

Startwrite® User's Manual



Contents

INTRODUCTION Startwrite® User's Manual	
About Startwrite®	3
Teaching Honesty	4
About This Manual	4
CHAPTER 1 Using Startwrite® Online Help	
Using Windows Help	5
Using Macintosh Help	9
CHAPTER 2 Installation	
Minimum Requirements	12
Windows 95/98™ Installation Instructions	12
Macintosh Installation Instructions	13
CHAPTER 3 Creating/Managing Documents	
Determining Page Orientation	14
Understanding Text and Art Box Modes	15
Working with Text Boxes	15
Selecting a Font	16
Changing Your Font Size	17
Working with Guidelines	18
Highlighting	19
Creating Shaded Letters	19
Adding Letter Stroke Arrows	20
Creating Dotted Letters	22
Adding Letter Start Dots	23
Changing Space Width	23
Checking Your Spelling	24
Setting Text Box Defaults	26
Working with Art Boxes	26
Redrawing Text and Art Boxes	27
Deleting a Text or Art Box	27
Working with Multiple Pages	27
Undo	28
Using Startwrite® Lesson Files	28

CHAPTER 4 Cut, Copy and Paste	
Cutting and Pasting	29
Copying and Pasting	30
CHAPTER 5 Using Accent Marks and Math Fonts	
Using Accent Marks	32
Using Math Fonts	34
CHAPTER 6 Managing Files	
Creating a New Document	35
Opening a Saved Document	35
Saving a Document	36
Closing a Document	36
Exiting Startwrite®	36
CHAPTER 7 Printing Documents	
Print Setup	37
Print Preview	37
Printing a Document	38
CHAPTER 8 View Options	
Zoom	39
Show or Hide Toolbars	39
CHAPTER 9 Working with Document Windows	
Opening a New Document Window	41
Moving Between Document Windows	41
Arranging Document Windows	41
CHAPTER 10 Startwrite® Technical Support	
Contacting Technical Support	42
Ordering Software	42
Menu Bar Icons Quick Reference	
Toolbar Buttons	44
Property Bar Buttons	45

Startwrite® User's Manual



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

About Startwrite®

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

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

To give a little meaning to their efforts, I created a diary entry, making each letter with dots. I had written a couple of words and thought there **has** to be an easier way. Try writing a couple of sentences in dotted letters and you'll see it's not an easy task. Thus was born the idea for a simple program that would print worksheets with letters in dots. I wanted to print them at home for my children to trace over.

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

Let us know how it works for you,

David R. Sharp
President
Idea Maker, Inc.

Teaching Honesty

A message to those who have and have not purchased this Startwrite® software

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

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

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

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

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

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

Thank you for purchasing Startwrite®! We know you are going to enjoy it.

About This Manual

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

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

USING STARTWRITE® ONLINE HELP



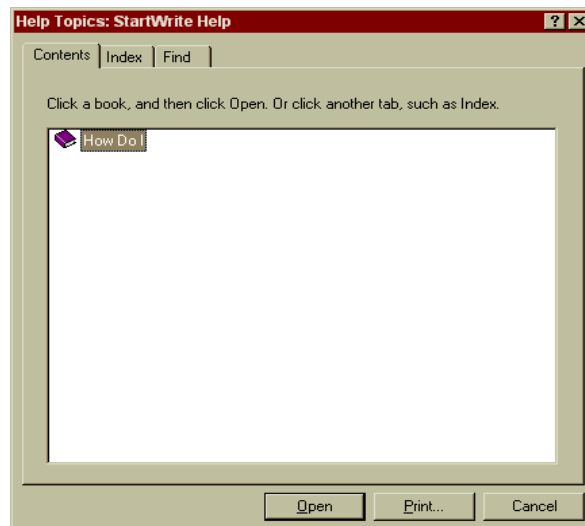
When you need information, Startwrite® Online Help is your best solution. Help is convenient, sensibly organized, and structured in a way that makes it easy to find the information you need. Help appears in a separate window on your screen that you can keep it on top of the application you're working in for quick reference and access.

If you need assistance beyond what the Online Help system and this manual provide, you can contact Technical Support (see page 43 of this manual).

Using Windows Help

This section introduces you to the basic components of Startwrite® Online Help for Windows®.

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



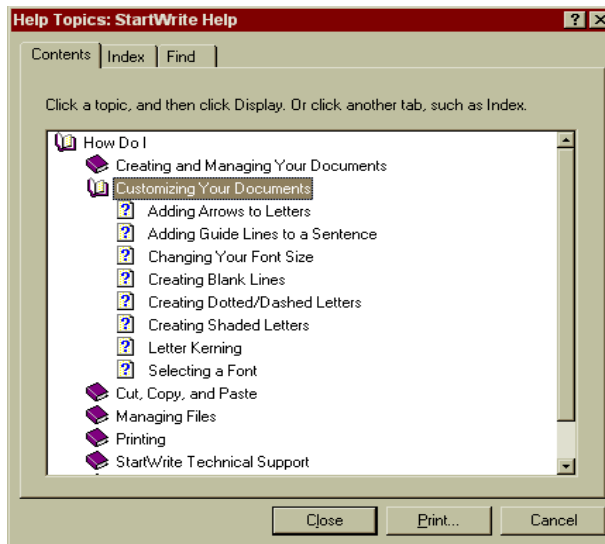
- 1 Click **Help ► Help Topics**.
- 2 Click the Help tab you want.

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

Contents Tab

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

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



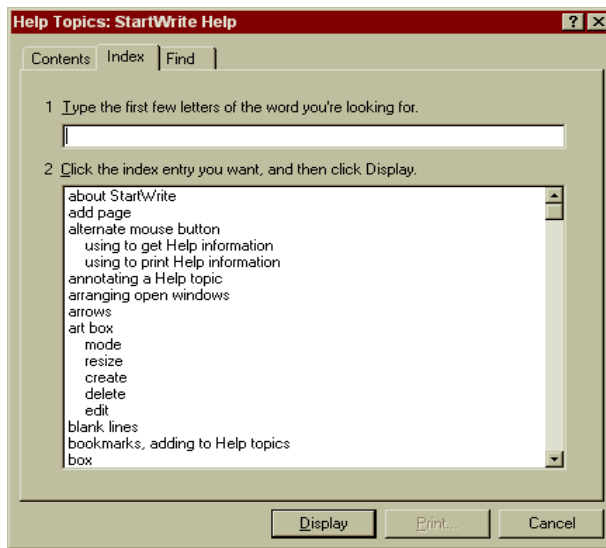
- 1 Click a book to open it. Books can contain chapters or pages.
- 2 Click a chapter to open it. Chapters contain individual tasks, each listed as a separate page.
- 3 Click a page to see the corresponding Help topic.

