerful tool launches AppleWorks® or Microsoft® Word and transfers student work from Kidspiration. Educators can modify settings to best fit the purpose of activities, allowing topics, notes and even a picture of the diagram to appear in the final draft.

Intuitively delete symbols. Kidspiration 2 works the way kids do! When students drag a symbol back to the palette, it's deleted—just as they expected.

See student name on screen. Student names are now visible on screen so teachers can quickly see if students entered their identifying information.

Student name is file name. To simplify file saving and better utilize valuable learning time, text entered into the Student Name dialog becomes the suggested file name when students save a project.

Fit entire picture onto screen. A new view option sizes an entire Picture View project perfectly on screen.

Quick scroll symbol libraries. Descriptive library names make locating the perfect image a fast and easy task. Plus, instant feedback permits students to see each library as they scroll through the list.

Easily reverse a link. Using the Arrow tool on the Formatting toolbar, students can freely reverse links and change the structure of the items in Writing View.

Installing Kidspiration

Kidspiration requires certain hardware and software components to run. Before installing make sure your computer meets the following minimum requirements:

System requirements

Macintosh

- Macintosh or Power Macintosh
- System 7.1, 8.x, 9.x or OS X
- 4 MB available RAM
- 640 x 480, 256 color display
- 7 MB available hard disk space; 35 MB for full install
- CD-ROM drive (for installation only)
- Optional:
  - Macintosh compatible printer
  - Internet browser
  - Microphone

Windows

- Pentium 75 MHz or faster
- Windows 95, 98, 2000, NT 4.0, ME or XP
- 5 MB of available hard disk space; 20 MB for full install
- 8 MB of RAM
- 640 x 480, 256 color display
- CD-ROM drive (for installation only)
- Optional:
  - Windows compatible printer
  - Internet browser
  - Soundcard and speakers
  - Microphone

About upgrading from an earlier version of Kidspiration

When you install Kidspiration 2, it does not overwite any earlier version of Kidspiration installed on your computer. This enables you to keep custom activities and custom symbol libraries created in the earlier version of Kidspiration.

After you install Kidspiration 2, you can copy custom activities and symbol libraries from the earlier version of Kidspiration to the Kidspiration 2 folder.

Copy symbol libraries from the earlier version of Kidspiration to a folder inside the Kidspiration Libraries folder. You can copy the libraries to an existing folder or to a folder you create. For example, you could create a new folder called “Kidspiration 1 Symbols.”

Copy activities from the earlier version of Kidspiration to the Kidspiration Activities folder inside the Kidspiration 2 folder. After you copy the activities and libraries you want to keep, you can remove the earlier version of Kidspiration.

Any files you created using Kidspiration 1 can be opened by Kidspiration 2.

Macintosh installation

1. Close all programs including screen saver and anti-virus programs.
2. Insert the Kidspiration CD-ROM into your CD-ROM drive.
3. Double-click the icon for your CD-ROM drive, and then double-click the **Kidspiration Install** icon to install Kidspiration. If you are using OS X, double-click **Kidspiration 2 Install OS X**.

   If necessary, the installer will ask to add the required text-to-speech software to your computer. Click **OK** to install. After updating the computer's system software, your computer will restart and automatically continue the Kidspiration installation.
4. On the drop-down menu, select **Easy Install** or **Custom Install**:
   - Select **Easy Install** to install the full Kidspiration program, including symbols, activities, examples and the Help system.

     –or–
   - Select **Custom Install** to selectively install Kidspiration program components. Select this option if you have limited hard disk space and you do not want to install the full Kidspiration program.
5. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.
6. Kidspiration starts automatically and the Personalize Kidspiration dialog appears.

   Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Kidspiration; it is required to personalize your Kidspiration application. Click **OK**.

   To register your copy of Kidspiration, see "Registering Kidspiration" on page 10.

Windows installation

1. Close all programs including screen saver and anti-virus programs.
2. Insert the Kidspiration CD-ROM into your CD-ROM drive.
3. Click the **Install** button to install Kidspiration.

   If necessary, the installer will ask to add the required text-to-speech software to your computer. Click **OK** to install. After updating the computer's system software, your computer will restart and automatically continue the Kidspiration installation.
4. Select **Easy Install** or **Custom Install**:
   - Select **Easy Install** to install the full Kidspiration program, including symbols, activities, examples and the Help system.

     –or–
   - Select **Custom Install** to selectively install Kidspiration program components. Select this option if you have limited hard disk space and you do not want to install the full Kidspiration program.
5. Follow the instructions on your screen to complete the installation process. A message appears when installation is complete.
6. Kidspiration starts automatically and the Personalize Kidspiration dialog appears.

   Enter your name and/or organization and your serial number.

   Note: Your serial number can be found on the CD-ROM sleeve. The serial number identifies your copy of Kidspiration; it is required to personalize your Kidspiration application. Click **OK**.

   To register your copy of Kidspiration, see "Registering Kidspiration" on page 10.

Network installation

Refer to the network installation instructions provided with your volume license. Volume licenses are available from Inspiration Software®, Inc. For more information, call 503-297-3004.

Registering Kidspiration

If you purchased a single copy of Kidspiration, you can register online or send in the printed registration card provided.

To register online, click **Register Online** after you personalize Kidspiration. Your browser starts and opens Kidspiration's online registration form. Follow the on-screen instructions. (**Note:** You must have a modem and a browser installed to register online.) If you are unable to register online, please complete and mail the printed registration form.

To register a volume license, please complete and mail or fax the printed license agreement.

When you register, you're entitled to special benefits from Inspiration Software, Inc. As a registered customer, you receive:

- Free telephone, fax and email technical support
- Substantial discounts on Kidspiration upgrades
- Tips on using Kidspiration
- Information about new products and product updates
- Flashes, the Inspiration Software, Inc. newsletter

About Kidspiration customer service

Inspiration Software®, Inc. is committed to assisting our customers. If you have comments, questions or need assistance while working with Kidspiration, please contact us by email, telephone or fax. You can also connect to Kidspiration Technical Support while you are using Kidspiration. On the **Teacher** menu, point to **Kidspiration Online**, and then click **Technical Support**.

Inspiration Software, Inc. provides free customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

When you contact us, please be prepared to provide your serial number. Our support services are open Monday through Friday from 7 a.m. to 5 p.m. Pacific Time.

Telephone	503-297-3004 Monday–Friday
Fax	503-297-4676
Email	techsupport@inspiration.com

Viewing and printing Kidspiration documentation

The *Kidspiration User's Guide* and other written documentation is available in the form of PDF files. To view or print this information, you need Adobe® Reader® installed on your computer. If your computer does not have Adobe Reader, you can download a free copy from Adobe at www.adobe.com.

To view or print Kidspiration documentation on a Macintosh:

1. Double-click the **Kidspiration 2** folder on your hard drive.
2. Double-click the **Kidspiration Documentation** folder to open it. The folder contains three PDFs:

User's Guide.pdf	*User's Guide*, including installation instructions and tutorial
Symbol Guide.pdf	Illustrated listing of all built-in symbol libraries
Activity Guide.pdf	Overview of built-in activities with instructions and standards match

3. Double-click a PDF to view or print it.

To view or print Kidspiration documentation in Windows:

1. On the desktop, double-click **My Computer**.
2. In **My Computer**, double-click the icon for the drive where Kidspiration is installed.
3. Double-click the **Kidspiration 2** folder to open it.

4. Double-click the **Kidspiration Documentation** folder to open it. The folder contains three PDFs:

User's Guide.pdf	*User's Guide*, including installation instructions and tutorial
Symbol Guide.pdf	Illustrated listing of all built-in symbol libraries
Activity Guide.pdf	Overview of built-in activities with instructions and standards match

5. Double-click a PDF to view or print it.

Removing Kidspiration

Macintosh

- Drag the **Kidspiration 2** folder to the **Trash**, and then empty the **Trash**.

Windows

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs.**
3. Click **Kidspiration 2** in the list box, and then click **Add/Remove**.

Chapter 2: Kidspiration Basics

Starting and closing Kidspiration

To start Kidspiration:

- Open the **Kidspiration 2** folder, and then double-click the **Kidspiration 2** icon (Macintosh).

Kidspiration 2

–or–

- Click the **Start** button, point to **Programs**, and then click **Kidspiration 2** (Windows).

To close Kidspiration:

- On the **File** menu, click **Quit** (Macintosh) or **Exit** (Windows).

Starting a new Kidspiration project

1. Start Kidspiration.

   –or–

   To return to the Kidspiration Starter from an open project, click **Linky**, the Kidspiration character.

2. Do one of the following:
   - To start with a diagram, click the **Picture** button.

   - To start with words, click the **Writing** button.

Opening an activity

1. Start Kidspiration.

   –or–

   On the **File** menu, click **New** to return to the Kidspiration Starter.
2. Under **Activities**, click a category, for example "Science."
3. Click the activity you want to open, and then click **OK**.

Note: You cannot open a Kidspiration 2 activity using an earlier version of Kidspiration. To use a Kidspiration 2 activity with an earlier version of Kidspiration, first open the activity in Kidspiration 2, and save it in Kidspiration 1 format.

See Also

"Saving a project in Kidspiration 1 format" on page 160.

Opening an existing project

1. On the **File** menu, click **Open**.

   –or–

   From the Kidspiration Starter, click the **Open File** button.

2. Open the folder where the file is located.
3. In the list box, click the file you want to open, and then click **OK**.

See Also

"Opening a document created in another program" on page 156.

Adding your name to a project

You can add a student name to a project. The name is displayed in the following locations:

- In the title bar of the document.
- As the suggested file name when the project is saved the first time. (You can change the suggested name if you want.)
- At the top of every page when you print.

To add your name to a project:

1. Click the **Student Name** button.

2. Type the name in the box where indicated.
3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right.**

A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

Saving a project

You should save your work frequently to prevent losing any changes if the computer quits unexpectedly.

To save a project:

1. On the **File** menu, click **Save** to save the latest changes to your work.

   The first time you save, select the folder where you want to save the project and type a name for the project.

   If you have entered a student name for the project using the Student Name tool, the student name is the suggested file name. You can change the suggested name if you want.

2. In the Save dialog box, click **Save**.

   Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Saving a project under a different name

1. On the **File** menu, click **Save**.
2. Select the folder where you want to save the project.
3. Type a new name for the project, and then click **Save**.

About Picture View

In Picture View, Kidspiration gives you many different tools to map, organize and display ideas visually.

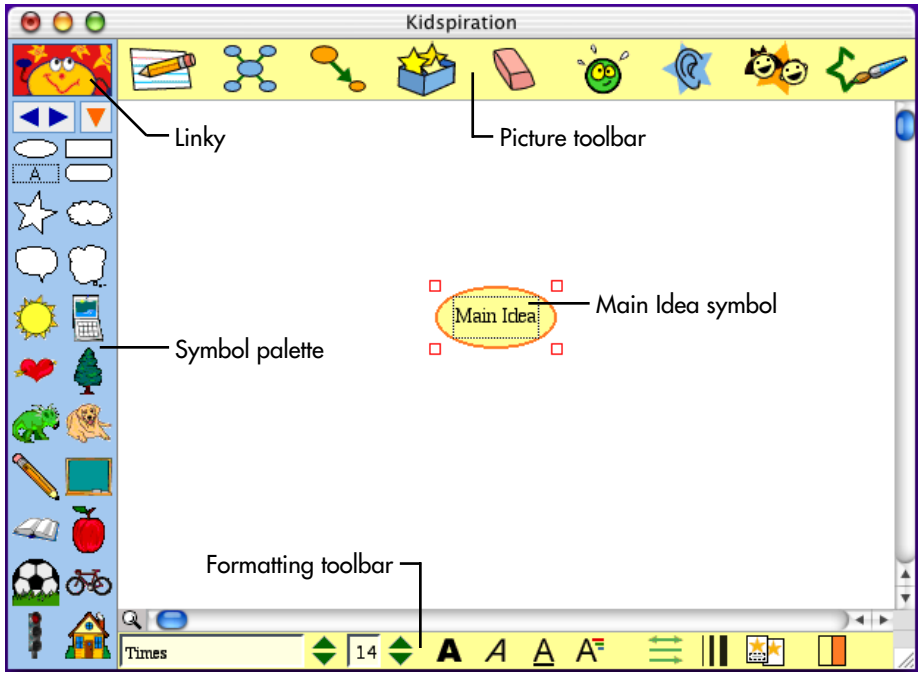
The buttons on the **Picture toolbar** provide easy access to the key features of the program. Point at a button on the toolbar to see and hear a brief description of the button's purpose. Click a button to carry out the function.

The **Symbol palette** includes hundreds of symbols you can use to show your ideas visually. Point at a symbol to see a magnified preview. To place a symbol on your diagram, drag the symbol from the Symbol palette.

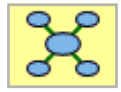
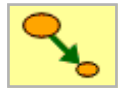
The **Main Idea** symbol provides a starting point for your diagram. Type text in the Main Idea symbol or change it to a symbol that represents your idea.

Use the tools on the **Formatting toolbar** to change the look of the text, symbols and links on your diagram.

To return to the Kidspiration Starter at any time, click **Linky**, the Kidspiration character. You will be prompted to save the open project.



Toolbar buttons in Picture View

Click this button ...	... to do this
Go to Writing	Go to Writing View.
 Add Symbol	Add a linked or unconnected symbol to your diagram.
 Link Symbols	Link symbols on your diagram.
SuperGrouper	Add, create or change a SuperGrouper shape.
Clear	Clear the current selection (symbol, link, SuperGrouper shape or text) from your diagram.
Undo	Undo the last change you made.
Listen	Turn on the Listen tool. Click a symbol, link or SuperGrouper shape to hear the computer read the text in the selection.
Student Name	Add your name to a project. After you add your name, it appears in the title bar of the document. When you print, it appears at the top of every page.
Symbol Maker	Draw your own symbol using the Symbol Maker tool.

The Symbol palette

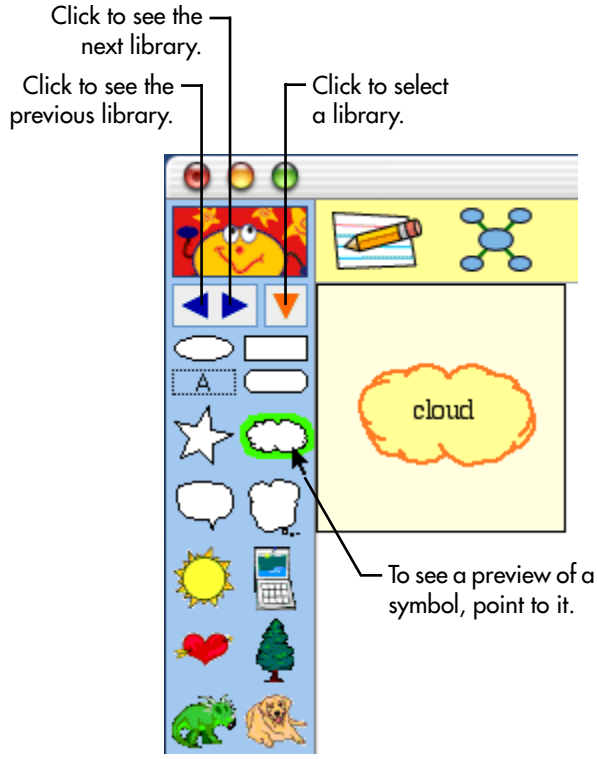
Kidspiration offers over 1,200 colorful, high-resolution symbols including several hundred photographic-quality images and animated symbols. The symbols are organized into categories and libraries.

To choose a symbol on the Symbol palette:

1. Click the **Pick Library** button , and then click the symbol library you want in the list.

   Point to a library in the list to see a preview of the library on the Symbol palette.

2. Click the **Next Library** buttons to move between the symbol libraries.



Formatting toolbar in Picture View

When you change the look of a symbol or link, the change applies not only to that symbol, but also to new symbols and links that you add from that point on. For example, if you select a basic symbol shape such as an oval or rectangle, and you change its colors to green and black, any basic symbols you add to your diagram will also be green and black.

New symbols and links are not affected by changes to selected text within symbols and links.

Click this button ...	... to do this
	Change the font of the selected text, symbol, SuperGrouper shape or link.
	Change the text size of the selected text, symbol, SuperGrouper shape or link.
	Apply bold formatting to the words in the selected text, symbol, SuperGrouper shape or link.
	Apply italic formatting to the words in the selected text, symbol, SuperGrouper shape or link.
	Underline the words in the selected text, symbol, SuperGrouper shape or link.
	Change the color of the words in the selected symbol, SuperGrouper shape or link.
	Change the arrowhead style for the selected link.
	Change the line width of the selected symbol, SuperGrouper shape or link.
	Hide symbol captions.
	Show symbol captions.
	Change the colors of the selected symbol. **Note:** The colors that appear on the Formatting toolbar are the colors in the selected symbol.

About Writing View

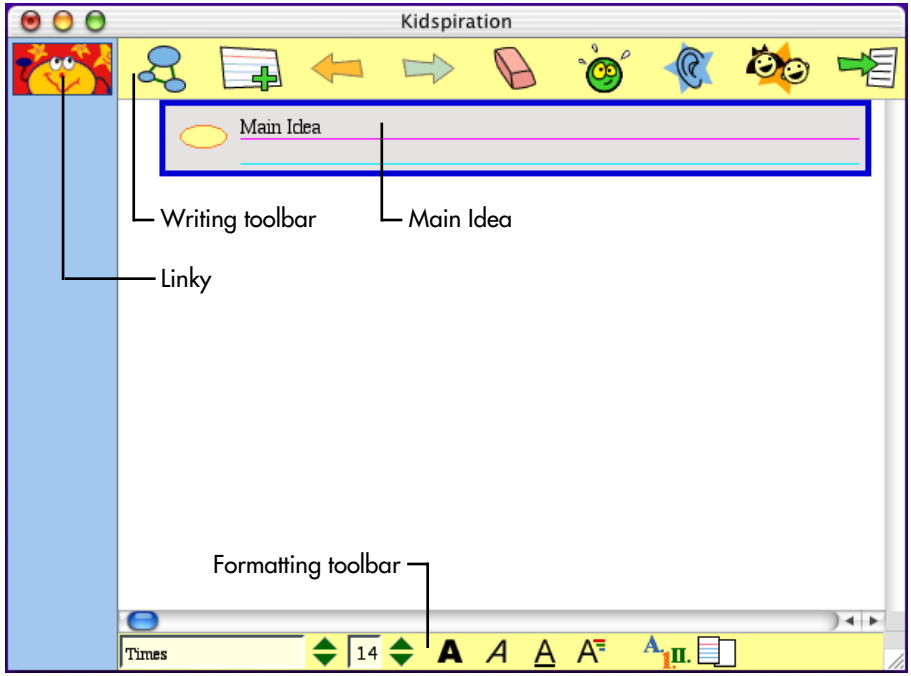
If you started your project in Picture View, your work is transferred when you switch views. In Writing View, Kidspiration gives you many different tools for organizing and expanding your ideas in writing.

The buttons on the **Writing toolbar** provide easy access to the key Kidspiration features. Point at a button on the toolbar to see and hear a brief description of the button's purpose. Click a button to carry out the function.

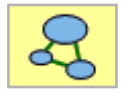
If you are beginning a new project in Writing View, the **Main Idea** provides a starting point for your writing. Type an idea into the Main Idea and go from there.

Use the tools on the **Formatting toolbar** to change the look of the text and the page.

To return to the Kidspiration Starter at any time, click **Linky**, the Kidspiration character. You will be prompted to save the open project.



Toolbar buttons in Writing View

Click this button ...	... to do this
 Go to Pictures	Go to Picture View.
Add Idea	Add a new idea to your project.
Move Left	Move the selected idea up one level in the hierarchy.
Move Right	Move the selected idea down one level in the hierarchy.
Clear	Clear the selected text or idea from your project.
Undo	Undo the last change you made.
Listen	Turn on the Listen tool. Click an idea to hear the computer read it.
Student Name	Add your name to a project. After you add your name, it appears in the title bar of the document. When you print, it appears at the top of every page.
Publish	Transfer your writing project to a word processor.

Formatting toolbar in Writing View

When you change the look of an idea, the change applies to new ideas you add to your writing project. For example, if you select an idea, and change its text color to green, any ideas you add to your writing project will also have green text.

New ideas are not affected by changes to selected text within an idea.

Click this button...	...to do this
	Change the font of the selected text or idea.
	Change the text size of the selected text or idea.
	Apply bold formatting to the words in the selected text or idea.
	Apply italic formatting to the words in the selected text or idea.
	Underline the words in the selected text or idea.
	Change the color of the words in the selected text or idea.
	Change the prefix style.
	Show or hide the lined paper.

Chapter 3: Learning Kidspiration, A Tutorial

This section of the *User's Guide* is a tutorial that introduces basic Kidspiration diagram and writing tools. The tutorial takes about 30 minutes from start to finish.

You use Kidspiration the same way as most Mac OS and Windows programs. For example, as you work, you use the mouse to drag objects and to select text. You also click and double-click, and enter information using the keyboard. If you are not familiar with doing these things, take a moment now and refer to the user's guide that came with your computer.

Conventions we used

When you are asked to enter specific text, the text you will type appears in bold. For example, **All About Me**. When referring to a symbol or name you already entered, it appears in italics, like *All About Me*.

How we organized the tutorial

In the Kidspiration tutorial, you follow a series of step-by-step instructions to create a simple visual representation of an idea called a diagram. You also work with your ideas in writing.

The tutorial is organized in mini-lessons. They are designed to be completed in order, but you do not have to do them all at one time. Each mini-lesson introduces you to several of the unique features in Kidspiration. When you finish the tutorial, you will be ready to create diagrams, writing projects and activities on your own.

Mini-Lesson One: Creating a diagram in Picture View

In this lesson you will create a diagram called “All About Me” using symbols, words and links. You will learn to do the following:

- Start Kidspiration
- Start a new diagram
- Add your name to a project
- Save your work
- Add symbols to a diagram
- Use the Symbol palette
- Show and hide symbol captions
- Draw a symbol using the Symbol Maker tool
- Move symbols
- Change the colors of symbols
- Connect symbols using links
- Remove part of the diagram
- Fix a mistake
- Change the look of text using font, text size and color
- Close a project and return to the Kidspiration Starter

Starting Kidspiration

Note: Before you can start the program, Kidspiration needs to be installed. If you have not installed Kidspiration on your computer yet, see “Installing Kidspiration” on page 6.

To start Kidspiration on a Macintosh:

- Open the Kidspiration 2 folder, and then double-click the **Kidspiration** icon.

The Kidspiration Starter opens.

To start Kidspiration in Windows:

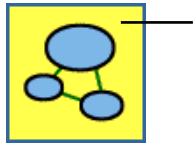
- Click the **Start** button, point to **Programs**, and then click **Kidspiration 2**.

  The Kidspiration Starter opens.

The Kidspiration Starter is the place where you start new projects, open existing projects, and use the many different Kidspiration activities. You will begin by starting a new diagram.

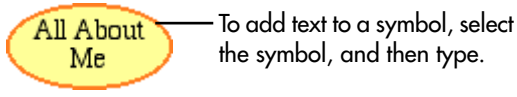
Starting a new diagram

1. To start a new diagram, click the **Picture** button.



A new document opens with a *Main Idea* symbol. The *Main Idea* symbol provides a starting point for your work.

2. In the *Main Idea* symbol, type **All About Me**.



Adding your name to a project

1. On the **Picture** toolbar, click the **Student Name** button.

2. Type your name in the box where indicated.

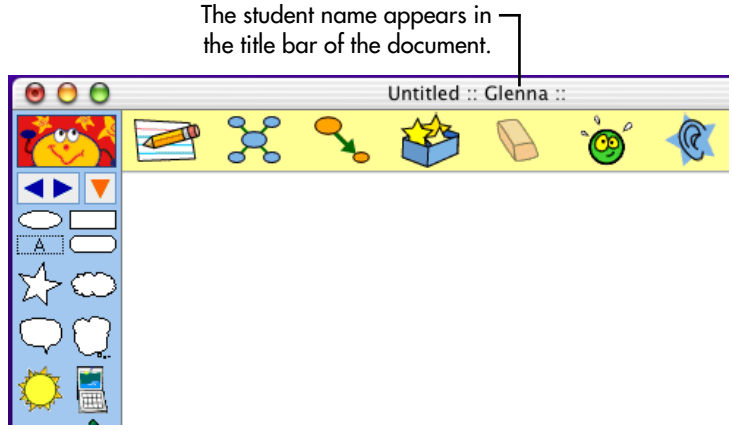
   For the examples in this tutorial we will use the name "Glenna."

3. To choose where you want the name to appear on the page, select **Left**, **Center** or **Right**.

   A preview of how the name will appear on the page is displayed in the box on the right side of the dialog box.

4. Click **OK**.

   The student name appears in the title bar of the document.



Saving your work

You should save your work often so you do not lose any changes if the computer quits unexpectedly. The first time you save, you type a name for the project.

1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.

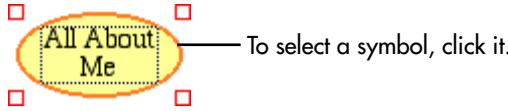
3. Type a name for the project, and then click **Save**.

   Kidspiration suggests the name “Glenna” based on the student name, but you can use a different name.

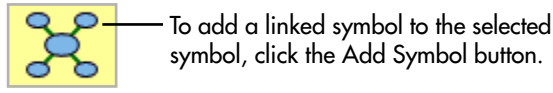
Adding symbols to your diagram

There are many different ways to add symbols in Picture View. An easy way to add a linked symbol is the Add Symbol tool.

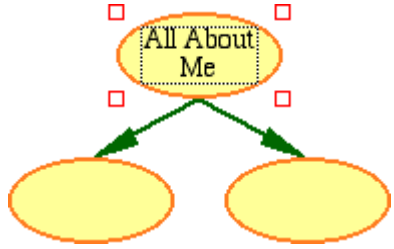
1. Click the *All About Me* symbol to select it.



2. To add two symbols that are connected to the *All About Me* symbol, click the **Add Symbol** button two times.

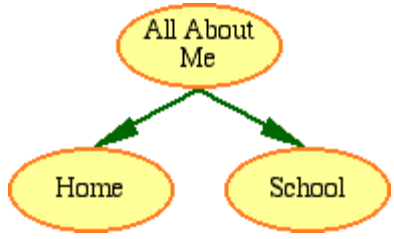


   Now your diagram looks like this.



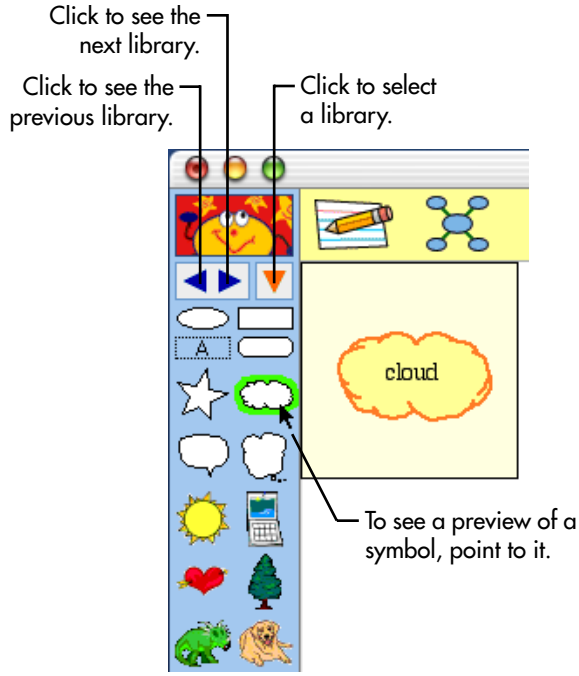
3. Select the left symbol, and then type the word **Home**.
4. Select the right symbol, and then type the word **School**.

   Now the diagram looks like this.

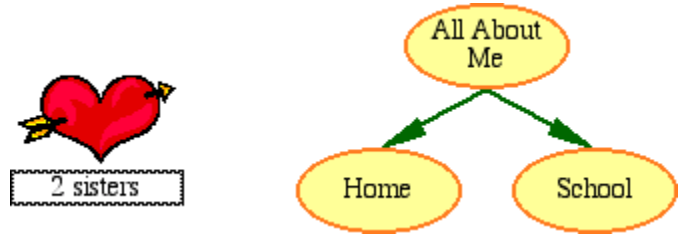


Using the Symbol palette

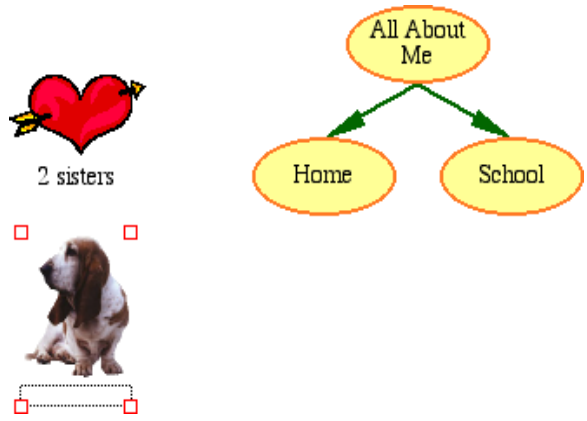
Now you will use the Symbol palette to add more symbols to the diagram. The Symbol palette has hundreds of symbols that you can use to show your ideas. Here is the Symbol palette.



1. On the **Symbol palette**, drag the *heart* symbol onto the diagram, and then type **2 sisters**.

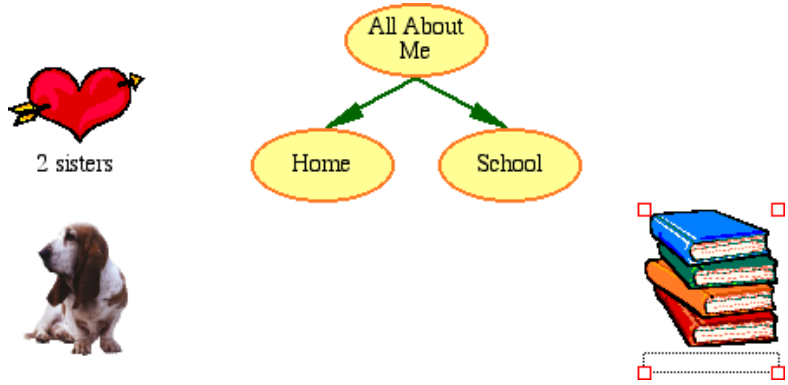


2. Click the **Next Library** button one time. Drag your favorite pet symbol onto the diagram.



3. On the **Symbol palette**, click the **Pick Library** button .
4. Scroll down the list to **School**, and then click **Classroom**.
5. Drag the *books* symbol onto the diagram.

   Adjust the position of the symbol so the diagram looks like this.



Showing symbol captions

To add flexibility to lessons, you can show or hide the symbol captions.

- To hide the symbol captions, click the **Hide Captions** button on the **Formatting** toolbar.

- To show the symbol captions, click the **Show Captions** button on the **Formatting** toolbar.

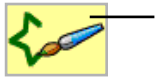
  The captions appear below all the symbols in the diagram.

Drawing a symbol using the Symbol Maker tool

The Kidspiration Symbol Maker enables you to create your own symbols using draw and paint tools. You can draw lines and shapes and fill the shapes with different colors. The Stamp tool is an easy way to add images, numbers and letters to your drawing.

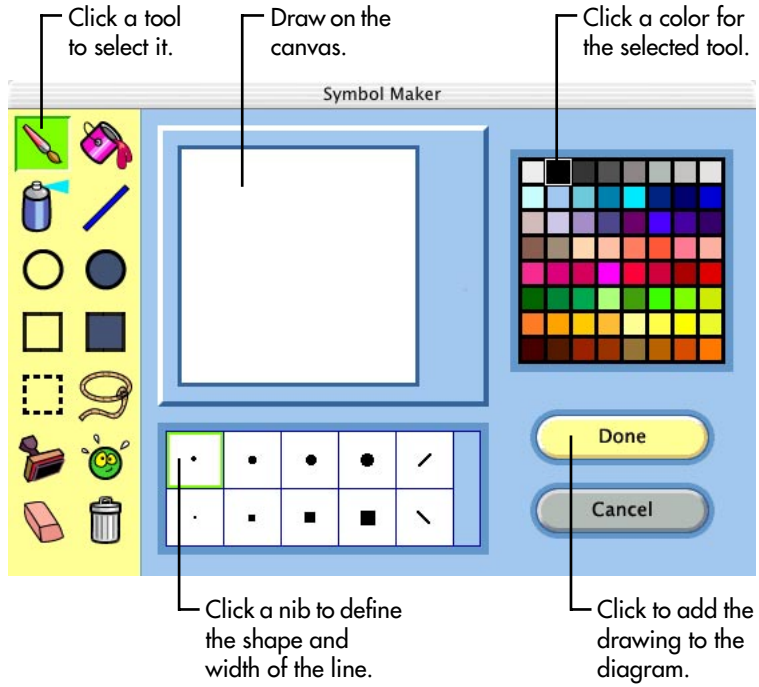
Opening the Symbol Maker

1. Select the *All About Me* symbol.
2. On the **Picture** toolbar, click the **Symbol Maker** button.



The Kidspiration Symbol Maker opens.

- Use the tools on the **Tool palette** to draw lines and shapes and edit the drawing.
- Use the **Nib palette** to define the shape and width of the line for the selected tool.
- Use the **Color palette** to choose a color for the selected tool.
- Draw on the **canvas** in the center of the dialog box.



Tips before you begin drawing

There are some special tools on the Tool palette you may find useful as you begin drawing.

- If you make a mistake and you want to undo what you just did, click the **Undo** tool.

- If you want to clear the canvas and start over, click the **Clear All** tool.

- If you want to erase part of the drawing, click the **Erase** tool, and then drag the pointer over the area you want to erase. You

can click a nib on the **Nib palette** to define the shape and width of the eraser.

Drawing the face, including eyes, nose and mouth

1. On the **Tool palette**, click the **Paintbrush** button.

2. On the canvas, drag the **Paintbrush** to draw a face that looks something like this.

Filling the face and shirt with color

1. On the **Tool palette**, click the **Paint Bucket** button.

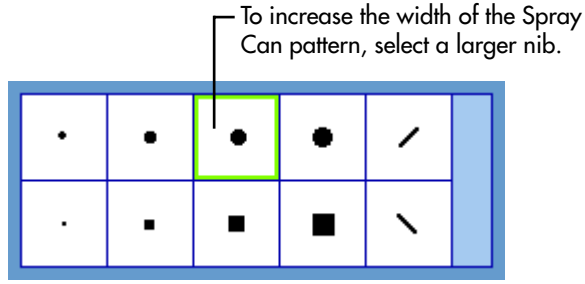
2. On the **Color palette**, click a color for the face.
3. On the canvas, click inside the face.
4. On the **Color palette**, click a color for the shirt.
5. On the canvas, click inside the shirt.

Now the drawing looks something like this.

Adding hair to the top of the head

1. On the **Tool palette**, click the **Spray Can** button.

2. To increase the width of the Spray Can pattern, click a larger nib on the **Nib palette**.



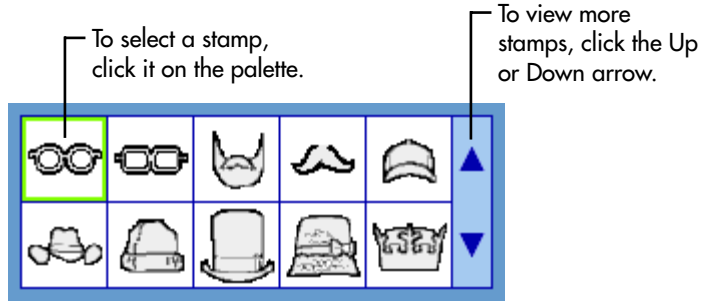
3. On the **Color palette**, click a color for the hair.

4. On the canvas, drag the **Spray Can** to draw hair that looks something like this.

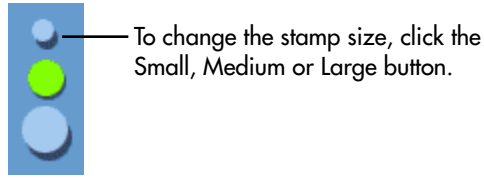
Adding glasses to the face using the Stamp tool

1. On the **Tool palette**, click the **Stamp** tool.

2. On the **Stamp palette**, use the **Up** or **Down** arrow to locate the glasses. Click the glasses stamp.



3. On the **Color palette**, click a color for the glasses.
4. To change the size of the glasses, click one of the **Size** buttons.



5. Roll the pointer over the face to see a preview of the glasses.
6. Position the glasses where you want them on the face, and then click to add the glasses to the drawing.

   Now the drawing looks something like this.

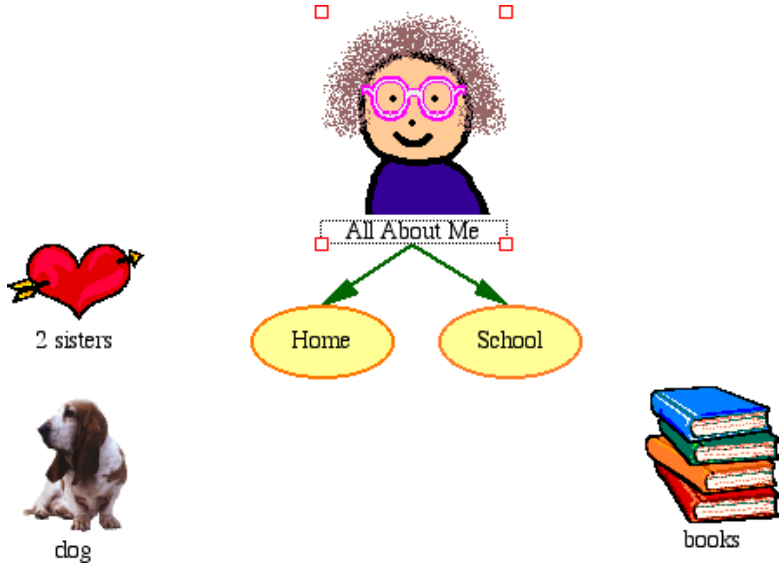
Adding the drawing to your diagram

- To add the drawing to the diagram, click the **Done** button.

  The *All About Me* symbol is replaced with the symbol you created.

Moving symbols

- In Kidspiration you can always move symbols by dragging them. When you do, any links automatically adjust. Drag the *All About Me* symbol up so your diagram looks like the one below.

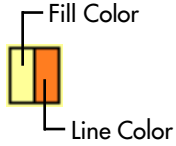


Changing the look of symbols using color

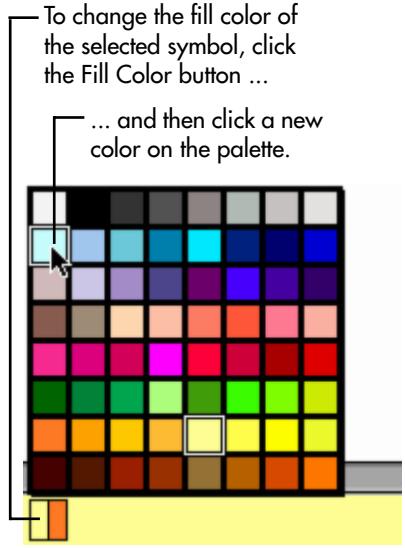
Color is great for customizing the look of symbols. You can change the colors of two-color symbols and multicolor symbols.

