

Getting started with Easiteach: a guided tour

To open Easiteach, go to the 'Start' menu on your desktop and in 'All Programs' select Easiteach Next Generation. Alternatively, double click on the shortcut on your desktop.

Splash screen



The Easiteach splash screen will display, providing quick access to some of the key features. These are:



New

This allows you to create a new document.



Open

This allows you to open a previously saved document.



Recent documents

This displays the five most recently opened documents. Select one to open it.



Activities

This allows you to open the bank of activities and templates that comes with Easiteach.



My easiteach

This opens the My easiteach settings tool, where you can choose where the main navigation menu appears or change your preferred default font or language.



easiteach.com

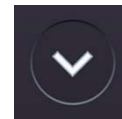
This opens the Easiteach website.

Easiteach menu bar

The Easiteach menu bar is the main navigation bar and appears by default along the bottom of the screen. From this menu bar you can launch different functional areas to the left hand side of the menu bar and common function buttons to the right hand side. You can flip the toolbar horizontally by clicking on the buttons at each end.



Secondary menu bars are displayed by clicking the icons on the left hand side of the main Easiteach menu bar. All secondary menu bars have a button on the far right which allows you to close them and just show the main menu bar.



Functional areas



'e' button

This button opens the 'e' menu.



Drawing button

This button opens the 'Drawing' menu bar.



Text button

This button opens the 'Text' menu bar.



Special effects button

This button opens the 'Special effects' menu bar.



Widget button

This button opens the Widget bank.



Multimedia bank button

This button opens the Multimedia resource bank.



Scrapbook button

This button opens the 'Scrapbook' window.

Common function buttons



Select mode

Clicking this button updates the mouse pointer to show you are in select mode. You can now select objects and perform actions on them. To select multiple objects, while within select mode, hold down the Ctrl key and click on the required objects.



Play mode

Clicking this button will put you in play mode. Use play mode to allow students to interact with objects without the editing tools, or to access interactive elements like widgets or flash files more easily.



Keyboard

This option opens the on-screen keyboard that comes with your operating system. If you are using a whiteboard it will allow you to type on screen rather than leaving the whiteboard to return to your computer. The keyboard will appear in the bottom of the screen, but you can click on it to select it and move it anywhere on the screen.



Lock aspect ratio

This allows you to resize objects on the page while keeping their original proportions. Click to switch this on and then resize the objects as required. Click the button again to allow objects to be resized freely without constraining proportions.



Pan

Clicking this button allows you to pan around the page while you are zoomed in.



Zoom in button

To zoom in on a page, select this button which will zoom in on your current page x1. This can be selected multiple times.



Zoom out button

To zoom out after you have zoomed in, select this button which will zoom out x1. This can be selected multiple times until you can see the full page at the standard view.



Cut button

To cut an object in Easiteach, you first need to have it selected and then click this button. The selected object is cut to the clipboard and the object is removed from the page.



Copy button

To copy an object in Easiteach, you first need to have it selected and then click the copy button. The selected object is copied to the clipboard and also remains on the page.



Paste button

To paste an object, you need to have either previously copied or cut an object. This button pastes the current clipboard item onto the page and it is only active when there is an item on the clipboard. It will only paste the last item that has either been cut or copied.



Undo button

To undo the last action performed on the page you can select this button. It is only active when an action has already been performed. This feature works on a page-by-page basis, so if you navigate to another page and select undo, the last action performed on that page will be undone.



Redo button

To redo the last undone action performed on the page you can select this button. It is only active when an action has been performed. This feature works on a page-by-page basis, so if you navigate to another page and select redo, the last action performed on that page will be redone.



Delete button

To delete an object from the page you must have an object selected. This button is only active when an object is selected. The object does not get copied to the clipboard.



Back one page button

To return to the previous page in the current document you can select this button. It is only active if there is a previous page to navigate to.



View storyboard

To view your Easiteach document as a storyboard you can select this button which will display document pages in a page sorter. You can see thumbnails of all the pages in the document, add and delete pages and cut, copy, and paste pages. If you click twice on a page the page will display in full. The storyboard button updates to show you which page number you are viewing.

When you are in storyboard view, you can add pages to the document by selecting the '+' button. This will add a new page after the selected page. To delete a page use the '-' button in the same way. You may change the order of your pages by dragging and dropping them on top of existing pages. If you wish to move a page to a position which isn't currently displayed in that view (i.e when there are more than eight pages in a document), click and drag the page to the next screen area, and the view will automatically display the next set of pages. Then drop the page on top of whichever page you want it to display at and it will slot in at this spot.

**Forward one page button**

To progress to the next page in the current document you can select this button. The button is only active if there is a next page to navigate to. If there is no page to navigate to, this button will become an 'add page' button. Clicking the 'add page' button will add a new page directly after the currently selected page.



'e' menu functions



Within the 'e' menu the following functionality is available:

Recent documents

This option displays the most recent documents on the secondary menu to the right. Clicking on a file from this menu will open that file. You will be prompted to save the current open document first.



New

This option allows you to open a new document.



Open

This option displays the default Windows® browser window to allow you to select an Easiteach document to open. Within the secondary menu of the Open menu you can also open a file with the extension '.iwb' (interactive whiteboard format). When you select this option a window will open so you can browse for the .iwb file you want. This could include content created in a previous version of Easiteach or other whiteboard software.



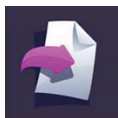
Save

This option saves the current document. If it is the first time you have saved the document, the default Windows® dialog box will allow you to choose a location to save it to.



Save as

This option saves a copy of the current document. The default Windows® dialog box will open allowing you to choose a location to save the document to. Within the secondary menu of the Save As menu you can also save a file with the extension '.jpg', '.pdf' or as the common interactive whiteboard format '.iwb', enabling other users to view the file in other interactive whiteboard software.



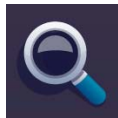
Insert

This option allows you to insert an existing Easiteach Next Generation document into your current one. The default Windows® dialog box will open enabling you to browse for an appropriate file, either with the extension .etng (Easiteach Next Generation document) or .etnt (Easiteach Next Generation template). The file you are inserting will appear directly after the page you are currently viewing. You can reorder the pages while in the storyboard view, which is covered in the View Storyboard section above.



Reset page

This option returns the current page to the last saved state. This feature is useful if you want students to try completing tasks one at a time.



View modes

This option opens onto the secondary menu to display the different view modes available. To view in a particular mode, click on it to select it.



Edit mode – the default mode for editing a single page.



Storyboard mode – enables you to see thumbnails of all your pages and provides tools for copying, pasting, and rearranging pages.



Split screen mode – enables you to view two pages at once.