Tips

- Clicking an open book or chapter closes it.
- Clicking the **Print** button at the bottom of the Help Topics dialog box prints any topic you have selected in the table of contents. If you select a book icon, all topics within that book, and all chapters and pages contained in that book, will be printed. This feature is only available from the **Contents** tab.
- Click the **Using Help** book if you need more information on using Help.

Index Tab

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



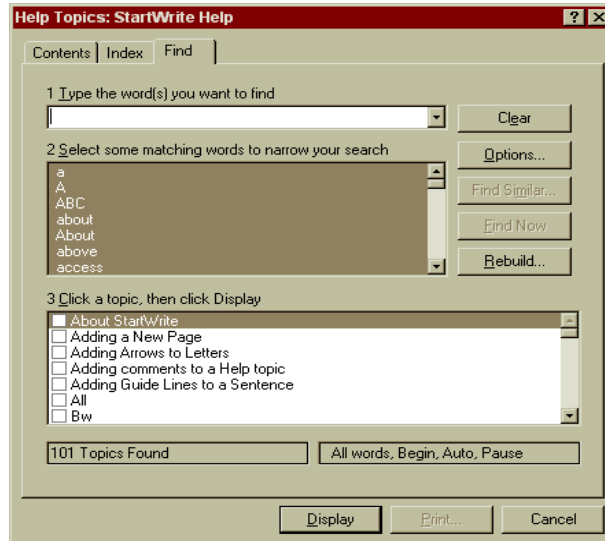
- 1 Type the keyword you're looking for.
- 2 Click the index entry you want.
- 3 Click **Display** to see the Help topics for that entry.

Tips

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

Find Tab

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



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

Tips

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

Displaying Help Always on Top

For quick access, and to follow the steps as you read them, you can keep the Help window open on top of the application you are working in until you exit Help.

- 1 Click **Help ► Always on Top** in the Help window.

Tips

- When you click the document window, the document becomes active, but the Help window remains on top.
- You can re-size and drag the Help window to see the area of the document you are working on.

Printing Help Topics

- 1 Choose **File ► Print Topic** in the Help window, or click the **Print** button in the Help window.

Using Macintosh Help

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

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

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

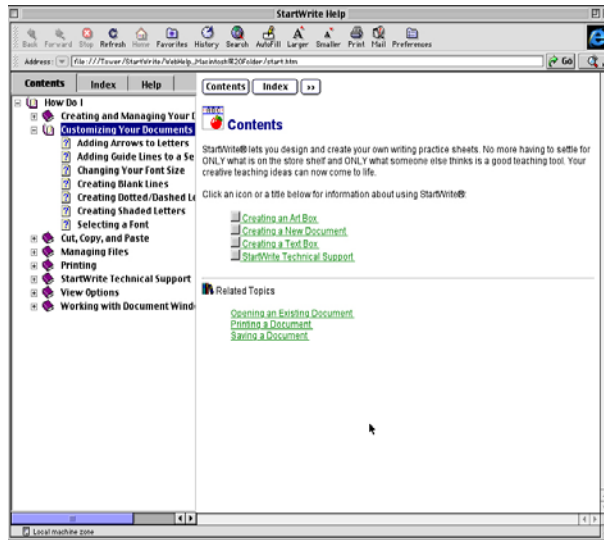
Tips

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

Contents Tab

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

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

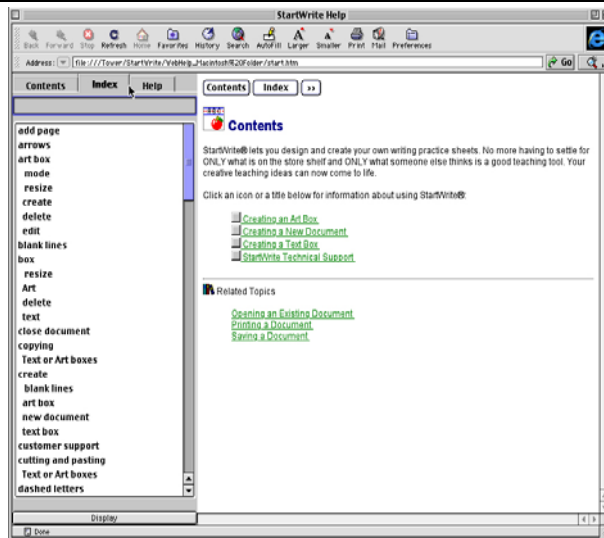


- 1 Click a book to open it. Books can contain chapters or pages.
- 2 Click a chapter to open it. Chapters contain individual tasks, each listed as a separate page.
- 3 Click a page to see the corresponding Help topic.

<p>Tips</p> <ul style="list-style-type: none">- Clicking an open book or chapter closes it.- Click the Help tab if you need more information on using Help.
--

Index Tab

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



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

Printing Help Topics

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

Installation



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

Minimum Requirements

Startwrite® requires the following minimum hardware and software.

Microsoft® Windows®

- IBM 486 or higher
- 16 MG of RAM
- 6 MB of available hard disk space
- Windows® Version 9.x or later

For optimum performance, it is recommended that you used Startwrite® on a computer with a Pentium processor, 16 MG of RAM, and Microsoft® Windows® 95/98.

Macintosh

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

Windows 95/98™ Installation Instructions

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

Tips

- Startwrite® Installation automatically installs the program to **c:\ProgramFiles\IdeaMaker\Startwrite** unless you specify otherwise. If you want to install the program into a different folder, you can specify another install location during installation. However, we recommend that you use the default installation folder.
- If Auto Run is not currently enabled on your computer, insert the Startwrite® CD into your drive, open **Windows Explorer**, access your **CD drive**, click the **Win95 folder**, then double-click **setup.exe**.

Macintosh Installation Instructions

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

Tips

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

Creating/Managing Documents

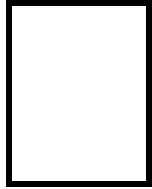


Startwrite® is easy to use. There are no complicated commands. Everything is straight forward. Let's begin using Startwrite® so you can see how much fun and how easy it is to use the computer to teach handwriting.