1. Select the *Home* symbol.

The Symbol Colors tool appears on the Formatting toolbar.



2. On the **Symbol Colors** tool, click the **Fill Color** button, and then click a new color on the palette.



3. Now change the line color of the symbol. On the **Symbol Colors** tool, click the **Line Color** button, and then click a new color on the palette.
4. Next change the colors of the *All About Me* symbol. Select the *All About Me* symbol.

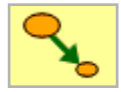
   The Symbol Colors tool appears on the Formatting toolbar.

5. On the Symbol Colors tool, click the shirt color, and then click a new color on the palette.
6. On the Symbol Colors tool, click the glasses color, and then click a new color on the palette.

Connecting symbols using links

Now it is time to add links. The Link tool is used to demonstrate comprehension and show relationships.

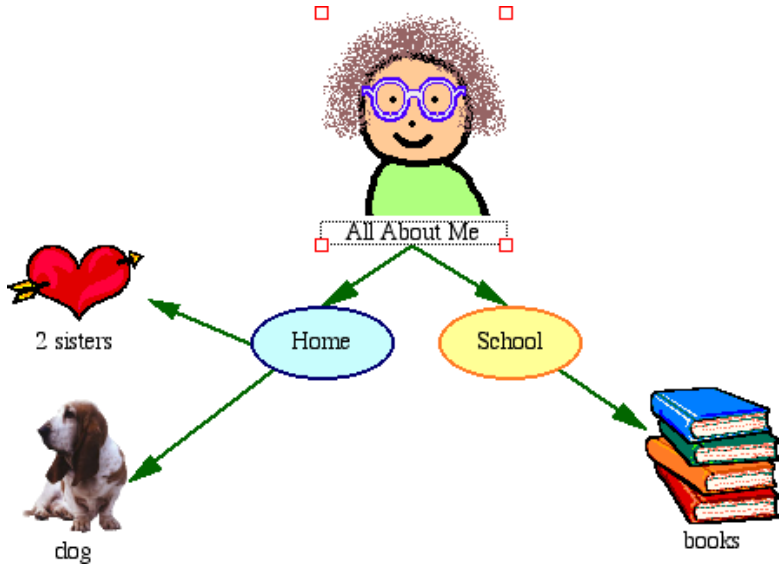
1. Select the *Home* symbol. This is the symbol where the link will start.
2. On the **Picture** toolbar, click the **Link** button.



The cursor now looks like this .

3. Click the **2 sisters** symbol to complete the link.
4. Follow these steps to link the remaining symbols.

Your diagram should look like this.



Removing part of the diagram

Here is a quick way to remove part of your diagram.

1. Select the *books* symbol.
2. On the **Picture** toolbar, click the **Clear** button.

Fixing a mistake

The Undo tool is a quick way to fix something you did not mean to do.

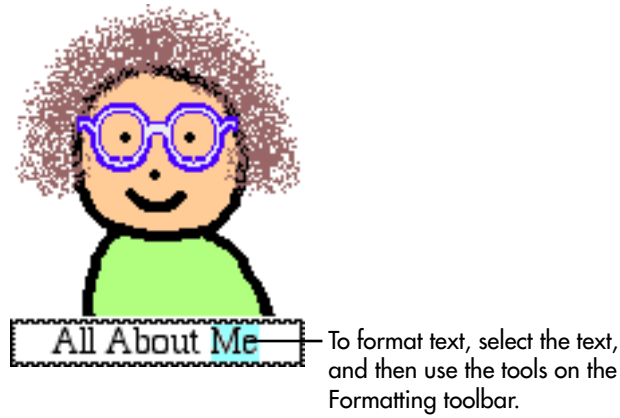
- To undo what you just did, click the **Undo** button.

The *books* symbol reappears on the diagram.

Changing the look of text

You can customize text using font, text size and color.

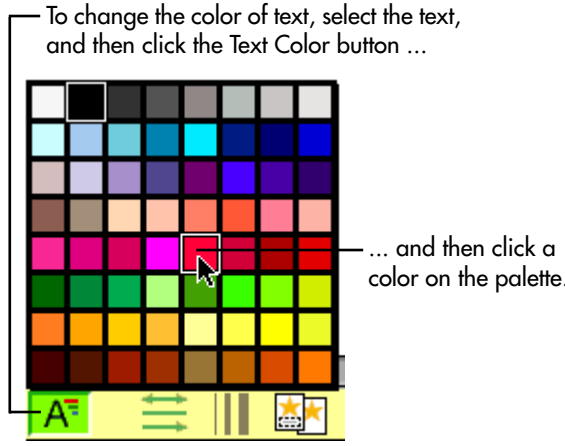
1. Select the *All About Me* symbol.
2. Click inside the symbol's text area, and then select the word **Me**.



3. On the **Formatting** toolbar, click in the **Font** box

, and then click a new font in the list.

4. On the **Formatting** toolbar, click the **Text Color** button , and then click a new color on the palette.



5. Press the Escape key to end text editing and select the symbol.

   Now the text looks like this.

Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed Mini-Lesson One. Close this lesson and continue to Mini-Lesson Two.

- To close your project and return to the Kidspiration Starter, click **Linky**, the Kidspiration character.

  When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.

  Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Mini-Lesson Two: Working with ideas in Writing View

In this lesson you will open the diagram you created in the previous lesson and work with it in Writing View. You will learn to do the following:

- Open a project
- Switch to Writing View
- Add ideas
- Change the level of ideas
- Change the order of ideas
- Add details to ideas
- Change the look of text
- Hide the lined paper
- Change the prefix style
- Add your name to your project
- Save your project
- Publish your project in a word processor

Opening a project

1. On the **File** menu, choose **Open**.

   –or–

   From the **Kidspiration Starter**, click the **Open File** button.

To open a project from the Kidspiration Starter, click the Open File button.

2. Open the folder where you saved the file from the previous lesson.
3. In the list box, click the file you saved from the previous lesson, and then click **Open**.

Switching to Writing View

While you have been working in Picture View, Kidspiration has been building a written project using the ideas in your diagram.

- To view your ideas in Writing View, click the **Go to Writing** button.

In Writing View, the ideas in your diagram are organized from top to bottom, with your main idea—*All About Me*—at the top. Each idea appears on its own piece of lined paper. Symbols at the beginning of each idea help emerging readers develop word-meaning skills.

Adding an idea

You can add a new idea in Writing View as easily as you added a new symbol in Picture View.

1. On the **Writing** toolbar, click the **Add Idea** button.

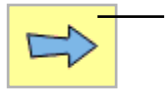
2. Type the word **Dad** in the new idea.

   This is what your project looks like now.

Changing the level of an idea

There are many ways to organize ideas in Writing View. The Move Left and Move Right buttons on the Writing toolbar change the level of an idea in the hierarchy.

- On the **Picture** toolbar, click the **Move Right** button two times.



Now the outline looks like this.

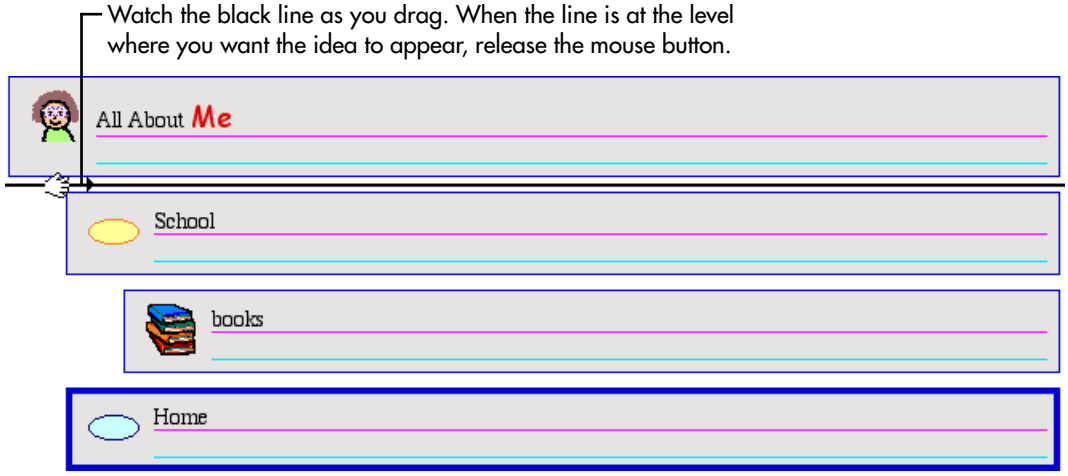
Changing the order of ideas

You can also change the order of ideas by dragging and dropping.

1. Select the *Home* idea.

2. Point to the left or top edge of the idea. When the appears, drag the idea above the *School* idea.

   While you drag, the idea remains in the original position until you release the mouse button. You can see where the idea's new location will be by watching the black line as you drag. When the line is at the level you want the idea to appear, release the mouse button.

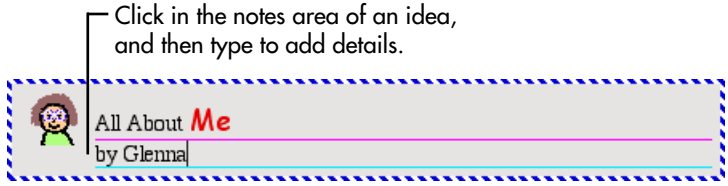


Now the project looks like this.

Adding details to an idea

Notes are a great way to add more information about an idea. You can add as many lines of notes as you wish.

1. The notes area is below the top line of the idea. Click in the notes area of the *All About Me* idea, and then type **by Glenna**.

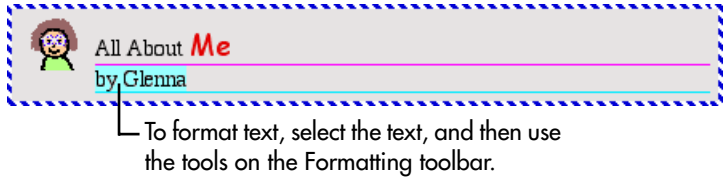


2. Type details in the notes area of each idea.

Changing the look of text

The tools on the Formatting toolbar are used to customize the look of text in ideas or notes.

1. Click in the notes area of the *All About Me* idea, and then select the words **by Glenna**.



2. To apply bold formatting to the selected words, click on the **Formatting** toolbar.
3. Select the *All About Me* idea.

   Now the text *by Glenna* is bold.

Hiding the lined paper

Turning off the lined paper gives a writing project the look of a more traditional outline.

- To turn off the lined paper, click the **Hide Lined Paper** button on the **Formatting** toolbar.

Now the project looks like this.

Home
My house is blue.
We have a big garden.

dog
Bingo is my dog.
She likes to chase sticks.

2 sisters
I have two little sisters.

Dad
My dad is a painter.

School
I like school.

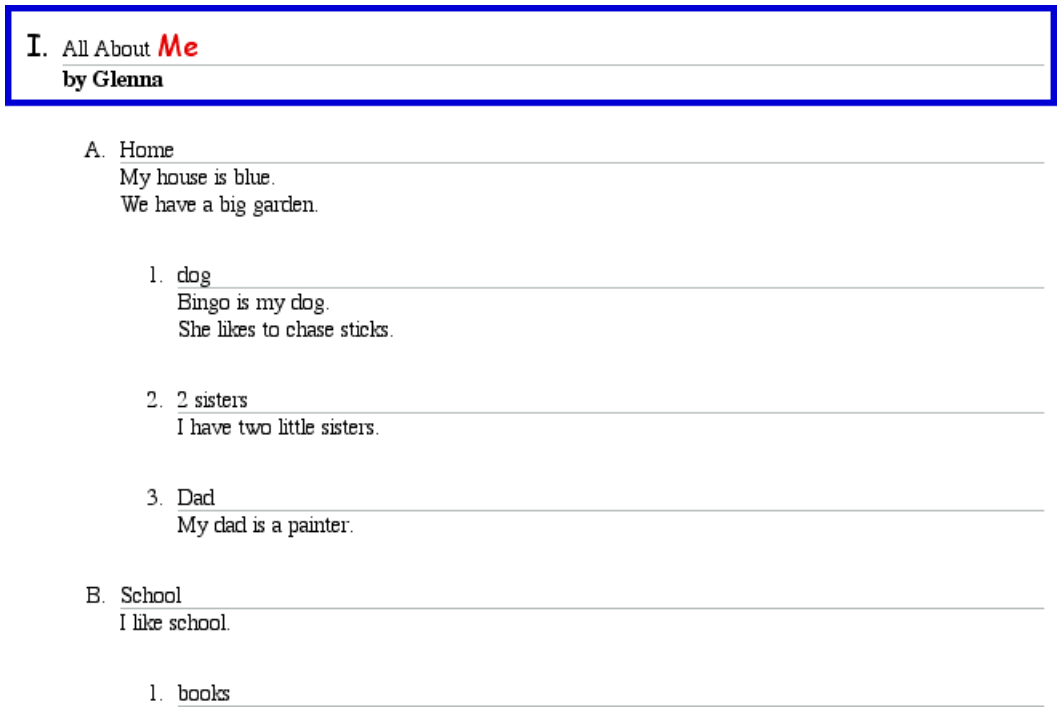
books

Changing the prefix style

As students become more advanced, Kidspiration can be used as a full-fledged outliner with a range of prefix options.

- To change the prefix, click the **Prefix** button on the **Formatting** toolbar until you see the prefix that you want.

  Now the project looks something like this.



Saving your work

Remember to save your work!

1. On the **File** menu, click **Save**.
2. Click **Save**.

   Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Publishing your work in a word processor

The Publish tool transfers a writing project to Microsoft Word or Appleworks where you can put the finishing touches on your composition.

1. On the **Writing** toolbar, click the **Publish** button.

2. If necessary, select **Microsoft Word** or **Appleworks**, and then click **OK**.

   If your computer has only one of these word processing programs, Kidspiration automatically opens the available program.

   The selected word processor opens with a new document containing the information in your Kidspiration project.

   A graphic of the diagram in Picture View appears followed by the text, including topics and notes.

   You can control how a document is published—for example you can transfer only the notes in a project—using the Publish Options on the Teacher menu.

3. On the **File** menu, click **Close** to close the word processing document.

4. When you are prompted to save the document, click **Don't Save** (AppleWorks) or **No** (Microsoft Word).

Closing your project and returning to the Kidspiration Starter

Now, close this project and continue to Mini-Lesson Three.

- To close your project and return to the Kidspiration Starter, click **Linky**, the Kidspiration character.

  When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.

  Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Mini-Lesson Three: Sorting ideas using the SuperGrouper tool

In Kidspiration there are two basic ways to organize ideas in Picture View: links and SuperGrouper categories. You have already seen how links work. Now you will take a look at the SuperGrouper tool.

Categorizing and sorting are important skills for K-5 students, and the SuperGrouper tool makes these activities easy and fun. In many cases, teachers will find it most effective to create the SuperGrouper categories as part of an activity and let students simply sort ideas into their respective categories.

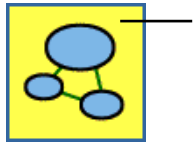
In this lesson, you will learn to do the following:

- Start a new diagram
- Save your work
- Add a SuperGrouper category
- Create a new SuperGrouper shape
- Add a title to a SuperGrouper category
- Change the colors of a SuperGrouper category
- Remove symbols from a SuperGrouper category
- Add symbols to a SuperGrouper category
- View SuperGrouper categories in Writing View
- Close a project and return to the Kidspiration Starter

Starting a new diagram

If you have not started Kidspiration, do so now.

- In the **Kidspiration Starter**, click the **Picture** button.



A new diagram opens with the *Main Idea* symbol selected.

Saving your work

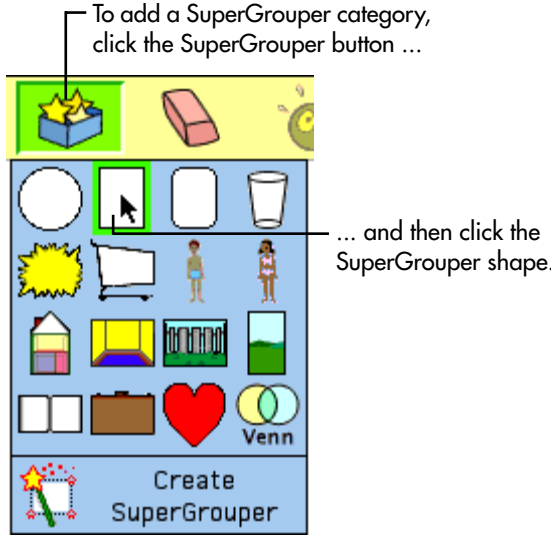
The first time you save, you type a name for your project.

1. On the **File** menu, click **Save**.
2. In the folder list, click the folder where you want to save the project.
3. Type **SuperGrouper Lesson** for the name of the project, and then click **Save**.

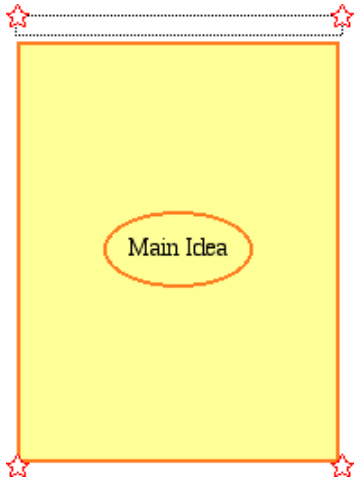
Adding a SuperGrouper category

There are several ways to add SuperGrouper categories to your project.

1. On the **Picture** toolbar, click the **SuperGrouper** button.
2. On the **SuperGrouper** menu, click the rectangle SuperGrouper shape to add it to your diagram.



The new SuperGrouper category automatically contains any selected symbols—in this example, the *Main Idea* symbol on the diagram.

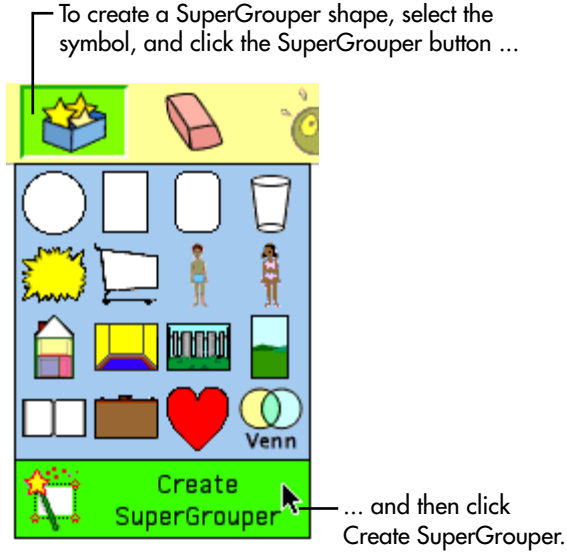


Creating a new SuperGrouper shape

Any symbol can be transformed into a SuperGrouper shape.

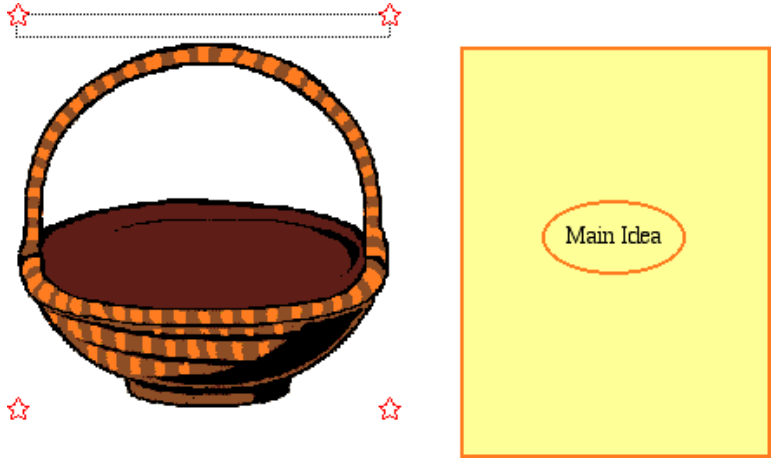
1. Click the **Previous Library** button two times to go to the **Groupers 1** library.
2. Drag the *basket* symbol onto the diagram and place it to the left of the rectangle.

3. On the **Picture** toolbar, click the **SuperGrouper** button, and then click **Create SuperGrouper**.



The *basket* symbol becomes a SuperGrouper category with a title area at the top. The symbol handles become stars and the new SuperGrouper is larger.

If necessary, drag the SuperGrouper shapes to adjust their location. Now the diagram looks like this.

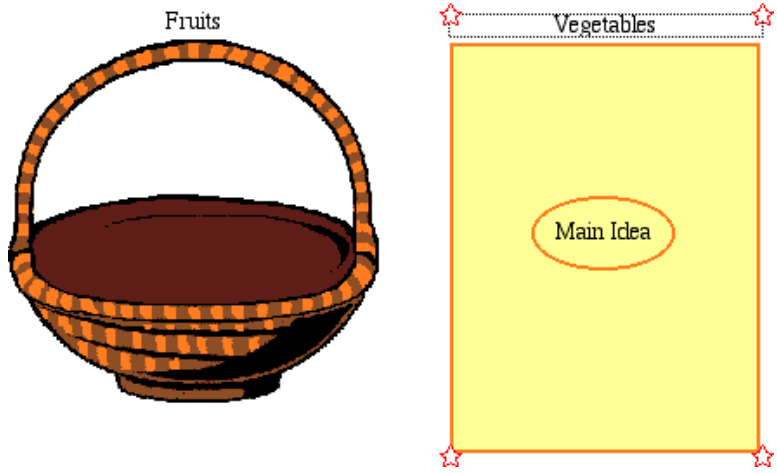


Adding a title to a SuperGrouper category

SuperGrouper labels appear at the top of each shape.

1. Select the *basket* SuperGrouper category, and then type **Fruits**.
2. Select the *rectangle* SuperGrouper category, and then type **Vegetables**.

   Here is what the diagram looks like now.

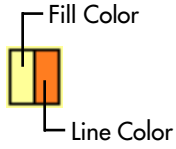


Changing the colors of a SuperGrouper shape

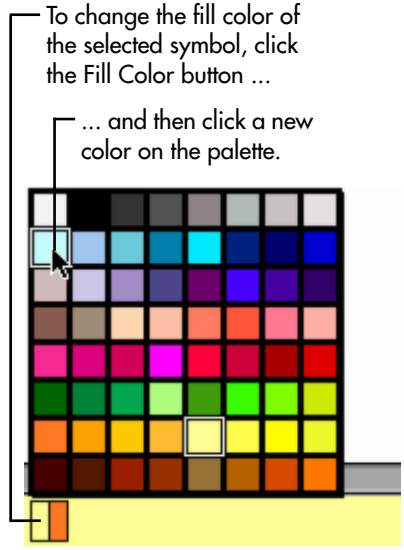
SuperGrouper shapes are formatted in the same way as symbols.

1. Select the *Vegetables* SuperGrouper category.

   The Symbol Colors tool appears on the Formatting toolbar.



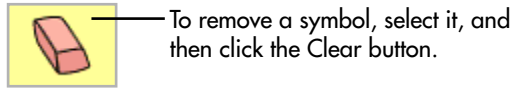
2. On the **Symbol Colors** tool, click the **Fill Color** button, and then click a new color on the palette.



3. Select the *Fruits* SuperGrouper category.
4. Using the **Symbol Colors** tool on the **Formatting** toolbar, try changing the colors of the *Fruits* SuperGrouper category.

Removing a symbol from a SuperGrouper category

- To remove the *Main Idea* symbol from the *Vegetables* SuperGrouper category, select the *Main Idea* symbol, and then click the **Clear** button on the **Picture** toolbar.



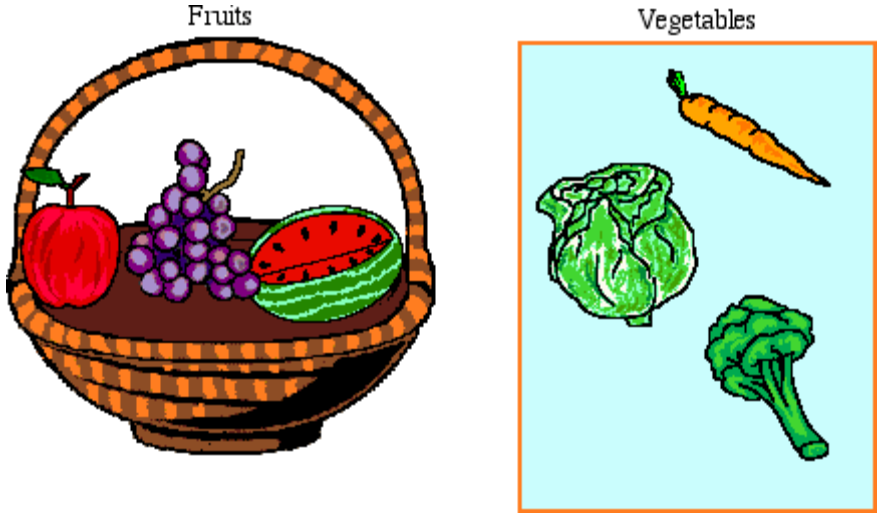
–or–

Drag the symbol to the **Symbol palette** to delete it.

Adding symbols to a SuperGrouper category

To add symbols to each SuperGrouper category you simply drag and drop them from the Symbol palette.

1. On the **Symbol palette**, click the **Pick Library** button ,
2. Scroll down the list to **Food and Health**, and then click **Fruits and Veggies**.
3. Drag several symbols to the *Fruits* SuperGrouper category.
4. Drag several symbols to the *Vegetables* SuperGrouper category.



Viewing SuperGrouper categories in Writing View

Switching to Writing View provides a visual and written list of the items in each SuperGrouper category.

- To switch to Writing View, click the **Go to Writing** button on the **Picture** toolbar.

This is what the SuperGrouper categories look like in Writing View.

The titles of the SuperGrouper categories assume a top-level position, and the symbols in each SuperGrouper category are supporting ideas. Any changes you make here will be reflected in Picture View.

Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed Mini-Lesson Three of the Kidspiration tutorial. Close this project and continue to Mini-Lesson Four.

- To close your project and return to the Kidspiration Starter, click **Linky**, the Kidspiration character.

  When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.

  Each time you save a project, you are prompted to replace the existing file. Click **Replace** to save the project.

Mini-Lesson Four: Creating activities using the Teacher menu

The Teacher menu provides controls for setting up and customizing activities. In this lesson, you will open a Kidspiration activity called "Five Facts," add information to the diagram and then save it as a new activity. You will learn to do the following:

- Open an activity
- Enable the Teacher menu
- Add a password to the Teacher menu
- Add an Internet hyperlink
- Create a Teacher symbol
- Lock a symbol
- Listen to the ideas in a diagram
- Record words or narration
- Print your work
- Save a project as an activity using the Activity Wizard

Opening an activity

1. Start Kidspiration.
2. Under **Activities**, click the **More** button.

3. Select the **Five Facts** activity, and then click **OK**.

   The Five Facts activity opens as a new, untitled document.

Enabling the Teacher menu

When you enable the Teacher menu, you make the commands on the Teacher menu available.

- To enable the Teacher menu, click **Enable Teacher Menu** on the **Teacher** menu.

  When the Teacher menu is enabled, a check mark appears next to the command.

Adding a password to the Teacher menu

You can create a password for the Teacher menu to prevent students from changing your preferences.

1. On the **Teacher** menu, choose **Application Options**.
2. Select the **Password Enabled** check box.
3. Click the **Set Password** button.

   The Set Password dialog box appears.
4. In the **Enter Password** box, type the password you want to use.
5. In the **Confirm Password** box, type the password again, and then click **OK**.

   When you enable the Teacher menu, you will be prompted to enter your password.

   Tip: If you forget your password, you can always use the password "Kidspiration 2" to enable the Teacher menu.

Adding an Internet hyperlink

You can easily add Internet hyperlinks to ideas, notes, symbols and links. Hyperlinks can be added by simply typing the URL, for example "www.inspiration.com." Or, you can also assign a hyperlink to selected text.

1. Click in the upper left corner of the diagram.

   The crosshair shows you where the new symbol will appear.

2. On the **Symbol palette**, click the *thinking bubble* symbol to add it to the diagram, and then type **Learn more about elephants on the Internet**.

3. Select the text *Learn more about elephants on the Internet*.
4. On the **Teacher** menu, click **URL Hyperlink**.

   The text *Learn more about elephants on the Internet* appears in the **Hyperlink Text** box.
5. In the **Hyperlink Address** box, type **www.worldwildlife.org/species,** and then click **OK**.

   The text *Learn more about elephants on the Internet* is now formatted as a hyperlink.

   You can click the link to start your browser and go to the web site.

Creating a Teacher symbol

You can format a symbol so it appears only in Picture View. This feature is useful for instructions or symbols that are not relevant in Writing View.

1. Select the *Learn more about elephants on the Internet* symbol.
2. On the **Teacher** menu, click **Teacher Symbol**.

   The handles on a Teacher Symbol are red triangles.

3. On the **Picture** toolbar, click the **Go to Writing** button.

   The *Learn more about elephants on the Internet* symbol does not appear in Writing View.

   Note: The *Use pictures and words to tell five facts about a topic* symbol was already a Teacher symbol so it does not appear in Writing View either.

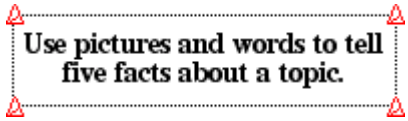
4. On the **Writing** toolbar, click the **Go to Pictures** button to return to Picture View.

Locking the position of a symbol

To add additional control to an activity, you can lock the position of a symbol or SuperGrouper shape to ensure that students do not accidentally move or delete it. When a symbol is locked, you can still format the symbol and edit the text.

1. Select the *Use pictures and words to tell five facts about a topic* symbol at the top of the page.
2. On the **Teacher** menu, click **Locked Item**.

When a Teacher symbol is locked, its handles look like this . You cannot move, replace or delete a locked symbol.

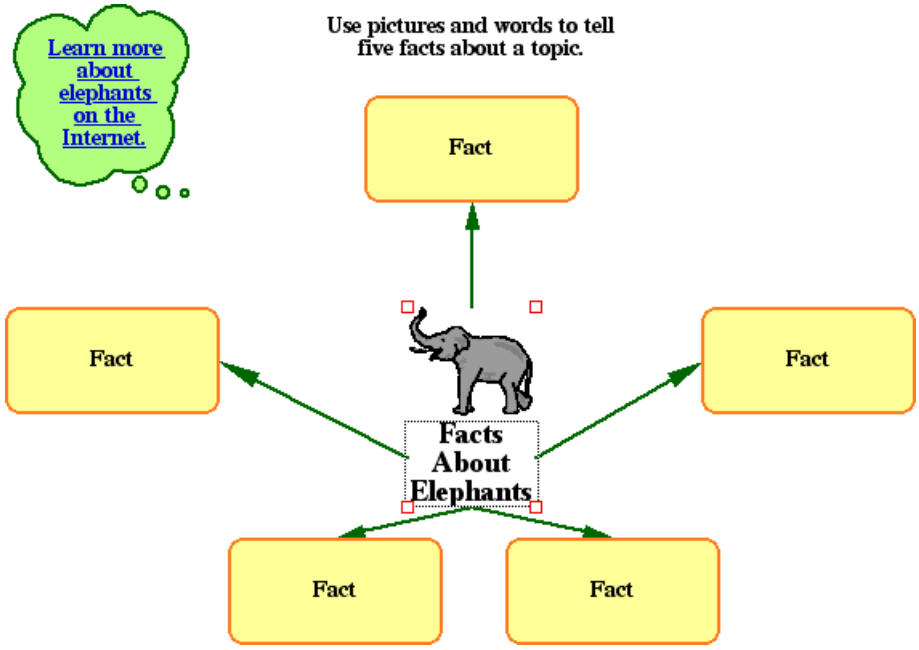


Listening to the text in the diagram

Speech supports auditory learners and helps students develop important text-picture-meaning connections. Using the Listen tool, all text can be read aloud.

1. Select the *Topic* symbol at the center of the diagram.
2. On the **Symbol palette**, click the **Pick Library** button, and then under **Animals and Plants**, click **Wild Animals**.
3. Click the *elephant* symbol to replace the *Topic* symbol.
4. In the *elephant* symbol, select the word *Topic*, and then type **Facts About Elephants**.
5. Press the Escape key to end text editing and select the symbol.

Now your diagram looks like this.



6. On the **Picture** toolbar, click the **Listen** button.

7. Select the *Facts About Elephants* symbol.

   The computer reads the text in the symbol.

8. To turn the Listen tool off, click the **Listen** button again.

Recording words or narration

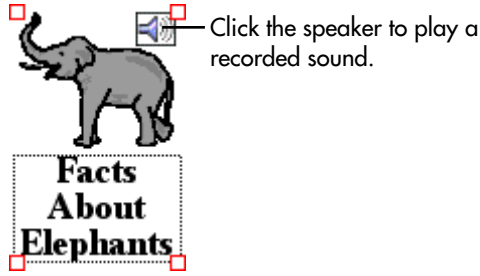
To support emerging readers, you can record words or narration and attach it to a symbol.

1. Select the *Facts About Elephants* symbol.
2. On the **Sound** menu, click **Record**.

3. To begin recording, click the **Record** button.

4. Say, "Can you find facts about the native habitats of elephants?" When you are finished, click the **Save** button.

5. To play the recording, click the speaker in the upper right corner of the *Facts About Elephants* symbol.



Printing your work

When you print from Picture View, Kidspiration always sizes your diagram to fit on one page.

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, click **Print**.

Saving a project as an activity

Now that you have modified the *Five Facts* diagram, save it as an activity. The Kidspiration Activity Wizard takes you step-by-step through the process of creating an activity. You can save the activity to any location.

1. On the **Teacher** menu, click **Save With Activity Wizard**.

   The Kidspiration Activity Wizard opens. Click **Next**.
2. Select **All Libraries**, and then click **Next**.
3. Review the **Picture View Defaults**, and then click **Next**.
4. Review the **Text Defaults**, and then click **Next**.
5. Review the **Writing View** defaults, and then click **Next**.
6. Select **Kidspiration Activities Folder**.
7. To save the activity in the "More" category in the Kidspiration Starter, click the **More** button.
8. To save the activity, click the **Save Activity** button.

   Facts About Elephants is now available as an activity in the Kidspiration Starter under the "More" category.
9. In the Success dialog box, click **OK**.

   The diagram closes and you return to the Kidspiration Starter.

Congratulations! You have finished the Kidspiration tutorial.

Chapter 4: Working in Picture View

Working with visual ideas

In Picture View, you use symbols to show your ideas. You use links or SuperGrouper categories to show how these ideas flow or connect. After you get your ideas down, it is easy to arrange, group and sort your ideas. You also can add text to symbols and links. Kidspiration gives you many tools to help you capture and organize your ideas visually.

Starting a new diagram

1. Start Kidspiration.

   –or–

   On the **File** menu, click **New**.

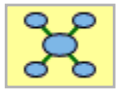
2. Under **New**, click the **Picture** button.

Working with symbols

Adding symbols to a diagram

There are several ways to add symbols to a diagram:

- You can add a symbol using the Symbol palette. Drag a symbol from the palette to add it to your diagram.
- You can add linked symbols using the Add Symbol tool. Click the **Add Symbol** button on the **Picture** toolbar. If no symbol is selected, clicking the Add Symbol button adds an unlinked symbol to your diagram.

  Otherwise, a new symbol appears that is linked to the currently selected symbol. Click the **Add Symbol** button again, and another symbol appears connected to the selected symbol. Continue clicking to add as many symbols as you need.
- You can click anywhere and type. A symbol with your idea appears automatically.

Adding a symbol using the Symbol palette

Use the Symbol palette to add symbols to your diagram.

To add a symbol using the Symbol palette:

- Drag the symbol to your diagram.

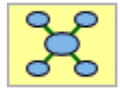
Tip: To change the shape of a symbol, select it, and then click a new symbol on the Symbol palette.

Adding a symbol using the Add Symbol tool

Use the Add Symbol tool to add linked symbols to a diagram. Each symbol you add is connected to the currently selected symbol. The Add Symbol tool is great for brainstorming when you want to add a number of linked symbols to one idea.

To add a symbol using the Add Symbol tool:

1. Select the symbol to which you want to connect the new symbol.
2. On the **Picture** toolbar, click the **Add Symbol** button.

   –or–

   If no symbol is selected, click the **Add Symbol** button to add a new symbol. Click the **Add Symbol** button again to add a symbol connected to the first.

Adding a symbol using point and type

- Click anywhere on the background of the diagram, and then type.

  A symbol is automatically created containing the text you typed.

Changing the shape of a symbol

1. Select the symbol that you want to change.
2. On the **Symbol palette**, click the new symbol.

Showing or hiding symbol captions in Picture View

To add flexibility to lessons, you can show or hide the symbol captions in Picture View.

Note: Showing symbol captions labels all symbols in a diagram.

To hide symbol captions in Picture View:

- On the **Formatting** toolbar, click the **Hide Captions** button.

To show symbol captions in Picture View:

- On the **Formatting** toolbar, click the **Show Captions** button.

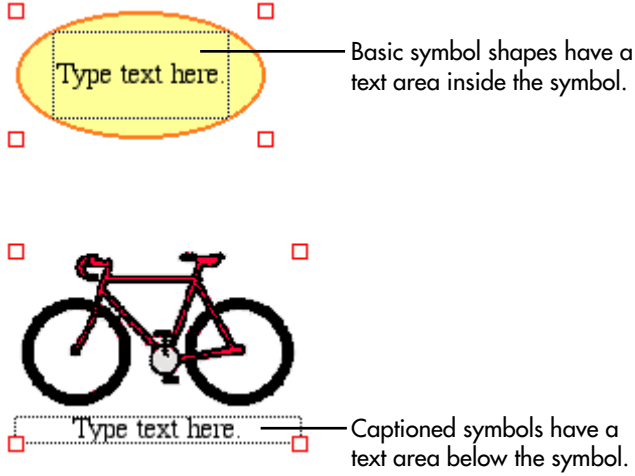
Adding text to a symbol

Some symbols are shapes, such as a circle or oval, which let you type an idea inside the symbol. Other symbols are captioned, with space below the symbol for text. When you select a symbol, a dotted line surrounds the symbol's text area.

Tip: Clicking the Hide/Show Captions button on the Formatting toolbar two times automatically labels all captioned symbols.

- To add text to a symbol, select the symbol, and then type.

  To edit the text in a symbol, select the symbol and click inside the text area to make your changes.

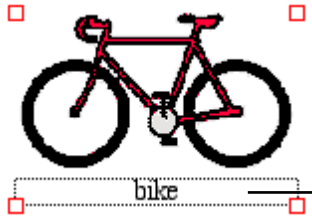


Changing symbol text

You can change the symbol text that appears below the symbol in Picture View.

To change symbol text:

1. Select the text you want to change.
2. Type the text you want.



To change symbol text, type the new text in the symbol's text area.

Moving a symbol

- To move a symbol, drag it to the new location.

  Any links attached to the symbol are rearranged automatically.

Creating a Teacher symbol that appears only in Picture View

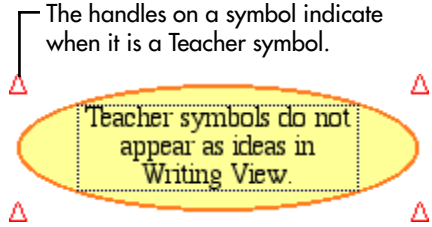
You can format a symbol so it appears only in Picture View. This eliminates the transfer of irrelevant information to Writing View. For example, you might create symbols containing instructions in Picture View, but you do not want the instructions to appear in Writing View.