Full screen mode – opens Easiteach in full screen so you don't see other application menus.



Side panel – enables you to edit a single page while being able to view page thumbnails in a side bar.



Curtain reveal – enables you to hide the contents of a page then reveal by dragging the 'curtain' across using one of the four 'handles' at the top, bottom, left and right of the screen.



Grid – adds a grid to the page to allow you to align objects on the page more easily.



Glass mode – provides an annotation layer over the top of the application for demonstrating how different programs work, etc. Glass mode can be used while viewing Easiteach or another program, and can even be launched without having Easiteach running. To see the available options, click on the Easiteach icon which appears on the left and right of the screen. The options available are:

- Enable/disable annotation layer
- Select spotlight options – see below
- Select annotation tool – choose from four pens and two highlighters
- Clear all annotations
- Select an area of the screen to capture – the area you capture is copied as an image to your computer clipboard and added to your Easiteach page
- Capture screen – the image of the page is copied as an image to your computer clipboard and added to your Easiteach

- Exit glass mode



Spotlight mode – this mode allows you to focus on specific areas of the screen. It has the same options as glass mode, except for annotation. You can change the spotlight to a circle or a square, and change the size of the spotlight. Move the spotlight by clicking and dragging on the darkened area. If you click inside of the spotlight you can interact with any of the elements on the page below.



My easiteach

This option enables users to change your Easiteach application or document settings.

General settings

The **General settings** tab allows you to choose the application settings according to your needs. The aspects which can be configured are:

- **Choose language** - where you can choose your language.
- **Default save location** – if you want to change the default save location, a Windows® pop-up will display when ‘Change’ is selected, which enables you to alter the save location.
- **Default page size** - where you can choose a suitable page size.
- **Default page orientation** – where you can select landscape or portrait page orientation.
- **Default font** – where you can choose your preferred font.
- **Default font size** – where you can choose your preferred font size.
- **Location of main toolbar** – where you can choose to position the toolbar, at the top or bottom of the screen.
- **Default drawing colors** – if you click on the stroke and fill colors, a color palette displays allowing you to choose your preferred default drawing colors.
- **Default text colour** – if you click on the stroke and fill colors, a color palette displays allowing you to choose your preferred default text colors.

Select ‘OK’ or ‘Cancel’ to save or cancel your changes. Next time you open Easiteach it will open with your preferred settings. When you select the ‘About’ button, information about your version of Easiteach will be displayed. Selecting the ‘EULA’ button on the About screen will display the End-user Licence Agreement.

Document settings

The **Document settings** tab allows you to choose the default settings for your document according to your needs. The aspects which can be configured are:

- **Page size** - where you can choose a suitable page size.
- **Page orientation** – where you can select landscape or portrait page orientation. The default is landscape.
- **Background image** – where you can browse for an image to add to the background of the pages in the document. If you want to remove the background image, delete the file location from the field.

- **Background image stretch option** – where you can select how the background image is stretched to fill the pages. Click on one of the four options. The default is 'Do not stretch'.
- **Background image position** – where you can select where the background image should be positioned, by clicking one of the nine available screen positions. The default is top left.
- **Background color** – where you can select a background color for the pages, using the color picker. The default is white.

Please note the background image can only be edited via the Document settings section in My Easiteach and not directly on the canvas.

Select 'OK' or 'Cancel' to save or cancel your changes. The properties of your document will be updated.

Page settings

The **Page settings** tab allows you to choose the default settings for each page of your document according to your needs. The aspects which can be configured are:

- **Background image** – where you can browse for an image to add to the background of the page. *Please note, this will apply the background chosen for the current page only.* If you want to remove the background image, delete the file location from the field.
- **Background color** – where you can select a background color for the page, using the color picker. The default is white.
- **Background image stretch option** – where you can select how the background image is stretched to fill the page. Click on one of the four options. The default is 'Do not stretch'.
- **Background image position** – where you can select where the background image should be positioned, by clicking one of the nine available screen positions. The default is top left.

Please note the background image can only be edited via the Page settings section in My Easiteach and not directly on the canvas.

Select 'OK' or 'Cancel' to save or cancel your changes. The properties of your selected page will be updated.

Multimedia settings

The **Multimedia settings** tab allows you to choose the default multimedia elements according to your needs. The aspects which can be configured are:

- **Default voice** – where you can choose your preferred voice.
- **Default audio input device** – where you can select the default audio device used for recording sound. The properties of the audio device can also be set by selecting the 'Properties' button. *Please note, when you have completed your required settings you must select 'Apply', before 'OK', to ensure your changes are applied.*
- **Default video input device** – where you can select the default video

device used for recording video. The properties of the video device can also be set by selecting the 'Properties' button. *Please note, when you have completed your required settings you must select 'Apply', before 'OK', to ensure your changes are applied.*

Select 'OK' or 'Cancel' to save or cancel your changes. The properties of your multimedia elements will be updated.



Activities

This allows you to open the bank of activities and templates that comes with Easiteach. A window will open allowing you to browse the activities supplied with Easiteach.



Help

This opens a PDF version of this guide.



Exit easiteach

This option closes Easiteach. If there are any open pages or documents you will be prompted to save them before Easiteach closes.

Drawing tools



The drawing tools are accessible by selecting the drawing tools button on the Easiteach menu bar. The tools available are as follows:



Pen tools

This option opens the pen tools menu.

There are 12 pre-defined colored pens to choose from. The bottom row of pens take their colors from those last used in the color picker.

When you click on one of the pen options the mouse pointer will update to show that a pen tool is selected and you can draw freehand with that pen. They will stay selected until you choose another tool or click the select button.



Highlighter tools

This opens the highlighter tools menu.

There are 12 pre-defined colored highlighters to choose from. The bottom row of highlighters take their colors from those last used in the color picker.

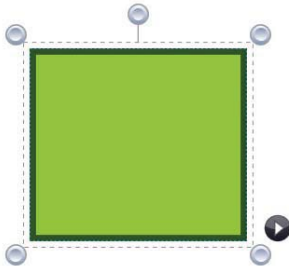
When you click on one of the pen options the mouse pointer will update to show that a pen tool is selected and you can draw freehand with that pen. It will stay selected until you choose another tool or click the select button.



Eraser

The eraser tool erases digital ink made using one of the pen or highlighter tools. To erase, select the eraser tool and move it over areas of digital ink to erase that area. The eraser does not erase other objects on the page. If you want to remove these, you will need to delete them.

Working with drawn objects



When you select a drawing using the select button, it will appear in a bounding box and can be resized, moved, rotated, aligned, sent forwards and backwards, duplicated, etc.