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

Determining Page Orientation

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




Landscape prints a page that looks like this:




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


Windows

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

Tips

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

Macintosh

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

Understanding Text and Art Box Modes

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

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

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

Enter/Edit Mode

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

Move/Re-size Mode


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

Save/Print Mode

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

Working with Text Boxes

Inserting a New Text Box

- 1 Click **Insert ► Text**, click  on the toolbar, or in **Save/Print Mode**, right click, and choose **Insert Text** from the pull-down menu. A new text box appears at the top left corner of your document.
- 2 Place the mouse arrow near one of the sides of the box until a "four way" arrow ⇄ appears.
- 3 Hold down the left mouse button and drag the box to the desired page location.

Tips

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

Entering Text Into a Text Box

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

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Type the desired text inside the Text Box.

Tips

- To continue text on another page, you must insert a new page into the document, and insert a new text box on that page.

Resizing a Text Box

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

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

Selecting a Font

Startwrite® includes several unique fonts to help you create your handwriting worksheets. These fonts are **Manuscript** (ball and stick or similar to Zaner-Bloser), **Cursive**, **Manuscript-Simplified**, **Cursive-Simplified**, **Modern Manuscript** (similar to D'Nealian), **Modern Cursive**, **Italic** (similar to Portland Italic), **Italic Cursive**, **Palmer**, **Palmer Cursive**, **HWOT** (similar to Handwriting Without Tears), **HWOT Cursive**, **Victorian Print** (Australia), **Victorian Link** (Australia), **Queensland Print** (Australia), **Queensland Link** (Australia), **New South Wales Print** (Australia), **New South Wales Link** (Australia), and five math fonts with assorted pictures for numbers in the **Manuscript**, **Modern Manuscript**, and **Italic** fonts. Startwrite also gives you access to the Windows® fonts you have installed on your computer. You can use all of these fonts in any Text Box you create.


The default font (or the font that is used if no other font is selected) is **Manuscript**. The font you currently have selected appears in the Font list located on the toolbar.

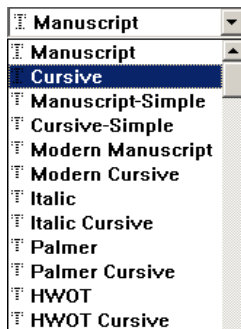


Tips

- If you want Startwrite® to allow you to use the Windows® fonts installed on your computer, click **Format ► Art ► Allow Windows Fonts**. A check next to this option means that the option is turned on. Highlighting and clicking this option at this point will turn it off.
- Windows® fonts are useful for making headings, sub-headings, and titles.

Changing Your Font

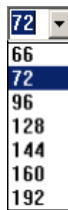
- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Place your mouse pointer over the down arrow to the right of the Font drop-down list and click the left button once, or click  on the toolbar, or click **Format ► Font...** A list of different fonts will appear.
- 3 Scroll through the list until you find the font you want.
- 4 Use your mouse to highlight the font you want to use, then click the left mouse button once (or press the **Enter** key).




Changing Your Font Size

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

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



- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Click the down arrow to the right of the Font Size drop-down list button on the toolbar, click  on the toolbar, or click **Format ► Font...** A list of font sizes will appear.
- 3 Use your mouse to highlight the point size you want, then click the left mouse button once (or press the **Enter** key).

Tips





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

Working with Guidelines

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

Selecting Guidelines

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Select the Guidelines you wish to appear by doing one of the following:
 - Click **Format ► Guidelines** (or place the pointer anywhere inside the text box, right click, and select **Guidelines** from the pull-down menu) and select which Guidelines you want to appear by highlighting the name of the line and clicking your left mouse button once. When you click **Format ► Guidelines** (or place the pointer anywhere inside the text box, right click, and select **Guidelines** from the pull-down menu) again, a check mark will appear next to the name of the line you selected indicating that it is turned "on". To turn the line "off", highlight the name of the line and click your left mouse button once again. The check mark will disappear, indicating that the line is turned "off".
 - Using the four Guideline buttons on the toolbar, select which lines you wish to appear.

-  Turns the top guideline (ascender line) on or off.
-  Turns the middle guideline on or off.
-  Turns the baseline guideline on or off.
-  Turns the bottom guideline (descender line) on or off.

Changing Guideline Type and Color

Startwrite allows you to change the Guidelines to dashed or solid, and to blue or red. These changes are made on a per font basis, and become the default settings for the particular font you are working with until you select new settings.

- 1 Click on **Format ► Font...** and click on the **Guidelines** button.
 - 2 In the **Guideline Styles** dialog box, select the options (off, solid, or dashed, and red, blue, or black) for each line (top, middle, baseline, and bottom).
-

Highlighting

Startwrite has an option that allows you to highlight the words in a text box in yellow.

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
 - 2 Select the yellow highlight option by clicking **Format ► Yellow Highlight** (or place the pointer anywhere inside the text box, right click, and select **Yellow Highlight** from the pull-down menu). When you click **Format ► Yellow Highlight** (or place the pointer anywhere inside the text box, right click, and select **Yellow Highlight** from the pull-down menu) again, a check mark will appear next to **Yellow Highlight** indicating that it is turned "on". To turn yellow highlight "off" select **Yellow Highlight** again from the pull-down menu. The check mark will disappear, indicating that yellow highlight is turned "off".
-

Creating Shaded Letters

The shading option lets you make letters that are shaded light-to-dark. Using this option along with the guidelines and dotted options allows you to create a wider variety of traceable letters. Lightly shaded, solid letters are a good option for beginner writers who may need a little more support than dotted letters when tracing.

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Select the Letter Shading option you wish to appear by doing one of the following:
 - Click **Format ► Letter Shading** (or place the pointer anywhere inside the text box, right click, and select **Letter Shading** from the pull-down menu) and select which shading intensity you want to appear by selecting a shading percentage (25% being very lightly shaded, and 100% being solid black) and clicking your left mouse button once. When you click **Format ► Letter Shading** (or place the pointer anywhere inside the text box, right click, and select **Letter Shading** from the pull-down menu) again, a check mark will appear next to the shading percentage you have selected.
 - Using the four Letter Shading buttons on the toolbar, select which shading intensity you wish to appear from solid black, to very light shading.