To create a Teacher symbol that appears only in Picture View:

1. Select the symbol you want to appear only in Picture View.
2. On the **Teacher** menu, click **Teacher Symbol**.

   When the selected symbol is a Teacher symbol, a check mark appears next to the command.

The handles on a Teacher symbol look like this .



Locking the position of a symbol

You can lock the position of a symbol to ensure that students do not accidentally move, delete or replace specific symbols or SuperGrouper shapes. When a symbol is locked, you can still format the symbol and edit the text in the symbol.

To lock the position of a symbol:

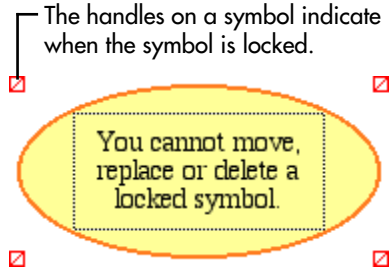
1. Select the symbol.
2. On the **Teacher** menu, click **Locked Item**.

   When a symbol is locked, a check mark appears next to the command.

   When a symbol is locked, its handles look like this .

   When a SuperGrouper shape is locked, its handles look like this .

   When a Teacher symbol is locked, its handles look like this .



Aligning symbols or SuperGrouper shapes

When you are fine-tuning a diagram you may find it useful to align symbols and SuperGrouper shapes in various ways.

Note: You cannot align locked items.

To align symbols or SuperGrouper shapes:

1. Select the symbols or SuperGrouper shapes you want to align.

   You need to select at least two symbols or SuperGrouper shapes to make the **Align** command available.

2. On the **Teacher** menu, click **Align**, and then click the arrangement you want.

   Each choice on the **Align** submenu shows how the selected objects will align.

   The objects rearrange themselves to reflect your choice.

See Also

"Selecting multiple symbols" on page 100.

Spacing symbols or SuperGrouper shapes evenly

Use the Evenly Space command when you want equal amounts of space between certain symbols or SuperGrouper shapes.

Note: You cannot evenly space locked items.

To space symbols or SuperGrouper shapes evenly:

1. Select the symbols or SuperGrouper shapes you want to arrange.

   You need to select at least three symbols or SuperGrouper shapes to make the **Evenly Space** command available.

2. On the **Teacher** menu, click **Evenly Space**, and then do one of the following:

   - Click **Vertical** to make the vertical distance between the selected items equal.

     –or–

- Click **Horizontal** to make the horizontal distance between the selected items equal.

See Also

"Selecting multiple symbols" on page 100.

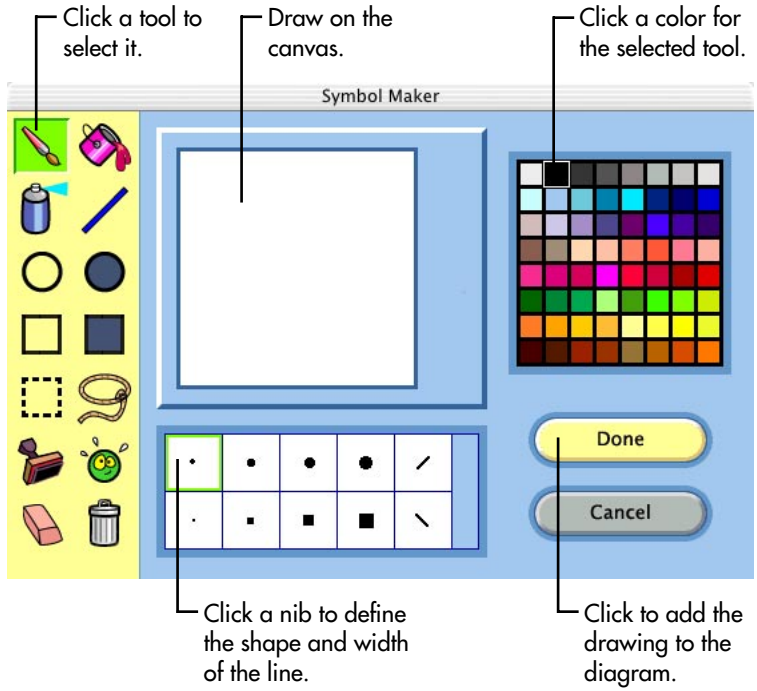
Drawing a symbol using the Symbol Maker tool

You can use the Symbol Maker tool to draw your own symbols. After you create a symbol, you can install it in the symbol libraries so it is available for other projects.

To draw a symbol using the Symbol Maker tool:

1. On the **Picture** toolbar, click the **Symbol Maker** button.

- The **Tool palette** is on the left side of the dialog box.
- The **Color palette** is on the right side of the dialog box.
- The area where you draw—the canvas—is in the center of the dialog box.
- The **Nib palette** (for the Paintbrush, Spray Can, Line, Circle and Square tools) is at the bottom of the dialog box.



2. To select a tool, click it on the **Tool palette**.
   - For the Paintbrush, Spray Can, Line, Circle or Square tool, click a nib on the **Nib palette** to define the shape and width of the line.

     –or–
   - For the Stamp tool, click a stamp on the **Stamp palette**.
3. To choose a color for the selected tool, click a color on the **Color palette**.
4. Draw on the canvas by dragging the selected tool.
5. Click **Done** to place the new symbol on the diagram.

   After you add the new symbol to the diagram, you can make changes to it by selecting it, and then clicking the **Symbol Maker** button on the **Picture** toolbar. **Note:** Once you install the graphic in the symbol libraries you cannot edit it.

See Also

"Inserting custom symbols and graphics into the symbol libraries" on page 148.

About the Symbol Maker tools

The Kidspiration Symbol Maker has tools for creating your own symbols. You can draw a variety of lines and shapes, and fill the shapes with different colors. You can use the Stamp tool to add images, numbers and letters. After you create a symbol you can add it to the symbol libraries.

Use this tool ...	... to do this
Paintbrush	Draw a solid freeform line.
Paint Bucket	Fill the background or a specific contiguous area of the drawing with the selected color.
Spray Can	Draw a freeform line with a spray paint pattern.
Line	Draw a solid straight line
Circle	Draw the outline of a circle.
Solid circle	Draw a solid circle.
Square	Draw the outline of a square.
Solid square	Draw a solid square.

Select

Select a rectangular section of the drawing. To move the selection, click inside the selection and drag.

Lasso

Select part of the drawing. To move the selection, click inside the selection and drag.

Stamp

Add a stamp to the drawing.

Undo

Undo the last action.

Eraser

Remove part of the drawing.

Clear All

Remove everything on the drawing.

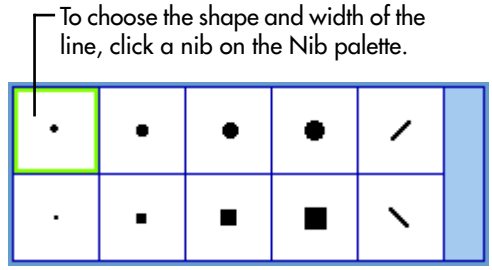
Drawing lines using the Symbol Maker tools

You can draw a variety of lines using the Symbol Maker tools.

To draw a freeform line:

1. On the **Tool palette**, click the **Paintbrush** tool.

2. On the **Nib palette**, click the shape and width you want the line to be.



3. On the **Color palette**, click a color.
4. On the canvas, click where you want to begin, and then drag. Release the mouse button where you want the line to end.

To draw a freeform line with a spray paint pattern:

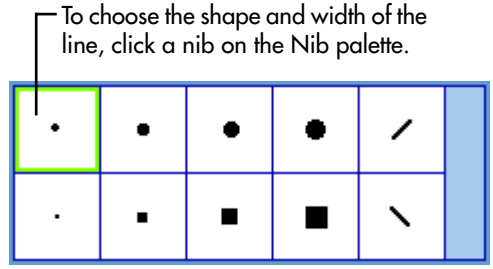
1. On the **Tool palette**, click the **Spray Can** tool.

2. On the **Nib palette**, click the shape and width you want the line to be.
3. On the **Color palette**, click a color.
4. On the canvas, click where you want to begin, and then drag. Release the mouse button where you want the line to end.

To draw a straight line:

1. On the **Tool palette**, click the **Line** tool.

2. On the **Nib palette**, click the shape and width you want the line to be.



3. On the **Color palette**, click a color.
4. On the canvas, click where you want to begin, and then drag. Release the mouse button where you want the line to end.

   To constrain the Line tool to a horizontal, vertical or 45-degree angle, press the **Shift** key while drawing the line.

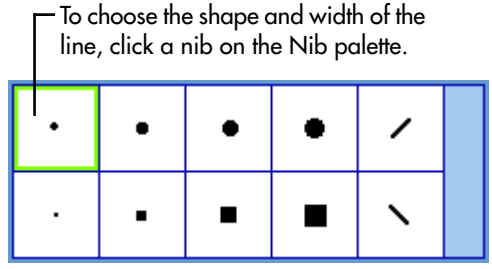
Drawing shapes using the Symbol Maker tools

You can draw circles and squares using the Symbol Maker tools.

To draw the outline of a circle:

1. On the **Tool palette**, click the **Circle** tool.

2. On the **Nib palette**, click the shape and width you want the outline of the circle to be.



3. On the **Color palette**, click a color.

4. On the canvas, drag until the circle is the size and shape you want.

   To maintain a circular shape, press the **Shift** key while you draw.

To draw a circle that is filled:

1. On the **Tool palette**, click the **Solid Circle** tool.

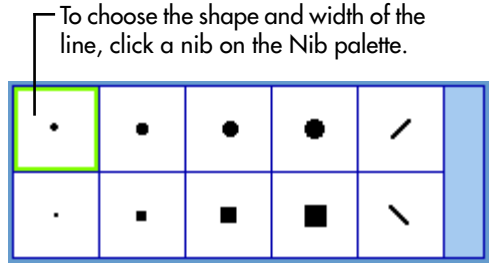
2. On the **Color palette**, click a color.
3. On the canvas, drag until the circle is the size and shape you want.

   To maintain a circular shape, press the **Shift** key while you draw.

To draw the outline of a square:

1. On the **Tool palette**, click the **Square** tool.

2. On the **Nib palette**, click the shape and width you want the outline of the square to be.



3. On the **Color palette**, click a color.
4. On the canvas, drag until the square is the size and shape you want.

   To maintain equal-length sides, press the **Shift** key while you draw.

To draw a square that is filled:

1. On the **Tool palette**, click the **Solid Square** tool.

2. On the **Color palette**, click a color.
3. On the canvas, drag until the square is the size and shape you want.

   To maintain equal-length sides, press the **Shift** key while you draw.

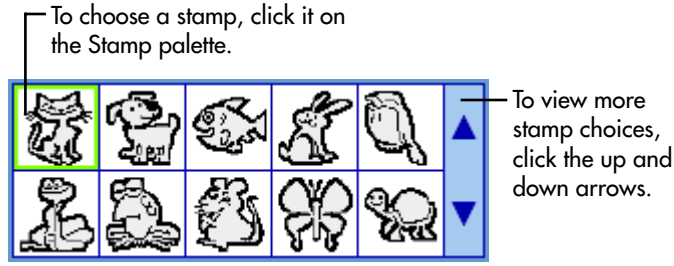
Using the Stamp tool

The Stamp tool enables you to add a variety of images to a symbol. Developed for K-5 students, stamps are easy to fill and color.

To add an image using the Stamp tool:

1. On the **Tool palette**, click the **Stamp** tool.

2. On the **Stamp palette**, click the stamp you want.



   To view more stamp choices, click the up and down arrows on the **Stamp palette**.

3. On the **Color palette**, click a color.
4. Click the location on the drawing where you want the stamp to appear.

To select the stamp size:

- Click the **Small**, **Medium** or **Large** button.

To see a preview of the stamp before you add it to the drawing, point to the canvas.

To rotate the stamp:

- Click the **Rotate** button.

Each time you click the **Rotate** button, the stamp rotates 90 degrees. Click the **Rotate** button until the stamp is in the desired position.

To see a preview of the rotated stamp before you add it to the drawing, point to the canvas.

To flip the stamp horizontally:

- Click the **Flip** button.

To see a preview of the flipped stamp before you add it to the drawing, point to the canvas.

Filling an area with a color using the Symbol Maker tools

You can fill the background or any other contiguous area of the drawing when you create a symbol using the Symbol Maker tool.

To fill an area with a color:

1. On the **Tool palette**, click the **Paint Bucket** tool.

2. On the **Color palette**, click a color.
3. Click the area you want to fill.

Selecting, moving, copying and pasting using the Symbol Maker tools

You can select, move, copy and clear areas of the drawing when you create a symbol using the Symbol Maker tool.

To select a rectangular area:

1. On the **Tool palette**, click the **Select** tool.

2. On the canvas, drag until the rectangle encloses the area you want to select.
3. To move the selection, click inside the selection and drag.
4. To delete the selection, drag it off the canvas.

To select an irregular area:

1. On the **Tool palette**, click the **Lasso** tool.

2. On the canvas, click where you want the shape to begin, and then drag. Release the mouse button when the shape is the size and shape you want.

   Release the mouse button when you have selected the area you want.

3. To move the selection, click inside the selection and drag.
4. To delete the selection, drag it off the canvas.

To copy and paste a selection:

- Press the **Command** key (Macintosh) or **Ctrl** key (Windows) when dragging the selected area.

To draw using the selected area as a brush:

- Press the **Shift** key when dragging the selected area.

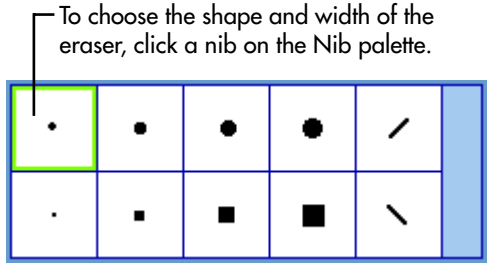
Clearing part or all of the drawing using the Symbol Maker tools

To clear part of the drawing:

1. On the **Tool palette**, click the **Eraser** tool.

2. On the **Nib palette**, click the shape and width you want the tool to have when you erase.

   To erase a narrow area, select a small nib. For a wide area, select a large nib.



3. On the canvas, drag the **Eraser** tool over the area you want to remove.

To clear all of the drawing:

- On the **Tool palette**, click the **Clear All** tool.

Working with links

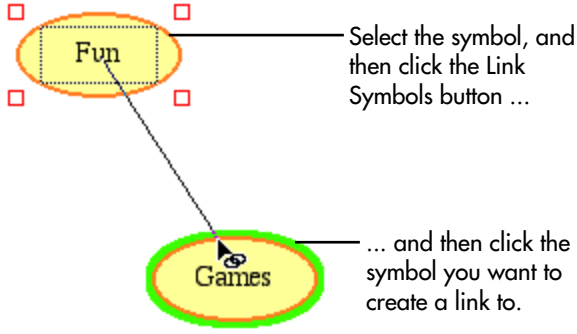
Connecting symbols using links

Links show relationships between ideas. When you add links in Kidspiration, they automatically adjust as you move symbols or add symbols to your diagram.

To connect symbols using links:

1. Click the **Link Symbols** button.

2. Click the symbol where you want the link to start, and then click the symbol where you want the link to end.

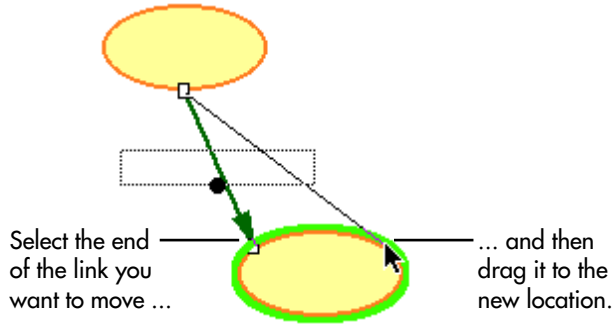


Moving a link

You can drag the end of a link to another location on the current symbol or to a different symbol.

To move a link:

1. Click the link.
2. Drag the end of the link to the new location.



Reversing the direction of a link

Changing the direction of a link reverses the relationship between the ideas and affects the hierarchy of items in Writing View.

To reverse a link:

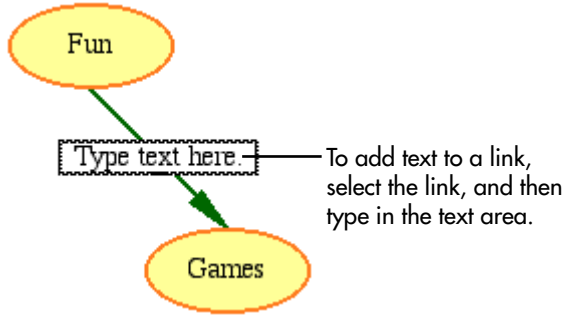
1. Select the link or links that you want to reverse.
2. On the **Formatting** toolbar, click the **Arrow** button until the arrowheads on the links are reversed.

Adding text to a link

You can add text to a link to expand your ideas or explain a relationship between two ideas. When you select a link, a dotted line surrounds the link's text area.

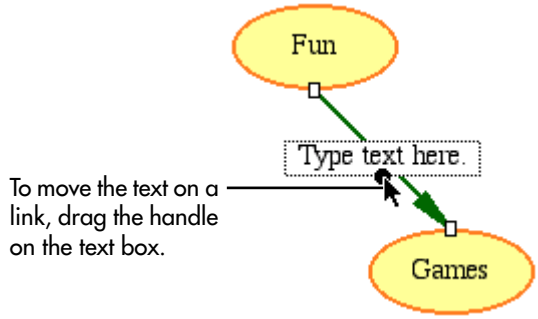
- To add text to a link, select the link, and then type.

  To edit the text on a link, select the link and click inside the text area to make your changes.



Moving the text on a link

- To move the text on a link, select the link, and then drag the handle on the text box to adjust the location of the text.



Working with SuperGrouper categories

Sorting ideas using SuperGrouper categories

SuperGrouper categories provide an easy way to create logical groupings of ideas. For example, you might create two SuperGrouper categories—one titled “Things that are alive” and one titled “Things that are not alive”—and ask students to put appropriate symbols in each category. To simplify an exercise like this, you can create a custom symbol library that contains symbols of your choosing.

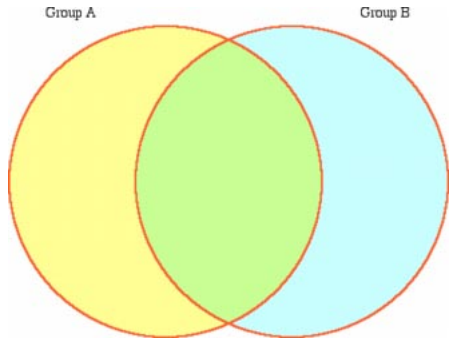
A SuperGrouper category has a text area at the top for labeling the group. In Writing View, the SuperGrouper title assumes a top-level position, and the symbols it contains appear as supporting ideas below the SuperGrouper category.

Adding SuperGrouper shapes to a diagram

There are several ways to add SuperGrouper shapes to a diagram:

- You can add a SuperGrouper shape using the SuperGrouper menu. On the **Picture** toolbar, click the **SuperGrouper** button, and then click a shape on the palette to add it to your diagram.

- The Venn diagram SuperGrouper shape can be used in lessons where students identify and categorize differences and similarities between objects and ideas. On the **Picture** toolbar, click the **SuperGrouper** button, and then click **Venn**.



- You can transform any symbol into a SuperGrouper shape. Select the symbol. On the **Picture** toolbar, click the **SuperGrouper** button, and then click **Create SuperGrouper**.

To add a SuperGrouper shape to a diagram:

1. On the **Picture** toolbar, click the **SuperGrouper** button.

2. Click the SuperGrouper shape you want to add to the diagram.

Tip: Any symbols that are selected when you add a SuperGrouper category are automatically added to the SuperGrouper category.

To add a Venn diagram SuperGrouper shape to a diagram:

1. On the **Picture** toolbar, click the **SuperGrouper** button.

2. On the **SuperGrouper** menu, click **Venn**.

The Venn diagram SuperGrouper shape appears on your diagram.

You can change the “Group A” and “Group B” titles and begin adding symbols to all three areas of the diagram.

To create a SuperGrouper shape:

1. Select the symbol.
2. On the **Picture** toolbar, click the **SuperGrouper** button.

3. On the **SuperGrouper** menu, click **Create SuperGrouper**.

Adding a title to a SuperGrouper category

You can add a title to the top of a SuperGrouper category.

- Select the SuperGrouper category, and then type.

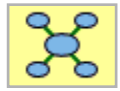
Adding symbols to a SuperGrouper category

You can add symbols to a SuperGrouper category using any of the following methods:

- Drag a symbol into the SuperGrouper category.

  –or–

- Select the SuperGrouper category, and then click the **Add Symbol** button.



You can add as many default symbols to the SuperGrouper category as you want.

–or–

- Select the symbols that you want to add to the SuperGrouper category, and then add the SuperGrouper category to your diagram.

Removing a symbol from a SuperGrouper category

- To remove a symbol from a SuperGrouper category, drag the symbol to another location on your diagram.

  –or–

  To remove the symbol from the diagram, select it, and then click the **Clear** button on the **Picture** toolbar.

–or–

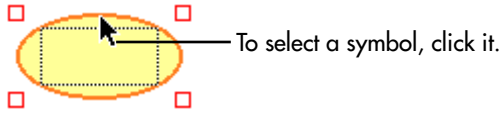
Drag it back to the **Symbol palette**.

Cutting, copying and pasting symbols and links

Selecting a symbol

- To select a symbol, click it.

  When you select a symbol, a resize handle appears at each corner of the symbol, and a dotted line surrounds the symbol's text area.



Selecting multiple symbols

- To select multiple symbols, press **Shift**, and then click each symbol you want to select.

  –or–

  Drag the pointer so the marquee surrounds the symbols you want to select.

See Also

"Selecting part of a diagram" on page 101.

Selecting both symbols and links

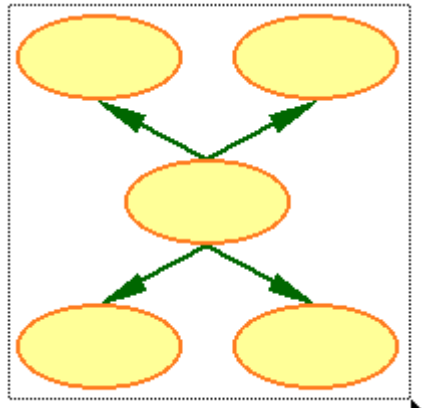
- To select both symbols and links, press **Shift**, and then click each symbol and link you want to select.

  –or–

  Drag the pointer so the marquee surrounds the symbols you want to select.

Selecting part of a diagram

- Drag the pointer so the marquee surrounds the part of the diagram you want to select.



To select part of a diagram, drag the pointer so the marquee surrounds the symbols you want to select.

Selecting everything on a diagram

- To select everything on a diagram, click **Select All** on the **Edit** menu.

Removing a symbol

- To remove a symbol from a diagram, select it, and then click the **Clear** button on the **Picture** toolbar.

–or–

Select the symbol, and then press the **Delete** key.

–or–

Drag the symbol back to the **Symbol palette**.

Removing a link

When you remove a link, you remove the relationship between the symbols that are connected by the link.

To remove a link:

1. Select the link you want to remove.
2. On the **Picture** toolbar, click the **Clear** button.

–or–

Press the **Delete** key.

Removing a symbol and its links

When you remove a symbol, you automatically remove any links that connect it to other symbols.

To remove a symbol and its links:

1. Select the symbol you want to remove.
2. On the **Picture** toolbar, click the **Clear** button.

–or–

Press the **Delete** key.

–or–

Drag the symbol back to the **Symbol palette**.

Cutting and pasting symbols

1. Select the symbols you want to remove from their current location and paste into another location in your diagram.
2. On the **Edit** menu, click **Cut**.

3. Click where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Tip: To select multiple symbols, press **Shift**, and then select each symbol.

Copying and pasting symbols

1. Select the symbols you want to paste into another location in your diagram.
2. On the **Edit** menu, click **Copy**.
3. Click in your diagram where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Undoing changes

- To undo the last change you made, click the **Undo** button.

Using custom symbols and graphics

Inserting a graphic into a diagram

You can insert graphics created in other programs into a diagram. On the Macintosh, you can insert PICT, JPEG and GIF files. In Windows, you can insert WMF, BMP, JPEG and GIF files.

To insert a graphic into a diagram:

1. On the **File** menu, click **Import a Graphic**.
2. Open the folder where the graphic is located.
3. Click the graphic file in the list, and then click **Open**.

Tips:

- You can drag and drop graphics files into a diagram. Turn off Hide Desktop in Application Options (click **Application**

Options on the **Teacher** menu) before you drag and drop a graphics file.

- You can copy and paste graphics into a diagram. Copy the graphic, and then open your diagram and click **Paste** on the **Edit** menu.

See Also

"Inserting custom symbols and graphics into the symbol libraries" on page 148.

Changing the view

Magnifying or reducing the view of a diagram

- To magnify or reduce the view of a diagram, click the **Magnify** button in the lower left corner of the Kidspiration window.
  - Click once to fit the entire diagram in the window.
  - Click twice to show the entire page.
  - Click three times to view the diagram at actual size.

Fitting the entire diagram in the window

- To fit the entire diagram in the window, click the **Magnify** button in the lower left corner of the Kidspiration window until the entire diagram fits in the window.

Switching to Writing View

- To view your diagram as a written project, click the **Go to Writing** button on the **Picture** toolbar.

Chapter 5: Working in Writing View

Working with written ideas

In Writing View, you can expand on the ideas you captured in Picture View. Each symbol becomes a topic with a notes area where you can add details. Icons help emerging readers develop important word-meaning skills. You can even start a writing project from scratch using the Kidspiration tools to arrange, organize and expand ideas.

Starting a new writing project

1. Start Kidspiration.

   –or–

   On the **File** menu, click **New** to return to the Kidspiration Starter.

2. Under **New**, click the **Writing** button.

Using the ideas in a diagram to begin writing

You can use the ideas in a diagram to begin writing by switching to Writing View. In Writing View, symbol text becomes ideas. When a symbol has no text, the symbol's label appears. For example, a symbol with the label "Sun" becomes the idea "Sun" in Writing View. This special function, called picture-to-topic

(click **Picture-to-Topic** on the **Teacher** menu), helps emerging readers and writers associate words with images.

If you do not want symbol labels to appear as ideas in Writing View, you can turn off the picture-to-topic setting.

To use the ideas in a diagram to begin writing:

1. Add symbols and words that represent ideas to your diagram.

   If you use symbols, they must be pictorial, for example a symbol of a dog or a sun, to take advantage of picture-to-topic. Basic symbols such as ovals and rectangles are not labeled.

2. To switch to Writing View, click the **Go to Writing** button on the **Picture** toolbar.

   The symbol labels appear as ideas in Writing View.

See Also

"Changing symbol text" on page 79.

"Turning picture-to-topic on or off" on page 146.

Adding an idea in Writing View

1. On the **Writing** toolbar, click the **Add Idea** button, and then type the new idea.

2. If necessary, adjust the location of the idea by doing one of the following:
   - Drag the new idea to the location where you want it.

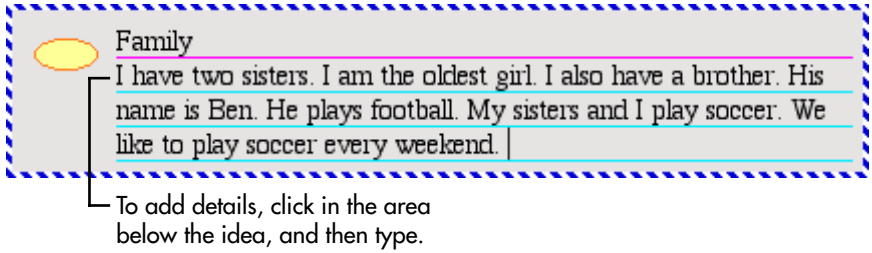
     –or–
   - To move the idea up or down a level in the hierarchy, click the **Move Left** button or **Move Right** button.

Adding details to an idea

You can expand your ideas by adding details—also called notes. A line separates an idea from its notes. The notes area is always available. As you add more notes text, the notes area automatically expands.

To add details to an idea:

- Click in the area below the idea, and then type.



Moving an idea up or down

- To move an idea up or down, point to the top or left edge of the idea. When the appears, drag the idea to the new location. You can also drag an idea to the left or right to adjust its level.

Moving an idea left or right

You can change the level of an idea in the hierarchy by moving it to the left or to the right.

To move an idea left or right:

1. Select the idea.
2. On the **Writing** toolbar, do one of the following:
   - To move the idea up one level in the hierarchy, click the **Move Left** button.

     –or–
   - To move the idea down one level in the hierarchy, click the **Move Right** button.

Locking an idea in Writing View

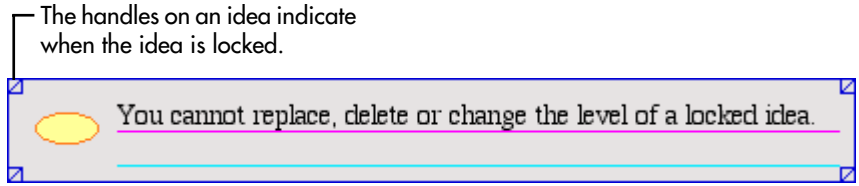
You can lock the level of an idea in Writing View. When an idea is locked, you cannot change its level in the hierarchy. However, you can still move the idea up or down to change where it is located in the order of ideas. You can also format the idea and edit the text.

To lock the level of an idea in Writing View:

1. Select the idea.
2. On the **Teacher** menu, click **Locked Item**.

   When an idea is locked, a check mark appears next to the command.

   When an idea is locked the corners of the idea look like this .

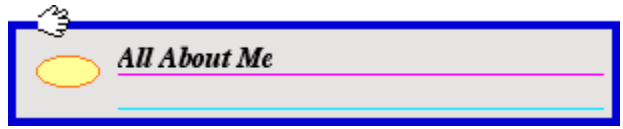


Selecting ideas in Writing View

Selecting an idea in Writing View

- To select an idea in Writing View, click the top or left edge of the symbol.

  When you select an idea, the border that surrounds the idea becomes bold.



Selecting multiple ideas in Writing View

- To select multiple ideas in Writing View, press **Shift**, and then click the top or left edge of each idea you want to select.

Selecting all the ideas in Writing View

- To select all the ideas in Writing View, click **Select All** on the **Edit** menu.

Removing an idea in Writing View

When you remove an idea in your writing project, all supporting ideas below that idea are removed as well.

- To remove an idea, select it, and then click the **Clear** button on the **Writing** toolbar.

Cutting, copying and pasting ideas in Writing View

When you copy an idea, you also copy any supporting ideas below the idea. You cannot copy an idea when you are in text editing.

To copy and paste ideas in Writing View:

1. Select the ideas that you want to paste into another location in your project.
2. On the **Edit** menu, click **Copy**.
3. Click where you want the selection to appear.

4. On the **Edit** menu, click **Paste**.

Tip: To select multiple ideas, press **Shift,** and then select each idea.

See Also

"Selecting an idea in Writing View" on page 109.

"Editing text in an idea" on page 123.

Cutting and pasting ideas in Writing View

When you click **Cut** on the **Edit** menu, you also remove any supporting ideas below the idea. You cannot cut an idea when you are in text editing.

To cut and paste ideas in Writing View:

1. Select the idea or ideas that you want to remove from the current location and paste into another location in your project.
2. On the **Edit** menu, click **Cut**.
3. Click in your project where you want the selection to appear.
4. On the **Edit** menu, click **Paste**.

Tip: To select multiple ideas, press **Shift,** and then select each idea.

See Also

"Selecting an idea in Writing View" on page 109.

"Editing text in an idea" on page 123.

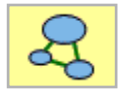
Undoing changes

- To undo the last change you made, click the **Undo** button.

Changing the view

Switching to Picture View

- To view your writing project as a diagram, click the **Go to Pictures** button on the **Writing** toolbar.



Chapter 6: Changing the Appearance of Projects

Formatting text

You can change the look of the text in Picture View or Writing View using font, text size, text style and color. You can change all the text in a symbol, link or idea by selecting the symbol, link or idea. You can change the formatting of words or single characters by selecting the words or characters.

Changing the font

1. Select the symbol, link, idea or words that you want to change.
2. On the **Formatting** toolbar, click in the **Font** box

   , and then click a font on the list.

   When you select a symbol, link or idea, and change its font, the change applies to new symbols, links and ideas. New symbols and links are not affected by font changes to text selections within symbols, links and ideas.

Changing the text size

1. Select the symbol, link, idea or words that you want to change.
2. On the **Formatting** toolbar, click the **Text Size** box

   , and then click a text size on the list.

   When you select a symbol, link or idea, and change its text size, the change applies to new symbols, links and ideas. New symbols and links are not affected by text size changes to text selections within symbols, links or ideas.

Applying bold formatting to text

1. Select the symbol, link, idea or words that you want to change.
2. On the **Formatting** toolbar, click .

   When you select a symbol, link or idea, and apply bold formatting, the change applies to new symbols, links and ideas. New symbols and links are not affected by bold formatting applied to text selections within symbols, links or ideas.

Applying italic formatting to text

1. Select the symbol, link, idea or words that you want to change.
2. On the **Formatting** toolbar, click .

   When you select a symbol, link or idea, and apply italic formatting, the change applies to new symbols, links and ideas. New symbols and links are not affected by italic formatting applied to text selections within symbols, links or ideas.

Underlining text

1. Select the symbol, link, idea or words that you want to change.
2. On the **Formatting** toolbar, click .

   When you select a symbol, link or idea, and apply underline formatting, the change applies to new symbols, links and ideas. New symbols and links are not affected by underline formatting applied to text selections within symbols, links or ideas.

Changing the color of text

1. Select the symbol, link, idea or words that you want to change.
2. On the **Formatting** toolbar, click , and then click the color that you want.

When you select a symbol, link or idea, and change its colors, the change applies to new symbols, links and ideas. New symbols and links are not affected by changes to text selections within symbols, links and ideas.

Formatting symbols and SuperGrouper shapes

You can change the look of symbols and SuperGrouper shapes using color, line thickness and size.

Changing the line width of a symbol or SuperGrouper shape

You can choose from three line widths for symbols and SuperGrouper shapes.

To change line width of a symbol or SuperGrouper shape:

1. Select the symbol or SuperGrouper shape you want to change.
2. On the **Formatting** toolbar, click until the outline of the symbol or SuperGrouper shape is the width you want.

   Any new symbols or SuperGrouper shapes you add will have the same line width.

Changing the colors of a symbol or SuperGrouper shape

You can change the look of symbols and SuperGrouper shapes using color. You can select one symbol or SuperGrouper shape and then change the colors of the selection. You can also select multiple basic symbols (for example, oval or rounded rectangle) and change the colors of all the symbols at one time.

To change the colors of a symbol or SuperGrouper shape:

1. Select the symbol or SuperGrouper shape.

   The **Symbol Colors** tool appears on the **Formatting** toolbar.

   Only the colors that appear in the symbol appear in the Symbol Colors tool.

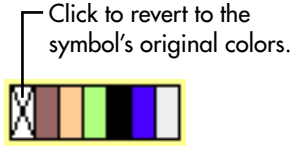
2. Click the color you want to change, and then click a new color to replace the existing color.

   If you change the colors of a basic symbol (oval, rectangle, text or rounded rectangle), any new basic symbols you add will be the same colors.

Note: You cannot change the colors of photographic images.

To revert to a symbol's original colors:

When you change the colors in a multicolor symbol, an **X** appears in the **Symbol Colors** tool. Click the **X** to revert to the symbol's original colors.



Changing the size of a symbol or SuperGrouper shape

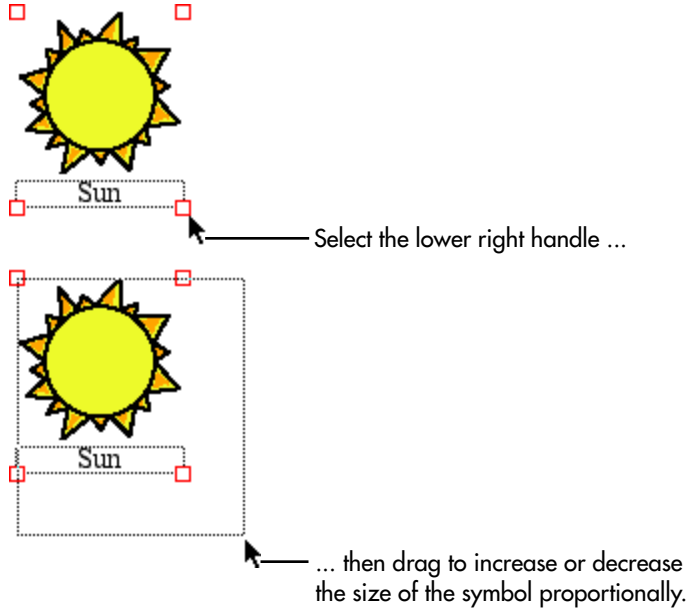
You can change the size of symbols and SuperGrouper shapes.

To change the size of a symbol or SuperGrouper shape:

1. Select the symbol.
2. Drag the lower right handle to resize a symbol proportionally.

   –or–

   Drag any of the other handles to stretch the symbol vertically or horizontally.



Formatting links

You can change the look of links using color, line width, line style and arrowhead style.

Changing the width of a link

You can choose from three line widths for a link. You can also make a link a dashed line.

To change the width of a link:

1. Select the link or links that you want to change.
2. On the **Formatting** toolbar, click until the links are the line width you want.

   Any new links you create will be the same line width.

Creating a dashed link

1. Select the link or links you want to change.
2. On the **Formatting** toolbar, click until the links are dashed lines.

   Any new links you create will be dashed lines.

Changing arrowhead style

You can choose from two arrowhead styles: single arrowhead or double arrowhead. You can also choose a link with no arrowhead. You can use a single arrowhead to indicate a one-way relationship between symbols. A double arrowhead indicates a two-way relationship between symbols. For example, in a diagram describing a journey from one place to another you might use

single arrowheads. In a diagram showing how you and a friend communicate using email, you might use double arrowheads.

To change arrowhead style:

1. Select the link or links you want to change.
2. On the **Formatting** toolbar, click until the links have the arrowhead style you want.

   Any new links you create will have the same arrowhead style.

See Also

"Reversing the direction of a link" on page 95.

Changing the color of a link

1. Select the link.

   The **Link Color** tool appears on the **Formatting** toolbar.

2. Click the color to change it, and then click a new color to replace the existing color.

   Any new links you create will be the new color.

Formatting the page

You can change the look of the page by changing the background color, changing the colors of the lined paper, changing the prefix style and showing or hiding the lined paper.

Changing the background color of a project

Changing the background color of your project is another way to customize the look of your work. For instance, if you are working

on a project about the world's oceans, you might want to use a blue background.

To change the background color of your project:

1. On the **Goodies** menu, click **Background Color**.
2. Click the color that you want.

   When you print your project on a black and white printer, the background color appears as a shade of gray.

Changing the colors of the lined paper

Changing the colors of the lined paper in Writing View is another way to customize the look of your work.

To change the colors of the lined paper:

1. On the **Goodies** menu, click **Lined Paper Colors**.
2. Click a color to change it.

   When you print on a black and white printer, the colors of the lined paper appear as shades of gray.