To resize a drawing, click any of the gray circles at the corners of the frame and drag it to the size you require.

To move a drawing, click in the middle of the shape and drag it where required. You can rotate by clicking the gray circle in the top middle of the frame and moving the object as required.



Fill tool

The fill tool allows you to fill shapes, lines and cells in number grids with the color selected in the color picker.



Shape recognition tool

The shape recognition tool enables you to draw shapes freehand on the whiteboard. Easiteach then transforms them into shape objects.

To use this tool click the shape recognition button and then draw a shape on the canvas. Easiteach will try to recognize it and will turn it into a shape with sharpened edges. If the shape is not recognizable a message will display advising 'The shape couldn't be recognized. Please try again.'



Shape tools

This option opens the shape tools menu. The shapes available to choose are:

- star
- hexagon
- octagon
- heptagon
- decagon
- circle
- cross
- pentagon
- trapezoid
- speech bubble
- square
- parallelogram
- triangle
- right-angled triangle
- semicircle



The menu will display with the shapes in the color you currently have in your color picker. When you select one of the shapes, the mouse pointer will update to show which shape

has been selected. You can draw the shape by clicking and dragging on the page. If you click the page, but don't drag in any direction, no shape will display. The shape tool will stay selected until you pick something else or click the select button. As with the drawn objects, when selected the shape will appear in a bounding box and can be resized, moved rotated, aligned, sent forwards and backwards like any other object.

It is possible to draw a 'perfect' shape in two ways, either by holding shift down as you use the shape tool or by having the lock aspect ratio button activated while drawing the shape.



Line tools

This option opens the line tools menu. The lines available to choose are:

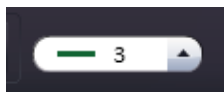
- unbroken line with arrow (at the start)
- unbroken line with arrow (at the end)
- curved line
- dotted line
- dotted line with arrow (at the start)
- dotted line with arrow (at the end)
- poly line (draws lines from mouse click to mouse click)
- elbow connector line (drawn as a shape)
- right-angle connector line
- callout line (with arrow at the end)
- unbroken line



The menu will display with the shapes in the color you currently have in your color picker. When you select a line, the mouse pointer will update. You can draw the line by clicking and dragging on the page. The start of the line is created at the first click and the end of the line is where the mouse pointer is released. The line stays selected until you pick something else or click the select button.

As with other objects, when you select the line using the select button, it will appear in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc.

If you hold down the shift key the line tool draws lines at 45 degree increments.



Line width tool

This option allows you to preset or change the line width, by selecting a different width from the menu.



Show internal angles

This option allows you to show the internal angles of a shape.



Show dimensions

This option allows you to show the dimensions of a shape or line. Labels appear showing the length of each side or line. Dimensions are based on the scale of the page, but you can change the scale to be any length you like by double clicking the number inside the dimensions box and typing a new number. Once you update the scale of your object, other objects on the page will also correspond to this scale.

Text tools



The text tools are accessible by selecting the text icon on the Easiteach menu bar. The tools available are as follows:



Text tool menu

From this menu you can select two text tools:



Handwriting recognition tool

This button launches the handwriting recognition tool installed with your operating system. You can now write freehand on the canvas. Easiteach will try to recognize it and will create a new text box with the text inside (or add text to an existing one if you have a text box selected) *Please note, handwriting support is currently only available in Microsoft® Vista™ and Windows 7™ operating systems.*

The following options can be used to preset the text properties before typing. Alternatively you can highlight text or select the textbox, so the bounding box displays, and any change updates the entire contents of the textbox.



Create a text box

When you select the text tool option the mouse pointer updates to show that the 'create a text box' tool is selected. Click and drag to create a textbox. You can type text immediately.

If you select a textbox while in select mode, it appears in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc. To edit the text inside the box, double click the textbox, highlight the text you wish to change and complete your changes.

If more text is contained within the textbox than can currently be seen, a 'plus' symbol will display in the bottom right hand corner to highlight this. You can view it by either making the object larger or by placing your cursor in the text box and scrolling through the text.



Create text

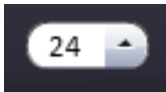
When you select the text tool option the mouse pointer updates to show that the 'create text' tool is selected. Click the page where you want the text to start. You can type text immediately. Press Enter on your keyboard to start a new line.

If you select some text whilst in select mode, it appears in a bounding box and can be rotated, resized, aligned, sent forwards and backwards, etc. To edit the text, double click it, highlight the text you wish to change and complete your changes.



Font picker

To choose a different font click on the font picker and the menu displays with a scrollbar allowing you to search through all the available fonts. The first five fonts shown are the last ones you have used. All the other available fonts are based on what you have installed on your computer. The chosen font will appear in the font picker until you choose a different font or select another piece of text with a different font.



Font size picker

To pick a different font size, click on the font size picker and the menu displays with a scrollbar allowing you to search through all the sizes available, ranging from font size 10 to 90. Your chosen size appears in the font size picker until you choose a different size or select another piece of text in a different size.



Bold

The default state for the bold button is 'off'. To turn bold 'on' click the bold button. It will appear as 'on' until you click it again to turn it 'off' or select another piece of text that isn't bold.



Italics

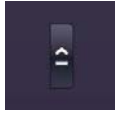
The default state for the italics button is 'off'. To turn italics 'on' click the italics button. The Italics button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't in italics.



Underline

The default state for the underline button is 'off'. To turn underline 'on' click the underline button. The underline button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't underlined.

Advanced text tools



The advanced tools associated specifically with textboxes are accessed by clicking the arrow button in the middle of the text properties menu. This displays the advanced text tools menu showing additional options. The five most recently used items from the menu are shown in the main toolbar.



Cloze tool

This allows you to create a cloze (fill-in the-blank) activity. Click on the cloze button to activate it. The cursor will update to show that the cloze tool is active. Next, click the words you want to remove – these are removed and replaced with a standard-sized line (irrespective of the number of characters in a word, so it isn't easy to guess the answer). If you want to make the gaps bigger, just add more underscores to the textbox in the appropriate place. You must click on the cloze button again to deactivate the functionality.

The removed words are automatically added to the word wallet and can be dragged back into the textbox wherever an underscore exists.



Remove punctuation tool

This allows you to remove the punctuation from a textbox. First you must select the textbox using the select button, so the bounding box displays, and then click the remove punctuation button. The punctuation is removed from the textbox and is automatically added to the word wallet. The punctuation is replaced by one space per character. The punctuation within the word wallet can be dragged onto the textbox and will snap into place in a space where punctuation previously was.