Letter Shading Options

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

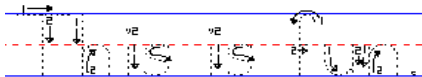
- 1 Click inside the Text Box you want to edit. This will the box in **Enter/Edit mode**.
- 2 Click **Format ► Letter Shading ► Options...** (or place the pointer anywhere inside the Text Box, right click, select **Letter Shading ► Options...**).
- 3 Choose one of the following options:
 - **Set by shading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

Tips


- Some printers cannot print the lighter shaded letters. Startwrite has an option to have the printer print narrower lines instead of lightly shaded lines. To use this option:
 - 1 Click **Tools ► Default Settings...**
 - 2 Select the **Narrower Lines** option under **Printer shading using:**
 - 3 Click **OK**

Adding Letter Stroke Arrows

The Letter Stroke Arrows option allows you to place arrow strokes on letters, teaching learners how to properly write letters (which stroke to make first, then in which direction to finish the letter). This option is great for beginning writers.



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

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 To turn the Letter Stroke Arrows option on or off:
 - Click **Format ► Letter Stroke Arrows** (or place the pointer anywhere inside the text box, right click, and select **Letter Stroke Arrows** from the pull-down menu), highlight **On**, and click your left mouse button once. When you click **Format ► Letter Stroke Arrows** (or place the pointer anywhere inside the text box, right click, and select **Letter Stroke Arrows** from the pull-down menu) again, a check mark will appear next to **On**, indicating that the Letter Stroke Arrows are turned "on". To turn the Letter Stroke Arrows "off", highlight **On**, and click your left mouse button once again. The check mark will disappear, indicating that the Letter Stroke Arrows are turned "off".
 - Use the Letter Stroke Arrows button  on the toolbar to turn the Arrows on or off.

Tips

- If you are using the Cursive font inside a Text Box, arrows will only appear on singularly typed letters (not on joined letters). In order to have consecutive letters appear with arrows, you have to put a space between the individual letters.

Letter Stroke Arrows Options

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

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

Creating Dotted Letters

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

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Select the Letter Dot Density option you wish to appear by doing one of the following:
 - Click **Format ► Letter Dot Density** (or place the pointer anywhere inside the text box, right click, and select **Letter Dot Density** from the pull-down menu) and select which dot density you want to appear by selecting a density percentage (25% having less dense dots, and 100% being solid black) and clicking your left mouse button once. When you click **Format ► Letter Dot Density** (or place the pointer anywhere inside the text box, right click, and select **Letter Dot Density** from the pull-down menu) again, a check mark will appear next to the density percentage you have selected.
 - Using the four Letter Dot Density buttons on the toolbar, select which dot density you wish to appear from solid black, to light density dots.



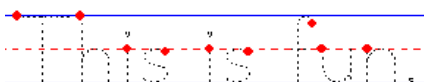
Letter Dot Density Options

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


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

Adding Letter Start Dots

The Letter Start Dot option allows you to place a start dot on letters, showing the learner the point at which they should start to draw a letter.



This option is only available when using the **Manuscript** (ball and stick or similar to Zaner-Bloser), **Manuscript-Simplified**, **Modern Manuscript** (similar to D'Nealian), **Italic** (similar to Portland Italic), **Palmer**, and **HWOT** (similar to Handwriting Without Tears) fonts.

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 To turn the Letter Start Dot option on or off by doing one of the following:
 - Click **Format ► Letter Start Dot** (or place the pointer anywhere inside the text box, right click, and select **Letter Start Dot** from the pull-down menu), highlight **On**, and click your left mouse button once. When you click **Format ► Letter Stroke Arrows** (or place the pointer anywhere inside the text box, right click, and select **Letter Stroke Arrows** from the pull-down menu) again, a check mark will appear next to **On**, indicating that the Letter Start Dot option is turned "on". To turn the Letter Start Dot Option "off", highlight **On**, and click your left mouse button once again. The check mark will disappear, indicating that the Letter Start Dot Option is turned "off".
 - Use the Letter Start Dot button  on the toolbar to turn the Start Dot Option on or off.


Changing Space Width

When you use the space bar to put space in between words, Startwrite® gives you the option of regular or wide spacing. Using the wider space setting separates words farther apart, and makes it a little easier for beginners to distinguish the beginning and end of words.

- 1 Click inside the Text Box you want to edit. This will place the box in **Enter/Edit mode**.
- 2 Click **Format ► Space Width** (or place the pointer anywhere inside the text box, right click, and select **Space Width** from the pull-down menu) and select which space width you want (Regular or Wide) by highlighting your selection and clicking your left mouse button once. When you click **Format ► Space Width** (or place the pointer anywhere inside the text box, right click, and select **Space Width** from the pull-down menu) again, a check mark will appear next to the spacing option that you currently have selected.

Checking Your Spelling

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

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

Tips

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

Setting Text Box Defaults

You can use the Default Settings options to change the default Fonts, Guidelines, Spacing, Dot Density, Shading, Print Shading, Stroke Arrows, Start Dot, and Highlight options used in Text Boxes. If you find yourself constantly creating worksheets for example, with dotted, lightly shaded letters and triple Guidelines, you can set these options to reflect in the default settings (the settings which automatically come up each time you start the program).

Selecting General Default Settings

General default settings include the default folder to which worksheets will be saved (the folder that is automatically opened when saving, but another folder may be specified), the default art folder (the folder that is automatically opened when clip-art is being used), Letter Dot Density percentage, Letter Shading percentage, Printer Shading options, Stroke Arrows on/off, Yellow Highlight on/off, and Start Dot on/off.

- 1 Click **Tools ► Default Settings...**
- 2 In the **Default Settings** dialog box, select which default options you wish to appear when using Startwrite®
- 3 Click **OK**

Tips

- Startwrite® allows you to use clip-art from any other library that is in .bmp, or .jpeg format. If you have a particular library that you use often, you can set it as your default art directory by typing the path in the **Art Folder:** text box.
- The settings you choose will remain active as your defaults every time you use Startwrite® until you choose new default settings.

Selecting Default Space Width

Space width pertains to the amount of space between words or letters when the space bar is pressed. For beginning learners, wider spaces often make it easier to distinguish letters or words.

- 1 Click **Tools ► Default Space Width...**
- 2 In the **Default Space Width** dialog box, select **Regular** or **Wide**.
- 3 Click **OK**

Selecting Default Font Options


Default Font settings include which font, font size, and Guide Line options for that specific font that you wish to appear.

- 1 Click **Tools ► Default Fonts...**
- 2 In the **Font** dialog box, select which Font and Font Size you want from the pull-down menus, or type the font name and size in the Text Boxes provided.
- 3 Make sure that there is a check mark next to the **Set as Default** option.
- 4 Select which Guidelines options you want to appear with the font by pressing the **Guidelines** button, and choosing from the available options (off / solid / dashed, and red / blue / black).