Choosing the prefix style

There are five prefix styles to choose from. You can also choose to have no prefix. The default prefix style is "Symbol," which displays the Picture View symbols at the beginning of each idea.

To choose the prefix style:

- On the **Formatting** toolbar, click until you see the prefix style you want.

Showing or hiding the lined paper

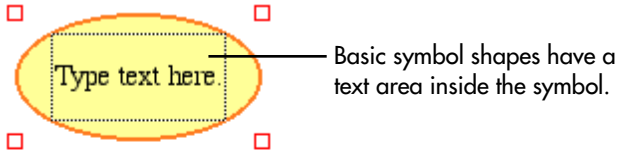
For some projects, you may want your writing to appear in a more continuous format. Hiding the lined paper removes the visual distinction between ideas in Writing View.

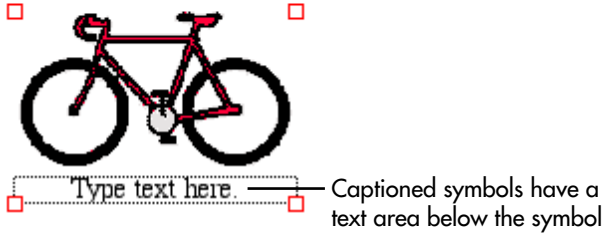
- To show or hide the lined paper, click on the **Formatting** toolbar.

Chapter 7: Editing Text

Editing text in a symbol

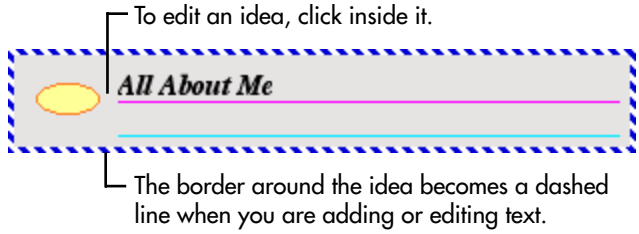
- To add text to or edit text in a symbol, select the symbol, click in the symbol's text area, and then type.





Editing text in an idea

- To edit text in an idea, click in the idea, and then type.



Selecting a word

There are two ways to select a word.

- Double-click the word.

  –or–

- Click in front or behind the word, and then drag the mouse pointer across the word.

Copying and pasting text

1. Select the text you want to paste into another place in your project.
2. On the **Edit** menu, click **Copy**.
3. Click in your project where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Cutting and pasting text

1. Select the text you want to cut and paste into another place in your project.
2. On the **Edit** menu, click **Cut**.
3. Click in your project where you want the selection to appear, and then click **Paste** on the **Edit** menu.

Checking your spelling

1. On the **Goodies** menu, click **Spell Check** to check the spelling in your project.
2. When the spelling checker finds a misspelled word, you have several options:
   - To change the spelling of a word to the suggested dictionary spelling, click **Change**.

     –or–

- To keep the spelling of the word as it is throughout the project, click **Ignore All**.

  –or–

- To keep the spelling of the word in this instance only, click **Ignore Once**. The spelling checker will continue to find other occurrences of this word.

  –or–

- To add the word to the user dictionary, click **Add Word**. After you add a word to the dictionary, the spelling checker will not suggest other spellings for the word.

Editing the user dictionary

You can add words to and edit words in the dictionary as you are checking the spelling in your project.

To edit the user dictionary:

1. On the **Goodies** menu, click **Spell Check**.
2. Do one of the following:
   - To add a word to the user dictionary, click **Add Word**. After you add a word to the dictionary, the spelling checker will not suggest other spellings for that word.

     –or–

   - To edit the spelling of a word, click **Edit**. Change the spelling of the word to your preferred spelling. The spelling checker will use the new spelling for the word.

Chapter 8: Using Audio in Projects

You can use audio in your Kidspiration projects in several ways:

- Talking interface

  For developing readers, the talking interface reads menus, buttons and other on-screen program elements. You can turn the talking interface on or off in Application Options (click **Application Options** on the **Teacher** menu).
- Listen tool

  The Listen tool helps students with reading and writing by reading the words in their projects.
- Record command (click **Record** on the **Sound** menu)

  Students use the Record command to record sounds and attach them to symbols or ideas to expand and reinforce learning. Teachers can also record instructions for students to use in an activity.

Choosing the voice the computer uses

You can choose the voice the computer uses when you use the Listen tool or the talking interface.

To choose the voice that the computer uses:

1. On the **Sound** menu, click **Voice**.
2. Click the voice in the list box, and then click **Choose**.

Reading the text in the Kidspiration interface

The computer reads all the text in the Kidspiration interface, including menus, buttons and dialog boxes, when the talking interface is turned on in Application Options (click **Application Options** on the **Teacher** menu).

To read the text in the Kidspiration interface:

- Point to a menu or button.

  The computer reads the text in the menu or button.

See Also

"Turn the talking interface on or off" on page 143.

Listening to the text in a project

The Listen tool is available only when the Listen tool is turned on in Application Options (click **Application Options** on the **Teacher** menu). You can use the Listen tool to read any text that is added to a project in either Picture or Writing View.

To listen to the text in a project:

1. Click the **Listen** button.

2. Click the object you want the computer to read.
3. To turn the Listen tool off, click the **Listen** button.

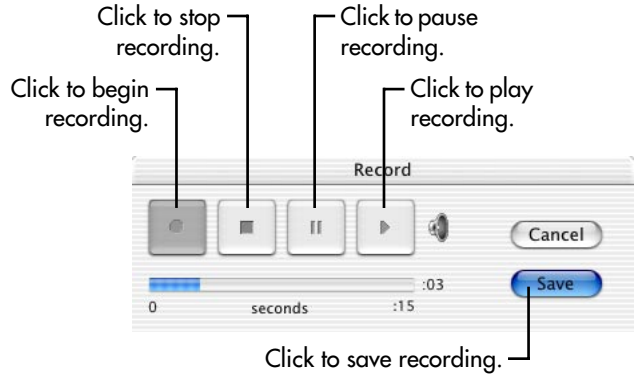
Recording a sound or words

You can record a sound or words and attach them to a symbol or idea to expand and reinforce learning. The Record command is only available when Record Sounds is turned on in Application

Options (click **Application Options** on the **Teacher** menu). Your computer needs a microphone to record sounds.

To record a sound or words:

1. Select the symbol or idea.
2. On the **Sound** menu, click **Record**.
3. In the recording controls box, click the **Record** button to begin recording.



4. Generate the sound you want to record.

   The maximum length of a recorded sound is fifteen seconds. You can click **Stop** at any time to end recording.
5. When you finish recording, click **Save** to save the recording and attach it to the selected symbol or idea.

In Picture View, a speaker symbol appears in the upper right corner of a symbol when a recorded sound is attached. In Writing View, a speaker symbol appears to the left of an idea when a recorded sound is attached.

Note: You cannot attach a recorded sound to a link.

See Also

"Turning sound recording on or off" on page 144.

Playing a recorded sound

- To play a recorded sound, click the speaker on the symbol or idea.

Erasing a recorded sound

1. Select the symbol or idea.
2. On the **Sound** menu, click **Erase**.

Chapter 9: Printing

Printing a project

- To print a project, click **Print** on the **File** menu.

  In Picture View, a diagram always prints on one page.

See Also

"Selecting paper size" on page 132.

"Setting page orientation" on page 133.

Printing page numbers on a writing project

Page numbers appear only when you print a project in Writing View.

To print page numbers on a writing project:

1. Click the **Student Name** button.

2. Select the check box where indicated.

   When you print, the page numbers appear at the bottom of the page.

Printing your name at the top of the page

You can add your name to a project, so when you print, your name appears at the top of every page. Your name also appears in the title bar of the document.

To print your name at the top of every page:

1. On the **Toolbar**, click the **Student Name** button.

2. Type your name in the box where indicated.
3. To choose where you want your name to appear on the page, select **Left**, **Center** or **Right**.

   A preview of how your name will appear on the page is displayed in the box on the right side of the dialog box.

Selecting paper size

You can choose the paper size for a Kidspiration project. In Picture View, the workspace is scaled to the paper size selected in Page Setup (click **Page Setup** on the **File** menu). If you change the paper size in Picture View, the paper size also changes in Writing View.

To select the paper size:

1. On the **File** menu, click **Page Setup**.
2. In the **Paper** list, select the paper size you want (Macintosh).

   –or–

   Under **Paper**, select the paper size you want in the **Size** list (Windows).

Setting page orientation

You can choose landscape or portrait orientation for a project. In Picture View, landscape orientation is the default. In Writing View, portrait orientation is the default. If you change the page orientation in one view, it does not change in the other view.

To set page orientation:

1. On the **File** menu, click **Page Setup**.
2. Next to **Orientation**, click the Portrait or Landscape icon (Macintosh).

   –or–

   Under **Orientation**, select **Portrait** or **Landscape** (Windows).

Scaling a project for printing

In Picture View, a diagram always prints on one page. You cannot scale a diagram in Kidspiration. However, you can change the page size, and then design a diagram to fill the new page size.

See Also

"Selecting paper size" on page 132.

Chapter 10: Teacher's Reference

Enabling or disabling the Teacher menu

The Teacher menu provides access to settings and features that allow teachers to customize Kidspiration and create their own classroom activities. When the Teacher menu is enabled, a check mark appears next to the command, and the items on the Teacher menu are available.

- To enable or disable the Teacher menu, click **Enable Teacher Menu** on the **Teacher** menu.

  When the Teacher menu is on, a check mark appears next to the command.

Setting a password for the Teacher menu

You can create a password for the Teacher menu to prevent students from changing teacher preferences.

Note: If you forget your password, you can access the Teacher menu by using the password "Kidspiration 2."

To create a password for the Teacher menu:

1. On the **Teacher** menu, click **Application Options**.
2. Select the **Password Enabled** check box.
3. Click **Set Password**.

   The Set Password dialog box appears.
4. Type the password you want to use in the **Enter Password** box.
5. Type the password again in the **Confirm Password** box, and then click **OK**.

   When you enable the **Teacher** menu, you will be prompted to enter your password.

Using the Kidspiration activities

The Kidspiration activities focus on a specific subject or skill. Each activity is a separate document that includes instructions on how to use the activity. Students can complete an activity and then save it as their own project. In addition to the activities that come with Kidspiration, teachers can create their own activities or modify an existing activity.

Opening an activity

1. Start Kidspiration.

   –or–

   On the **File** menu, click **New** to return to the Kidspiration Starter.

2. Under **Activities**, click a category, for example "Science."
3. Click the activity you want to open, and then click **OK**.

Note: You cannot open a Kidspiration 2 activity using an earlier version of Kidspiration. To use a Kidspiration 2 activity with an earlier version of Kidspiration, first open the activity in Kidspiration 2, and save it in Kidspiration 1 format.

See Also

"Saving a project in Kidspiration 1 format" on page 160.

Creating an activity

You can create a project in Picture View or Writing View, and then save it as an activity so it will be available in the Activities menu in the Kidspiration Starter. You can also save an activity in another location, for example on a server. When you save the activity, the Kidspiration Activity Wizard prompts you to choose the symbol libraries and default settings for the activity, and a name, description and location for the activity.

To create an activity:

1. Create the project in Picture View or Writing View.

   See the Tips below for creating activities.
2. Enable the **Teacher** menu.
3. On the **Teacher** menu, click **Save With Activity Wizard**.
4. Select **All Libraries** or **Selected Libaries**:
   - Select **All Libraries** to make all libraries available.

     –or–
   - Select **Selected Libaries** to make selected libraries available.
     - To remove a library from the list of available libraries, select it in the list, and then click **Remove**.
     - To remove all libraries from the list of available libraries, click **Remove All**.
     - To make a library available, click it in the list, and then click **Select**.
5. Select the default settings you want for the activity.
6. In the **Activity Name** box, type a name for the activity.
7. In the **Description of Activity** box, type a description for the activity.

   The description appears when you select from the list of activities.
8. Select the folder where you want to save the activity:
   - Select **Kidspiration Activities Folder** to save the activity on the same computer where the Kidspiration program is

installed. Click the category that you want the activity to appear under, for example "Science," and then click **Save Activity**.

–or–

- Select **Another Location** to save the activity to a location other than the computer where the Kidspiration program is installed, for example a server. Click **Save Activity**. Navigate to the folder where you want to save the activity.

Tips:

- **Numbered Steps:** Many of the Kidspiration activities include step-by-step instructions. To create numbered steps in your own activities, use the numbered symbols under **Numbers and Letters** on the **Symbol palette**.
- **Lock Items:** Freeze the position of items, for example SuperGrouper shapes in an activity, using the **Locked Item** command on the **Teacher** menu. Locking items prevents students from accidentally moving, replacing or deleting specific symbols or SuperGrouper shapes.
- **Custom Symbol Libraries:** If you want specific symbols to be available for an activity, you can create a custom symbol library that contains the symbols you want, and then select the custom library as the Default Library for the activity. **Note:** The custom symbol library must be copied to each computer.
- **Publish Options:** In the Kidspiration Activity Wizard, select the options that control how the project looks when you transfer it to a word processor using the **Publish** tool.

See Also

"Locking the position of a symbol" on page 80.

"Locking an idea in Writing View" on page 109.

"Creating a new symbol library" on page 154.

"Publishing a project in a word processor" on page 157.

Modifying an activity

Kidspiration comes with a variety of activities for you to use in the classroom. You may want to modify an activity in some cases.

To modify an activity:

1. Open the activity.
2. Make any changes.
3. Enable the **Teacher** menu.
4. On the **Teacher** menu, click **Save With Activity Wizard**.
5. Select **All Libraries** or **Selected Libaries**:
   - Select **All Libraries** to make all libraries available.

     –or–
   - Select **Selected Libaries** to make selected libraries available.
     - To remove a library from the list of available libraries, select it in the list, and then click **Remove**.
     - To remove all libraries from the list of available libraries, click **Remove All**.
     - To make a library available, click it in the list, and then click **Select**.
6. Select the default settings you want for the activity.
7. In the **Activity Name** box, type a name for the activity.
8. Select the folder where you want to save the activity:
   - Select **Kidspiration Activities Folder** to save the activity on the same computer where the Kidspiration program is installed. Click the category that you want the activity to appear under, for example "Science," and then click **Save Activity**.

     –or–
   - Select **Another Location** to save the activity to a location other than the computer where the Kidspiration program is installed, for example a server. Click **Save Activity**. Navigate to the folder where you want to save the activity.

Tip: If you want specific symbols to be available for an activity, you can create a custom symbol library that contains the symbols you want, and then select the custom library as the Default Library for the activity.

Note: To distribute an activity with a custom symbol library to multiple computers, you must also copy the custom library file to the Kidspiration Libraries folder on these computers.

See Also

"Creating a new symbol library" on page 154.

Sharing an activity with another computer

There are two ways you can share an activity on your computer with multiple computers. You can use the Activity Wizard to save an activity to any location, for example on a network server, where other computers can access it. Or, you can copy the activity file to the Kidspiration Activities folder on another computer.

To share an activity with another computer by copying the file:

1. Open the **Kidspiration Activities** folder inside the **Kidspiration 2** folder on the hard drive of your computer.
2. Copy the activity file to a network server or floppy disk.
3. Copy the activity file to the **Kidspiration Activities** folder on the other computer.

Adding Internet hyperlinks to projects

Adding a hyperlink to a project

You can add hyperlinks to ideas, notes, symbols and links. Hyperlinks are only active when URL Hyperlink Auto-detection is turned on in Application Options (click **Application Options** on the **Teacher** menu).

To add a hyperlink:

- Type the Internet address where you want the hyperlink to appear. For example:

  www.inspiration.com

After you add the hyperlink, when you move the mouse pointer over the link, the pointer looks like this . This pointer indicates the hyperlink is active. Clicking the hyperlink starts the default browser and opens the site.

Adding a hyperlink to selected text

You can assign hyperlinks to selected text in ideas, notes, symbols and links. The hyperlinks are active in Picture View and Writing View. This allows you to create hyperlinks without long cryptic names, for example “Read about our science project” rather than “http://www.inspiration.com/science/amphibians/project.htm.”

To add a hyperlink to selected text:

1. Select the text to which you want to assign the hyperlink.
2. Enable the **Teacher** menu.
3. On the **Teacher** menu, click **URL Hyperlink**.

   The text you selected appears in the **Hyperlink Text** box. You can edit the text if you wish.
4. In the **Hyperlink Address** box, type the Internet address you want to assign to the text. For example:

   www.inspiration.com

Removing a hyperlink

- Select the hyperlink, and then click the **Clear** button.

–or–

1. Select the text to which the Internet address is assigned.
2. On the **Teacher** menu, click **URL Hyperlink**.
3. Click **Remove Hyperlink**.

Changing the default look for projects

You can customize the default settings for new projects. You can choose default settings for font, text size, text color and formatting. The default settings you choose for text apply to both Picture View and Writing View.

In Picture View, you can choose the default settings for the following: symbol library, symbol, symbol fill color, symbol line color and thickness, link arrow, link color, link thickness and symbol captions (show or hide).

In Writing View, you can choose the default settings for the following: lined paper (on or off), picture-to-topic (on or off), prefix and paper colors (background, horizontal lines and border). You can also choose options that control how a writing project appears when you transfer it to a word processor using the Publish tool.

To change the default look for new projects:

1. On the **Teacher** menu, click **Save Default Settings**.
2. Use the Default Settings Wizard to select the settings that you want.
3. When you are finished choosing default settings, click **Finish**.

   New projects you start will use the settings that you selected.

See Also

"Sharing the default look for new projects with another computer" on page 143.

Sharing the default look for new projects with another computer

You can share the default look for new documents on your computer with multiple computers.

To share the default settings for new projects with another computer:

1. Open the **Kidspiration Activities** folder inside the **Kidspiration 2** folder on the hard disk of your computer.
2. Copy the **Default Settings** file to a network server or floppy disk.
3. Copy the **Default Settings** file to the **Kidspiration Activities** folder on the other computer.

Setting Application Options

Turn the talking interface on or off

The talking interface reads all text in the Kidspiration interface, including all menus, buttons and dialog boxes. The talking interface is designed to help developing readers and writers use the software on their own.

To turn the talking interface on or off:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Talking Interface** check box.

Turning the Listen tool on or off

The Listen tool reads the words in an idea or symbol.

To turn the Listen tool on or off:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Listen tool** check box.

Turning sound recording on or off

The Record command lets you record a sound and attach it to a symbol or idea.

To turn sound recording on or off:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Record Sounds** check box.

Tip: Turning off sound recording does not prevent students from playing sounds that have already been recorded. This allows a teacher to record instructions, and then turn off sound recording. Students can click the speaker icon to hear the teacher instructions, but cannot record their own sounds.

Turning animation on or off

Animated symbols can add a new dimension to your diagrams. A number of animated symbols are included in the symbol libraries. One example is the Traffic light symbol in the Basic library. You can also create your own animated symbols by inserting animated GIF files into the symbol libraries.

To turn animation on or off:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Animation Enabled** check box.

See Also

"Inserting custom symbols and graphics into the symbol libraries" on page 148.

Showing or hiding the desktop

Kidspiration includes a "hidden desktop" feature. This hides the computer workspace behind Kidspiration to minimize distractions and prevent students from inadvertently leaving Kidspiration. In some cases, you may want the programs and files on the computer's desktop to show when Kidspiration is running, for example if you are adding new symbols to the symbol libraries.

To show or hide the desktop running behind Kidspiration:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Hide Desktop** check box.

Turning the spelling checker on or off

You can use the spelling checker to check your work.

To turn the spelling checker on or off:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Spell Check Enabled** check box.

Turning URL hyperlinks on or off

URL hyperlinks are links to the Internet in a Kidspiration project. When you click a URL hyperlink, your web browser starts and opens the associated Internet address. You may not want hyperlinks to be active in some cases, for example when you are editing Internet addresses in a project or when you do not want a project to provide access to the Internet.

To turn URL hyperlinks on or off:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Live Hyperlinks** check box.

Automatically formatting Internet addresses as URL hyperlinks

When you type an Internet address in a Kidspiration project, the address is automatically formatted as an URL hyperlink.

To turn on or off automatic formatting of Internet addresses:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **URL Hyperlink Auto-detection** check box.

Turning picture-to-topic on or off

Picture-to-topic translates pictorial symbol labels in Picture View to words in Writing View. This setting is designed for developing writers.

To turn picture-to-topic on or off:

- On the **Teacher** menu, click **Picture-to-Topic**.

  When picture-to-topic is on, a check mark appears next to the command.

Enabling or disabling the Teacher menu password

When the Teacher menu password is enabled, you must enter a password to access the commands on the Teacher menu.

To enable or disable the Teacher menu password:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. Select or clear the **Password Enabled** check box.

See Also

"Setting a password for the Teacher menu" on page 135.

Selecting the preferred word processor

Kidspiration starts the preferred word processor when you use the Publish tool in Writing View.

To select the preferred word processor:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Application Options**.
3. On the **Preferred Word Processor** menu, select **Microsoft Word** or **AppleWorks**, and then click **OK**.

See Also

"Publishing a project in a word processor" on page 157.

Working with the symbol libraries

Teachers have complete control of the Kidspiration symbol libraries. It is easy to add, change or remove symbols to meet the needs of your classroom. Often you may wish to create a custom symbol library for use with a particular classroom activity you are creating.

Inserting custom symbols and graphics into the symbol libraries

You can insert custom symbols and graphics into the symbol libraries so they are available for use on a regular basis. There are several ways to insert graphics into the symbol libraries:

- Inserting a symbol or graphic on a diagram into a symbol library
- Inserting a graphics file into a symbol library
- Copying and pasting a graphic into a symbol library

See Also

"Creating a new symbol library" on page 154.

Inserting a symbol or graphic on a diagram into a symbol library

1. On your diagram, select the symbol or graphic you want to insert into a symbol library.
2. On the **Symbol palette**, display the library to which you want to add the symbol.

   There must be an open slot at the bottom of the library in order to insert the symbol. If there are no open slots in the library, Kidspiration places the symbol in the Custom category.
3. Enable the **Teacher** menu.
4. On the **Teacher** menu, click **Install User Symbol**.
5. Select the size you want the symbol to be, and then click **OK**.
   - Select **Standard Symbol Size** to size the symbol equivalent to the other Kidspiration symbols.
   - Select **Actual Size** to retain the original size of the graphic.

When your symbol is installed, it appears at the bottom of the symbol library entries. It is now ready for your use.

See Also

"Inserting a graphics file into a symbol library" on page 149.

"Creating a new symbol library" on page 154.

Inserting a graphics file into a symbol library

You can insert graphics files into the symbol libraries so the graphics are available as symbols. On the Macintosh, you can insert PICT, JPEG and GIF files. In Windows, you can insert WMF, BMP, JPEG and GIF files.

To insert a graphics file into a symbol library:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **Edit Symbol Libraries**.

   The Edit Symbol Libraries dialog box appears.
3. On the left list, select the library to which you want to add the graphic.

   There must be an open slot at the bottom of the library in order to add the symbol. If there are no open slots in the library, Kidspiration creates a new library called User 1 under the Custom category. When no slots are available in User 1, Kidspiration creates a User 2 library and so on.
4. Click **Import Graphic**.
5. Select the graphic you want to install, and then click **Open**.
6. Select the size you want the symbol to be, and then click **OK**.
   - Select **Standard Symbol Size** to size the symbol equivalent to the other Kidspiration symbols.

     –or–
   - Select **Actual Size** to retain the original size of the graphic.
7. In the **Label** box, type a name for the symbol.

When your symbol is installed, it appears in the first available slot in the symbol library entries. It is now ready for your use.

Tip: You can also drag and drop a graphics file into a symbol library. On the Macintosh, you can drag and drop PICT, JPEG and GIF files. In Windows, you can drag and drop WMF, BMP, JPEG and GIF files. On the Symbol palette, display the library to which you want to insert the graphic, and then drag the file to the Symbol palette. If there is no available slot for the graphic, Kidspiration places the graphic in the Custom category as described above. Turn off Hide Desktop in Application Options

(click **Application Options** on the **Teacher** menu) before you drag and drop a graphics file.

See Also

"Creating a new symbol library" on page 154.

Copying and pasting a graphic into a symbol library

You can copy and paste graphics from other programs into the symbol libraries so the graphics are available as symbols.

To copy and paste a graphic into a symbol library:

1. Copy the graphic.
2. In Kidspiration, enable the **Teacher** menu.
3. On the **Teacher** menu, click **Edit Symbol Libraries**.
4. On the left list, select the library to which you want to insert the graphic.

   There must be an open slot at the bottom of the library. If there are no open slots, Kidspiration creates a new library called User 1 under the Custom category. When no slots are available in User 1, Kidspiration creates a User 2 library and so on.
5. Click **Paste Graphic**.
6. Select the size you want the symbol to be, and then click **OK**.
   - Select **Standard Symbol Size** to size the symbol equivalent to the other Kidspiration symbols.

     –or–
   - Select **Actual Size** to retain the original size of the graphic.
7. In the **Label** box, type a name for the symbol.

When your symbol is installed, it appears in the first available slot in the symbol library. It is now ready for your use.

Copying a symbol from one library to another

You can copy symbols from one library to another. The library you copy the symbol to must have an available slot for the symbol. Copying symbols is useful when you want to create a symbol library with symbols you use frequently.

To copy a symbol from one library to another:

1. On the **Teacher** menu, click **Edit Symbol Libraries**.

   The Edit Symbol Libraries dialog box appears.
2. On the left list, select the library that contains the symbol you want to copy.
3. On the right list, select the library to which you want to copy the symbol.
4. Select the symbol you want to copy, and then drag it to the location where you want it in the other library.

   A copy of the symbol appears in its new location.
5. In the **Label** box, type a name for the symbol.
6. Do one of the following:
   - To apply your changes, click **OK**.

     –or–
   - To cancel your changes, click **Cancel**.

Tip: You can also change the order of symbols within a library. Drag a symbol to move it to a new location. The other symbols are automatically rearranged.

Deleting a symbol from a library

When you delete a symbol from a library, it is no longer available to use in projects.

To delete a symbol from a library:

1. On the **Teacher** menu, click **Edit Symbol Libraries**.

   The Edit Symbol Libraries dialog box appears.

2. On either the left or right list, select the library that contains the symbol you want to delete.

   A symbol cannot be deleted if it appears in a project that is open.
3. Drag the symbol to the **Trash** icon.
4. Do one of the following:
   - To apply your changes, click **OK**.

     –or–
   - To cancel your changes, click **Cancel**.

Changing the order of symbols in a symbol library

You can change the order of symbols in a symbol library.

To change the order of symbols in a library:

1. On the **Teacher** menu, click **Edit Symbol Libraries**.

   The Edit Symbol Libraries dialog box appears.
2. On the left list, select the library for which you want to change the order of the symbols.
3. Select a symbol you want to move, and then drag it to the new location.

   The other symbols are automatically rearranged.
4. Move as many symbols as you wish.
5. Do one of the following:
   - To apply your changes, click **OK**.

     –or–
   - To cancel your changes, click **Cancel**.

Creating a new symbol category

When you create a new symbol library, it is automatically stored in the Custom category on the Symbol palette unless you specify a different category. You can create your own symbol categories to store the symbol libraries you create or libraries that you copy.

To create a new symbol category:

1. On the **File** menu, click **Quit** (Macintosh) or **Exit** (Windows) to quit Kidspiration.
2. On the computer, open the **Kidspiration Libraries** folder inside the **Kidspiration 2** folder.
3. Create a new folder inside the **Kidspiration Libraries** folder.

   Name the folder the same name as the category you want to appear on the Symbol palette. For example, if you want a category called "Student Symbols," then name the folder "Student Symbols."

   Tip: You can renumber the folders in the Kidspiration Libraries folder to change the order of the categories on the Symbol palette.
4. Copy the symbol libraries you want to appear in your new category into this folder.

   Note: To appear on the list of libraries, the new category must contain at least one symbol library. For this reason, it may be helpful to create your symbol libraries first, and then create the new category.
5. Start Kidspiration.

   The new category appears at the bottom of the list of categories on the Symbol palette. You can now place symbol libraries in the new category.

See Also

"Inserting custom symbols and graphics into the symbol libraries" on page 148.

"Creating a new symbol library" on page 154.

"Copying a symbol library" on page 154.

Creating a new symbol library

You can create new symbol libraries for symbols you import, create or copy from other libraries. For example, you might want to create a new symbol library for the symbols you use frequently or for an activity you create. You can place a new symbol library under any category on the Symbol palette. If you do not choose a category, the symbol library is automatically stored in the Custom category.

To create a new symbol library:

1. Enable the **Teacher** menu.
2. On the **Teacher** menu, click **New Symbol Library**.
3. In the **Category** list, select the category you want the new library to appear under on the Symbol palette.
4. In the **Library** box, type a name for the new library.

See Also

"Inserting custom symbols and graphics into the symbol libraries" on page 148.

"Creating a new symbol category" on page 153.

Copying a symbol library

You may want to copy the custom symbol libraries you create so you can make them available to other computers. Each symbol library is a file with an INL extension that is stored in the **Kidspiration Libraries** folder inside the **Kidspiration 2** folder.

To copy a symbol library:

1. Open the **Kidspiration 2** folder on your computer.
2. Double-click the **Kidspiration Libraries** folder to open it.
3. Double-click the folder that contains the symbol library.

   The name of the folder is the Category name that the library appears under on the Symbol palette, for example "Custom."
4. Select the symbol library file.
5. Copy the file.

Sharing a symbol library with another computer

You can share a custom symbol library with another computer running Kidspiration by copying the symbol library file to a floppy disk (or network server), and then copying the file to the Kidspiration Libraries folder inside the Kidspiration folder on the other computer.

To share a symbol library with another computer:

1. Copy the symbol library file to a floppy disk or network server.
2. Insert the floppy disk in the computer with which you want to share the symbol library or connect to the network server.
3. On the computer, open the **Kidspiration Libraries** folder inside the **Kidspiration 2** folder.
4. Select the symbol category under which you want the library to appear (for example, "Custom"), and then open the folder.
5. Copy the symbol library file from the floppy disk or network server to the category folder.

Tip: You can share Inspiration symbol libraries with Kidspiration.

See Also

"Copying a symbol library" on page 154.

Using Kidspiration projects with other programs

Opening a document created in another program

Kidspiration can open the following types of documents:

- Kidspiration 1 and later (Macintosh or Windows)

  In Windows, Kidspiration files must have the .kid extension.

- Inspiration 7 and later (Macintosh or Windows)

  In Windows, Inspiration files must have the .isf extension.When you open an Inspiration document in Kidspiration, you may lose some elements and formatting in the document.

See Also

"Opening an Inspiration document" on page 157.

To open a document created in another program:

1. On the **File** menu, click **Open**.

   The Open dialog box appears. Kidspiration shows you the names of any files that can be opened.

2. Select the folder where the file is located.
3. Click the file you want to open in the list, and then click **Open**.

   If you are using Windows, you can specify the type of file you want to open. On the **Files of Type** list, select the file type. Here are your choices:

   - Kidspiration (.kid) opens other Kidspiration documents.
   - Inspiration (.isf) opens Inspiration documents.

Opening an Inspiration document

Kidspiration 2 can open documents created in Inspiration 7 and later versions of Inspiration. When you open an Inspiration document, you may lose elements and formatting in the document.

Note: You cannot open an Inspiration document with more than ten levels of topics.

To open an Inspiration document:

1. On the **File** menu, click **Open**.
2. In the **Open** dialog box, navigate to the Inspiration file, and then click **Open**.

   The Inspiration document opens as an untitled document.

Publishing a project in a word processor

You can use the Publish tool to transfer a project in Writing View to Microsoft Word or AppleWorks. You can control how projects are published using the publish options (click **Publish Options** on the **Teacher** menu). You can also set publish options when you choose default settings for a project and when you save a project as an activity.

In the word processing document, ideas and notes text appear on separate lines with no indentation. Ideas are the text size of the Writing View default font with bold formatting. Notes are the text size of the Writing View default font. A blank line appears between each note card.

To publish a project in a word processor:

- On the **Formatting** toolbar, click the **Publish** button.

The Kidspiration project is transferred to the word processing document. The preferred word processor starts and opens the document.

The word processing document is saved in one of the following locations:

- If you save the Kidspiration project before you publish it, the word processing document is saved in the same folder as the Kidspiration project.

  –or–

- If you do not save the Kidspiration project before you publish it, the word processing document is saved in the user Documents folder (Mac OS X), the root Documents folder (Mac OS 9) or My Documents folder (Windows).

See Also

"Creating an activity" on page 137.

"Changing the default look for projects" on page 142.

"Selecting the preferred word processor" on page 147.

Setting publish options

You can control how projects are published using the Publish Options on the Teacher menu.

Note: You can set the publish options for an activity using the Activity Wizard. For more information, see "Creating an activity" on page 137.

To set publish options:

1. On the **Teacher** menu, click **Publish Options**.
2. To include a graphic of the diagram in the word processing document, select the **Diagram** check box.
3. On the **Writing** menu, select the text to include in the word processing document:
   - Select **Only Notes** to include only the notes in the Kidspiration writing project.

     –or–

- Select **Topics and Notes** to include both the topics and notes in the Kidspiration writing project.

A preview of the word processing document appears on the right side of the dialog box.

4. After you select the options, click **OK**.

Saving projects in other file formats

You can save Kidspiration projects in a variety of file formats that can be opened in other programs. To find out which file format you can use with another program, refer to the documentation that came with the program.

In Picture View, you can save a diagram in the following file formats:

- BMP (Windows)—Saves a diagram in the standard Microsoft Windows graphic bitmap format (BMP).
- PICT (Macintosh)—Saves a diagram as a PICT or PICT2 file that can be opened in graphics, presentation and page layout programs.
- JPEG—Saves the diagram as a graphic that can be opened in graphics, presentation and page layout programs or Web pages.
- GIF—Saves the diagram as a 256 color graphic that can be opened in graphics, presentation and page layout programs or Web pages.
- HTML—Saves a diagram as an HTML document, which can be viewed on the Internet. The diagram shrinks so that it fits on a 640-pixel-wide screen. The height is adjusted proportionally. Any hyperlinks in the diagram are included as hyperlinks in the HTML document. This export makes two files: an HTM file and GIF file. Both files need to remain together to view the HTML file in a browser.

In Writing View, you can save a project in the following file formats:

- Plain Text—Saves a writing project as an unformatted text-only document with outline levels.
- AppleWorks (RTF)—Saves a writing project as a formatted document that can be opened in AppleWorks.
- Microsoft Word (RTF)—Saves a writing project as a formatted document that can be opened in Microsoft Word. When you open the document in Word, a dialog box may appear, asking if you want to convert the RTF data. Click Yes to open the formatted document.
- HTML—Saves a writing project as a one-page HTML document, which can be opened by an Internet browser. When you save a writing project as a one-page HTML document, the text entered into the Student Name dialog box becomes the title of the HTML document. The title of the page appears in large type at the top of the page. Ideas and notes appear as the body of the document. At the end of the page, a "Back to Top" link appears. When you click "Back to Top," you return to the top of the page. Any hyperlinks in the writing project are retained in the HTML document.

Saving a project in Kidspiration 1 format

You can save Kidspiration 2 projects and activities in Kidspiration 1 format so you can open them using Kidspiration 1. When you save as a Kidspiration 1 document, you may lose elements and formatting in the document.

To save a project in Kidspiration 1 format:

1. On the **File** menu, click **Save**.
2. On the **Format** menu, click **Kidspiration 1 document**, and then click **Save**.
3. To make an activity available to Kidspiration 1, move the activity file into the Kidspiration 1 **Activities** folder.

Saving a diagram as a graphic

1. Open the diagram.
2. On the **File** menu, click **Export**.
3. Select the file format you want, and then click **Save**.
4. Select the folder where you want to save the file.
5. Type a name for the file.

   Kidspiration automatically uses the text entered into the Student Name dialog box as the name and assigns the appropriate extension. You can change the name of the file if you want.
6. Click **Save**.

See Also

"Adding your name to a project" on page 17.

"Saving projects in other file formats" on page 159.

Saving a diagram as an HTML document

You can save a diagram as a one-page HTML document, which can be opened by an Internet browser.

To save a diagram as an HTML document:

1. Open the diagram.
2. On the **File** menu, click **Export**.
3. Select **HTML**, and then click **Save**.
4. Select the folder where you want to save the document.
5. Type a name for the document.

   Kidspiration automatically uses the text entered into the Student Name dialog box as the name and assigns the appropriate extension. You can change the name of the file if you want.

6. Click **Save**.

   The HTML export makes two files: an HTM file and a GIF file. The GIF file appears in the same location as the HTM file. Both files need to remain together to view the HTM file in a browser.

See Also

"Adding your name to a project" on page 17.

Saving a writing project as an HTML document

You can save a project in Writing View as a one-page HTML document, which can be opened by an Internet browser.

When you save a writing project as a one-page HTML document, the text entered into the Student Name dialog box becomes the title of the HTML document. The title of the page appears in large type at the top of the page. Ideas and notes appear as the body of the document. At the end of the page, a "Back to Top" link appears. When you click "Back to Top," you return to the top of the page. Any hyperlinks in the writing project are retained in the HTML document.

To save a writing project as an HTML document:

1. Open the writing project.
2. On the **File** menu, click **Export**.
3. Select **HTML**, and then click **Save**.
4. Select the folder where you want to save the document.
5. Type a name for the document.

   Kidspiration automatically uses the text entered into the Student Name dialog box as the name and assigns the appropriate extension. You can change the name of the file if you want.
6. Click **Save**.

Saving a writing project as a text file

You can save a writing project as a text file, which can be opened by a text editor or word processing program.

To save a writing project as a text file:

1. Open the project.
2. On the **File** menu, click **Export**.
3. Select **Plain Text**, **AppleWorks** or **Microsoft Word**, and then click **Save**.
4. Select the folder where you want to save the document.
5. Type a name for the document.
6. Click **Save**.

Note: When you open the document in Microsoft Word, a dialog box may appear asking if you want to convert the RTF data. Click **Yes** to open the formatted document.

See Also

"Publishing a project in a word processor" on page 157.

Chapter 11: Accessibility

Accessibility for people with disabilities

Inspiration Software is committed to making products that everyone can use. Kidspiration provides features to help people with disabilities use the software successfully.

- You can magnify a diagram to make text and symbols appear larger on the screen. For more information, see “Magnifying or reducing the view of a diagram” on page 104.
- You can make the default text size larger. For more information, see “Changing the default look for projects” on page 142.
- You can change the default colors for symbols, text and the lined paper. For more information see “Changing the default look for projects” on page 142.
- You can use the keyboard to do many tasks. For more information, see “Using keyboard shortcuts” on page 165.
- You can use the talking interface to read the text in menus, toolbars and dialog boxes. For more information, see “Turn the talking interface on or off” on page 143.
- You can use the Listen tool to read the text in a document. For more information, see “Listening to the text in a project” on page 128.