Word wallet

The word wallet is a temporary storage place for words and punctuation which can be dragged onto Easiteach pages. Words are moved to the word wallet when you use the cloze tool. To view the word wallet click on the word wallet button to display it. It will be empty when first opened, unless you have already used the cloze tool or remove punctuation tool to remove content from a textbox. *Please note, the text properties (size, color, etc.) are not shown while a word is inside the word wallet.*

Words can be added to the word wallet by typing words or characters into the input field. Once something is entered into this field, the 'Add' button will activate and it can then be clicked to add the word/character to the word wallet.

Items in the word wallet can be dragged back into a textbox and will snap into place where a gap or an underscore exists. When a word is dragged onto a textbox it will take on the properties of the text in the textbox. To remove all words from the word wallet, click the 'Clear' button. To randomize the order of the words in the word wallet click 'Randomize'.



Remove capitals from selected text

To remove the capital letters or change the case of text from upper to lower case, select a textbox, so the bounding box appears. Then click on the remove capitals button and all the capitals are removed and replaced with lower case letters. *Please note there is not an option to replace lower case letters with capitals using the word wallet.*



Read with me

This is a tool for encouraging the class to read in unison. To switch this on, select a textbox using the select tool. Then select the 'Read with me' icon. The cursor will change to identify that 'Read with me' is switched on. Now you can click anywhere in the textbox in order to move the highlight along the passage, word by word, at a pace to suit the students.



Highlight

The highlight tool allows you to highlight one or more words by clicking on them. Clicking again removes the highlight.



Subscript

The default state for the subscript button is 'off'. To turn subscript 'on' click the subscript button. The subscript button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't in subscript.



Superscript

The default state for the superscript button is 'off'. To turn superscript 'on' click the subscript button. The superscript button appears as 'on' until you click it again to turn it 'off' or select another piece of text that isn't in superscript.



Symbol bank

The symbol bank allows you to insert symbols into your text. There are three categories of symbols to choose from, Math, Languages, and Punctuation. To insert a symbol, click on the symbol bank button to display it. Select the correct category and then click and drag the symbol you require on to the page. It can either be dragged into a textbox which has already been created, or dropped anywhere on the page to form a new textbox.



Text to speech

The text-to-speech functionality enables text on the page to be read by one of the voices installed in your operating system. To use the text to speech functionality, click on the text-to-speech button to display the menu. This contains a list of options – 'read selected text only', 'read single word upon mouse click' and 'switch off text-to-speech'. The default state is 'off'. When you select either of the text to speech options, the cursor will change to signify you have the option switched on.

If you select the 'read selected textbox only' option, then the text in the textbox you select is read. If you select the 'read single word upon mouse click' you can then click on an individual word to hear it read.



Spellchecker

To use the spellchecker, select a textbox and click on the spellchecker button. If only one textbox is selected, the spellchecker will just check that object. If none are selected the spellchecker will check the whole page. Words that are not found in the dictionary are displayed, along with alternative spellings with the options to ignore, ignore all, change or change all. All languages installed on your computer are offered in the spellchecker. When the check is complete a message will display to confirm this.



Bullets

When you click on the bullets button, the menu opens and you can select the bullet style you require. The bullets button will update to show an 'on' state and the menu closes automatically. The options available are: numbered bullets, solid dot bullets, hollow dot bullets, dashed bullets, arrow bullets, and square bullets.

To remove a bullet point from text, position your cursor on the line of the bullet point and select the bullet point button (the button of the style used) or alternatively you can position the cursor at the beginning of the line you want the bullet point removed from and use the backspace on your keyboard.



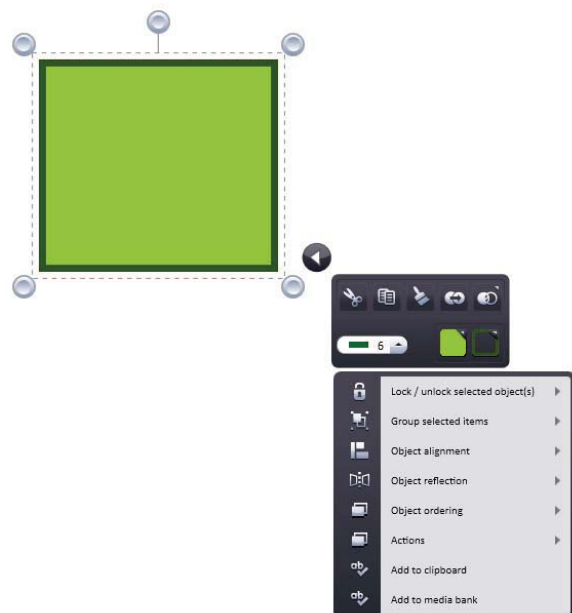
Text alignment

When you click on the button, the text alignment menu opens and you can select the text alignment option you require. The options available are: align left, align center, align right or justify. Your chosen alignment displays on the button until you choose a different one or select another piece of text with a different alignment.

Accelerator menu

When an object is selected, a small icon displays by the bounding box, which you can click on to reveal the accelerator menu. It can also be revealed by right clicking with a mouse, over the object, when an object is selected.

The accelerator menu contains functionality which provides you with easy access to features allowing you to change the properties of the object selected. The menu therefore changes depending on the type of object selected.



Special effects



The special effects tools are accessible by selecting the special effects icon on the Easiteach menu bar. The tools available are as follows:

Actions

You can use this feature to apply actions to selected objects. Only one action can be applied per object. You can see the action applied by switching to 'play' mode. The action options available are:

- No action
- Link to a page
- Link to an Easibook
- Open an external file – this brings up a dialog box asking which file you would like to open when the selected object is clicked.
- Link to a website
- Select Easiteach tool/mode – this brings up a dialog box asking which tool or mode (for example red pen, square shape, cloze mode etc) you would like to be in when the selected object is clicked.
- Hide/reveal object – this brings up a dialog box asking which object you would like to hide and reveal, the selected object or a different object. You will need to drag the picker onto the selected object.
- Send object backwards/forwards – this brings up a dialog box asking which object you would like to send backwards or forwards, the selected object or a different object. You will need to drag the picker onto the selected object.
- Enable/disable effect

Actions can also be accessed through the accelerator menu.

Effects

You can use this feature to apply effects to selected objects. An object can only have a single effect applied. Each effect has a slider (some have two) so you can change the look of the effect. The effect options available are:

- No effect
- Swirl effect
- Wave effect
- Ripple effect
- Mosaic effect
- Drop shadow
- Standard blur
- Zoom blur
- Directional blur

- Transparent color
- Old movie color
- Monochrome color
- Invert brightness
- Adjust brightness/contrast

Widget bank



The Widget bank allows you to search for and add widgets to a page. It is accessible by selecting the Widget button on the Easiteach menu bar. You can browse widgets using the left and right arrows.