Working with Art Boxes

Inserting an Art Box

You may want to include pictures in your document to liven up the page and make it more interesting for your beginning writers. A picture can even be used to represent the letter or topic you are teaching. StartWrite® comes with a number of original black and white and color images which you can use in your documents. The black and white pictures have less detail and are included to let children color the pictures. The color images can be used if you have a color printer. You can also import and use any other .bmp or .jpeg image file with StartWrite®.

- 1 Click **Insert ► Art**, click  on the toolbar, or in **Save/Print Mode**, right click and select **Insert Art** from the pull-down menu.
- 2 In the Select Art dialog box, click the type of image you want to insert into your Art Box (Black and White or Color)
- 3 Double-click on the image you wish to select, or highlight the name of the image and click **Open**

The image is automatically placed in your Art Box.

- 4 Place the mouse arrow near one of the sides of the box until a "four way" arrow  appears
- 5 Hold down the left mouse button, and drag the box to the desired page location.

Tips

- To import clip-art from outside of Startwrite®, in the **Select Art** dialog box, use the pull-down **Look In:** menu to find the images on your computer. Double-click your selection, or highlight your selection and click **Open**.

Resizing an Art Box

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

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

Tips

- If you want StartWrite® to automatically size and keep the image proportional to the way it was placed in the box if you re-size it, click **Format ► Art ► Maintain Proportions**, or with the Art Box in **Enter/Edit Mode**, right click and select **Maintain Proportions** from the pull-down menu. A check next to this option on the menu means that the option is turned on. Highlighting and clicking this option at this point will turn it off.

Changing the Image Inside an Art Box

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

- 1 Click inside of the Art Box you want to edit. This will put the box in **Enter/Edit mode**.
- 2 Click **Format ► Art ► Replace**, double-click the art box that you wish to change, or right-click and choose **Replace Art** from the pull-down menu.
- 3 Select the image you want and click **Open**

Redrawing Text and Art Boxes

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

- 1 Click **View ► Redraw All**.

Deleting a Text or Art Box

- 1 Click inside the Text or Art Box you want to erase. This will place the box in **Enter/Edit mode**.
- 2 Click **Edit ► Delete Box**, or right click and select **Delete Box** from the pull-down menu. the text box will disappear.

Working with Multiple Pages

Inserting a New Page

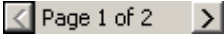
- 1 Click outside the Text or Art boxes to put the document in **Save/Print Mode**.
- 2 Click **Insert ► Page**, or right click and select **Insert Page** from the pull-down menu.
- 3 Select from the options listed in the **Insert Page** dialog box where you would like your new page to appear in your document.
- 4 Click **OK**

Navigating Between Pages

Startwrite® makes it easy to move from page to page in documents that have multiple pages.

- 1 Click **Edit ► Go To...** and type in the page number you wish to view
- 2 Click **OK**

Tips

- The Status Bar (on the bottom right corner of screen) tells you which page you are currently working on.
- You can also use  on the Status Bar to move from page to page. Clicking on the left arrow moves you back one page, clicking on the right arrow moves you forward one page.

Deleting a Page

Use Delete Page to erase the page that you currently have on the screen.

- 1 Make sure that you have the page that you wish to delete from your document currently on the screen.
- 2 Click **Edit ► Delete Page**, the page before the page you deleted in your document will appear on the screen.

Undo

Use Undo to reverse your last action. For example, you can use Undo to restore the text or art you just deleted.

- 1 Click **Edit ► Undo**

Tips

- You can undo changes made to text or graphics. However, some actions, such as scrolling or saving a document, are not affected by Undo.

Using Startwrite® Lesson Files

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

- 1 Click **File ► Open Lesson**
- 2 Select the lesson from the list of available lessons.
- 3 Click **OK**.

Tips

- There are lessons available for the Cursive, Italic, Italic Cursive, Manuscript and Modern Manuscript fonts.
- The StartWrite® lesson files have an .swl extension.
- If you want to adapt a lesson file for your own use, we recommend opening the lesson file you want, then using **File ► Save As...** to save a copy of the lesson file with a new name in order to keep from overwriting the original lesson file.


Cut, Copy, and Paste




Cutting and Pasting

Cutting and Pasting Text or Art Boxes


Use Cut with Paste to move Text or Art Boxes to other pages in your document.

- 1 Click inside the Text or Art Box you want to move. This will place the box in **Enter/Edit mode**.
- 2 Click **Edit ► Cut**, click the  button on the toolbar, or right click and select **Cut** from the pull-down menu.

At this point the box will disappear. It has been placed on the Windows® Clipboard and is ready to be pasted at the desired location.

- 4 Go to the page on which you desire to paste the cut Text or Art Box and click outside of any Text or Art Boxes on the page. This will place you in **Save/Print mode**.
- 5 Click **Edit ► Paste**, click the  button on the toolbar, or right click and select **Paste** from the pull-down menu.

The box will appear on the page in **Enter/Edit Mode**.


- 6 Place the mouse arrow near one of the sides of the box until a "four way" arrow  appears.
- 7 Hold down the left mouse button and drag the box to the desired page location.

Cutting and Pasting Selected Text

Use Cut with Paste to move selected text to different locations, text boxes or pages in your document.

- 1 Click inside the Text or Art Box you want to move. This will place the box in **Enter/Edit mode**
- 2 Place your mouse pointer at the beginning of the text you wish to select. Click and hold down the left mouse button.
- 3 Drag the mouse to the end of your selection and release the left mouse button.

The text you have selected will appear in red.

- 4 Click **Edit ► Cut**, click the  button on the toolbar, or right click and select **Cut** from the pull-down menu.

At this point the selected text will disappear. It has been placed on the Windows® Clipboard and is ready to be pasted at the desired location.


- 4 Click on the location where you desire to paste the selected text. If you are pasting your selection on an empty page, create a text box, and click inside the empty box.
- 5 Click **Edit ► Paste**, click the  button on the toolbar, or right click and select **Paste** from the pull-down menu.

The selected text will be inserted at the location you have selected.


Copying and Pasting

Copying and Pasting Text or Art Boxes


Use Copy with Paste to make an exact copy of Text or Art Boxes and paste them in other locations or on other pages in your document.

- 1 Click inside the Text or Art Box you want to copy. This will place the box in **Enter/Edit mode**.
- 2 Click **Edit ► Copy**, click the  button on the toolbar, or right click and select **Copy** from the pull-down menu.

A copy of the box is automatically placed on the Windows® Clipboard and is ready to be pasted at the desired location.