Using keyboard shortcuts

Kidspiration provides many keyboard shortcuts that can save you time and make it easier to edit projects in Picture View or Writing View. There are keyboard shortcuts for many Kidspiration commands, including:

Shortcuts for common commands such as opening and saving projects

To:	Macintosh	Windows
Open new document	Command+N	Ctrl+N
Open existing document	Command+O	Ctrl+O
Save open document	Command+S	Ctrl+S
Print open document	Command+P	Ctrl+P
Quit/Exit Kidspiration	Command+Q	Ctrl+Q
Add student name	Command+J	Ctrl+J
Cut	Command+X	Ctrl+X
Copy	Command+C	Ctrl+C
Paste	Command+V	Ctrl+V
Undo/Redo	Command+Z	Ctrl+Z
Clear	Delete	Delete or Backspace
Help	F1	F1
Spell check	F7	F7
Insert Hyperlink	F6	F6

Shortcuts for changing the view

To:	Macintosh	Windows
Fit to Window	Command+E	Ctrl+E
Zoom Out	Command+(-)	Ctrl+(-)
Zoom In	Command+(=)	Ctrl+(=)
Zoom to 200%	Command+0	Ctrl+0
Switch to Writing View	Command+T	Ctrl+T
Switch to Picture View	Command+T	Ctrl+T
Hide Kidspiration (Mac OS X only)	Command+H	NA

Shortcuts for navigating in Picture View

To:	Macintosh	Windows
Go to the first symbol	Home	Home

Shortcuts for navigating in Writing View

To:	Macintosh	Windows
Go to the first idea	Home	Home
Go to the last idea	End	End

Shortcuts for moving between symbol libraries

To:	Macintosh	Windows
Previous Library	Command+(,)	Ctrl+(,)
Next Library	Command+(.)	Ctrl+(.)

Shortcuts for adding symbols

To:	Macintosh	Windows
Open Symbol Maker tool	Command+M	Ctrl+M
Add SuperGrouper shape	Command+K	Ctrl+K
Add oval symbol	Command+1	Ctrl+1
Add rectangle symbol	Command+2	Ctrl+2
Add text only symbol	Command+3	Ctrl+3
Add rounded rectangle symbol	Command+4	Ctrl+4
Add first symbol shape from palette	Shift+F1	Shift+F1
Add second symbol shape from palette	Shift+F2	Shift+F2
Add third symbol shape from palette	Shift+F3	Shift+F3
Add fourth symbol shape from palette	Shift+F4	Shift+F4
Add fifth symbol shape from palette	Shift+F5	Shift+F5
Add sixth symbol shape from palette	Shift+F6	Shift+F6
Add seventh symbol shape from palette	Shift+F7	Shift+F7
Add eight symbol shape from palette	Shift+F8	Shift+F8
Add ninth symbol shape from palette	Shift+F9	Shift+F9
Add new linked symbol to the left	Command+Left Arrow	Ctrl+Left Arrow
Add new linked symbol to the right	Command+Right Arrow	Ctrl+Right Arrow
Add new linked symbol up	Command+Up Arrow	Ctrl+Up Arrow
Add new linked symbol down	Command+Down Arrow	Ctrl+Down Arrow

Shortcuts for adding links

To:	Macintosh	Windows
Turn Link tool on or off	Command+\	Ctrl+\
Extend link right	Right Arrow	Right Arrow
Extend link left	Left Arrow	Left Arrow
Extend link up	Up Arrow	Up Arrow
Extend link down	Down Arrow	Down Arrow
Select origin or target symbol	Return or 10-key Enter	Enter or 10-key Enter

Shortcuts for selecting and moving symbols

To:	Macintosh	Windows
Select first main idea	Home	Home
Nudge symbol right	Shift+Right Arrow	Shift+Right Arrow
Nudge symbol left	Shift+Left Arrow	Shift+Left Arrow
Nudge symbol up	Shift+Up Arrow	Shift+Up Arrow
Nudge symbol down	Shift+Down Arrow	Shift+Down Arrow

Shortcuts for adding ideas in Writing View

To:	Macintosh	Windows
Add topic	Command+G	Ctrl+G

Shortcuts for selecting and moving ideas in Writing View

To:	Macintosh	Windows
Select first idea	Home	Home
Select last idea	End	End
Select next idea up in hierarchy	Command+Up Arrow	Ctrl+Up Arrow
Select next idea down in hierarchy	Command+Down Arrow	Ctrl+Down Arrow
Move idea left	Command+L	Ctrl+L
Move idea right	Command+R	Ctrl+R
Flip idea down	Command+/	Ctrl+/
Flip idea up	Command+(')	Ctrl+(')

Shortcuts for editing and formatting text

To:	Macintosh	Windows
Extend selection to beginning of line	Shift+Home	Shift+Home
Extend selection to end of line	Shift+End	Shift+End
Extend selection left one character	Shift+Left Arrow	Shift+Left Arrow
Extend selection right one character	Shift+Right Arrow	Shift+Right Arrow
Bold	Command+B	Ctrl+B
Italics	Command+I	Ctrl+I
Underline	Command+U	Ctrl+U
Increase text size	Shift+Command+(.)	Shift+Ctrl+(.)
Decrease text size	Shift+Command+(,)	Shift+Ctrl+(,)
Add a new line of text	Return or 10-key Enter	Enter or 10-key Enter
End text editing and select the idea or symbol	Shift+Return or Shift+10-key Enter	Shift+Enter or Shift+10-key Enter
Spell check	F7	F7
Insert Hyperlink	F6	F6

Shortcuts for using audio features

To:	Macintosh	Windows
Turn Listen tool on or off	Shift+Command+D	Shift+Ctrl+D
Read text in selection	Command+D	Ctrl+D

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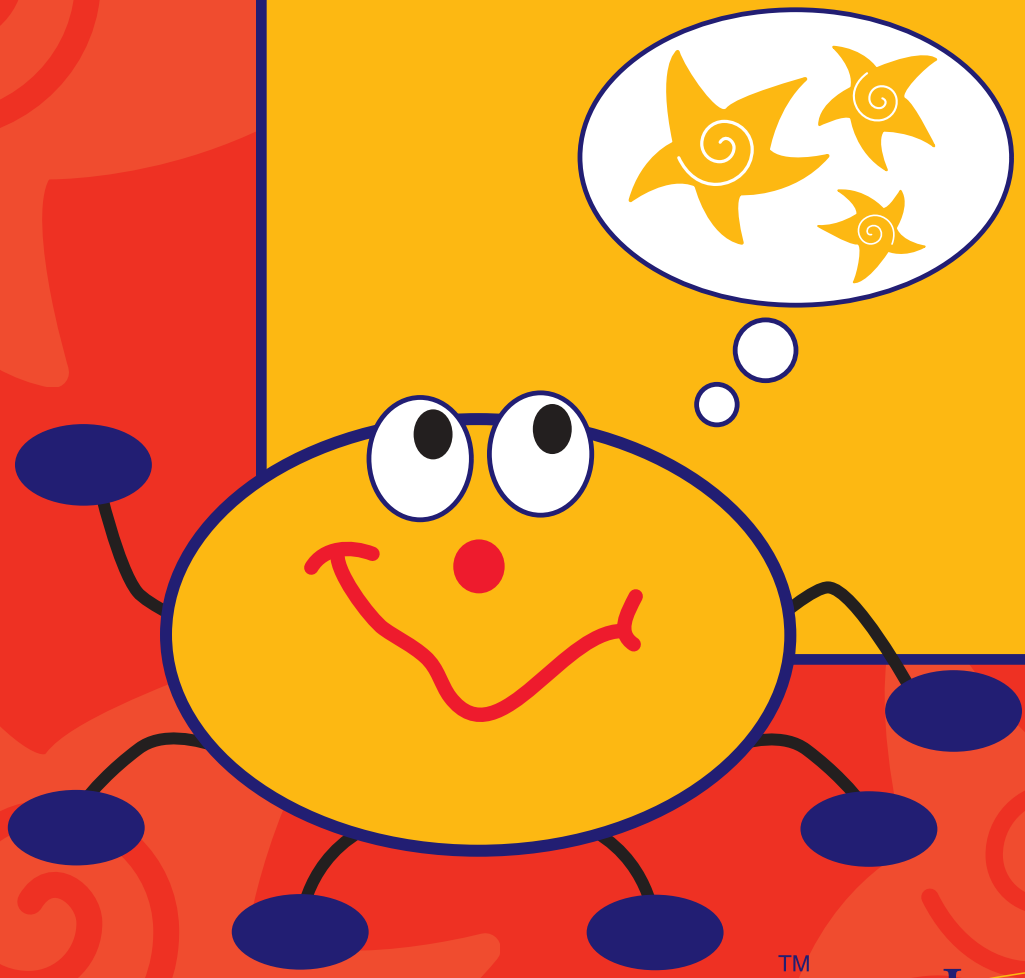
kidspiration®

Version 2

Activity Guide



Grades K-5

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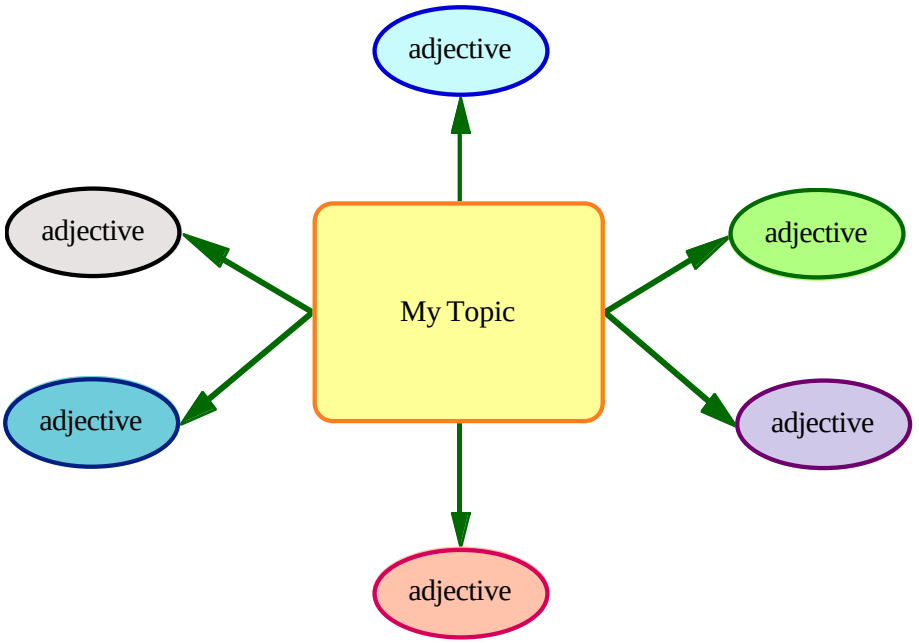
Reading & Writing

Adjectives

Standard Students use descriptive language to clarify and enhance ideas.

1 Use pictures and words to describe a topic.

2 Go to Writing View to add details.



! Challenge! Try to use all five senses in your description.

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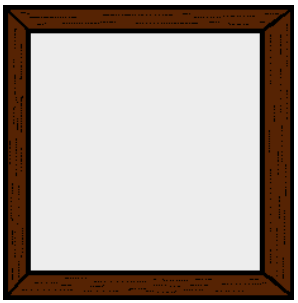
All About Me

Standard Students use a variety of strategies, such as drawing pictures, to describe experiences, people, objects, events, places and story elements.

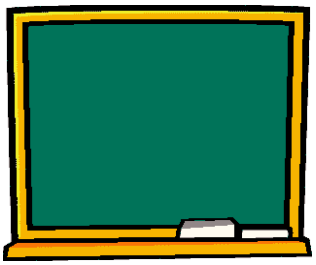
Me



1 Use pictures and words to tell about yourself.

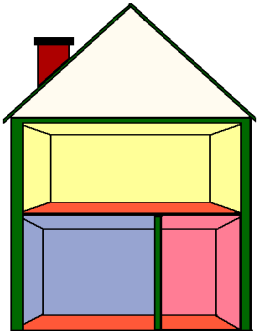
2 Go to Writing View and add a sentence for each idea.

School

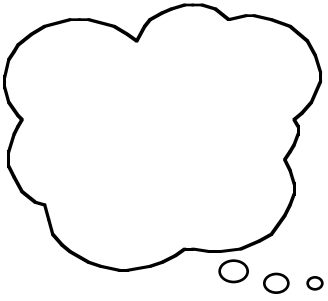


Things I like

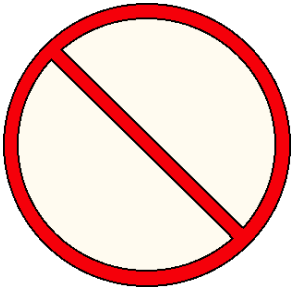
Home



Things I'm good at



Things I don't like



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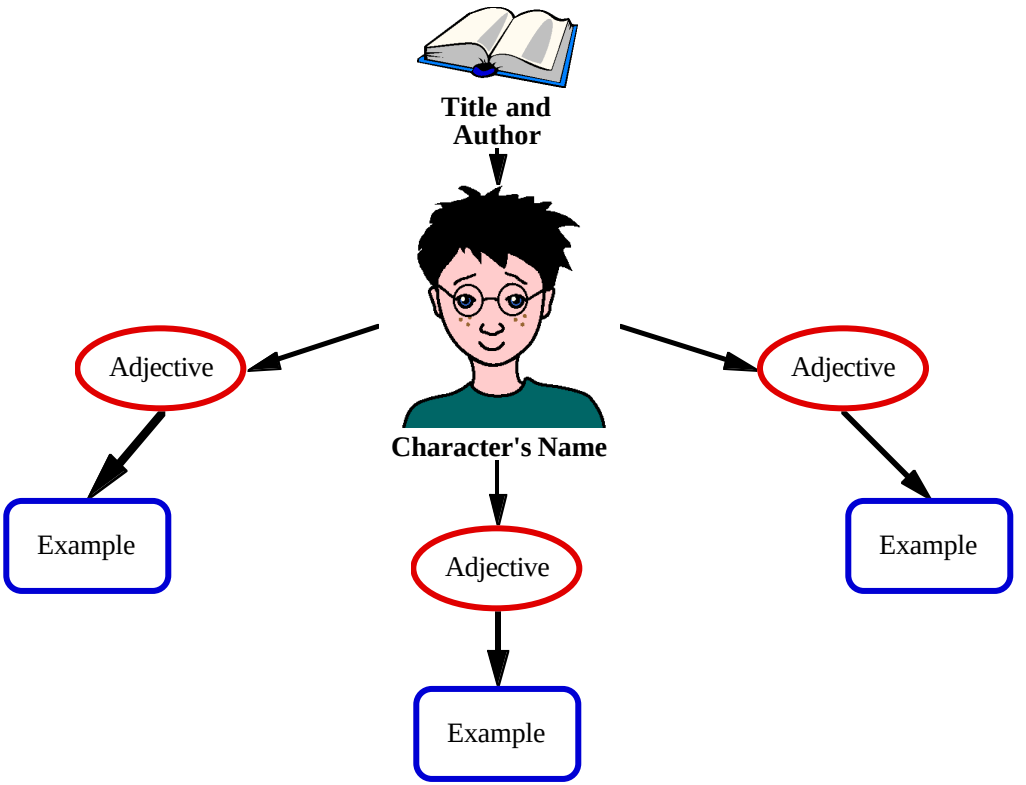
Character Web

Standard Students understand character development and characterization techniques in literary works.

1	Use pictures and words to tell about a character in your book.
2	Go to Writing View to add details.



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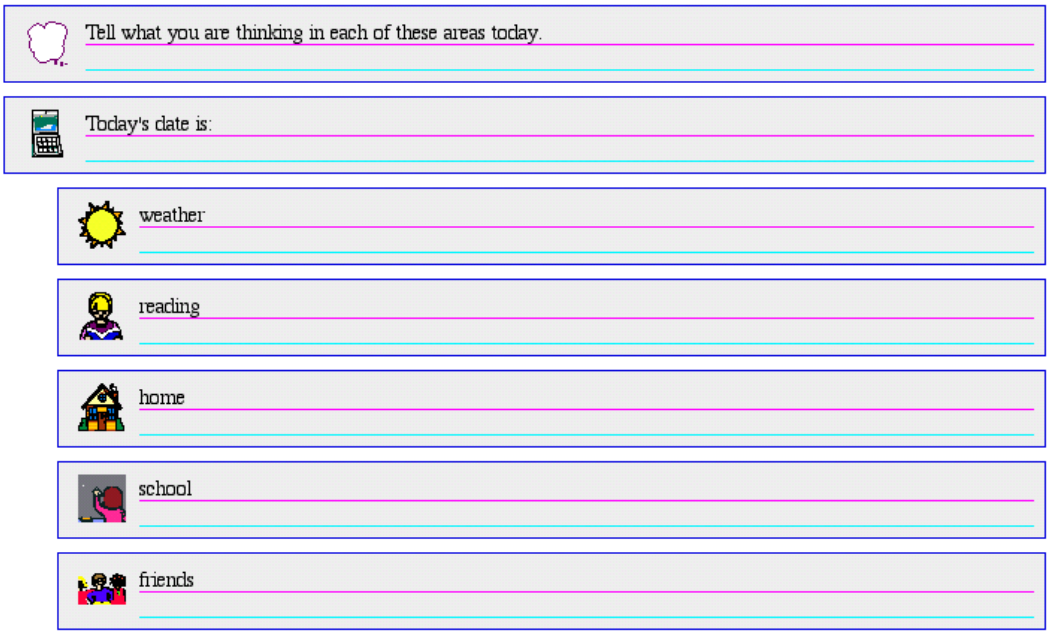
Journal

Standard Students produce journals and response logs.



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Letter

Standard Students develop skills, such as organization and conventions of form, to write personal and formal letters.

Write today's date below the line.

Who are you writing to?
Dear

Paragraph 1: Tell what you have been doing. Write your sentences below the line.

Paragraph 2: Ask what your friend has been doing.

Paragraph 3: Add something interesting -- maybe some news or a funny story.

End your letter, "Sincerely," or "Your friend," or "Love."

Don't forget to add your name!

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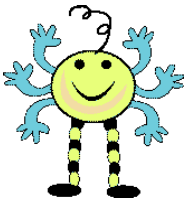
Parts of Speech

Standard Students use proper conventions of grammar and usage in written work.



Parts of Speech

1. Write vocabulary words in the boxes.
2. Put each word into the correct category.
3. Go to Writing View and write a sentence for five of the words.

NOUNS	VERBS	ADVERBS	ADJECTIVES

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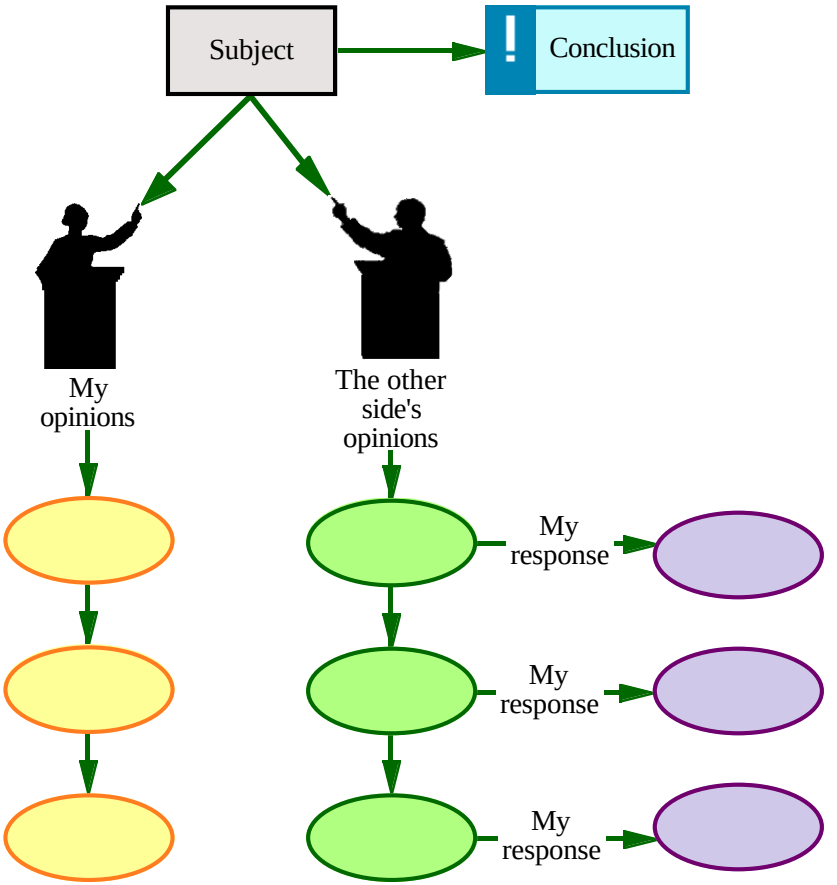
Persuasive Essay

Standard Students use evidence to support opinions, respond to others' ideas and elaborate on issues.

1. Use pictures and words to share your ideas about an issue.
2. Go to Writing View to start a persuasive essay that supports your opinion.



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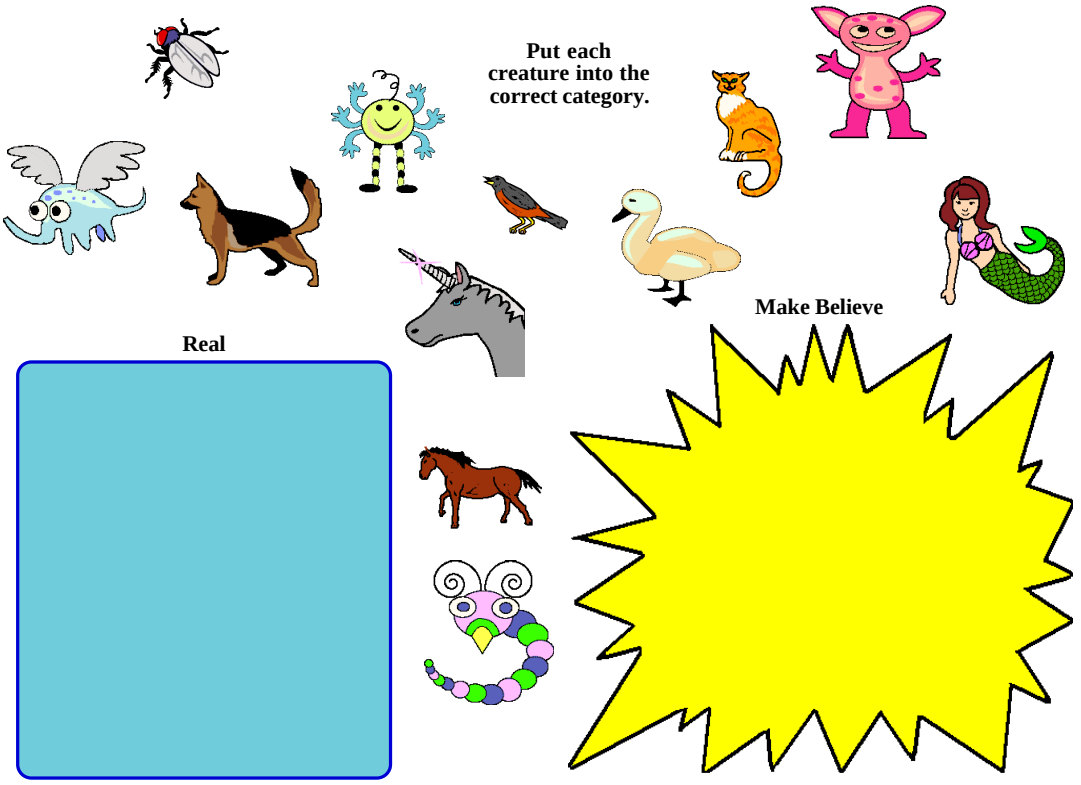
Real or Make Believe

Standard Students understand the similarities and differences between real life and life depicted in visual media, such as cartoons and movies.



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Snake with an Ss

Standard Students use basic elements of phonetic analysis to decode unknown words.

Snake with an Ss

Find pictures that start with **Ss**.

Lamb with an Ll

Find pictures that start with **Ll**.

Monkey with an Mm

Find pictures that start with **Mm**.

! Challenge! Go to Writing View and use your imagination to write sentences that make a connection between the animals and the pictures you chose.

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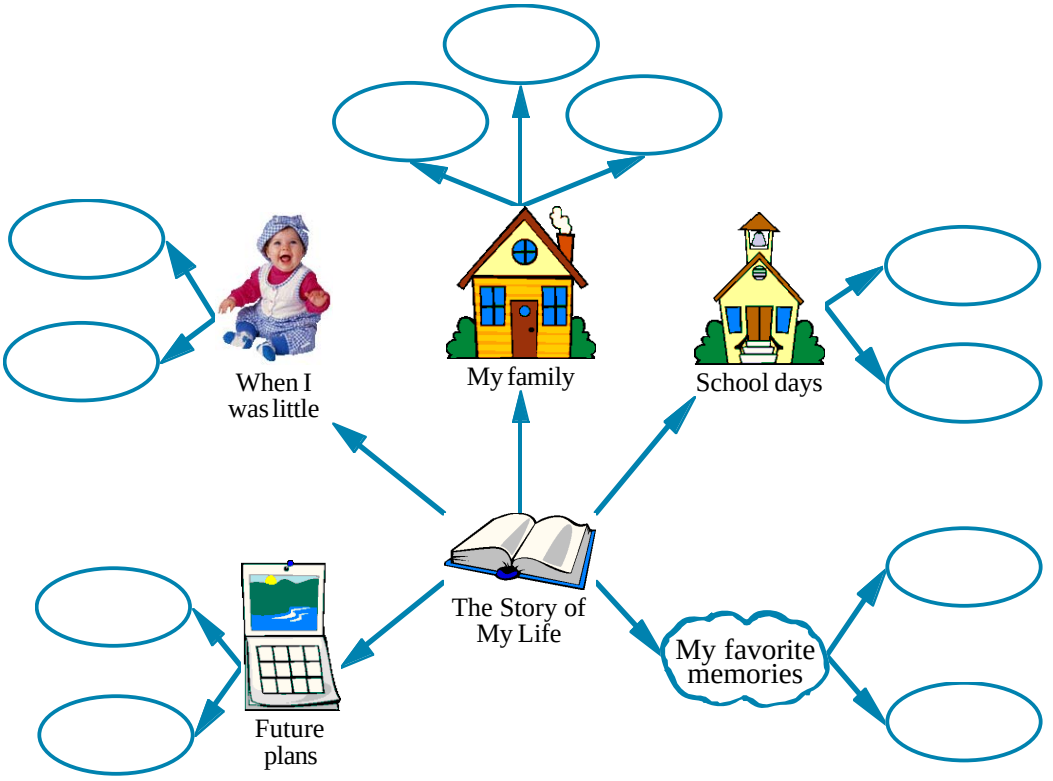
Story of My Life

Standard Students use simple narrative strategies to write autobiographical compositions.



1. Enter words that tell about your life.
2. Go to Writing View and add details.

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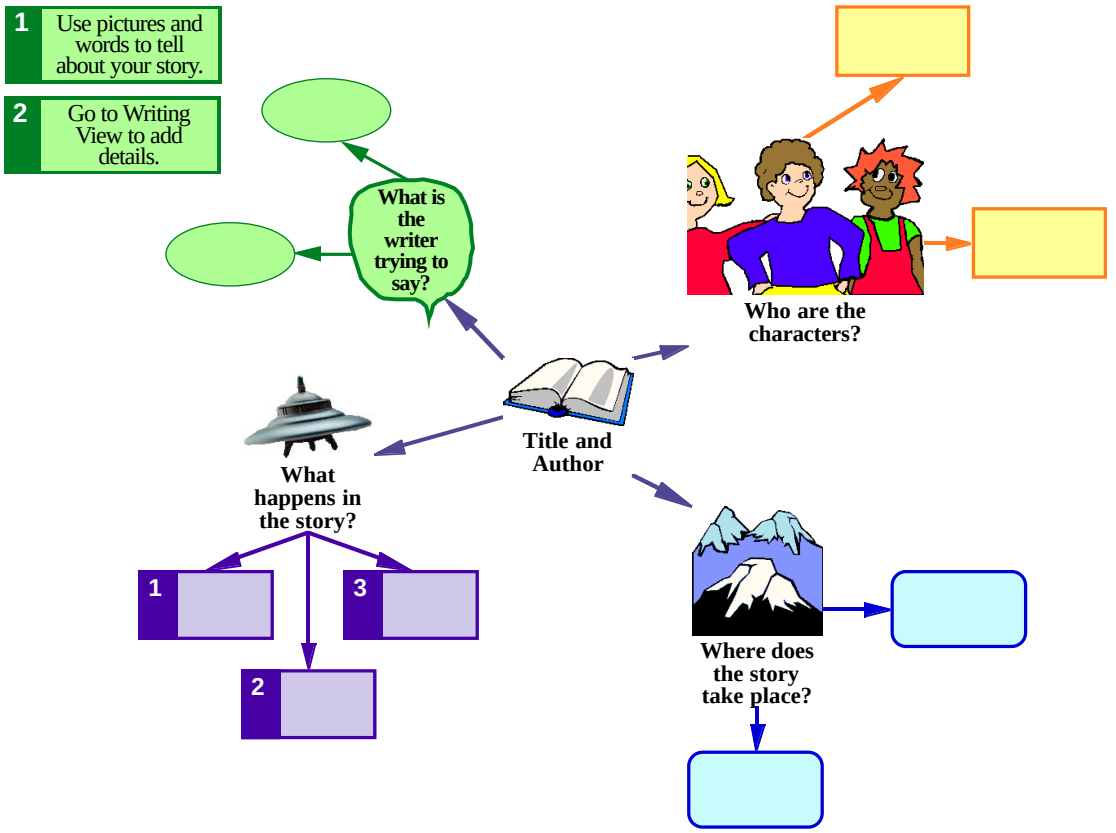
Story Web

Standard Students understand the concepts of sequence, setting, characters, main events and plot in stories.



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Tell a Story

Standard Students write stories and personal experience narratives.

1 Share your ideas for stories

Think of some characters.

Think of some settings.

Think of some actions.

Now choose the characters, setting and actions for a story you will write.

2 Go to Writing View to add details.

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Thinking about Poetry

Standard Students read and respond to a wide variety of stories, poems and other literature.

Title and author of poem? Write your thoughts in the notes area of each idea.

What is the poem about?

What did the poem make you think of?

What words did you like?

How did the poem make you feel?

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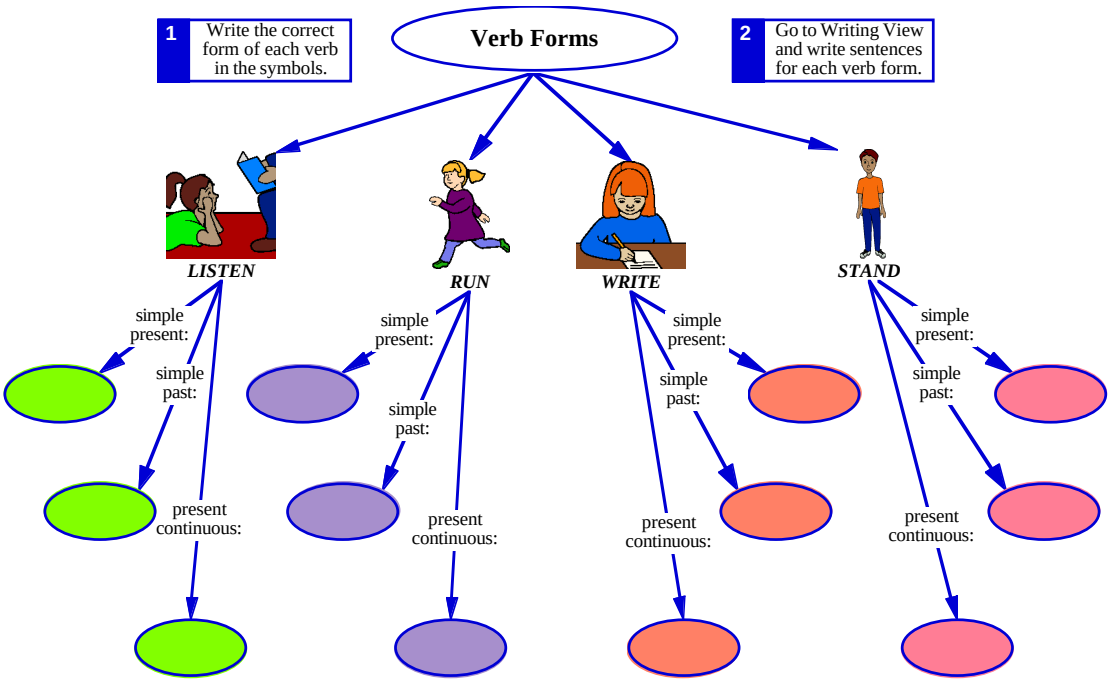
Verb Forms

Standard Students use past, present and future verb tenses in written work.



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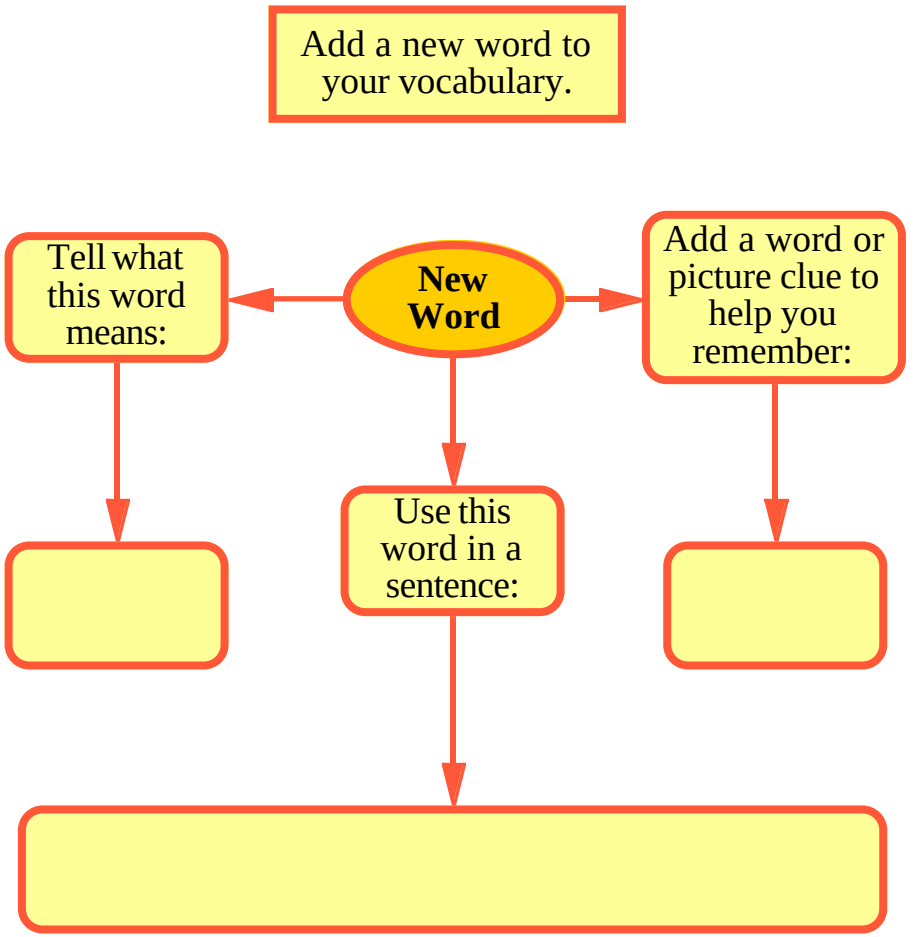
Vocabulary Word

Standard Students develop strategies to acquire vocabulary.



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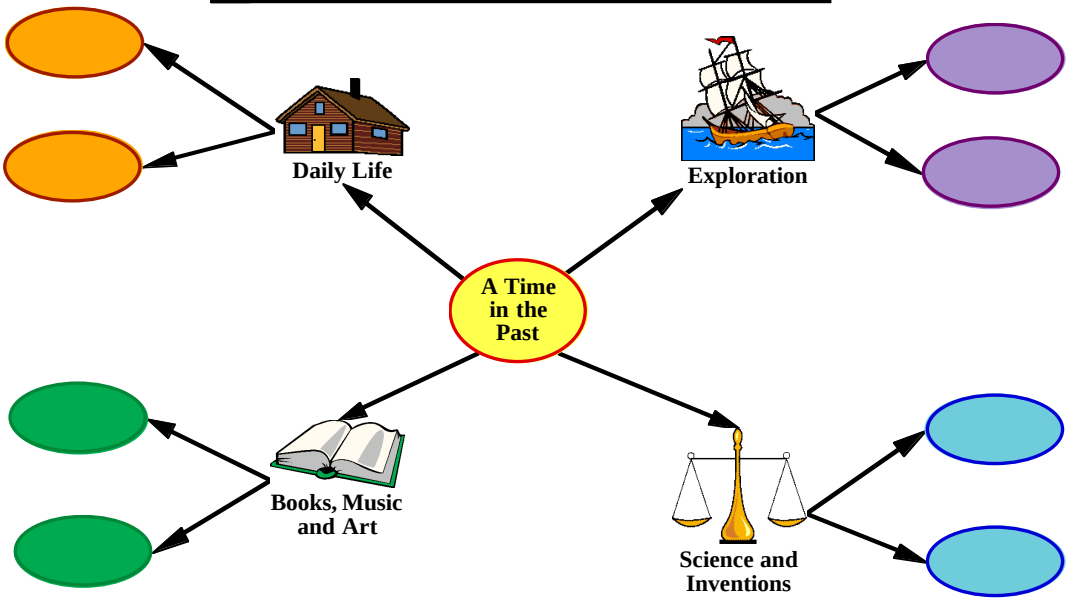
Social Studies

A Time in the Past

Standard Students understand how cultures change over time.

1. Use pictures and words to tell about a time in the past.
2. Go to Writing View and write a sentence about each idea.



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Citizenship

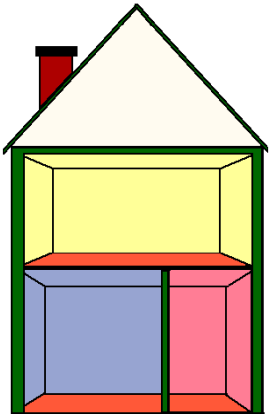
Standard Students understand the requirements of good citizenship.

Everyone wants to sail on the citizen-ship!

To earn your ticket, use pictures and words to tell how to be a good citizen.

In the environment

At home



At school

With people

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Community Comparison

Standard Students describe and classify the physical and human characteristics of urban, rural and suburban communities.

urban

Use pictures and words to show what life is like in urban and rural areas.

rural

urban only

urban and rural

rural only

! Challenge! Go to Writing View and describe how suburban life compares to both urban and rural life.

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Community Services

Standard Students understand the roles of people who serve their community.