To place a widget on your page, click on the 'Add this item to the page' button on the thumbnail.



To use the widget once it is positioned on the page, click away from the widget to release the bounding box. To display the bounding box again, look for the icon in the top left corner of the widget and click on it. The widget can now be resized, rotated, duplicated etc. Widgets can be dragged off-screen, resulting in the circular select option not being shown. To reselect the widget, draw a marquee around it.



Widgets always save the state they are in, so if you navigate away from the page and then return to it, the widget will remain as it was when you left the page.



Calculator

The on-screen calculator performs functions typically found on a standard calculator. You can either click buttons on screen or use the buttons on the number pad on the keyboard (if the Num Lock button is selected). More advanced and scientific functions are available in the Scientific Calculator widget.



Calliper

The calliper widget is used for measuring distance/lengths of objects. The scaling factor can be changed by double clicking the box in the center. This will update the scale of the page.



Chart maker

Bar charts, pie charts or line graphs can be created by entering data into the table. You can complete up to ten of the 'Label' and 'Value' fields. When each label and value is entered the chart will update accordingly. A title can be added and the chart format can be chosen.



Clock

The on-screen clock has a choice of digital or analog display, different time zones and chime types. To amend the properties of the clock, when it isn't in select mode, select the settings button on the right hand side of the clock face and the Clock settings menu will open.



Dice

This is a two-dice widget, ideal for use during game play. Click on the dice cup and the two dice will be shaken.



Equations

This widget enables you to quickly display mathematical functions and equations. Create your equation by dragging numbers, mathematical functions (+, -, ÷, ×), and fractions onto the top area. When you add the = symbol a question mark appears - click on the question mark and the widget will perform the calculation.

As only numbers 0-9 are available, if you want to add a number with two or more figures, click and drag the first number on to the page and then add the other one on top. For example, if you want to add the number 12, click 1 and drag it on to the page and then click and drag the number 2 and drop it on top. The same applies to if the blank fractions are added to the page. The numbers you require can be clicked and drop in the fields.



First contact

First contact is a memory game. Players will see four colored segments which will highlight in a sequence, starting with one light. Players must copy the sequence by clicking on the segments. The sequence builds up each time the player gets the sequence right.



Fractions

This enables you to create a fraction, which can include a whole number, or choose a pre-defined fraction for your page. If you need to change the current settings, select 'Change settings' from the Accelerator menu and the original screen will display, which will allow you to make your changes.



Graphs

This enables you to create a graph or choose a pre-defined one for your page. You can choose from a list of ready-made graphs or create your own by selecting 'Custom' and completing the fields. Shapes can be added from the shape tools menu to the graph to create a bar chart and these will lock to the graph, rather than remaining independent, so if you move the position of the graph the shapes will move as well. If you need to change the current settings, select 'Change settings' from the accelerator menu and the original screen will display, which will allow you to make your changes.



Keyboard

This is an on-screen keyboard that enables you to play and record tunes, choose different instruments and drum beats.



Matching pairs

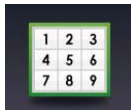
The Matching pairs widget is a memory game. Players click on two cards at a time in order to find matching pairs. Choose from a number of ready-made games, or create your own by adding pairs of matching text in the custom set up screen.



Navigator

The Navigator is an excellent tool for teaching directions as it lets you move its 'locator' around the page, using directions from a keypad. You can choose to record the path of the locator and play it back to show pattern creation. The navigator can be used over an image, such as a map or aerial view. The widget loads in two parts: one is a keypad with various controls and the other is the locator. You click the direction buttons on the keypad to move the locator around the screen and you can choose the way directions are displayed.

Other actions can also be modified – as you move the locator around the screen the path drawing can be shown and un-shown using the 'on' and 'off' radio buttons. The 'Delete path' button erases the entire line and the 'Record moves' button allows you to record the actions, storing information about the movements of the locator, which can be displayed again by clicking 'Playback moves'. If you physically move the locator with the mouse while recording, it will stop recording. The locator will only record its movements when it is moved with the on-screen direction pad. The 'Path length' scroll allows you to change the size of the distance moved upon each click.



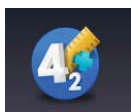
Number grids

This enables you to create a number grid or choose a pre-defined one for your page. You can choose from a list of ready-made number grids or create your own by selecting 'Custom' and completing the fields. The numbers on the grid can be selected and dragged away and returned, providing the basis for an activity on completing missing numbers. If you need to change the current settings, select 'Change settings' from the accelerator menu and the original screen will display, which will allow you to make your changes.



Number lines

This enables you to create a number line or choose a pre-defined one for your page. You can choose from a list of ready-made number lines or create your own by selecting 'Custom' and completing the fields. The numbers on the line can be selected and dragged away and returned, providing the basis for an activity on completing missing numbers. Objects (such as shapes, text boxes, media items) can be added to the number line to create a timeline and these will lock to the line, rather than remaining independent, so if you move the number line, the associated objects will move as well. If you need to change the current settings, select 'Change settings' from the accelerator menu and the original screen will display, which will allow you to make your changes.



Number randomizer

This widget uses the randomiser functionality to create a range of number-based games. The games provided in the widget are: Addition, Subtraction, Multiplication and Division. To view all the games, use the arrows to the right and left of the window. You can choose one of the games already provided or create your own using the 'Create new' menu.



Periodic table

This widget explores the elements of the periodic table. When an element is clicked a description displays, along with the various properties of the element.



Picture reveal

This widget can be placed over the top of an image to create a picture reveal activity, enabling students to guess the identity of the image. There are three levels, which allow you to adapt the game for different abilities and two formats, either jigsaw puzzle shapes or squares. Once 'Play' is selected, each time a piece is clicked on, it becomes transparent and part of the picture behind is revealed.



Picture sudoku

This Sudoku widget is ideal for younger players. Select a category from the menu and fill the blank squares by clicking on them until the picture you want appears.



Place value

This tool allows you to drag place value numbers onto the page. Both whole and decimal numbers are available by clicking either tab. The numbers covered within the whole tab are 1 to 9,000,000 and within the decimal tab are 0.1 to 0.0009. The place value will appear on the page as an image object, but also remains in the bank to enable you to select it again. Cards can be placed on top of others to make different numbers. General object properties can be applied to each card or group of cards.



Protractor 180°

This is a 180° protractor that can be laid over items on the page to measure their angles. To measure an angle, place the protractor appropriately and then move the measuring line until you get to the second line. The measuring line is positioned on the left, but this can be changed by clicking the arrow in the middle. The protractor will measure the angle across the entire 180°.



Protractor 360°

This has the same functionality as the 180° protractor, but items can be measured up to 360°.