- 4 Go to the location where you desire to paste the copied Text or Art Box and click outside of any Text or Art Boxes on the page. This will place you in **Save/Print mode**.
- 5 Click **Edit ► Paste**, click the  button on the toolbar, or right click and select **Paste** from the pull-down menu.

The box will appear on the page in **Enter/Edit Mode**.


- 6 Place the mouse arrow near one of the sides of the box until a "four way" arrow  appears.
- 7 Hold down the left mouse button and drag the box to the desired page location.

Copying and Pasting Selected Text


Use Copy with Paste to move a copy of selected text to different locations, text boxes, or pages in your document.

- 1 Click inside the Text or Art Box you want to copy. This will place the box in **Enter/Edit mode**.
- 2 Place your mouse pointer at the beginning of the text you wish to select. Click and hold down the left mouse button.
- 3 Drag the mouse to the end of your selection and release the left mouse button.

The text you have selected will appear in red.

- 4 Click **Edit ► Copy**, click the  button on the toolbar, or right click and select **Copy** from the pull-down menu.

At this point a copy of the selected text will be placed on the Windows® Clipboard and is ready to be pasted at the desired location.

- 4 Click on the location where you desire to paste the selected text. If you are pasting your selection on an empty page, create a text box, and click inside the empty box.
- 5 Click **Edit ► Paste**, click the  button on the toolbar, or right click and select **Paste** from the pull-down menu.

A copy of the selected text will be inserted at the location you have selected.

Copying and Pasting Text into Startwrite® from Other Programs


Startwrite® has the ability to import text from other applications that is copied onto the Windows® Clipboard. However, Startwrite® is intended to be used for creating worksheets, not to be used in place of a word processor. Because of this, Startwrite's fonts are much larger than regular fonts, and only small amounts of text will fit on a single page at a time. If the text that you are copying is too large to fit within the Text Box on the page you are working on, the program will automatically adjust the font size in order to fit the text on a single page. If the font size is too small, you may want to try making your selection smaller. If you need to fit more text in a document than will fit on one page, insert another page, create a text box, and copy and paste the selection in pieces to fit on each page.

- 1 In the program you are copying from, place your mouse pointer at the beginning of the text you wish to select. Click and hold down the left mouse button.
- 2 Drag the mouse to the end of your selection and release the left mouse button.

The text will appear highlighted.

- 3 Click **Edit ► Copy** (or follow the instructions in the program to copy)

At this point a copy of the selected text will be placed on the Windows® Clipboard and is ready to be pasted at the desired location in Startwrite®.

- 4 Click on the location where you desire to paste the selected text. If you are pasting your selection on an empty page, create a text box, and click inside the empty box.
- 5 Click **Edit ► Paste**, click the  button on the toolbar, or right click and select **Paste** from the pull-down menu.

A copy of the selected text will be inserted in the location you have selected.

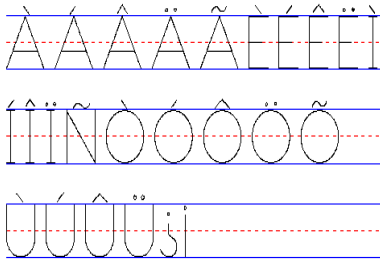
Using Accent Marks and Math Fonts



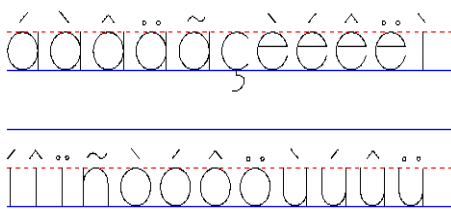
Using Accent Marks

Startwrite has the following accented characters available in the Manuscript, Manuscript-Simplified, Modern Manuscript, and Italic Fonts complete with the arrow and start dot options available.

Capital Letters with Accent Marks:



Lowercase Letters with Accent Marks:



Inserting Lowercase Letters with Accents

- 1 Hold down **Ctrl** (the control key), press the letter you want to insert, then release both keys. **At this point nothing will appear on the screen.**
- 2 Enter the accent mark you wish to insert using the keystrokes listed on the **Typing Accent Marks Chart** (on the next page).

If you hold down **Ctrl** (the control key) and the letter or **Ctrl** (the control key) **Shift** and the letter too long, the letter will appear on the screen without the accent marks. If this happens, just erase the letter and repeat Step 1 or 2.

Inserting Capital Letters with Accents










- 1 To insert a **capital** letter, hold down **Ctrl** (the control key) and **Shift** at the same time, press the letter you want to insert, then release **Ctrl** (the control key), **Shift**, and the letter. **At this point nothing will appear on the screen.**
- 2 Enter the accent mark you wish to insert using the keystrokes listed on the **Typing Accent Marks Chart** (on the next page).

If you hold down **Ctrl** (the control key) and the letter or **Ctrl** (the control key) **Shift** and the letter too long, the letter will appear on the screen without the accent marks. If this happens, just erase the letter and repeat Step 1 or 2.

Tips	
-	To insert “ç” or “ı” into your document, follow the same instructions for typing an accented capital letter (Ctrl ▶ Shift ▶ “?” or “!”).

Typing Accent Marks Chart:

The instructions in the chart are for adding accents to both capital and lowercase letters. Once you have followed the instructions on the previous page, find the accent mark you wish to appear with the letter you have typed and follow the instructions to the right of it to insert your accented letter into your document

	Press the  key (located by the number one on the top row of the keyboard).
	Press the apostrophe key (located right by the Enter key)
	Press the  key (hold down Shift and press the 6 key on the top row of the keyboard)
	Press the quotes key (located by the Enter key, remember to hold down Shift)
	Press the  key (located by the number one on the top row of the keyboard, remember to hold down Shift)
	Press the comma key (located next to the letter “M” on the keyboard)

After entering the accent mark, the letter will appear on the screen with the accent mark.

Tips	
-	In order to use the letter “ç”, you must follow the directions for a capital letter (Ctrl ▶ Shift ▶ “c”). There is not a capital letter “C” with a cedille.
-	The accents only work in the Manuscript, Manuscript-Simple, Modern Manuscript, and Italic fonts. If you choose another font the accented letters will not appear in the document.

Using Math Fonts

Startwrite® Math Fonts allow the user to create simple math worksheets with pictures and numbers. There are four math fonts to choose from for the Manuscript, Modern Manuscript, and Italic Fonts. Some of the math fonts include multiple picture groups.