Community Services

What are these community services for? Write or record your ideas for each one.

hospital

police station

fire department

school

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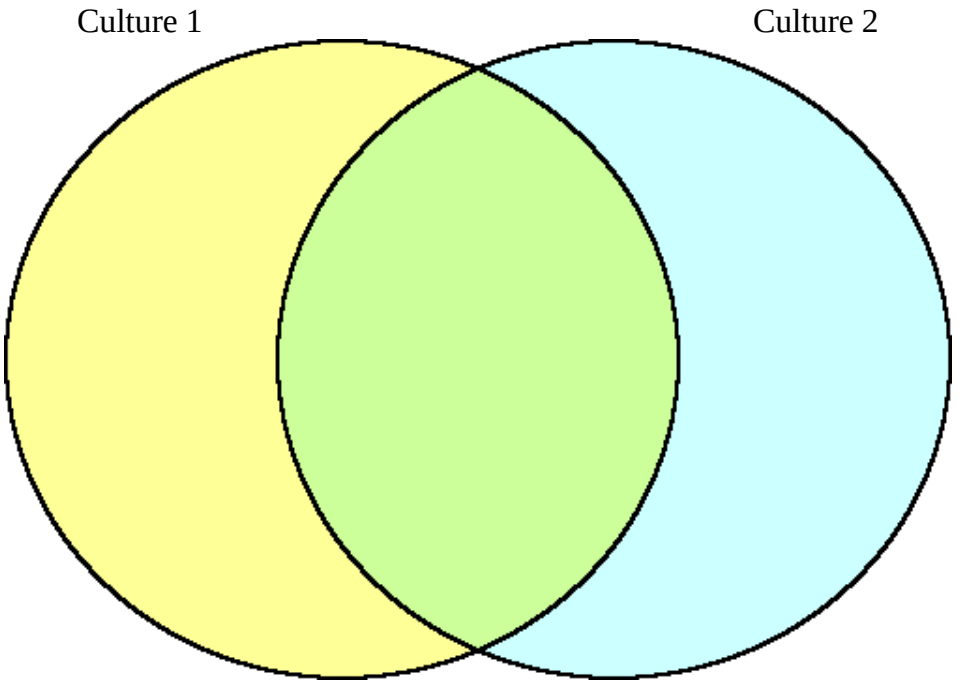
Culture Comparison

Standard Students understand the similarities and differences within and among cultures in different societies.

Culture Comparison

Use pictures and words to compare two cultures.



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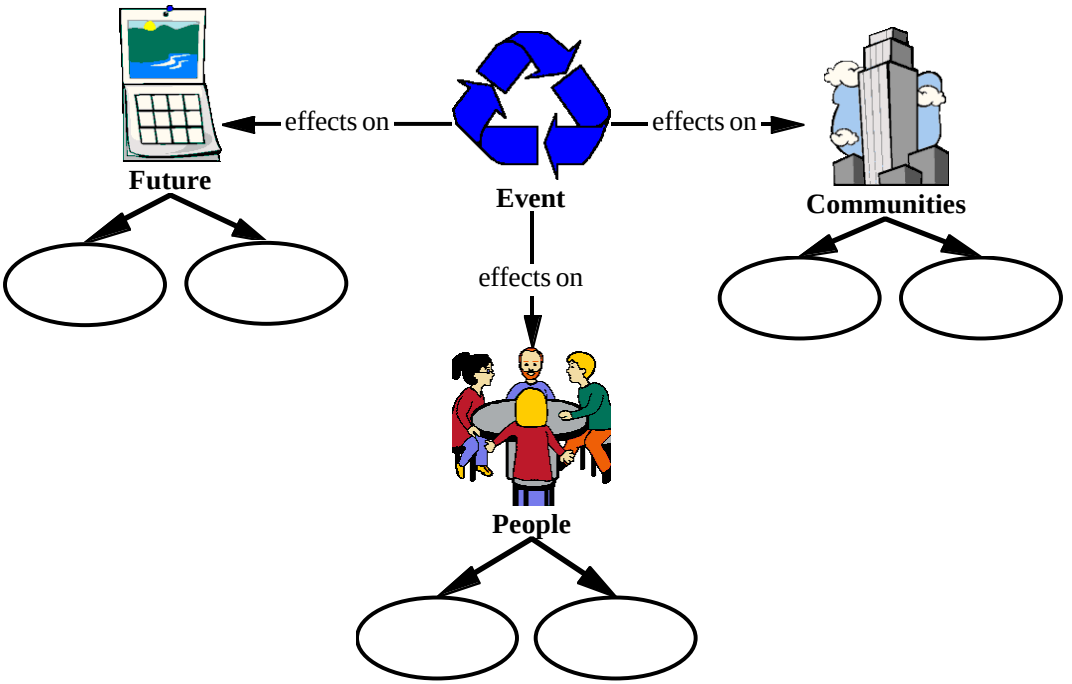
Effect of Event

Standard Students understand the concept of cause and effect.

1	Use pictures and words to describe how an event affects the world around us.
2	Go to Writing View to add details.



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Goods and Services

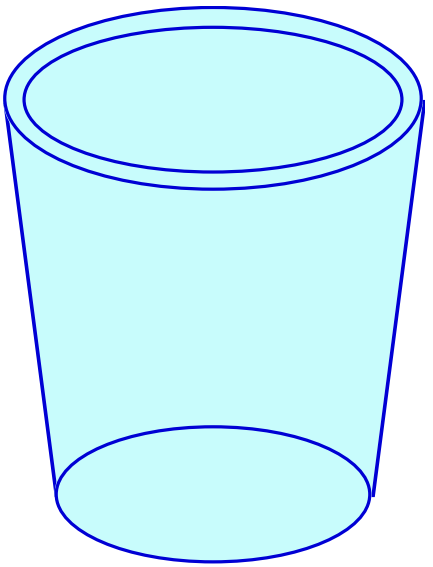
Standard Students recognize ways in which basic needs and wants are met through the production of goods and services.

People earn their livings by providing goods and services for sale or trade. How many can you think of?

Use pictures and words to tell about goods and services.

Goods are:

Services are:



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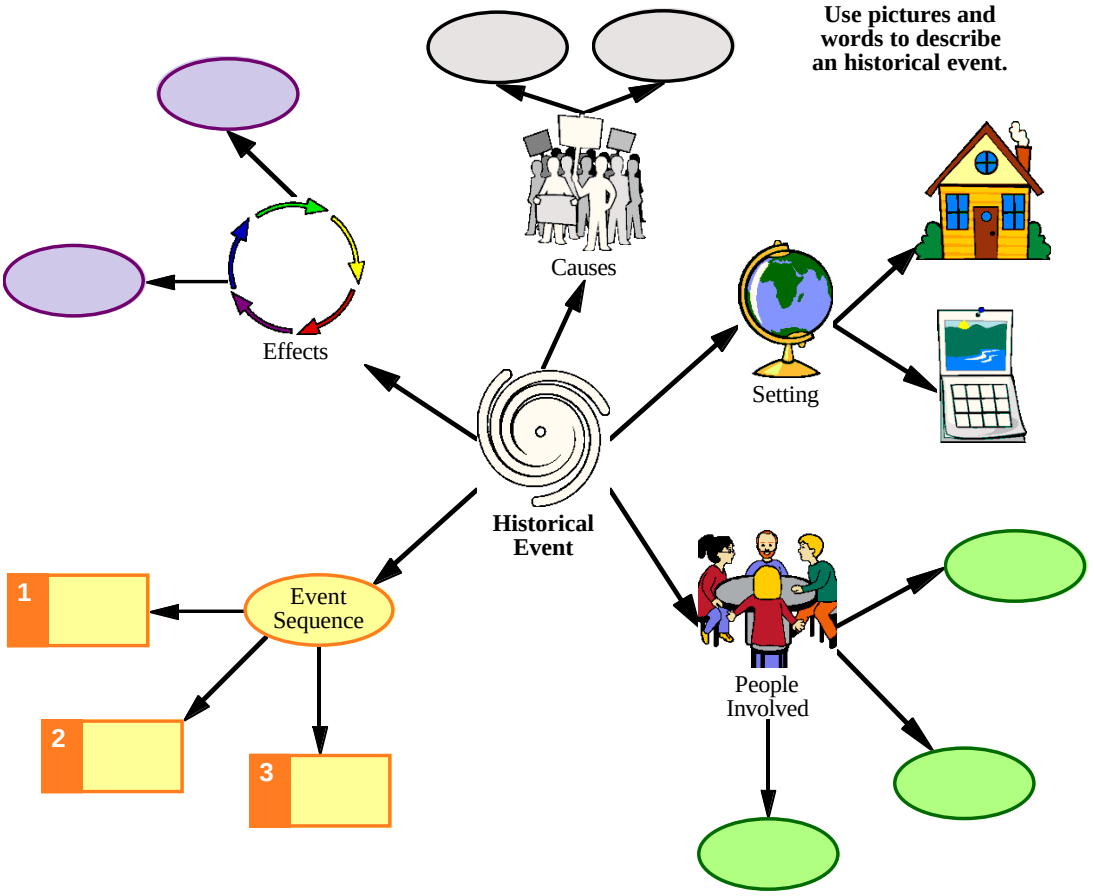
Historical Event

Standard Students summarize the key events of the era they are studying and explain the historical contexts of those events.



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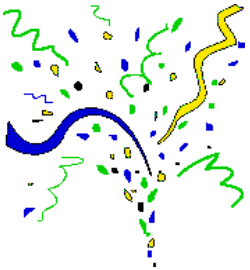
Holidays

Standard Students recognize and understand the people and events honored in commemorative holidays and celebrations.



Holidays

Holidays are special occasions that commemorate certain people or events.

1. Use pictures and words to tell about a holiday.
2. Go to Writing View to add details and explain the significance of the holiday.

Holiday

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Neighborhood Map

Standard Students construct maps and models of neighborhoods, incorporating such structures as police and fire stations, airports, banks, hospitals, supermarkets, harbors, schools, homes and transportation lines.

Neighborhood Map

Use pictures and words to tell about your neighborhood.

My Neighborhood

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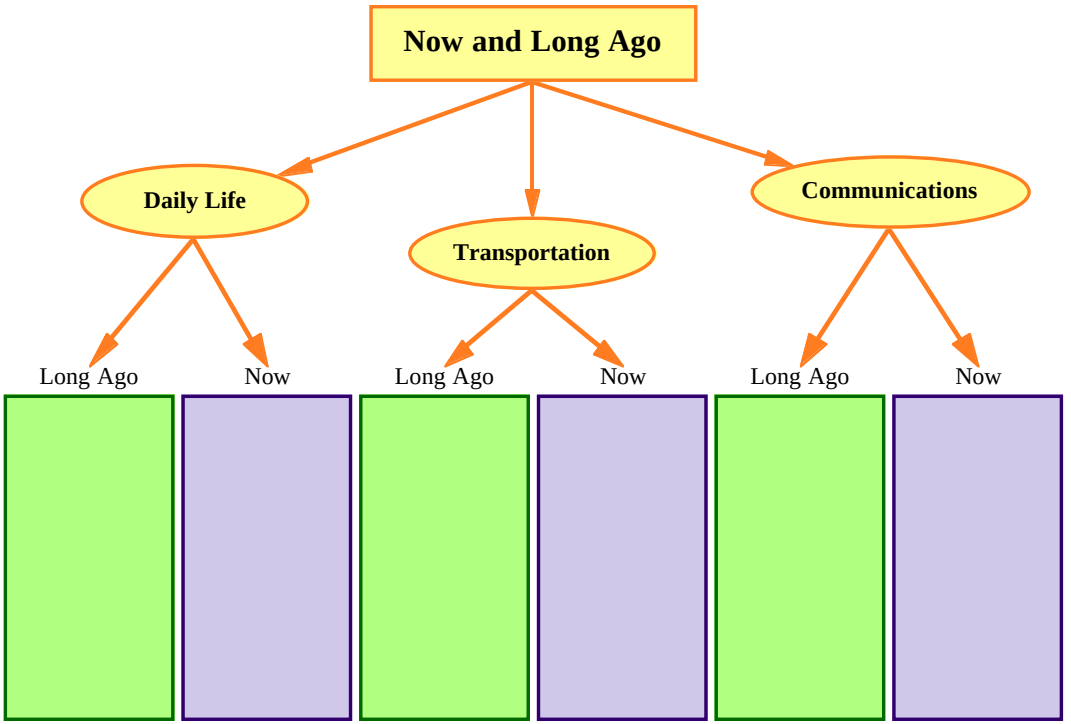
Now and Long Ago

Standard Students understand how cultures change over time.

Use pictures and words to show how life today is different from the way it was long ago.

Go to Writing View to add details.



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Rules Rule

Standard Students identify and follow classroom and school rules that guide behavior and establish order to accomplish tasks.

Use pictures and words to tell about rules.

Rules for playing

Rules for story time

Rules for being safe

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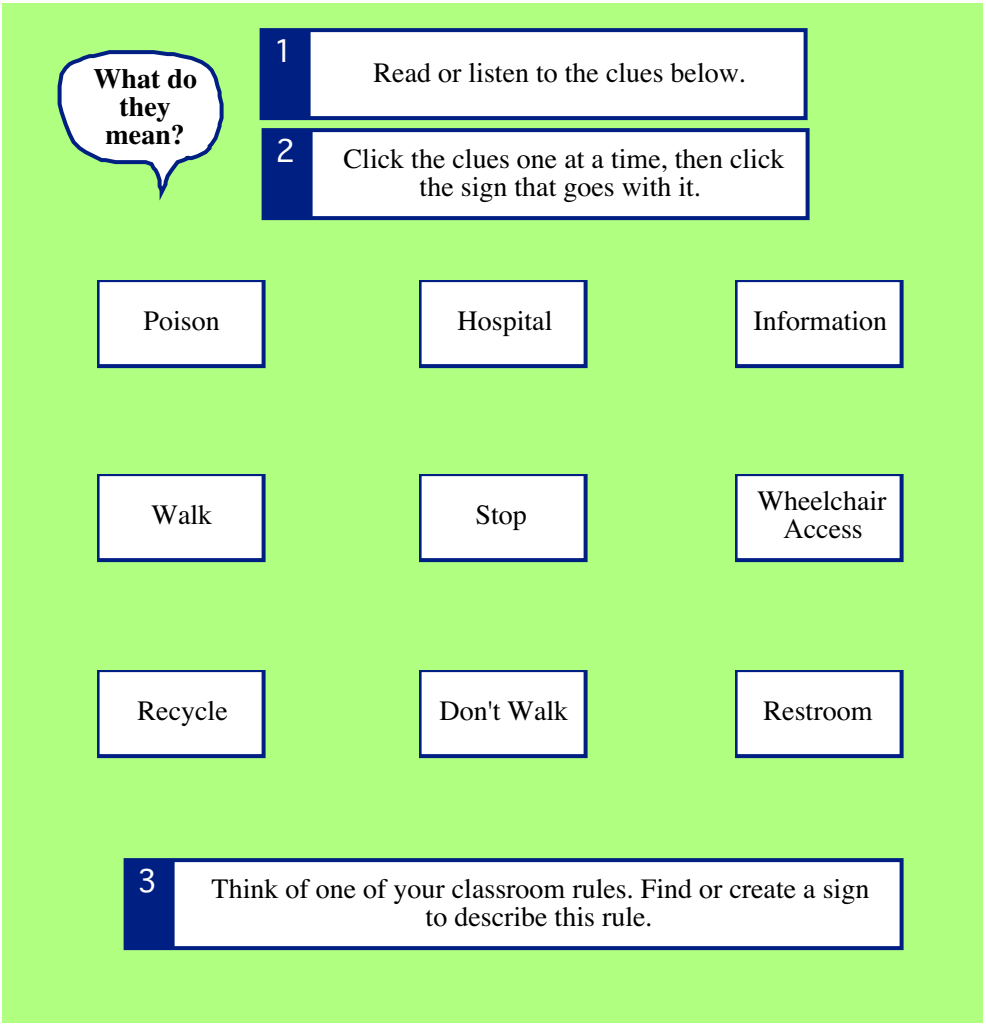
Signs

Standard Students use strategies to understand informational texts, such as charts, graphs, signs and warnings.



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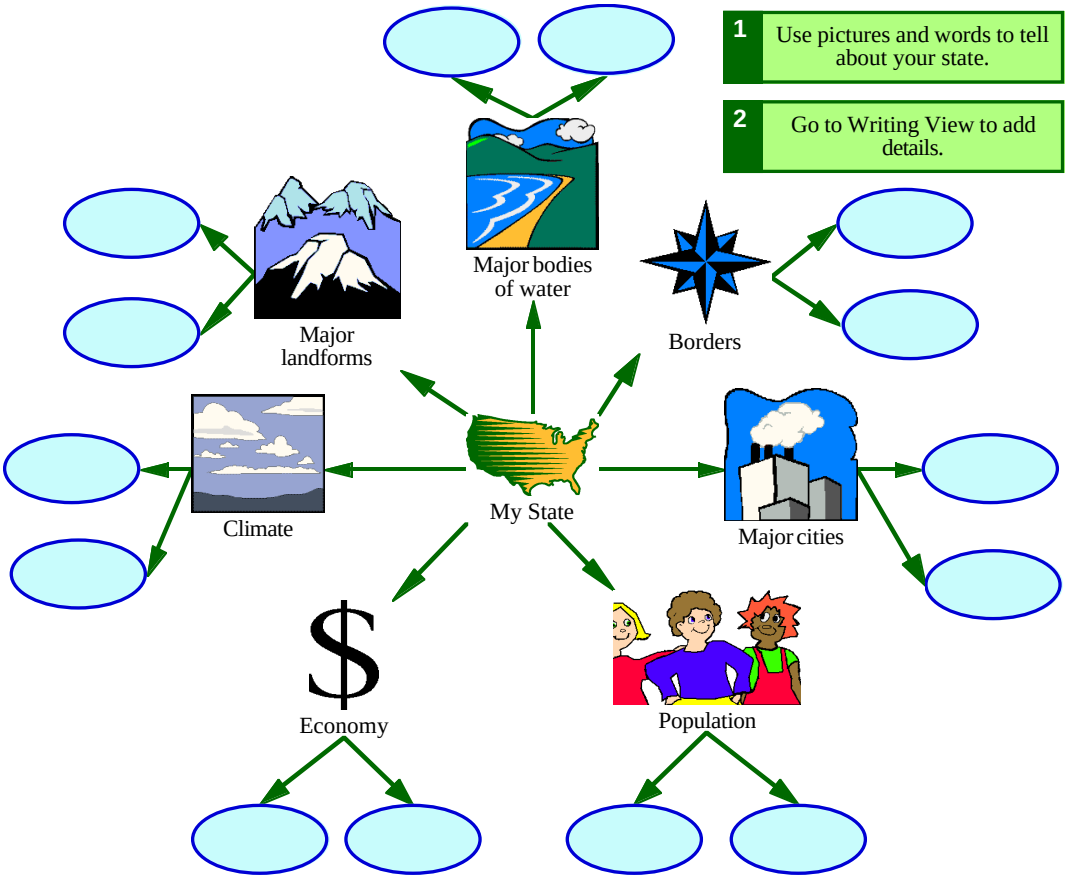
State Report

Standard Students understand the physical and human characteristics of their state or region.



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Wants and Needs

Standard Students understand the difference between needs and wants.

Use pictures and words to tell about different wants and needs.

For lunch

Wants	Needs

On a cold day

Wants	Needs

Go to Writing View to add details.

A place to live

Wants	Needs

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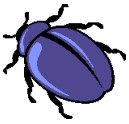
Science

Animal Classification

Standard Students know that living things can be sorted into groups using various features.

Animal Classification

Use pictures and words to add more animals to each category.

insect	bird	mammal	reptile
 beetle	pigeon	kitten	snake

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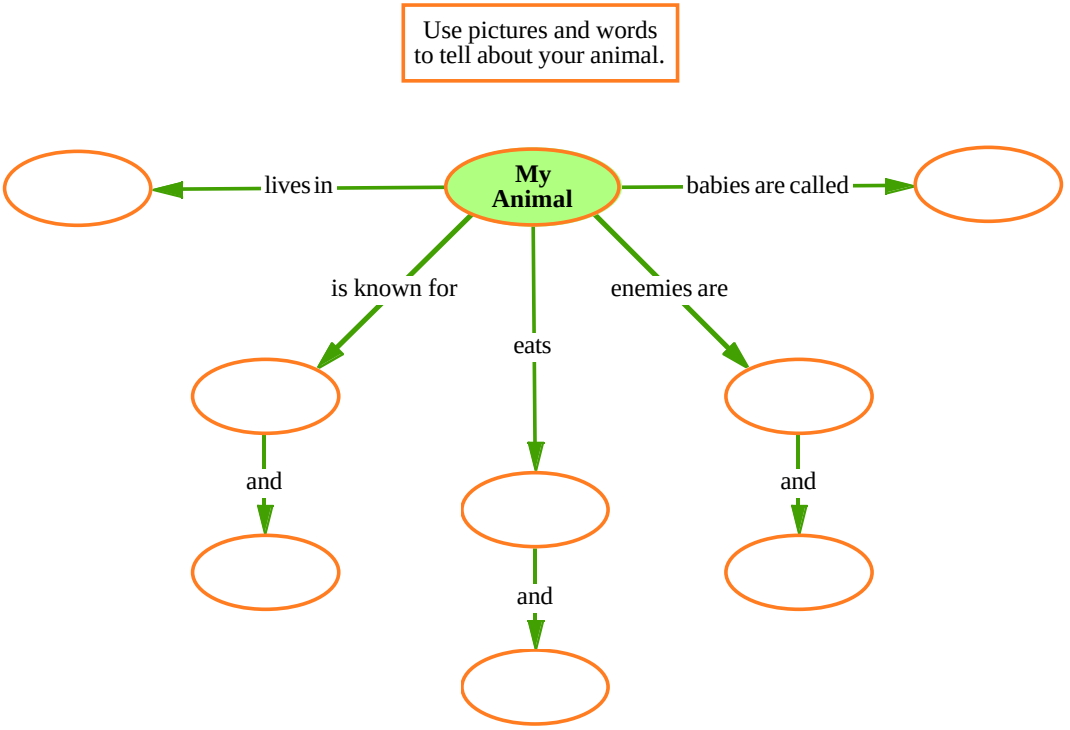
Animal Concept Map

Standard Students know that plants and animals have features that help them live in different environments.



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Balanced Meal

Standard Students understand eating a variety of healthy foods helps people to stay healthy.

1. Drag foods into the correct food groups.
2. Plan a balanced meal by moving foods onto the lunch tray.

Dairy

Fats, oils and sweets

My Balanced Meal

Fruits and vegetables

Meat, fish and eggs

Bread, cereal, rice and pasta

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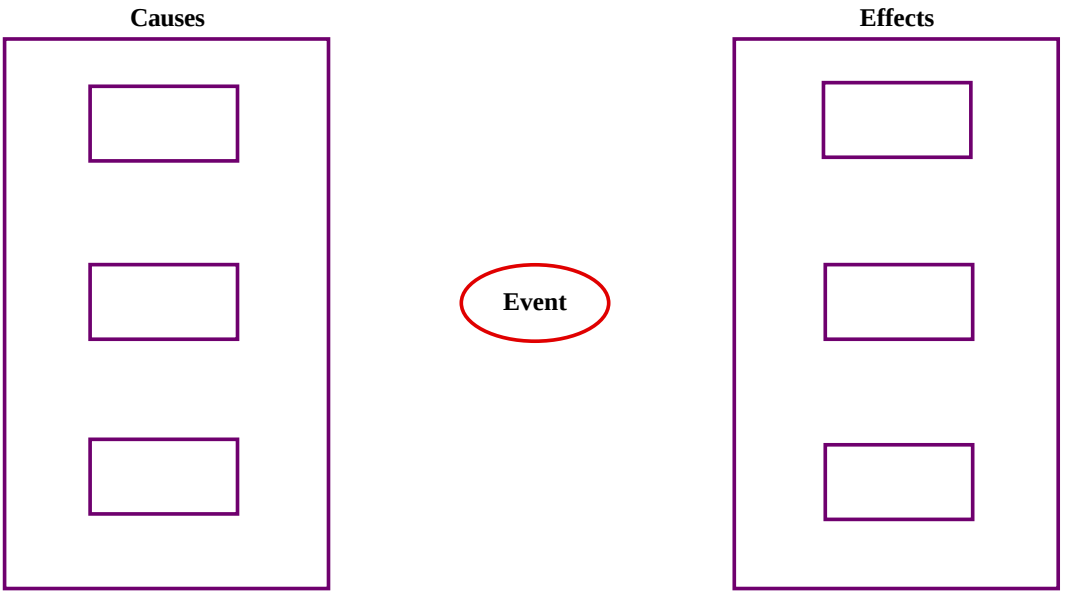
Cause and Effect

Standard Students know that both slow and rapid processes, such as erosion, landslides and earthquakes, are constantly changing features on the Earth's surface.

Use pictures and words to describe the causes and effects of a natural event like a volcano or earthquake.



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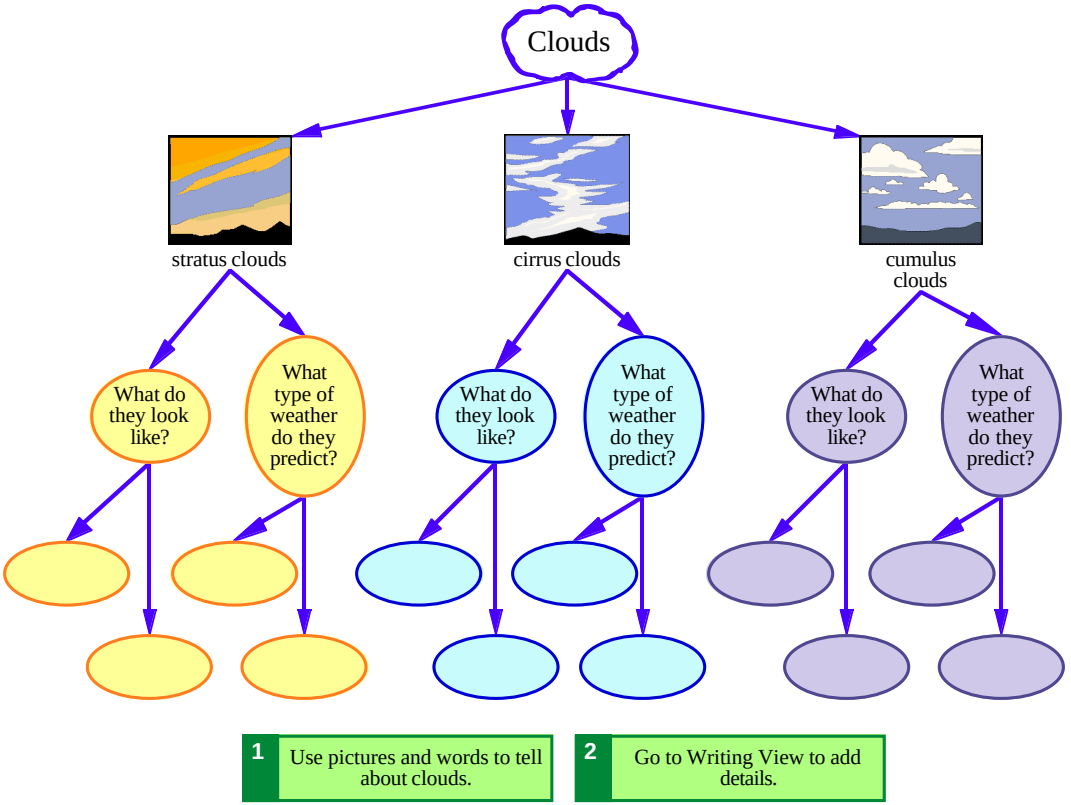
Clouds

Standard Students develop an understanding of objects in the sky and the way they change.



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Experiment

Standard Students design and implement simple investigations and communicate findings to others.

Science Experiment

What do I want to find out?

Hypothesis

What steps will I take?

1

2

3

What are the results?

1

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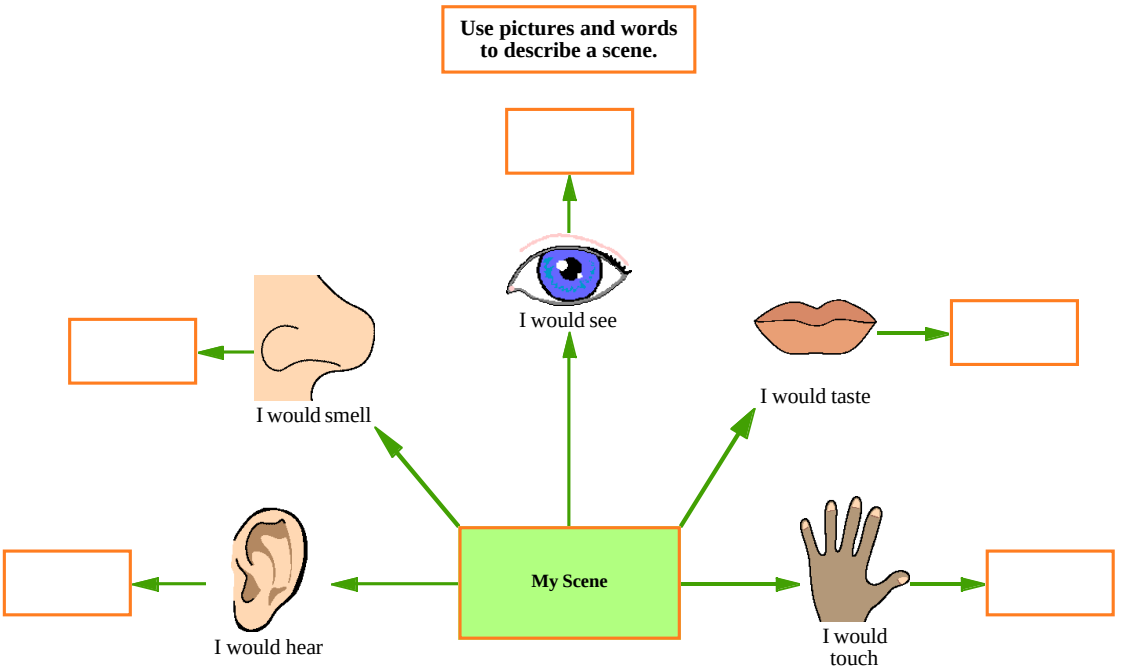
Explore with Senses

Standard Students observe common objects using the five senses.



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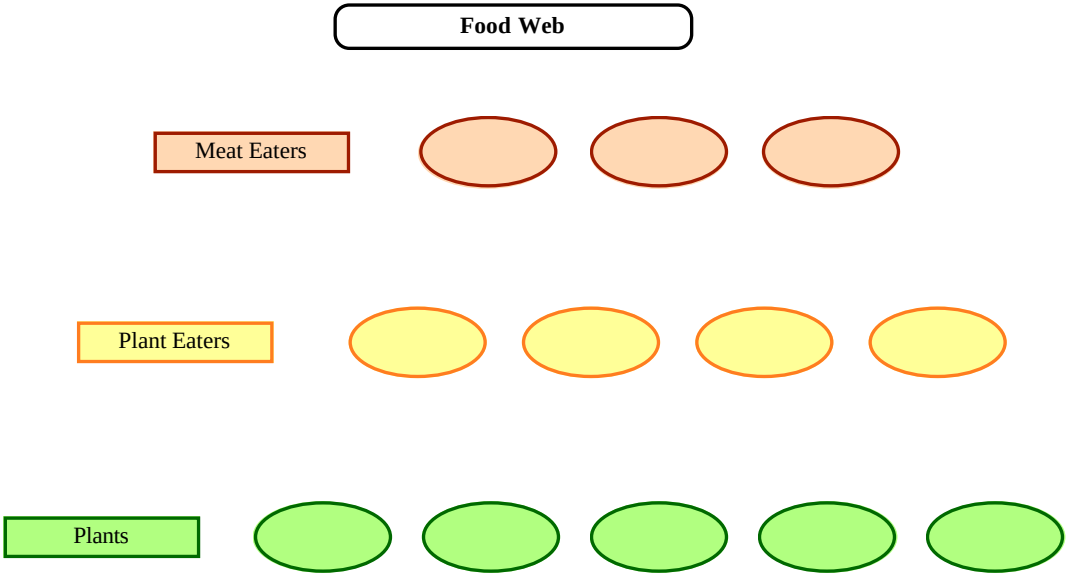
Food Web

Standard Students understand that plants are the source of all animals' food in most ecosystems.



1. Use pictures and words to tell about animals and plants.
2. Use the Link tool to show the feeding relationships between the animals and plants.

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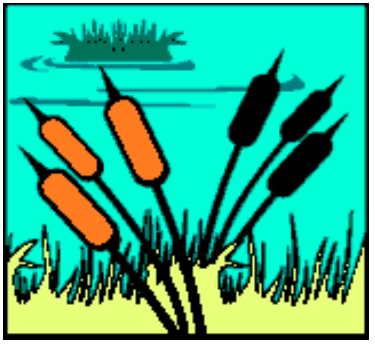
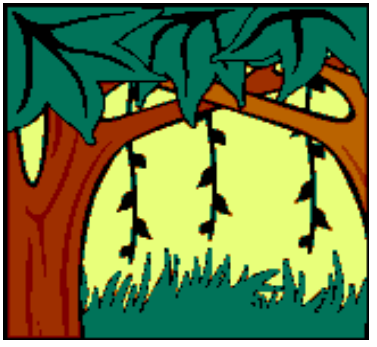
Habitats

Standard Students know that plants and animals have features that help them live in different environments.

Habitats	1	Use pictures and words to describe the plants and animals that live in each habitat.	2	Go to Writing View to add details.





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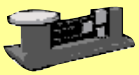
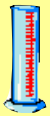
Measurement Tools

Standard Students use appropriate tools and simple equipment to gather scientific data and extend the senses.

1. Use pictures and words to tell about the property that each tool measures.
2. Give an example of something you could measure with each tool.

Scale	Cylinder	Thermometer	Ruler
			
Property	Property	Property	Property
Example	Example	Example	Example

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Recording Observations

Standard Students design and implement simple scientific investigations.

Recording Observations

Directions:

1. Choose a natural system to study, such as a local habitat, celestial objects or the seasons.
2. At regular intervals, observe changes in the system.
3. Take notes on what you observe, and include the date and time in your notes.

Date and Time:

Notes:

Date and Time:

Notes:

Date and Time:

Notes:

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Seasons

Standard Students know that changes in weather occur from day to day and over seasons, affecting the Earth and its inhabitants.

Winter

Spring

Use pictures and words to describe how seasons are different.

Fall

Summer

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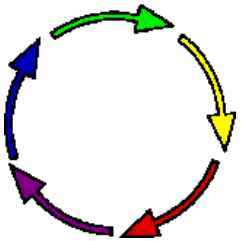
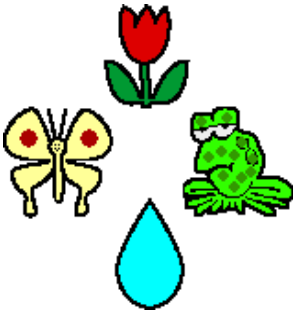
Simple Cycles

Standard Students know that the basic life cycle of living things consists of birth, growth and development, reproduction and death.

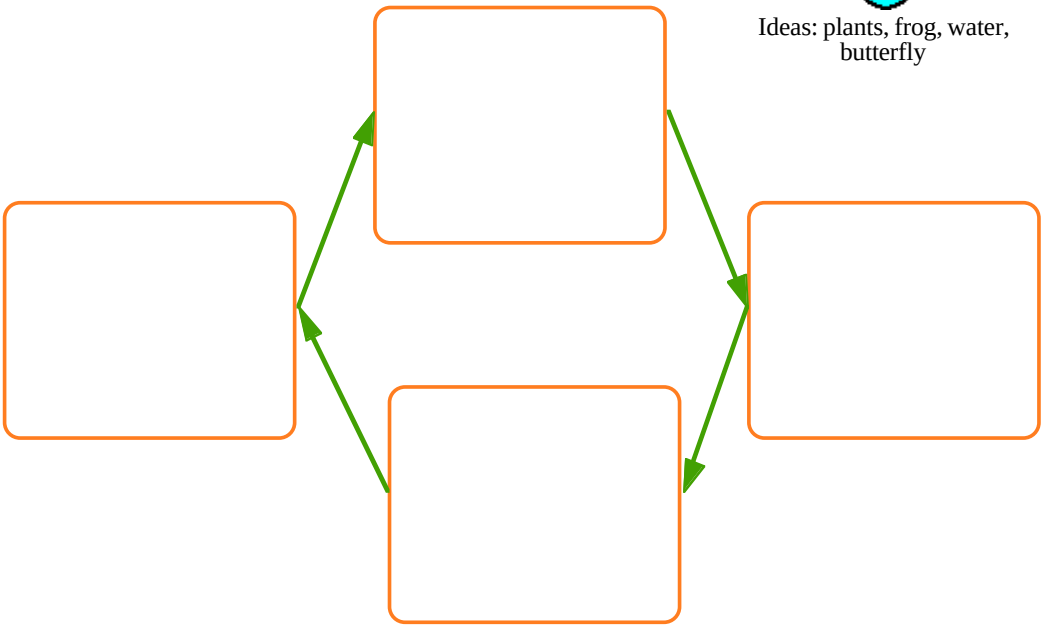


Simple Cycles

Use pictures and words to create a simple cycle.



Ideas: plants, frog, water, butterfly



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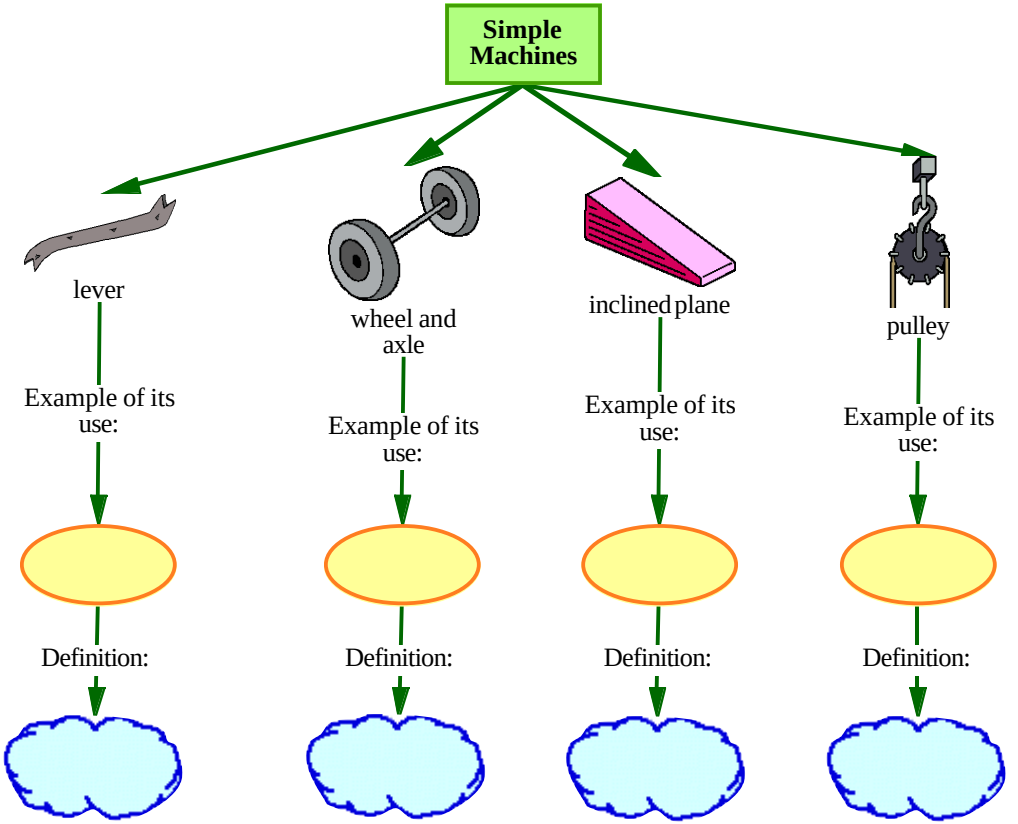
Simple Machines

Standard Students know that forces cause changes in speed or direction in the motion of objects.

1	Use pictures and words to tell about each kind of simple machine.

2	Go to Writing View to add details.



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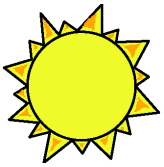
This Week's Weather

Standard Students understand that short-term weather conditions can change daily.