Randomizer

This widget contains a range of games created using a randomizer. The games provided include:

- Addition and Subtraction, which randomly displays addition and subtraction problems for students to calculate and answer;
- Animals Quiz, which randomly displays animal-related questions;
- Around the World Quiz, which randomly displays geographical-related questions;
- Word Builder, where students suggest words using as many of the letters displayed as possible;
- Multiplication and Division, which randomly displays multiplication and division problems for students to calculate and answer;
- Synonyms and Antonyms, where students suggest words opposite or similar to the word displayed;
- and Bingo.

To view all the games, use the arrows to the right and left of the window. You can choose one of the games already provided or create your own.



Ruler

This is a 15 centimeter / 6 inch ruler that can be laid over items on the page in order to measure them. The positioning of centimeters and inches on the ruler can be changed by clicking the arrow in the middle.



Scientific calculator

This widget is an on-screen calculator, where you can perform a number of advanced calculator functions. As with the standard calculator you can use the number keypad on the keyboard or click on the on screen buttons with the cursor.



Science question maker

This widget uses the randomizer functionality to create a range of science-based question banks. The topics included in the widget include: Cells, Energy Resources, Forces, Electrical Circuits, The Solar System and Solids, Liquids, Gases. To view all the games, use the arrows to the right and left of the window. You can choose one of the topics already provided or create your own using the 'Create new' menu.



Set square

The set square widget is used to draw parallel lines. The set square can be rotated by typing a value up to 180 degrees into the box in the centre of the widget. The pen tool will automatically snap to the edge of the set square when positioned closely.



Sudoku

The Sudoku widget is ideal for game play. You can play a randomly generated game from a selection of three levels: Beginner, Intermediate or Expert. A timer can be displayed to show how long you have spent or you can hide if you wish. To enter your answer, click on the square and then select the number from the pop up. If you are struggling with the game you can select the 'Show clues' which displays a message advising if any errors have been made. You can also turn hints on or off, which will highlight your correct answers in green and incorrect answers in red. Some players find it useful to save personal notes, when you have more than one possible answer for the field and can't at that point determine which one it should be. To do this hover over the left hand side of the square and when a smaller square displays within it, click it and click the possible answer. Once you have determined the correct answer complete the field as before. You can display clues, if you are struggling and need help completing the game, and save hints, which are your personal notes that some players find useful to complete the game. During play you can reveal the answer, change level and restart your game.



Tangrams

The Tangram widget contains tangram puzzles for players to solve. The available shapes are shown in the side panel. Players drag and drop the shapes into the correct place, rotating as required by clicking once for 90 degrees, twice for 180 degrees etc. There are also options to delete the shape, reset, or add the shape outline to the background to make the puzzle easier.



Target number

The Target numbers widget is a numbers game. Players select six random numbers from the grid, then hit the orange button to generate a target number (there is also the option to manually enter this). The timer starts, and players have 60 seconds to reach a solution. When the 60 seconds is up players enter a solution and can view the best possible answer.



Timer

This on-screen stopwatch can count to a specified time and will alert you when the time is reached. As with the clock widget, the settings are edited by selecting the settings button. You can select a time to countdown from in minutes and seconds (by using the arrows), add your own alert message or choose an alarm sound. 'OK' must be selected for the change to be implemented. If you wish to time something, deselect the 'stop timer in' option and the timer can be stopped, started and reset using the buttons on the stopwatch.



Word builder

This tool allows you to drag word builder cards onto the page. The card appears on the page as an image object, but also remains in the bank to enable you to select it again. You can switch between lower case cards and upper case, by clicking the appropriate button on the word builder. Different cards are available on four tabs, alphabets (individual letters, including punctuation) and beginning, middle and end sounds/phonics. The cards can be placed next to each other to form words or sentences. Cards can be placed on top of others to make different sounds/words. General object properties can be applied to each card or group of cards, which is covered later in this guide.



Word randomizer

This widget uses the randomizer functionality to create a range of word-based games. The games provided in the widget are:

- Starts With / Ends With, where students suggest words which start and end with the letters provided;
- Plurals, where students suggest the plural of the word displayed;
- Word Builder, where students suggest words using as many of the letters displayed as possible;
- Synonyms and Antonyms, where students suggest words opposite or similar to the word displayed;
- Rhyming Words, where students decide if words rhyme or not;
- Silly Sentences, where random words are displayed to create a silly sentence;
- Prefix Snap, where students match a word and its correct prefix
- and Suffix Snap, where students match a word and its correct suffix.

To view all the games, use the arrows to the right and left of the window. Alternatively you can create your own activity using the 'Create new' menu.



Wordsearch

The Wordsearch widget is ideal for game play. It allows you to run pre-defined games or quickly create your own wordsearch games for students to play against the clock. If you choose 'Create my own game', a screen appears with text input boxes for you to enter words for the game. Type the words into the boxes and click the 'Create' button to create the game. It will load, displaying the wordsearch grid with the option to hide or reveal the words to find. A timer commences when the game starts. To highlight words, click and drag over the letters in the grid and the selected letters will highlight – the highlight will remain if the word chosen is correct. When the game is complete, a congratulatory message displays along with the time taken to complete. If you choose a 'Readymade game', a screen appears with a choice of topics and on selection of a topic the game begins.



Writing challenge

The writing challenge is a random writing ideas generator that can be used to inspire students with ideas for a story, poem or play. You can choose one of the games already set up or create your own. The widget is pre-loaded with genres and appropriate related words. To view all the games, use the arrows to the right and left of the window. After selecting a genre, the user then clicks spins the spinners, to generate a story type, adjective, noun and a location idea for their story, poem or play.

Multimedia bank

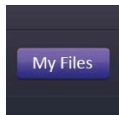


The multimedia bank enables you to search for and add multimedia assets to a page. It is accessible by selecting the Multimedia button on the Easiteach menu bar. You can browse assets using left and right arrows. On opening, the Multimedia bank will display the Multimedia asset pack which you installed with Easiteach. All assets are displayed in alphabetical order, according to their name.

There are a number of ways you can search for a media asset to add to your page.

- **Search for items by keyword** - enter a keyword in the appropriate field and any assets which are named or tagged with this keyword will be displayed in the results window.
- **Filter items by category** - browse by topic using the filter menu which has different categories such as Animals, Geography, Music and Videos.
- **Filter items by file type** –select the relevant tick boxes to display the specific file types you require. The available file types available are Audio, Illustrations, Interactive, Photos, Video and Documents.
- **Filter items by Media bank** – filter by ‘Easiteach Media Bank’ which is just the multimedia items included with Easiteach or by ‘My Media Bank’ which is just the items you have added to My Media Bank.