- 1 Click inside the Text Box you want to edit. This will place you in **Enter/Edit mode**.
- 2 Follow the instructions for Selecting A Font (page), and select a math font (Clocks, Money, Math01, or Math02).
- 3 Use the keyboard to type the letters that correspond to the math pictures you wish to insert. (Use the chart on next page).

Startwrite® Math Fonts Chart: (going from left to right across the keyboard)

Clocks- Lowercase q-p, a-l, and z-c are clocks with varying times for every 5 minutes.
Uppercase Q-P, A-L, and A-C are clocks with the hour, and an AM or PM

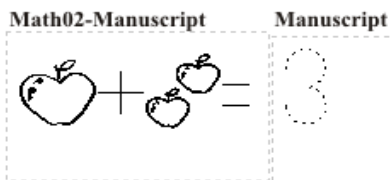
Math01- Lowercase q-o are 1-9 blocks
Lowercase a-l are 1-9 flags
Lowercase z-b are 1-5 crayons
Uppercase Q-P are 1-10 balloons
Uppercase A-J are 1-9 signs
Uppercase Z-B are 1-5 trucks

Math02- Lowercase q-o are 1-9 kites
Lowercase a-l are 1-9 whales
Uppercase Q-O are 1-9 stars
Uppercase A-L are 1-9 apples

Money- Lowercase q-t are 1-5 pennies
Lowercase y-u are 1-2 nickels
Lowercase i-p, and a-s are 1-5 dimes
Lowercase d-f are 1-2 quarters
Uppercase Q-T are 1-5 One dollar bills
Uppercase Y-U are 1-2 Five dollar bills
Uppercase I-O are 1-2 Ten dollar bills
Uppercase P, and A are 1-2 Twenty dollar bills
Uppercase S, and D are 1-2 Fifty dollar bills
Uppercase G is 1 One hundred dollar bill

Tips

- In these fonts, the numbers do not have the option to appear as dots. In order to create a math worksheet with dotted numbers, you must use two different Text boxes. One with the math font, and one using a regular font (Manuscript, Modern Manuscript or Italic). Please see the example below.




Managing Files



Creating a New Document


When you first start the program, a new document and Text Box automatically appear on the screen ready for you to type. If you wish to start a new file, follow the instructions below:

- 1 Click **File ► New** or the  button on the toolbar. A new document with a Text Box will appear, ready for you to type text.

Opening Saved Documents

Opening an Existing Document

Use Open to open a previously saved file. Open works with documents you have previously saved as files on a hard or floppy disk. When you want to edit a file that is saved on a disk, you need to open a copy of the file in StartWrite®. The file then becomes active in your computer's memory so that you can edit it. You can make changes to the file by double-clicking inside any Text or Art Box with your left mouse button, which places you in the **Enter/Edit mode**. The changes you make are not recorded on disk until you save the file again.

- 1 Click **File ► Open**, or click  on the toolbar.
- 2 Use the **Look in:** drop-down list to select the drive you want (such as your c:\ drive)
- 3 Find the folder you want in the list underneath the **Look in:** drop-down list. You may need to click several folders and/or subfolders to get to the folder your document is stored in.
- 4 Select the file you want.
- 5 Click **Open**

Tips

- Saved Startwrite® documents have an .swd file extension.

Opening a Recent Document

The filenames of the most recently saved documents are kept on the File menu. You can open these documents directly from the File menu, instead of using the Open dialog box.

- 1 Click **File** and double-click on the filename, or highlight the filename and type the number that appears next to the file you wish to open.

Saving a Document


Use Save to save the file you are currently working on. You can save hundreds of files on a hard disk, which contains folders and subfolders that group similar files, very much like a filing cabinet with file drawers and folders. You can save files with new names, or save them in different directories.

You should use Save periodically to avoid losing your work if a power or system failure occurs.

Saving the Current File


- 1 Click **File ► Save**, or click  on the toolbar.
- 2 Select the directory where you want to save the file from the **Save in:** drop-down list, or type the full path for the file before the filename in the **File name:** Text Box.
- 3 Type a filename for the file in the **File name:** Text Box. Use a name that describes the page. Filenames can be a maximum of eight characters, followed by a period and a three-character extension. StartWrite® uses a .swd extension by default.
- 4 Click **Save**.

Saving a File with a New Name

- 1 Click **File ► Save As...**, or click  on the toolbar.
- 2 Select the directory where you want to save the file from the **Save in:** drop-down list, or type the full path for the file before the filename in the **File name:** Text Box.
- 3 Type a new filename for the file in the File name text box.
- 4 Click **Save**.

Closing a Document

Use Close to close the current document.

- 1 Click **File ► Close**, or click  on the Menu bar.

Exiting Startwrite®

- 1 Click **File ► Close**, or click on the  in the very top right corner of the screen .
-

Printing Documents



Printing your finished Startwrite® documents is easy. Before you start printing, make sure the printer is turned **on**, hooked up correctly, and has plenty of ink.

Print Setup

Use Print Setup to change the printer and specify printing options. If you want to use a Windows® printer driver, StartWrite® provides access to the Windows® printer setup options from within the StartWrite® Print dialog box. For information about these printer setup options, refer to the Microsoft Windows® documentation or Microsoft Windows® Online Help system.

- 1 Click **File ► Print Setup...**
- 2 Select the printer you want to use from the **Name**: drop-down list in the **Printer** group box.
- 3 Select Portrait or Landscape in the **Orientation** group box.

Portrait prints an 8½ x 11 inch page with the 11 inch side running up and down (vertically). Landscape prints an 8½ x 11 inch page with the long edge running horizontally.

- 4 Select the Paper Size and Source you want from the **Paper** group box.
 - 5 Click **Properties** if you want to change the default printer settings.
 - 6 Click **OK**
-

Print Preview

Use Print Preview to display each page of your current document as it will look when printed.

- 1 Click **File ► Print Preview**
- 2 Choose from the following options:

Print : Prints your document.

Next Page: Lets you view the next page in your document (if you have more than one page in your document).

Prev Page: Lets you view the previous page in your document (if you have more than one page in your document).

Two Page: Lets you view two consecutive pages in your document side by side. You can use the **Next Page** and **Prev Page** buttons to scroll through your document.

One Page: Lets you view your document one page at a time. This button is available only if you are currently viewing two pages at a time.


Zoom In: Expands the image of your document page on the screen. Zooming does not change the actual size of text or graphics.

Zoom Out: Reduces the image of your document page on the screen. Zooming does not change the actual size of text or graphics.

Close: Closes the Print Preview window and returns you to the Startwrite® document window.