This Week's Weather

Use pictures and words to show the kind of weather your town has each day of the week.

Sunday	Monday	Tuesday	Wednesday

Thursday	Friday	Saturday

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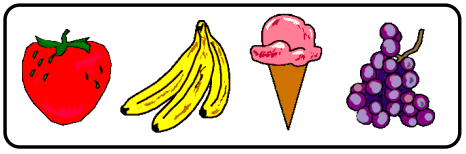
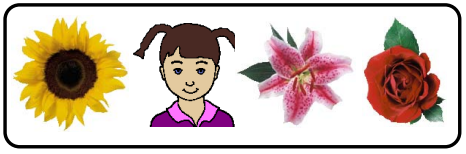
Math

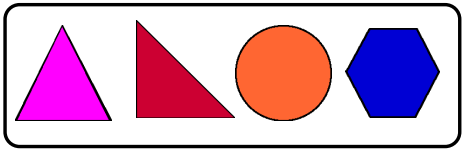
Alike and Different

Standard Students identify common geometric figures and classify them by common attributes.

1 Put the pictures that don't belong into the empty boxes.	**2** Add two new pictures that go with the one you dragged out.	**3** Go to Writing View to explain why the pictures belong together.







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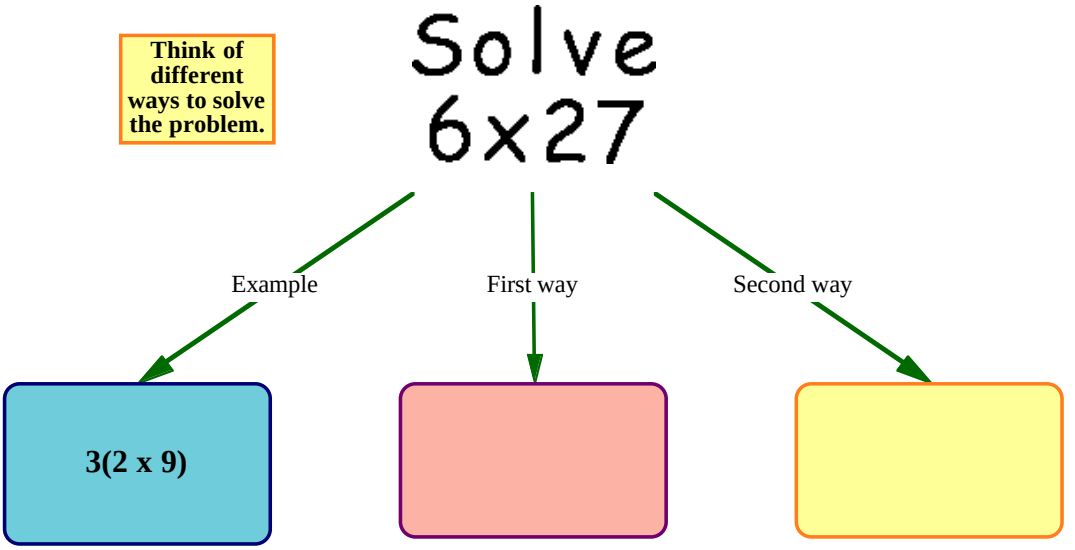
Alternative Solutions

Standard Students understand various meanings of multiplication and division.



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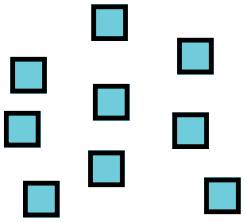
Building Rectangles

Standard Students recognize a wide variety of patterns and the rules that explain them.

1 Use the square blocks below to build rectangles that contain from 1 to 9 blocks. Enter the number of squares in the length and width of each rectangle you create.



Number of squares	Rectangle dimensions
1	L=1 W=1
2	
3	
4	
5	
6	
7	
8	
9	

? Questions

- Which numbers of squares make rectangles with sides of equal length?
- Which rectangles are only one square wide?
- If you had 13 squares, how many possible rectangles could you make?
- What is the next number of squares that would make a rectangle with equal sides?

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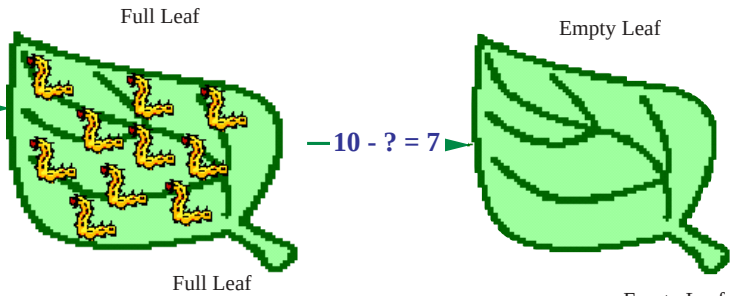
Caterpillar Subtraction

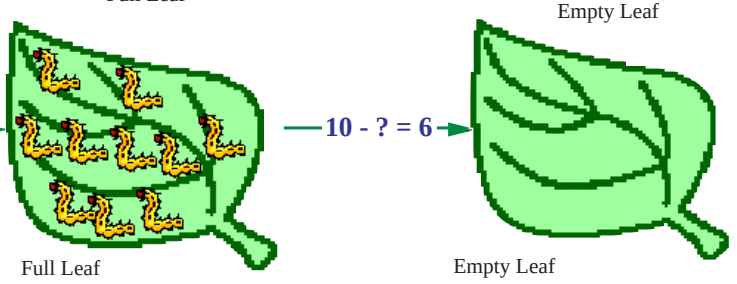
Standard Students compute fluently and make reasonable estimates.

Move caterpillars from the full leaves to the empty leaves so that:

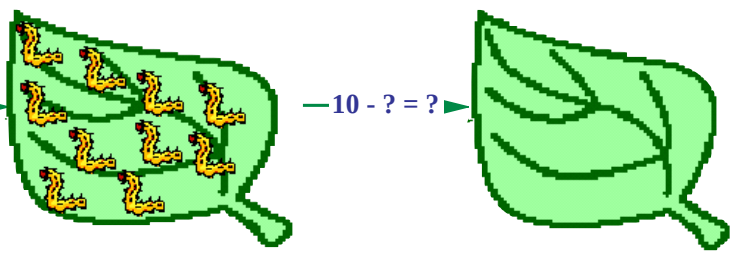
1. There are 7 left on the Full Leaf.



2. There are 6 left on the Full Leaf.



3. There are an equal number on both leaves.



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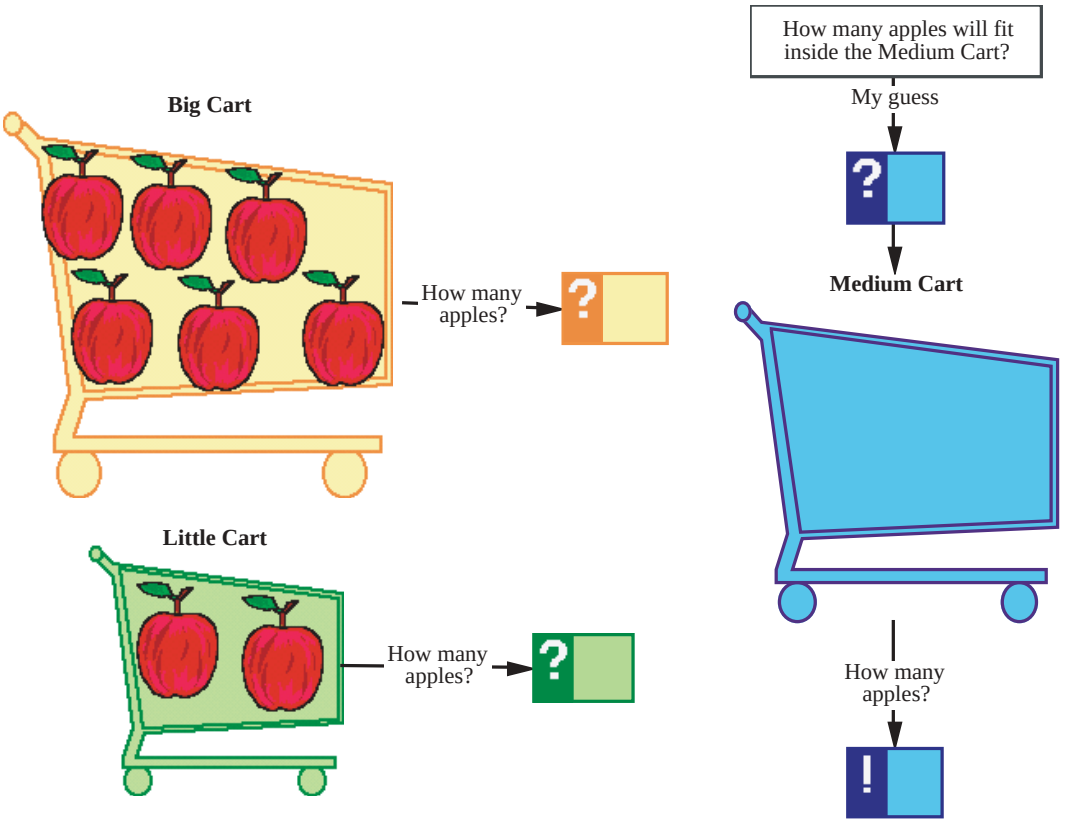
Estimation

Standard Students use a variety of methods and tools, such as objects, mental computation and estimation, to compute.



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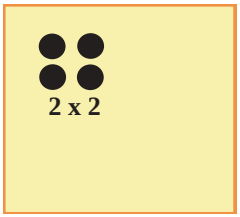
Factor Maker

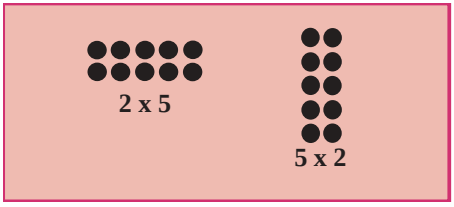
Standard Students identify such properties as commutativity, associativity and distributivity and use them to compute with whole numbers.

Use the Symbol Maker to make factor patterns for the numbers below.

Four



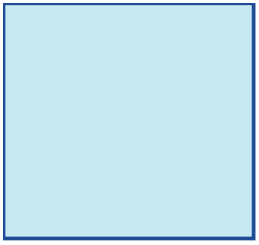
Ten



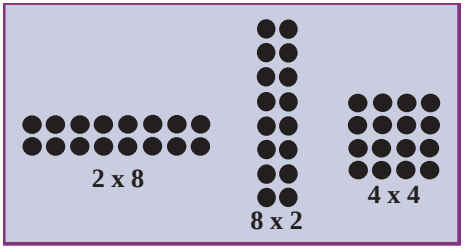
Six

Twelve

Eight



Sixteen



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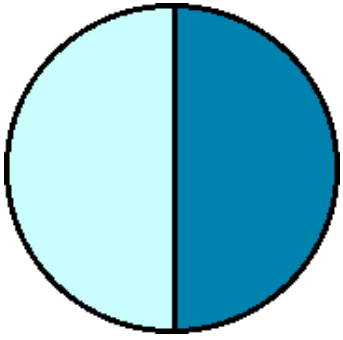
Fraction Action

Standard Students recognize and generate equivalent forms of commonly used fractions, decimals and percents.

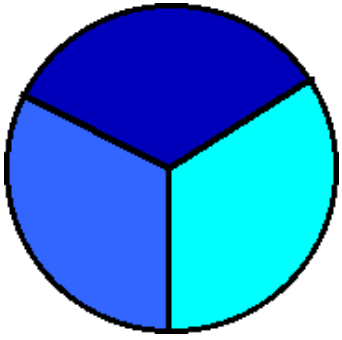
Move the fractions to the correct category.

$\frac{7}{21}$ $\frac{8}{32}$ $\frac{3}{6}$ $\frac{3}{12}$ $\frac{2}{8}$ $\frac{3}{9}$ $\frac{2}{4}$ $\frac{4}{16}$ $\frac{2}{6}$

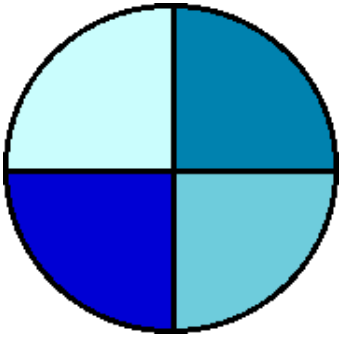
one half



one third



one fourth



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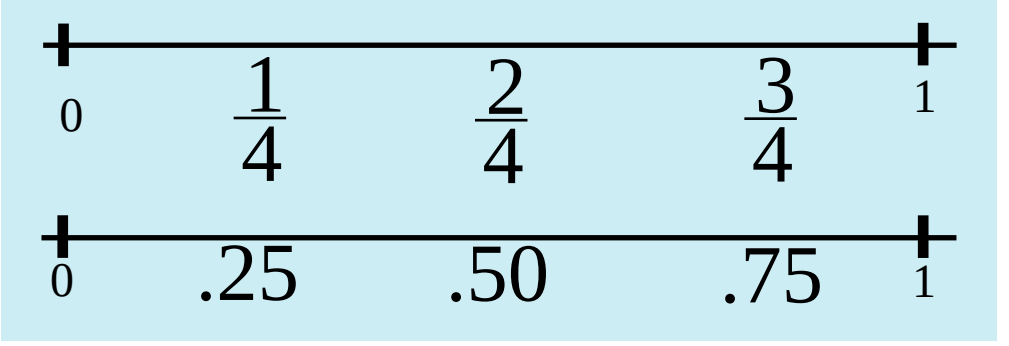
Fractions and Decimals

Standard Students understand numbers, ways of representing numbers, relationships among numbers and number systems.

One Quarter



Study the pattern on the number line above.

Use the Symbol Maker to make a similar pattern on the number line below.

One Fifth

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Making Change

Standard Students model and solve problems by representing, adding and subtracting amounts of money.

Cost = $3.45

Buying an Ice Cream Sundae

Imagine you have **$5.00**. Think of three different ways you could get change.

First way:

Second way:

Third way:

Remember:

penny=1¢

nickel=5¢

dime=10¢

quarter=25¢

one dollar=100¢

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Making Sets

Standard Students develop understanding of the relative position and magnitude of whole numbers and of ordinal and cardinal numbers and their connections.

Count how many numbers are in Set 1.

Put the same number of baby animals in Set 2.

Put two less pumpkins in Set 3.

Make Set 4 have the same number of birds as Set 1. Make the fourth bird a swan.

Set One

1 2 3 4 5 6 7

Set Two

Set Three

Set Four

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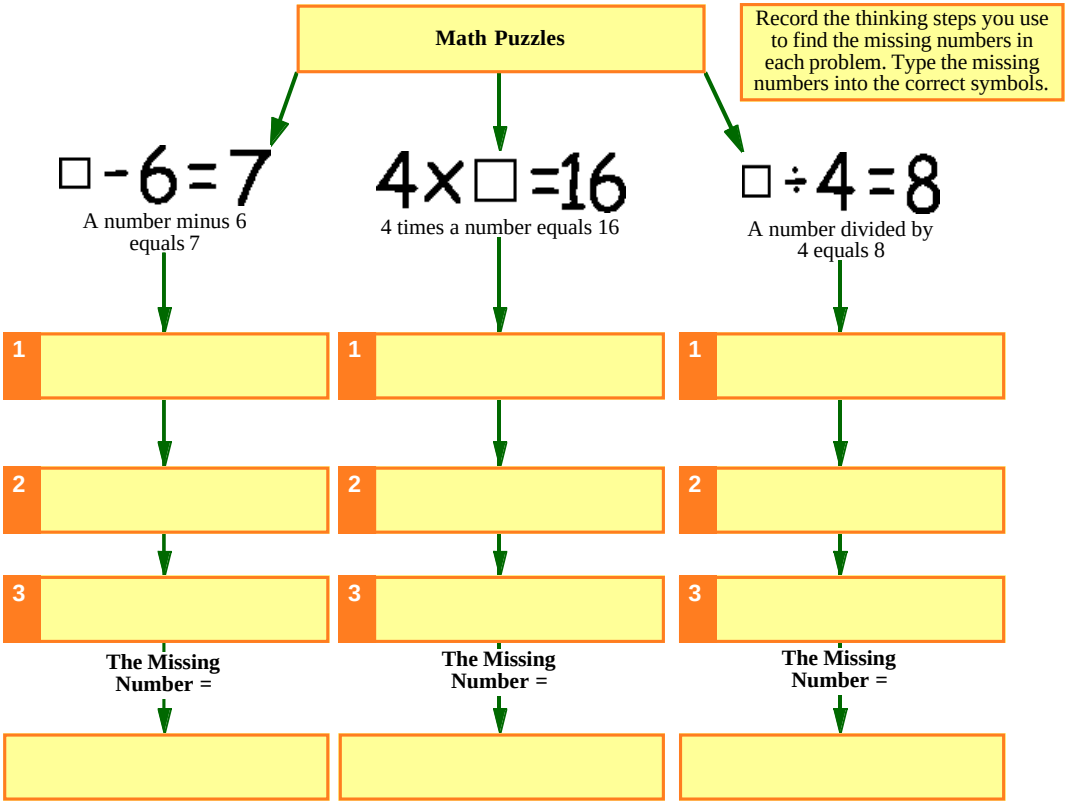
Math Puzzles

Standard Students represent and analyze mathematical situations and structures using algebraic symbols.



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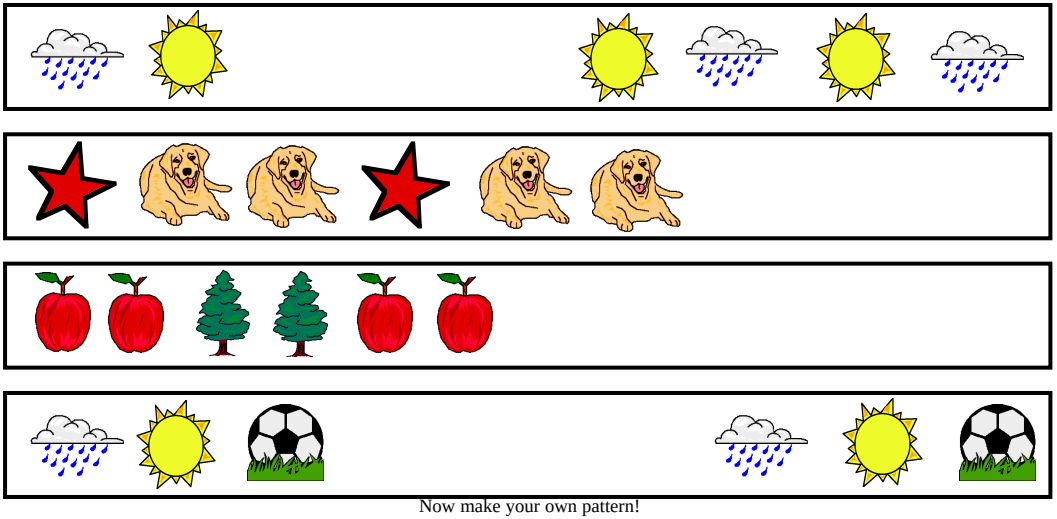
Patterns

Standard Students recognize, describe and extend patterns such as sequences of sounds and shapes.

Add pictures to complete each pattern.



Now make your own pattern!

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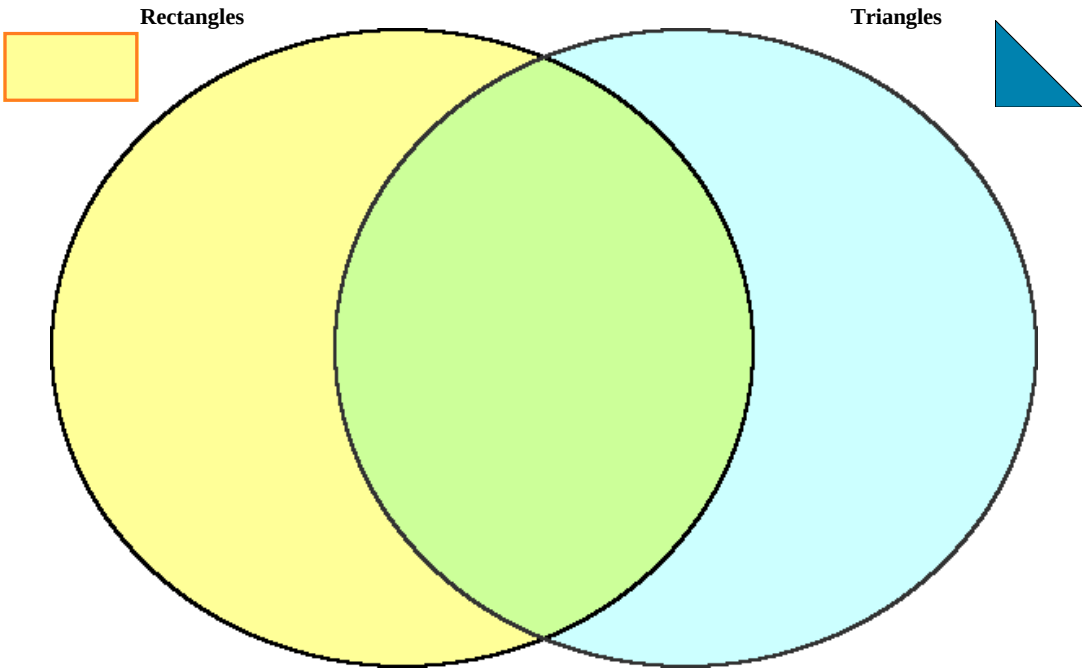
Rectangles and Triangles

Standard Students recognize, name, build, draw, compare and sort two-and three-dimensional shapes.

Use pictures and words to identify objects that are made of rectangles and triangles.



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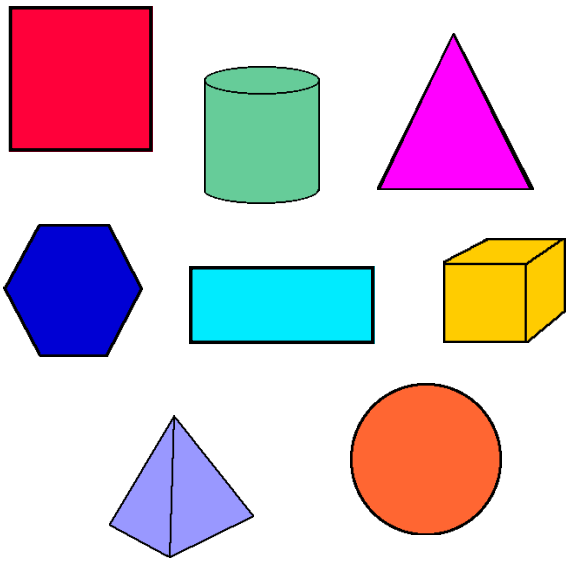
Shapes

Standard Students recognize, name, build, draw, compare and sort two-and three-dimensional shapes.

Shapes

1 Write or record the name for each shape.



2 Drag pictures that use these shapes into the empty box.

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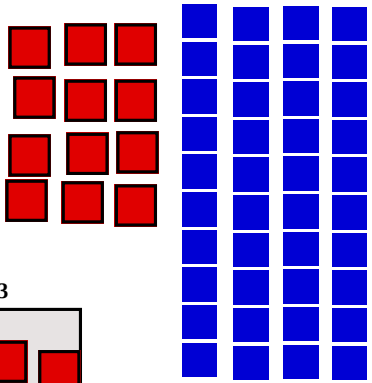
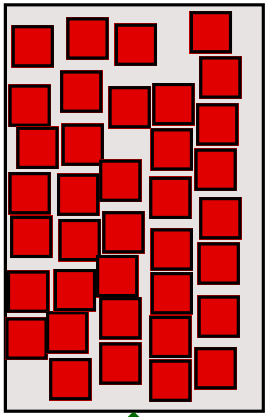
Tens and Ones

Standard Students develop a sense of whole numbers and represent and use them in flexible ways, including relating, composing and decomposing numbers.

1. Tell how many blocks are in each example.
2. Figure out a different way to put 37 blocks into the empty box.

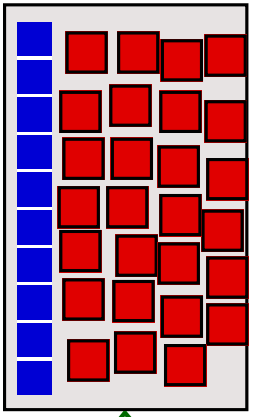


Example 1



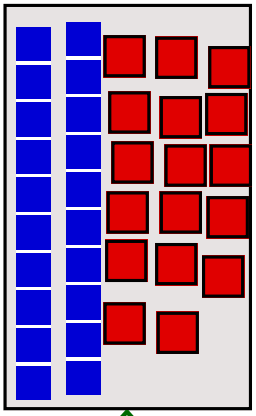
Single blocks? Groups of 10?

Example 2



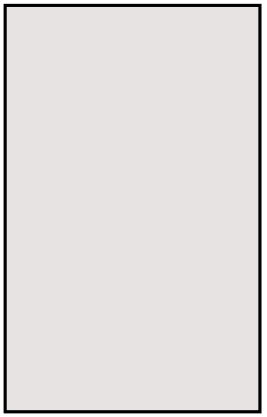
Single blocks? Groups of 10?

Example 3



Single blocks? Groups of 10?

My Example



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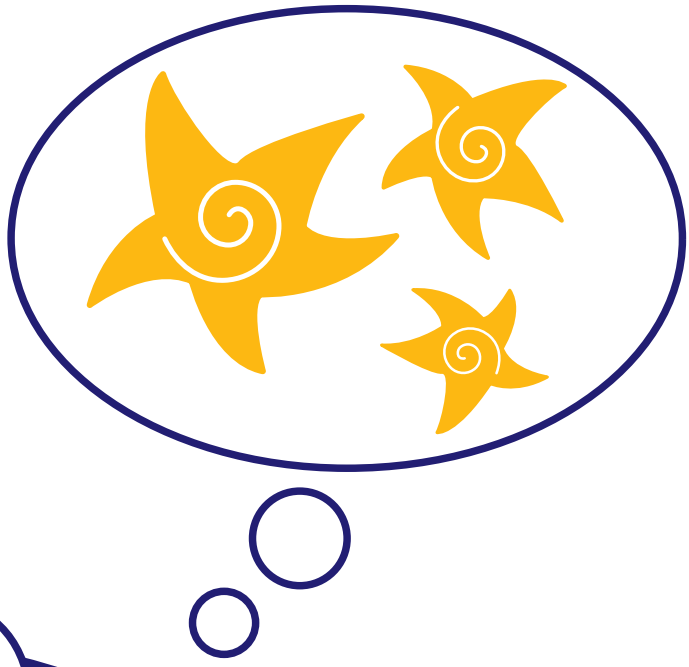
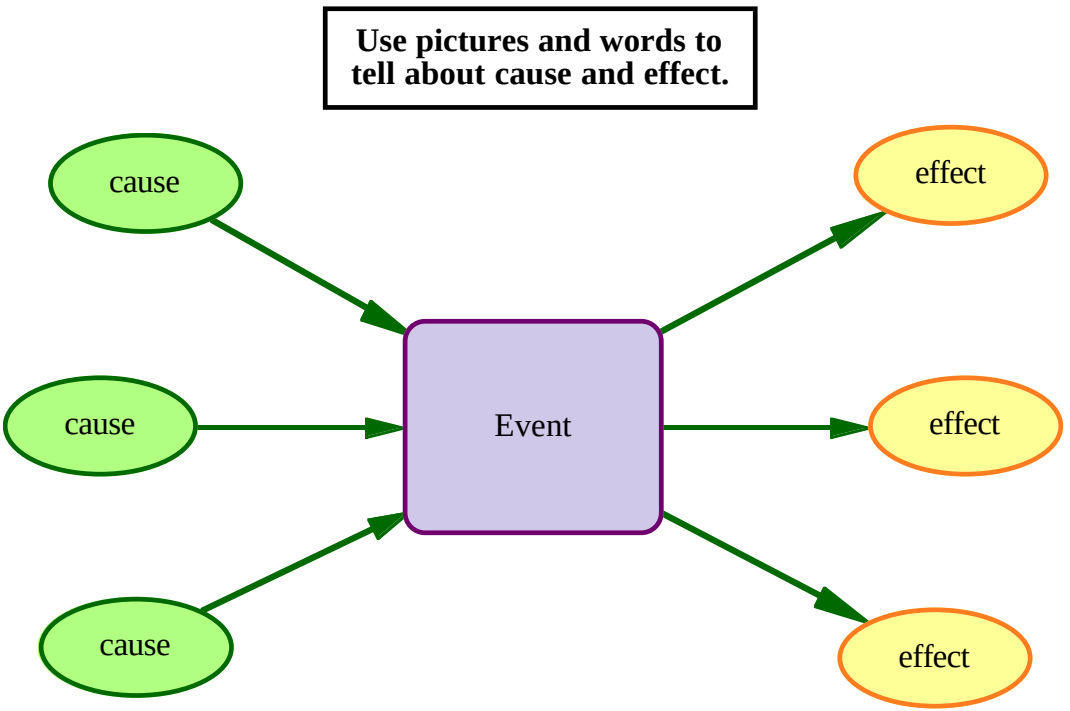
More



Cause and Effect

Standard Students recognize structural patterns or organization, such as cause and effect, in informational texts.



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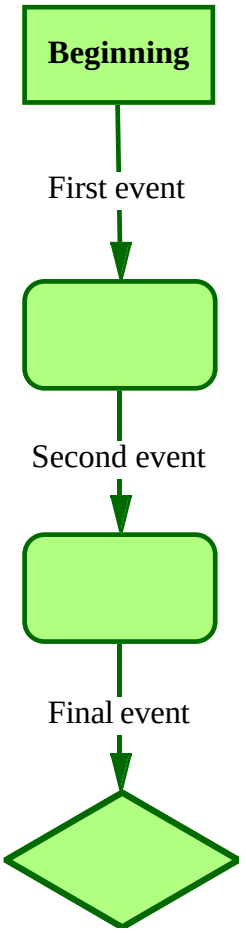
Chain of Events

Standard Students retell the order of important events.

Chain of Events

Use pictures and words to tell about the stages of an event.



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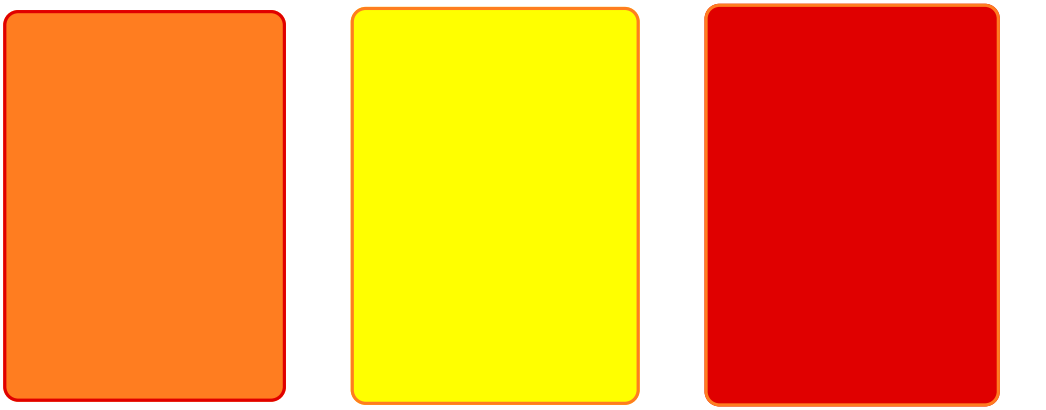
Classifying Ideas

Standard Students interpret and evaluate information and ideas.

1. Name each of the three categories.
2. Type thoughts, ideas or facts into the rectangles.
3. Sort your ideas.



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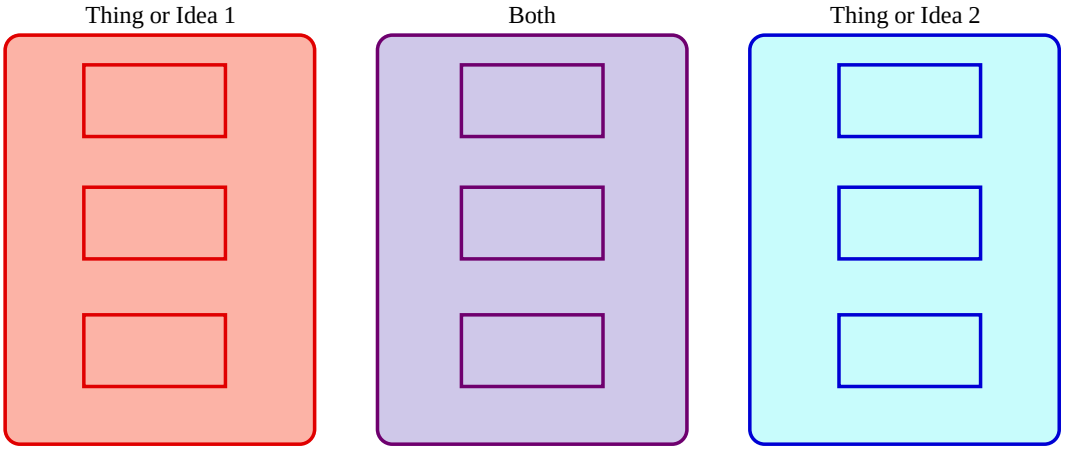
Comparison

Standard Students develop mental processes based on identifying similarities and differences.

Use pictures and words to tell how two things or ideas are alike and different.



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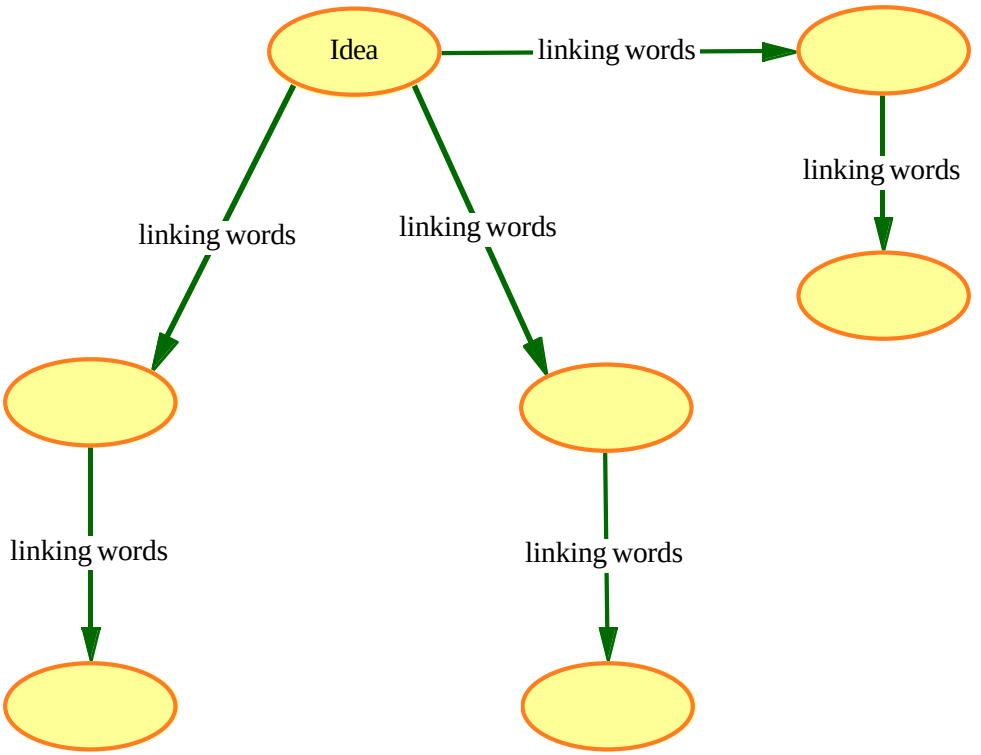
Concept Map

Standard Students use structural patterns or organization to understand informational texts.

Use pictures and words to explain an idea.

Type words on the links to show the relationships between details.



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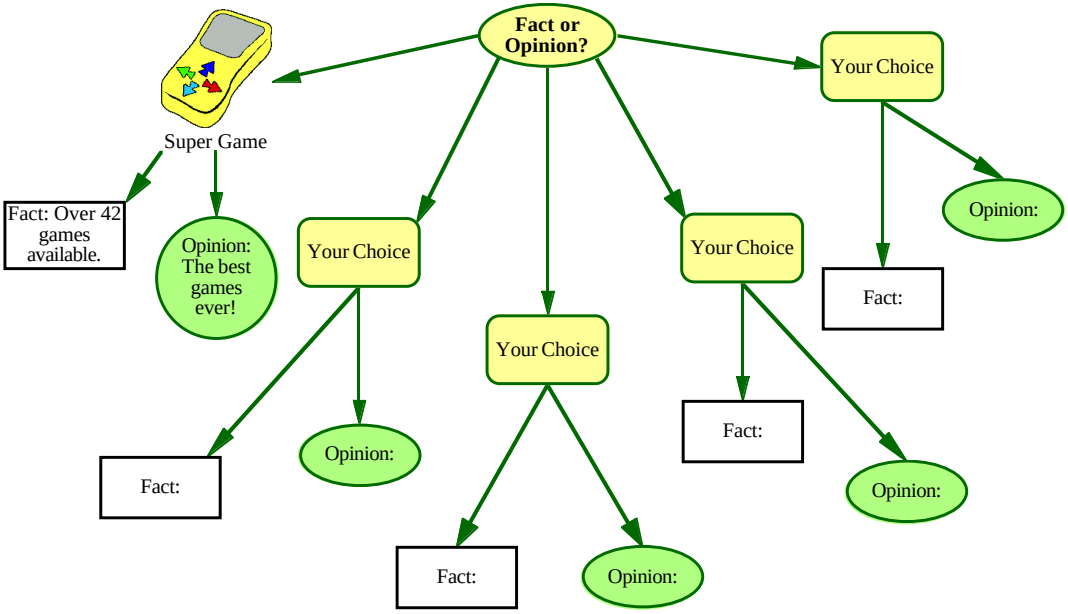
Fact or Opinion

Standard Students understand the difference between fact and opinion.

1 Use pictures and words to represent different things or ideas.	2 Write a fact and an opinion for each of your choices.



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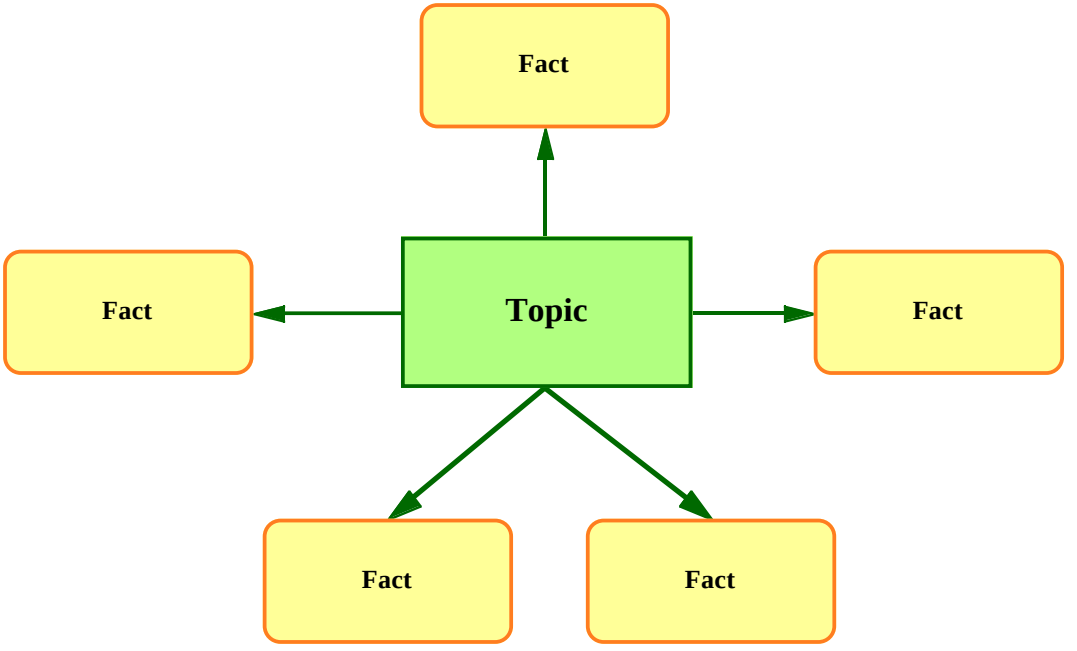
Five Facts

Standard Students collect information for research purposes.