Search results are displayed in a single line and you can scroll through using the left and right arrows. The number of results found is displayed at the bottom right hand side of the results window. To add an object from the Multimedia bank to your page, you can either drag the thumbnail from the results window onto the page, double-click the thumbnail, or click on the ‘Add this item to the page’ button beneath the thumbnail.



My Files

To find assets on your computer to add to the page, click ‘My Files’. This will open a dialog window to allow you to search your computer. Once you have found an asset, click ‘Open’ and it will be added to your page.



Capture image

This feature can be used to capture a still image using a document camera or scanner. The new image will be saved to the ‘My Media Bank’ folder. If an appropriate device cannot be detected, an error message will display.



Record sound

This feature can be used to record a new sound using a microphone. The new sound file will be saved to the ‘My Media Bank’ folder for future reference. If an appropriate device cannot be detected, an error message will display.



Record video

This feature can be used to record a new video using a video camera. The new video file will be saved to the ‘My Media Bank’ folder for future reference. If an appropriate device cannot be detected, an error message will display.



Import

As well as the assets provided within the Easiteach multimedia bank, you may also import files to your own media bank. This is an easy way to store assets that you might use a lot. Click the 'Import' button to search for assets and add them to My media bank. If you import an image, a thumbnail of the image will display in the media bank and it will use the file name as the name of the asset. Audio files are identified by an audio icon and again the file name is used as the asset name. Interactive files that you have imported will be identified in the multimedia bank with the following icon and the file name will be used as the asset name.



Some large objects may take a few moments to import into My media bank. While this is taking place the following animation will display to show the file is being imported.



Files can also be added to the media bank by first dragging them onto the canvas (or copying and pasting) and then clicking on 'Add to media bank' in the accelerator menu.

To delete any item in My media bank, click the x button in the right hand corner of the thumbnail. A message will display to confirm you wish to delete it.



Tagging

Files which are imported to your media bank can be tagged with keywords and re-named – click on the 'Add tagging information for this item' button on the thumbnail.

Embedding documents

Easiteach allows you to embed the following documents to your page:

- Microsoft® Word
- Microsoft® Excel
- Microsoft® PowerPoint
- Adobe® PDF
- RM Dance to Advance
- RM Easiteach
- RM Podium
- and whiteboard files

This is a great way of adding additional information to your document without duplication. Select the 'My Files' button and within the new window browse to the document you require and select it. Once on the page, you can launch the file by double clicking the icon and the document will launch in the program it was created in.

Interactive files

As interactive objects often have interactive areas to click on, there is a different way to select them in order to move and resize them. Look for the circular icon in the top left corner of the object, as mentioned at the beginning of this section, and click on it to get the bounding box. The object can now be resized, rotated, duplicated, etc. Click away from the object to release the bounding box and access the interactive areas.

Scrapbook



The scrapbook is an object transfer tool. You can add any object (or group of objects) from your page to the scrapbook and transfer it to another page or document, or even store it as a scrapbook file for later use. Objects in the scrapbook retain all their properties, so you can use this tool to prepare personalized widgets and other assets so that they are always on hand to drop into documents or pages.

The page tab of the scrapbook allows you to store objects which are specifically for use with that page. It works like the word wallet, but for objects and means that you can set up for example a drag and drop or labelling activity with the labels stored in the page scrapbook to be dragged onto the page by the student, thus saving screen space.

The scrapbook opens in a window, similar to the word wallet. Items can be saved to the 'Page scrapbook' for re-use in the current document, or to the 'Easiteach scrapbook' for use in other documents.

Items can be added to the scrapbook by clicking on the 'Add to scrapbook' option in the accelerator menu of the object.

General object properties

The general object properties buttons are always present on the right-hand side of any secondary menu. Some of these properties can be applied to multiple, as well as single objects. To select multiple objects, hold down the Ctrl key and select each object in turn or draw a marquee around the objects you want to select.



Lock / unlock

This allows you to lock the position of an object on a page to prevent editing by mistake. Clicking the lock object button will lock the selected object in the position it is located on the page. An object cannot be moved when it is locked. When the button is clicked for a second time, the object is unlocked and can be moved around the page once more.



Lock and allow copies

This allows you to lock the currently selected object and turn it into an infinite cloner. This means that when you click and drag the object, a copy will be created automatically. This feature is useful when creating drag-and-drop elements on your page.



Locking to a plane

This allows you to lock the currently selected object so that it can just be moved either horizontally or vertically. This is useful for creating interesting hide and reveal pages. You cannot resize the object once it is locked to a plane.



Group / ungroup

This allows you to group selected objects together into a single object. You can ungroup objects again by clicking the ungroup option on the same menu.



Object alignment

You can use this feature to align the currently selected object to other objects on the page. The alignment options available are:

- **Align left** - aligns the left edges of all selected objects with the left edge of the leftmost object.
- **Align center (vertical)** - aligns objects vertically through the centers of the objects.
- **Align right** - aligns the right edges of all selected objects with the right edge of the rightmost object.

- **Align top** - aligns the top edges of all selected objects with the top edge of the topmost object.
- **Align center (horizontal)** - aligns objects vertically through the centers of the objects.
- **Align bottom** - aligns the bottom edges of all selected objects with the bottom edge of the bottommost object.



Object ordering

You can use this feature to adjust the layering of the currently selected object, which allows you to send it forwards, backwards, to the front and to the back. Select an object and click one of the options from the object ordering menu.

- **Send forwards** - sends the object one step forward.
- **Send backwards** - sends the object one step backward.
- **Send to front** - sends the object to the topmost layer.
- **Send to back** - sends the object to the bottommost layer.



Object reflection

You can use the object reflection feature to create a mirror image of the currently selected object, including all its properties. *Please note, this feature does not flip the selected object; it creates a new object and the selected object remains on the page.*

Select an object and click one of the options from the object reflection menu.

- **Reflect above** - creates a new object above the selected object which is the mirror image of the object along a horizontal axis.
- **Reflect below** - creates a new object below the selected object which is the mirror image of the object along a horizontal axis.
- **Reflect to the left** - creates a new object to the left of the selected object which is the mirror image of the object along a vertical axis.
- **Reflect to the right** - creates a new object to the right of the selected object which is the mirror image of the object along a vertical axis.



Object transparency

To make an object transparent, select it and then click the object transparency button. A slider will display, which allows you to adjust the transparency settings. Click the button again to close the slider.



Duplicate object

To make a duplicate copy of an object, select it and click the duplicate button which will create an exact duplicate of that object, including all its properties.