Printing a Document

Use Print to print the documents you have created with StartWrite®.

1 Click **File ► Print**, or click  on the toolbar.

2 Make sure the printer you want to use is listed in the **Name:** text box.

If you want to use a different printer, click the **Name:** drop-down list, then select the printer you want to use.

3 Specify the portion of the document you want to print by choosing one of the following options:

All: Prints all the pages in your document.

Pages: Prints the range of pages in your document that you specify. This option is only available if your document has more than one page. For example, if your document is five pages long, but you only want to print the first two pages:

- 1 Select the **Pages** option
- 2 In the **From:** text box, type 1
- 3 In the **To:** text box, type 2

Selection: Prints a selected portion of your document. Make your selection before selecting Print.

4 Type the number of copies you want to print in the **Number of copies:** text box.

5 Click **OK** to print your document.

Tips

- Click **Properties** if you want to change the options for the currently selected printer. The options available depend on the features of the printer.

View Options




Startwrite® has several different view options to customize your workspace that allow better viewing and quicker access to the tools you need to make your worksheets.



Zoom

Zoom

Use Zoom to specify the size of on-screen text and graphics. Zoom does not change the actual size of the text or graphics in your document, but allows you better viewing of what you are working with.

- 1 Click **View ► Zoom...** or click  on the toolbar.
- 2 Select a Zoom percentage (50%-150% of actual size), or select "Other" and type in the desired percent (between 20% and 150%).
- 3 Click **OK**

Tips

- You can also click  100%  on the status bar at the bottom right of the screen to zoom (- zooms the view out, + zooms the view in).

Show or Hide Toolbars

Use the Toolbar to access the features and options you use most (like Open, Save, and Print) simply by clicking with your mouse. You can choose to display or hide the toolbar at any time.



- 1 To display (or hide) the Toolbar, choose **View ► Toolbar**.

If there is a check mark by the **Toolbar** option on the **View** menu, the Toolbar is currently displayed.

Show or Hide Property Bar

Use the Property Bar to access the options that help you customize the text in your Text Boxes simply by clicking with your mouse. You can choose to display or hide the Property Bar at any time. Some of the options on the Property Bar are only available when you have a Text Box selected.



1 To display (or hide) the Property Bar, choose **View ► Property Bar**.

If there is a check mark by the **Property Bar** option on the **View** menu, the Property Bar is currently displayed.

Show or Hide the Status Bar

Use the Status Bar to display information about the current document and state of the keyboard (whether Num Lock, Caps Lock, and Scroll Lock are on or off). The Status Bar will also display quick tips about the Menu Bar item you currently have selected. You can choose to display or hide the Status Bar at any time.



1 To display (or hide) the Status Bar, choose **View ► Status Bar**

If there is a check mark by the **Status Bar** option on the **View** menu, the Status Bar is currently displayed.

Working with Document Windows



Startwrite® allows you to have several document windows (files) open at one time which allows you to edit more than one document at once, and cut and paste between documents.

Opening a New Document Window

This feature does the same thing as opening a new file (page)

- 1 Click **Window ► New Window**

A new window with an empty Text Box will appear.

Moving Between Document Windows

The area on the screen where you type your documents is called a document window. You can open, move, size, and arrange many document windows at the same time. The document you currently have your mouse pointer in is called the active window. You can switch between any of the documents you currently have open.

- 1 Click on a displayed window to make it active, or click **Window** and select the name of document you want to make active from the list.
-

Arranging Document Windows

There are two layering options for making moving between documents on screen easier. These options effect the arrangement of windows when all documents are down-sized

- 1 Down-size all active document windows (click in the upper right corner of the document window).
- 2 Choose a layering option.

Cascade

Use Cascade to arrange the files you have open in the StartWrite® window in an overlapping fashion with the title bar of each window displayed. You cannot cascade windows that are minimized or full screen.

- 1 Click **Window ► Cascade**

Tile

Use Tile to display file windows top to bottom with no overlapping. You cannot tile windows that are minimized or full screen.

- 1 Click **Window ► Tile**
-

Startwrite Technical Support



Technical Support

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

E-mail Address:

support@startwrite.com

Fax Line:

(801) 936-7777

Phone/Technical Assistance:

(801) 936-7077

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

Ordering Software

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

Phone Order Line ONLY:

1 (888) WRITE-ABC (1 (888) 974-8322)

or

1 (801) 936-7779

Online Ordering:

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

Menu Bar Icons Quick Reference



Toolbar Buttons

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

New File

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

Open File

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

Save

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

Print

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

Cut

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

Copy

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

Paste 

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

Art Box 

This is the art or graphic image box. Use this icon to create an Art Box, with an image inside of it. Art Boxes should not overlap. If they do, the image underneath may not print properly.

Text Box 

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

Spell Check (Windows® version only) 

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

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

Zoom (Windows® version only) 

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

Font (Windows® version only) 

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

Portrait/Landscape



Windows® Macintosh

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

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

Property Bar Buttons

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

Font  **Manuscript** 

Startwrite® includes several unique fonts to help you create your handwriting worksheets. These fonts are **Manuscript** (ball and stick or similar to Zaner-Bloser), **Cursive**, **Manuscript-Simplified**, **Cursive-Simplified**, **Modern Manuscript** (similar to D'Nealian), **Modern Cursive**, **Italic** (similar to Portland Italic), **Italic Cursive**, **Palmer**, **Palmer Cursive**, **HWOT** (similar to Handwriting Without Tears), **HWOT Cursive**, **Victorian Print** (Australia), **Victorian Link** (Australia), **Queensland Print** (Australia), **Queensland Link** (Australia), **New South Wales Print** (Australia), **New South Wales Link** (Australia), and five math fonts with assorted pictures for **Manuscript**, **Modern Manuscript**, and **Italic**. Startwrite also gives you access to the Windows® fonts you have installed on your computer. You can use all of these fonts in any Text Box you create.

The default font (or the font that is used if no other font is selected) is **Manuscript**. The font you currently have selected appears in the Font list located on the toolbar.

Font Size **48** 

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

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

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

Shading Buttons 

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

Guide Line Buttons 

These buttons let you choose which Guide Lines you wish to appear in your document (top, middle, bottom, and baseline).

Dot Density Buttons 

These buttons let you make the letters, words, and sentences in a Text Box appear in different dot densities. You can choose from light density dots to solid black lines.

Letter Stroke Arrow Button 

This button turns the letter arrow strokes On or Off.

Letter Start Dot Button 

This button turns the letter start dots On or Off.