Use pictures and words to tell five facts about a topic.



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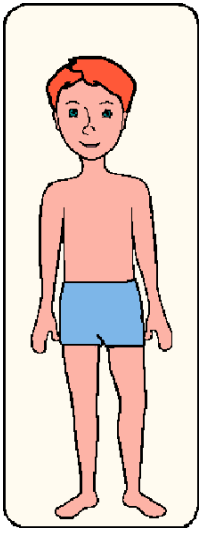
Get Ready

Standard Students make and defend decisions about daily activities.

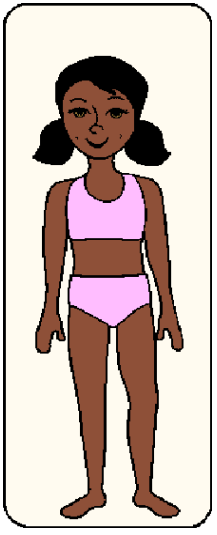
Get Ready!

Use pictures to dress each child for their special occasion.

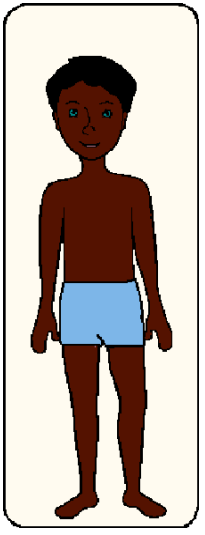
Leo is going camping.



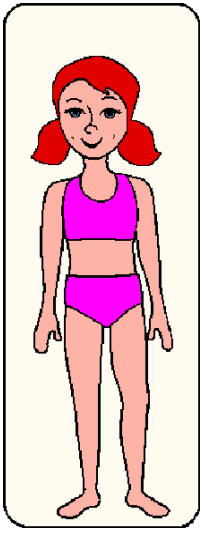
Jane is going to a fancy party.



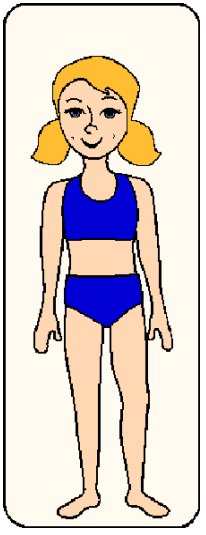
Mike needs a silly costume for a play.



Monica is going to the beach.



Think of your own special occasion.



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KWL

Standard Students develop a variety of strategies, such as organizing information, planning a course of action and determining how to locate information, to plan research.

Use pictures and words to tell about a topic.

Topic

K	W	L
What I already know	What I need to find out	What I learned

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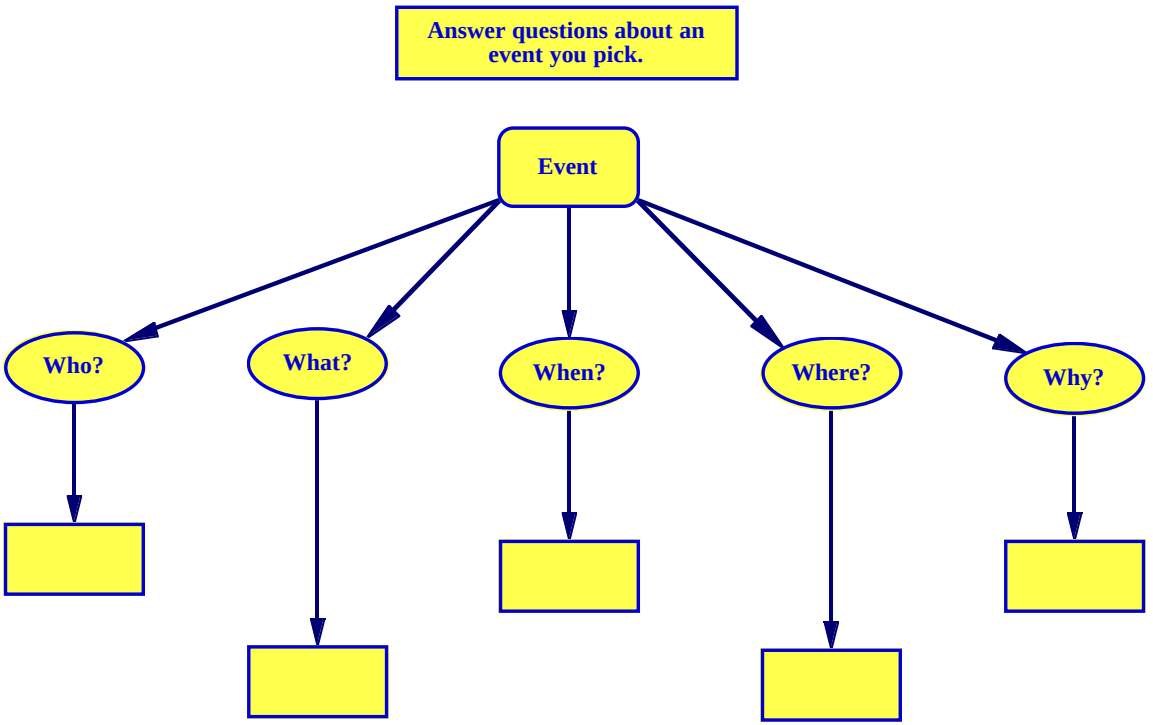
Responding to Questions

Standard Students ask and answer how, when, where and why questions about elements of a text.



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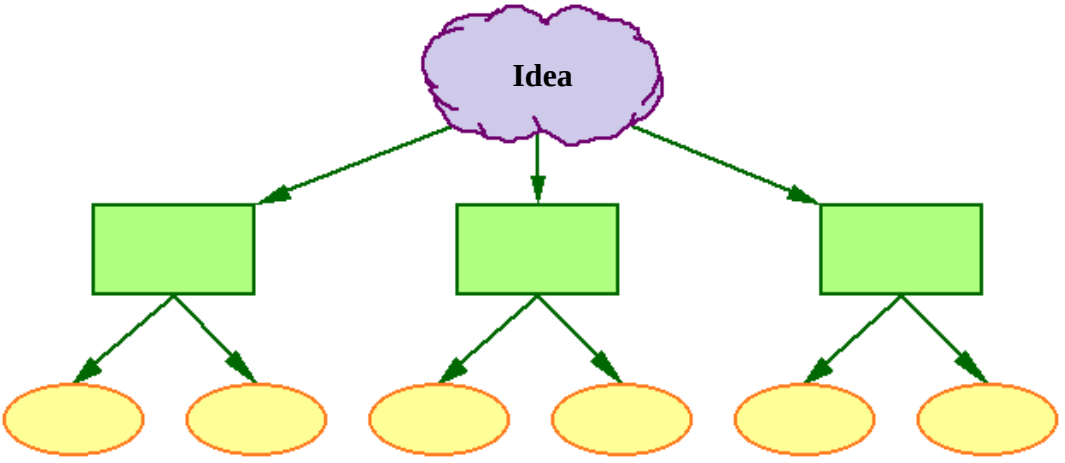
Supporting Details

Standard Students convey understanding of the main idea and supporting details in a reading selection.

Use pictures and words to describe an idea and add details



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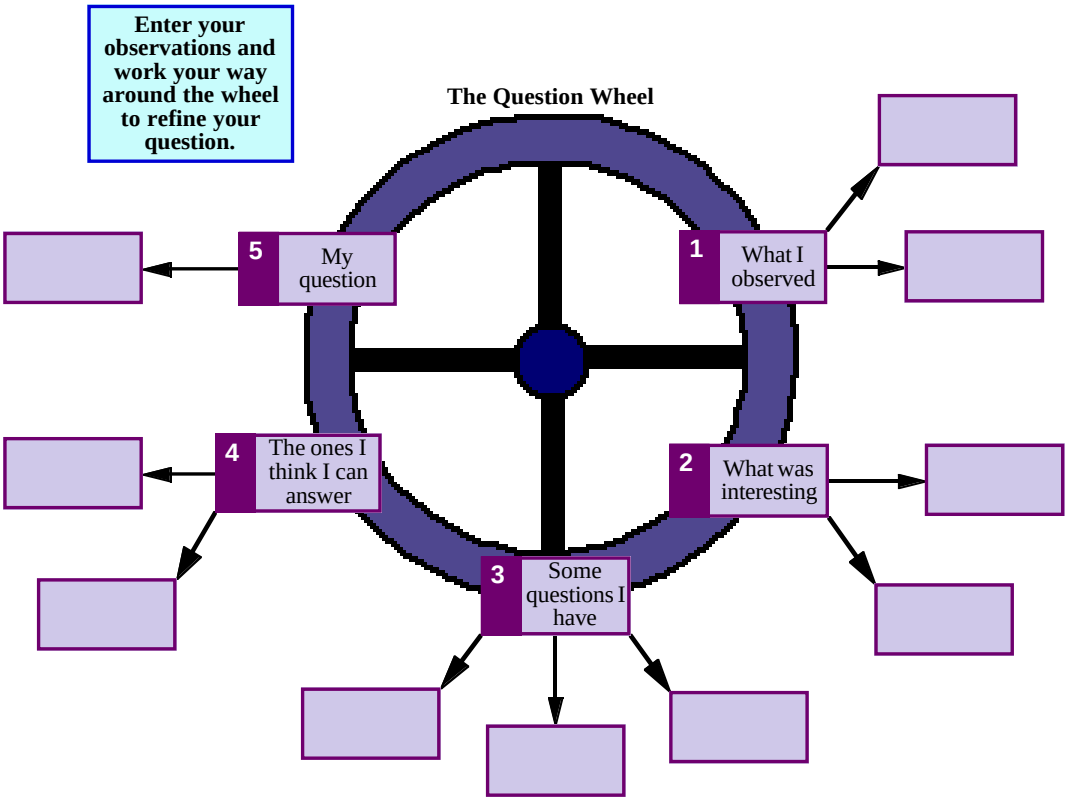
The Question Wheel

Standard Students develop strategies to understand informational texts.



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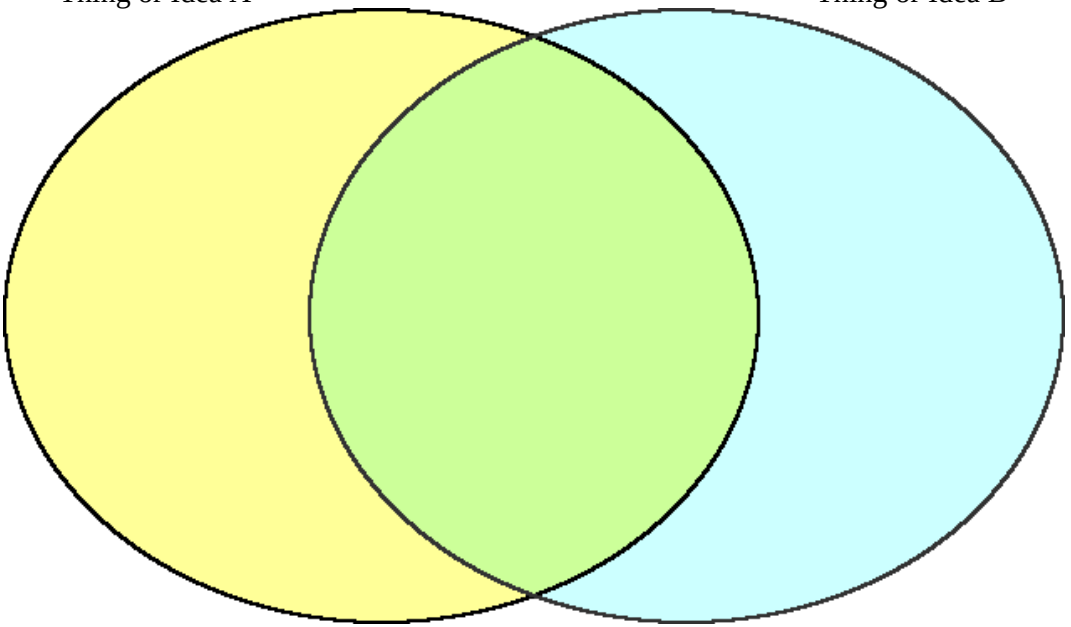
Venn Diagram

Standard Students develop mental processes based on identifying similarities and differences.

Use pictures and words to show the similarities and differences between two things or ideas.

Thing or Idea A

Thing or Idea B



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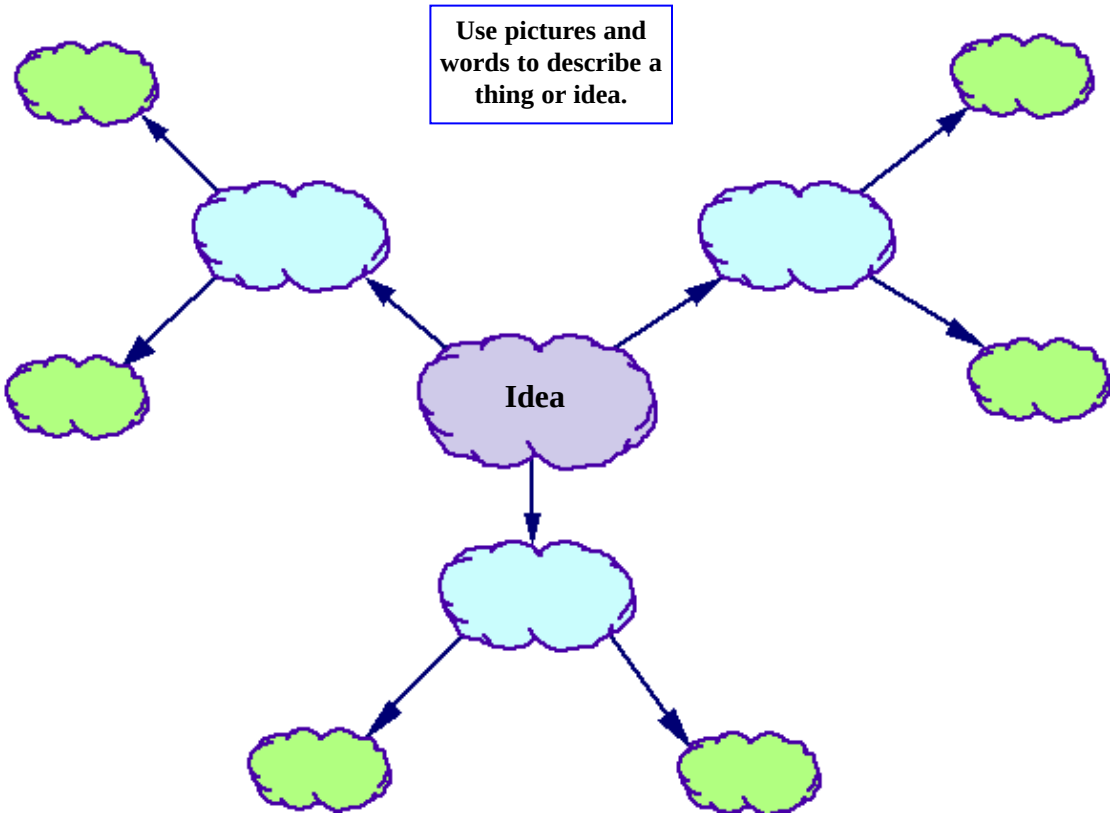
Webbing

Standard Students develop prewriting strategies, such as using graphic organizers, story maps and webs, to plan written work.



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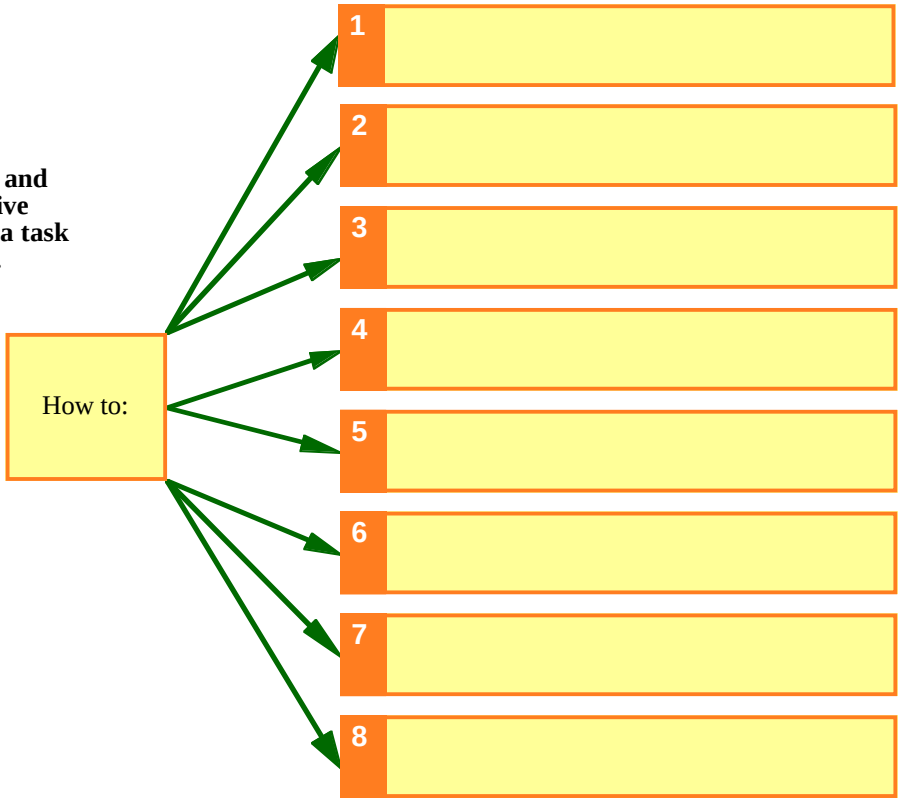
Writing Directions

Standard Students give precise directions and instructions such as in games and tasks.

Use pictures and words to give directions for a task or game.



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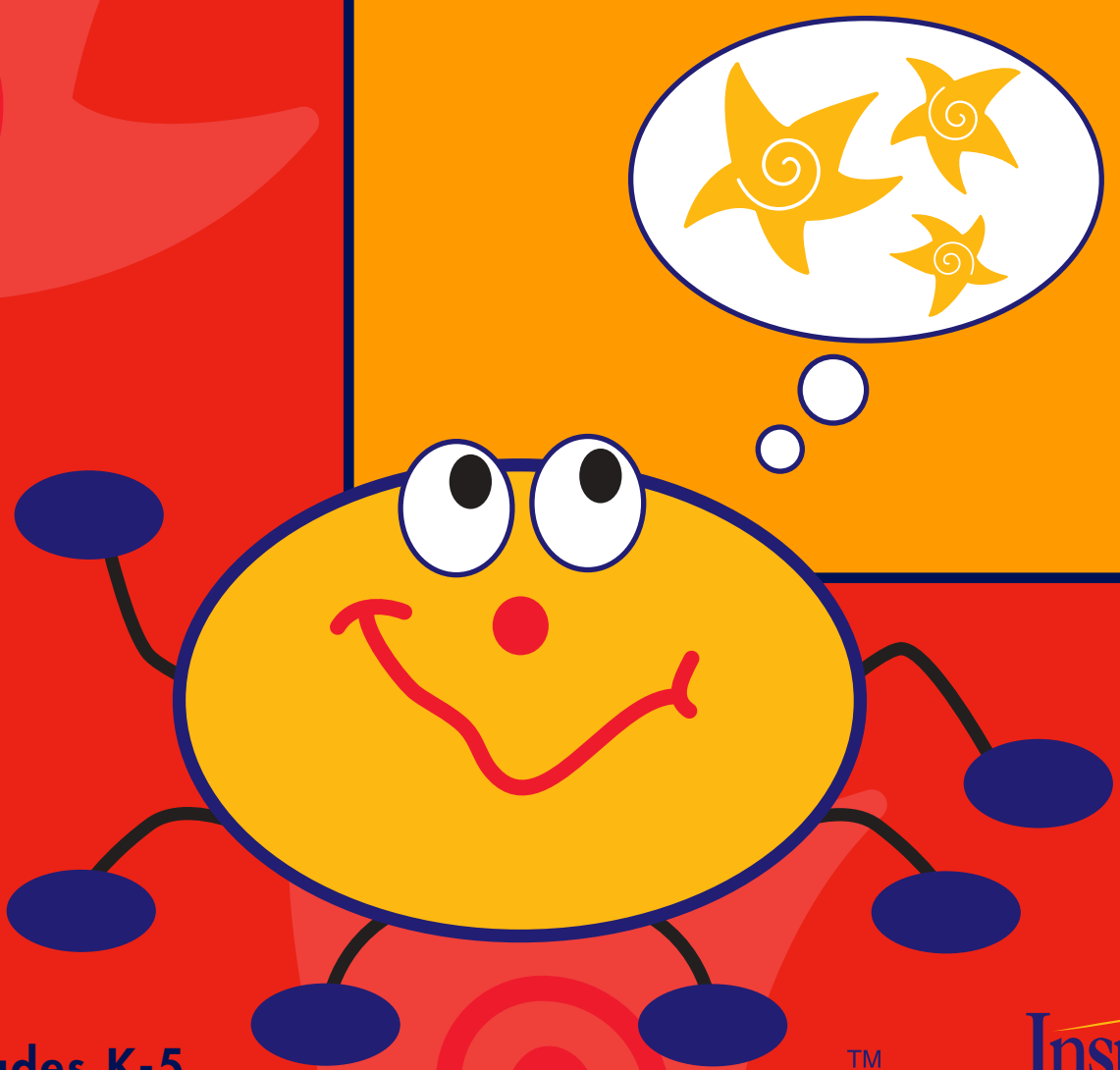
Version 2

Symbol Libraries



Grades K-5

™

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Basic

sun

calendar

heart

tree

Styracosaurus

dog

pencil

book

apple

soccer

bike

traffic light*

house

Animals & Plants
Pets

dog

dog

dog

dog

dog

dog

dog

cat

cat

cat

cat

cat

hamster

guinea pig

mouse

rat

snake

rabbit

Animals & Plants
Farm Animals

cow

sheep

pig

goat

horse

llama

chicken

rooster

moose

deer

fox

donkey

squirrel

opossum

skunk

raccoon

porcupine

beaver

* animated symbol

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Animals & Plants
Baby Animals

wolf pup

lion cub

puppy

kitten

lamb

calf

duckling

swan

lizard

hedgehog

piglet

tiger cub

bunnies

chick

eggs in nest

seal pup

bear cub

fawn

Animals & Plants
Birds

bird

robin

pigeon

hummingbird

parrot

toucan

owl

eagle

hawk

vulture

swan

duck

penguin

blue heron

turkey

peacock

ostrich

flamingo

Animals & Plants
Wild Animals

lion

tiger

cougar

wolf

zebra

buffalo

hippo

elephant

rhino

alligator

panda

bear

kangaroo

koala

monkey

gorilla

camel

giraffe

* animated symbol

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Animals & Plants

Bugs and Reptiles

fly

bee

butterfly

praying mantis

moth

dragonfly

ladybug

snail

spider

spider

scorpion

lizard

beetle

cricket

tadpole

frog

chrysalis

caterpillar

Animals & Plants

Ocean Life 1

starfish

clam

conch

sand dollar

fish

seahorse

walrus

seal

dolphin

manatee

octopus

jellyfish

stingray

shark

crab

lobster

pufferfish *

turtle *

Animals & Plants

Ocean Life 2

oyster

shell

coral

sponge

fish

fish

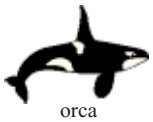
fish

eel

barnacle

sea anemone

whale *


orca

shark

hermit crab

porpoise

porthole *

algae

diver *

* animated symbol

Animals & Plants

Dinosaurs

Gigantosaurus

Pterodactyl

Allosaurus

Parasaurolophus

Tyrannosaurus

Argentinosaurus

Triceratops

Stegosaurus

Velociraptor

Dimetrodon

Styracosaurus

Ankylosaurus

Cryptoclidus

Mammoth

Thylacine

Sabertooth Tiger

Hesperonis

Dodo

Animals & Plants

Plants

flower

flowers

rose *

flowers

flower

flower

holly

flower

rose

flower

cactus

cactus

wheat

acorn

plant

fern

seedling

dandelion *

Animals & Plants

Trees

tree

tree

tree

tree

tree

tree

tree

tree

tree

hammock

palm tree

tree

cactus

sapling

tree stump

pine cones

leaves

leaves

* animated symbol

Everyday
Home

bed

couch

refrigerator

stove

sink

chair

bathtub

toilet

sink

dresser

door

table

window

iron

sewing machine

broom

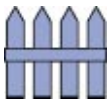
spatula

toaster *

Everyday
Yard

fire hydrant

trash


fence

mailbox

treehouse

furniture

bird feeder

elf

window

pool

sprinkler *

lawnmower

wheelbarrow

ladder

hammer

tool

pliers

saw

Everyday
Electronics

computer

computer

computer

printer *

television

video

telephone *

telephone

camera

video camera

radio

pager

disk

CD

headphones

microphone

outlet

fan *

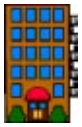
* animated symbol

Everyday
Buildings

house

house

house


apartments

building

skyscraper

factory

library

police station

hospital

fire station

school

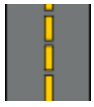
store

street lamp

farm

park

road


road

Everyday
Signs

women

men

wheelchair access

information

hospital

poison

no smoking

recycle

walk

don't walk

stop

railroad crossing

left

right

cone

construction

road block *

traffic light *

Everyday
Transportation 1

car

car

minivan

truck

motorcycle

moped

school bus

RV

ambulance

fire truck

police car

bus

train

trolley

horse and buggy *

race car

delivery truck

truck *

* animated symbol

Everyday
Transportation 2

bike

trike

skateboard

skate

boat

sailboard

boat

boat

sternwheeler *

ship

submarine

zeppelin

airplane

biplane

airplane

jet

helicopter

hot air balloon

Everyday
Clothes 1es

jacket

coat

jacket

shirt

shirt

t-shirt

shirt

dress

overalls

apron

dress

jeans

shorts

skirt

pants

tutu

swimsuit

swim trunks

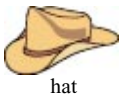
Everyday
Clothes 2

hat

hat

hat

hat


hat

hat

hat

hat

scarf

tie

gloves

umbrella

socks

shoes

shoes

shoes

shoes

boots

* animated symbol

Food & Health

Foods

food

plate

bread

eggs

pancakes

sandwich

rice

bagel

steak

drumstick

burger and fries

pizza

spaghetti

cheese

hot dog

turkey

soup

taco

Food & Health

Fruits and Veggies

apple

orange

bananas

grapes

cherries

watermelon

strawberry

pear

corn

mushrooms

peas

tomato

broccoli

carrot

pumpkin

lettuce

potato

pepper

Food & Health

Treats

milk

drink

drink

hot chocolate

juice box

pretzel

muffin

apple pie

popcorn

cotton candy

lollipop

cookie

ice cream

candy

caramel apple

cookies

frozen treat

sundae

* animated symbol

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Food & Health

Health

wheelchair

crutches

sling

bandage

toothbrush

floss

thermometer

glasses

first aid kit

cane

medicine

stethoscope

life jacket

fire extinguisher

helmet

seat belt

sunscreen

hearing aid

Fun

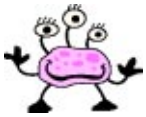
Critters

Button

Zargot

Sprangle

Snarfle


Boggle

Snipsnap

ICU2

Flutter

Blurble

Curley Q

Highho

Widget

Crawley

Crunch

Trot

Baffle

Frizzle

Twizzle

Fun

Faces

face

face

face

face

face

face

face

face

face

face

face

face

face

face

face

face

face

face

* animated symbol

Fun
Fun Stuff

clock *

rubber ducky

suitcase

piggy bank

lantern

glasses

rocking horse

banana peel

calendar

magic rabbit

mask

Lava Lamp *

bubbles

newspaper

teeth *

pot of gold

merry-go-round *

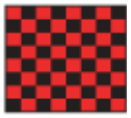
pinwheel *

Fun
Toys

marbles

dice

cards


checkers

game

chess

sled

blocks

train

top

doll

jump rope

robot *

monster

teddy bear

monkey

wagon

space ship

Geography
Habitats

mountains

hills

river

canyon

underwater

rainforest

forest

glacier

tundra

wetlands

peninsula

desert

island

valley

plateau

plains

bay

beach *

* animated symbol

Geography
States A-L

Alabama

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Florida

Georgia

Hawaii

Idaho

Illinois

Indiana

Iowa

Kansas

Kentucky

Louisiana

Geography
States M-O

Maine

Maryland

Massachusetts

Michigan

Minnesota

Mississippi

Missouri

Montana

Nebraska

Nevada

New Hampshire

New Jersey

New Mexico

New York

North Carolina

North Dakota

Ohio

Oklahoma

Geography
States O-W

Oregon

Pennsylvania

Rhode Island

South Carolina

South Dakota

Tennessee

Texas

Utah

Vermont

Virginia

Washington

West Virginia

Wisconsin

Wyoming

USA

Earth

globe *

compass rose

* animated symbol

Geography
World

Africa

Americas

Australia

Europe and Asia

Antarctica

World

Canada

China

India

Israel

Japan

Mexico

Russia

United Kingdom

Ireland

Scandinavia

Caribbean

Western Europe

Language Arts
Characters 1

elf

troll

ogre

bad wolf

witch

fairy

girl

boy

woman

giant

shepherd

archer

princess

knight

king

queen

maid

wizard

Language Arts
Characters 2

dragon *

frog prince

merman

mermaid

unicorn

hula dancer*

gangster

matador

detective

dancer

geisha

lumberjack

clown

genie

pirate

lion tamer

cowboy

explorer

* animated symbol

Language Arts
Stories

cauldron

magic tree

magic wand

carriage

cottage

rainbow

castle

tower

bat

ghost

flying carpet *

magic lamp

snake *

spinning wheel

magic mirror

crystal ball

glass slipper

man in the moon*

Math
Tools

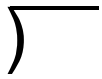
add

subtract

multiply

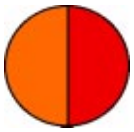
divide

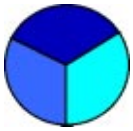
equal

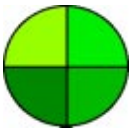

divide

greater than

less than


half


thirds


fourths

sixths

eighths

dollar

penny

nickel

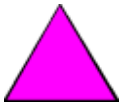
dime

quarter

Math
Shapes

circle

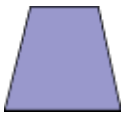
oval


triangle

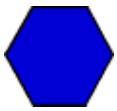
square

rectangle

parallelogram


trapezoid

pentagon

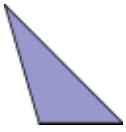

hexagon

octagon

triangle

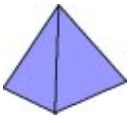
triangle

triangle


triangle

sphere

cube


pyramid

cylinder

* animated symbol

Numbers & Letters
Numbers 1

1 2

3 4

5 6

7 8

9 10

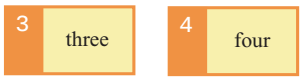
0 1/2

1/3 1/4

100 1000

¢ $

Numbers & Letters
Numbers 2



Numbers & Letters
Letters A-H

abc *abc*

A a

B b

C c

D d

E e

F f

G g

H h

* animated symbol

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Numbers & Letters
Letters I-Q

I i

J j

K k

L l

M m

N n

O o

P p

Q q

Numbers & Letters
Letters R-Z

R r

S s

T t

U u

V v

W w

X x

Y y

Z z

Numbers & Letters
Punctuation

! exclamation point	¡ reverse exclamation point
? question mark	¿ reverse question mark
. period	, comma
; semicolon	: colon
" left quotation mark	" right quotation mark
… ellipsis	* asterisk
(left parenthesis	) right parenthesis
@ at	& and
é	ñ

* animated symbol

People
Kids 1

friends

wave

write

read

raise hand

listen

hop

jump

girl

ride bike

run

play

boy

girl

sleep

hang up coat

hold hands

write

People
Kids 2

girl

boy

girl

boy

girl

boy

girl

girl

boy

boy

girl

girl

girl

boy

boy

girl

girl

boy

People
Kids 3

baby

baby

baby

baby

baby

baby

boy

girl

boy

boy

girl

boy

boy

girl

boy

girl

girl

girl

* animated symbol

People

Grown-ups

woman

man

woman

man

woman

man

man

woman

man

woman

woman

man

woman

man

woman

woman

man

woman

School

Classroom

books

pencil

backpack

paint brushes

eraser

crayons

ruler

calculator

scissors

teacher desk

desk

paint jars

book

glue

lunch sack

graduation

clock *

School

Arts

paints

ballet

handprints

mask

petroglyph

scroll

paint

tap dancing *

square dancers

drawing

stained glass

pottery

stage

director's chair

movie slate *

flamenco dancer

masks

ballerina *

* animated symbol

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School
Music

music

metronome

guitar

guitar

harmonica

tambourine

tuba

triangle

flute

banjo

xylophone

recorder

drum

piano

maracas

violin

saxophone

accordion

School
Sports

ball

baseball

soccer

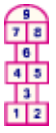
basketball

football

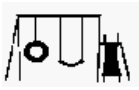
ice hockey

swimming

volleyball


hopscotch

teeter-totter


swing set

surfing

gymnastics

ice skating

golf

tennis

bowling

skiing

Science
Science Lab

magnifying glass

microscope

petri dish

beaker

cylinder

test tube

funnel

thermometer

balance scale

scale

telescope

binoculars

terrarium

butterfly net

compass

eye safety

hand safety

safety apron

* animated symbol

Science
Weather

sun

mostly cloudy

cloud

rain

snow

lightning

tornado

hurricane

evaporation

breeze

stratus clouds

cirrus clouds

cumulus clouds

fog

spring

summer

fall

winter

Science
Earth Science

rock

rock

rock

rock

trilobite

pyrite

quartz

driftwood

dirt

arrow heads

fossil

dinosaur bones

oil well

sundial

inside earth

fire

fault

volcano *

Science
Life Science

eye

nose

mouth

ear

hand

brain

heart

lungs

skull

skeleton

feather

eggs

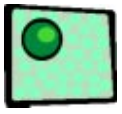
fungus

bacteria

amoeba

blood cell

animal cell


plant cell

* animated symbol

Science
Physical Science

solid

liquid

gas

magnet

spring

prism

tuning fork*

pulley

linear motion

circular motion

nonlinear motion

gears*

wedge

screw

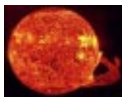
wheel and axle

inclined plane

lever

rolling ball *

Science
Space


sun

moon

Mercury

Venus

Earth

Mars

Jupiter

Saturn

Uranus

Neptune

Pluto

comet

eclipse

crescent moon

galaxy

astronaut

shuttle

lunar rover

Social Studies
Government

constitution

equality

Mount Rushmore

White House

United Nations

presidential seal

leader

leader

scales of justice

crown

legal system

public utilities

town meeting

protest

soldier

stamp

vote *

police

* animated symbol

Social Studies
US History

George Washington

Martin Luther King, Jr.

Sacagawea

Harriet Tubman

Eleanor Roosevelt

Abraham Lincoln

Benjamin Franklin

women's rights

Alamo

liberty bell

United States of America

Betsy Ross flag

explorer ship

Paul Revere*

covered wagon

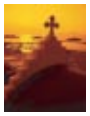
Native American

homestead

Civil War

Social Studies
Cultures

Venice


church

Stonehenge

temple

Nepal

fishermen

desert

Buddha

farmer

mosque

Royal Canadian Guard

tropics

Chichen Itza

cliff dwelling

US Capitol

Thames

monks

Vietnam

Social Studies
Landmarks

Easter Island

Gateway Arch

Machu Picchu

St. Basil's Cathedral

Parthenon

Arc de Triomphe

Golden Gate

Forbidden City

Great Wall

Statue of Liberty

Eiffel Tower

Miyajima Island

Colosseum

Sydney Opera House

Pyramids

Taj Mahal

Big Ben

Sphinx

* animated symbol

Social Studies
Holidays 1

New Year's

New Year's

Martin Luther King, Jr.

Chinese New Year

Groundhog Day

valentines

Valentine's Day

Saint Patrick's Day

shamrock

Earth Day

Easter basket

Easter eggs

maypole

Canada Day

U.S. flag

fireworks*

scarecrow

jack o'lantern

Social Studies
Holidays 2

Veteran's Day

cornucopia

red corn

menorah

dreidel

wooden shoes

Lucia crown

Kwanzaa

snowman

stocking

Santa Claus

tree

party

present

cupcake

birthday cake

balloons

piñata

Super Shapes
Groupers 1

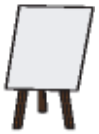
basket

sack

chalkboard

present

picture frame


easel

splotch

no

lunch tray

back pack

terrarium

number lines

head

teddy bear

hills

river

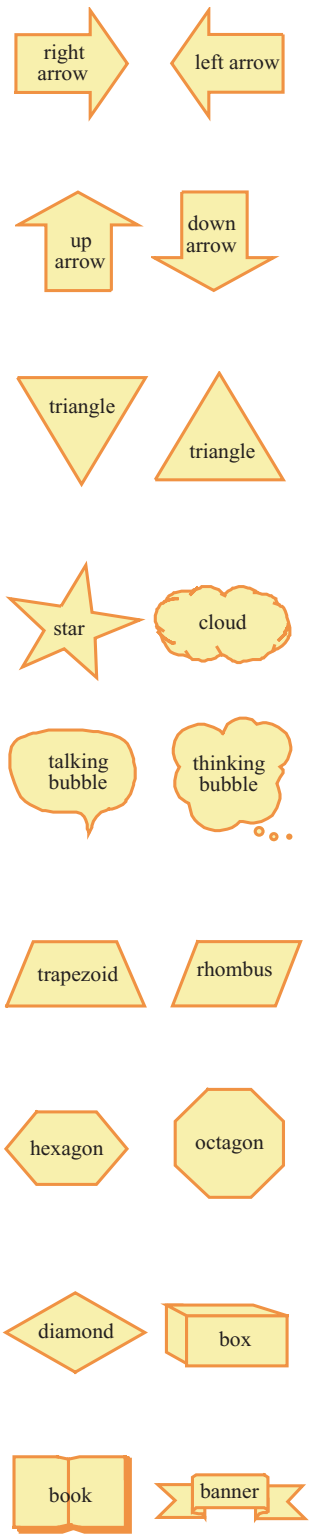
tree

theater

* animated symbol

Super Shapes

Groupers 2



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* animated symbol