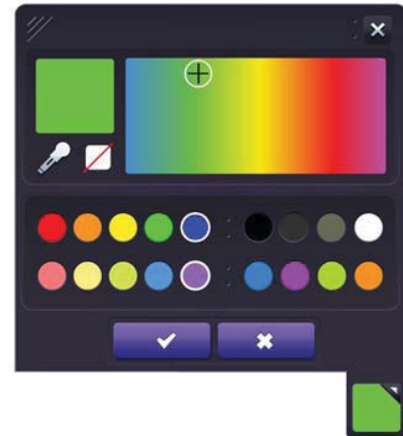


Color picker buttons

Two color picker buttons appear on the Easiteach menu bar. The left hand button launches the color picker for the fill/font color and the right hand button launches the color picker for the stroke/border color. Both buttons update to display the color that is assigned to the currently selected object or tool.

Click on a color button to display the color picker. This enables you to change the stroke or fill color of the currently selected object by using the pre-set colors or by selecting a new color using the color map. There is also an eyedropper tool to select a color from an object already on the page. Once you have the color you want to apply to your object or tool, click the 'tick' button to apply it or the 'cross' button to cancel and close the color picker menu.

If you want the stroke or fill color to be transparent, select the transparent option on the color picker.

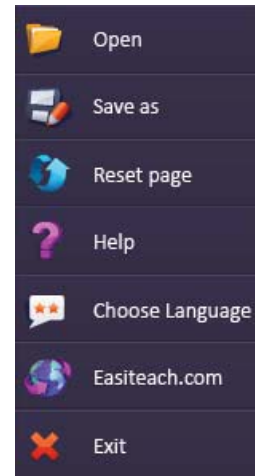


Easiteach Lite

Easiteach Next Generation Lite is a standalone application that allows Easiteach files to be viewed and added to. It is a scaled-down version of the main application. You can navigate, interact and add to the file with simple drawing tools. Objects on the page are not editable but objects can be moved around the canvas. Double clicking on text will make text boxes editable, but text will retain formatting.

Within the 'e' menu the following functionality is available:

- Open file button - opens a system file browser to allow a file to be selected and opened in the player.
- Save as - The Easiteach file open in the player can be saved as a PDF document.
- Reset page – reverts the page to the last saved state.
- Help - opens a PDF version of the user guide.
- Choose Language – allows you to change the language.
- Easiteach.com link - links to the Easiteach website.
- Exit button - closes Easiteach Lite.
- Recent documents - displays a list of recently-opened documents.



The other options are:

- Drawing tools - four predefined pen tools can be selected to draw on the canvas in the following colours: red, blue, green and black. There is also a highlighter pen, a straight line tool and an arrow line tool, and an eraser.
- Word wallet - if the page contains a cloze activity, words will appear in the word wallet for you to add to the page.
- Scrapbook - if the page contains a labelling activity, objects will appear in the scrapbook for you to add to the page.
- Add image - clicking the add image button will open a dialog box. Select an image file and click 'OK' to add the image to the canvas in front of any other objects on screen.
- Generic tools - play mode, zoom in, zoom out, undo, redo and delete. These function in the same way as in Easiteach.
- Page navigation - pages are navigated through with the next and previous page arrow buttons.



Special characters

Easiteach offers a wide range of keyboard shortcuts that gives you quick access to special characters. Below is a selection of characters available

To add a special character whilst typing firstly, make sure that the NumLock is activated on your keyboard. Then hold down the Alt key and type one of the number sequences listed below on the right hand keypad. Do not use the numbers on the QWERTY keyboard. The desired character will appear in the textbox when you release the Alt key.

Special characters can also be found in the Symbol bank. See 'Advanced text tools' for further information.

| French | | German | | Spanish | | Swedish | |
|--------|------|--------|------|---------|------|---------|------|
| â | 0226 | ä | 0228 | Á | 0225 | Å | 0197 |
| Â | 0194 | Ä | 0196 | Á | 0193 | å | 0229 |
| à | 0224 | ö | 0246 | é | 0233 | | |
| À | 0192 | Ö | 0214 | É | 0201 | | |
| é | 0233 | ü | 0252 | Í | 0237 | | |
| É | 0201 | Ü | 0220 | Í | 0205 | | |
| è | 0232 | ß | 0223 | Ó | 0243 | | |
| È | 0200 | | | Ó | 0211 | | |
| ê | 0234 | | | Ú | 0250 | | |
| Ê | 0202 | | | Ú | 0218 | | |
| ë | 0235 | | | Ñ | 0241 | | |
| Ë | 0203 | | | Ñ | 0209 | | |
| ï | 0239 | | | ¿ | 0191 | | |
| Ï | 0207 | | | ¡ | 0161 | | |
| î | 0238 | | | | | | |
| Î | 0206 | | | | | | |
| ô | 0244 | | | | | | |
| Ô | 0212 | | | | | | |
| œ | 0156 | | | | | | |
| ù | 0251 | | | | | | |
| Ù | 0219 | | | | | | |
| ù | 0249 | | | | | | |
| Ù | 0217 | | | | | | |
| ç | 0231 | | | | | | |
| Ç | 0199 | | | | | | |
| « | 0171 | | | | | | |
| » | 0187 | | | | | | |

Keyboard shortcuts

There are many shortcuts in Easiteach which can help you move around the application easily and quickly. Some of these include:

| | |
|-------------------------------|--|
| Ctrl A | Select all |
| Ctrl B | Bold |
| Ctrl C | Copy |
| Ctrl I | Italics |
| Ctrl N | Opens a new document (will prompt to save existing document) |
| Ctrl O | Open |
| Ctrl S | Save as |
| Ctrl U | Underline |
| Ctrl V | Paste |
| Ctrl X | Cut |
| Ctrl Y | Redo |
| Ctrl Z | Undo last action |
| Ctrl (while clicking objects) | Select multiple objects |

Activities

Easiteach Next Generation includes more than 190 lessons, templates, and activities. To open these select Activities from the 'e' menu.

All activities are aligned to every state and NCTM standard via the RM Education website (<http://www.rmeducation.com>). To access the standards correlations select "Standards Correlations" from the Resource tab on RM's website where you can then select state, grade level, and subject area from a drop down box. Upon making a selection the entire strand of standards will appear. You can view which standards have content aligned by selecting the blue link "materials correlated to this standard". Upon selecting that link, you will be presented with the activity(s) aligned to that specific standard and can then go back into the software and teach that activity with the knowledge that it is aligned to your teaching criteria.

Easiteach.com

The Easiteach website at <http://www.easiteach.com> provides many helpful resources for getting the most from the software including video tutorials, the latest news on software updates, FAQs, and a link to Easiteach World, a community site where you can share lessons with Easiteach users around the world.