Help Text Edwin Addition
$=========$

## Bar Options

| Tutorial: | Screen for Addition Work (tut.mo1) |
| :---: | :---: |
| Paperwork Print | Print 12 Problems <br> (prt.mo1) |
| Paperwork Correct | Correct 12 Printed Problems (cor.mo1) |
| Help | Access Help Screen |
| Options | Change Tutorial Options (opt.mo1) |
| Quit | Exit to windows manager. |

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Keyboard Keystrokes may substitute for mouse.
(key.mo2)
Mouse Click the mouse on any buttons showing.
(mou.mo2)

Buttons Buttons are grey rectangles with names.
(but.mo2)

Scoring Right, Wrong, and a Score are calculated

Carry Carrying tens and hundreds marks a column.
(car.mo2)
Clear Clear will reset the answer to blank.
(clr.mo2)
Keys The next digit may appear at left or right.
(key.mo2)

Koala Break After 10 problems, there is a brief animation.
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Paperwork Prints
(prt.mo1)
Using the printer on your computer, 12 problems at the current level will be printed. You are given the normal print options as the print is being prepared.

These problems will then be saved for paperwork correction.

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Paperwork Correction
                    (cor.mo1)
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The last 12 problems printed will be presented on the tutorial screen for correction.

We suggest that you put the computer into tutorial mode before you do this.
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Options
(opt.mo1)
Level of Difficulty Selects what problems will be presented.

# Mode Selects what help is available to student. 

(mod.mo2)

Scoring Allows options on scoring and breaks.
(sco.mo2)
Name Put in the name
of the student.
(nam.mo2)
$==========$
Keyboard key.mo2
1,2,3 Keys are mapped for use as input.
Underlined letters may be used instead of buttons.
Backspace clears the answer.
Alt F4 will exit the program.
Enter is the same as the check button.

Mouse mou.mo2
All buttons may be pushed with a mouse click.
Click upper left to exit the program.
No resizing is allowed on this screen.
Click on Numbers for the answer
Buttons but.mo2
Picture - Breaks the problem into smaller parts, and shows apples for counting.
Table - Shows an addition table.
Answer - Shows a picture and solves the problem. This is started automatically if the answer is wrong.
New - Saves this problem and lets you do a different one
Keys - Left or Right. If Left, the next number typed appears on the left. If right, the number appears to the right.
Check - Check this answer. If right, a new problem is presented. If wrong, the answer is shown and the problem is saved to do again.
Exit - Exit to the main screen.
Scoring sco.mo2
Scoring is based on selections made in Options.
Score is based on time.

100 indicates a good proficiency. A Penguin will appear at any score over 100.
Scoring is restarted at entry to the tutorial screen.

Carry car.mo2
The carry is used as in paper work. Press carry once to hold a carry reminder. Twice is t. Three times clears the carry. Students should be encouraged to use carry at all levels.

Clear clr.mo2
Clear cleas the answer and carry.
Keys key.mo2
If key is $L$, the next keyed digit appear to the left. This is the preferred method of least significant digit row addition. If the key is $R$, the next entry appears to the right as it does in a calculator. This should only be used for levels to 20, and should be discouraged excpet fo learning addition tables.
Koala Break koa.mo2
Unless set off in the options section, a koala brak will occur after every 10 correctly done problems. This a brief graphics presentation.
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Options
Levels: lev.mo2
The level determines the difficulty of the problems presented. There are seven levels:
0. Numbers up to and including 5. The easiest is $0+0$. The hardest
is 5+5.
Apples for counting are used in the picture and answer presentations.

1. Numbers up to and including 10.

The hardest is 10 + 10 .
Apples for counting are used in the picture and answer presentations.
2. Numbers up to and including 20.

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        The hardest is 20 + 20.
        Apples for counting are used. The
        concept of carry is introduced on
        the answer presentation.
    3. Numbers in 2 rows of 2 columns.
        99
        +99
    4. Numbers in 2 rows of 3 columns.
        999
        +999
    5. Numbers in 3 rows of 2 columns.
        99
        99
        +99
    6. Numbers in 3 rows of 3 columns.
        999
        999
        +999
Select the level by clicking on the pushbutton opposite the one desired. Only one level may be selected at a time. The current level is always shown on the window bar at the top of the tutorial screen.
Mode mod.mo2
The mode determines what help, if any, is available while doing problems.
Tutorial: Picture, Table, Answer, New, Key, Check and Exit are all available.
Drill: Picture, Table, New, Key, Check, and Exit are available.
Test: Key, Check, and Exit are available.
Standard Test: A series of choices is given and only one is selected by the mouse. Only Key and exit are available.
Scoring sco.mo2
Score is kept as problems are done. The basic score is (number right) - (number wrong) - (adjustments)
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divided by (minutes taken.
The number right, the number wrong, the minutes, and the current score are always shown at the top of the screen. Minutes are shown as hundredths, not seconds.

The following tuning may be done by selecting or unchecking the boxes using the mouse:

Subtract for wrong Score - If checked, wrong are subtracted.

Divide by time - If checked, divide by time.
Subtract for table lookup - If checked, add 1 to the adjustments.

Subtract for picture - If checked, add 1 to adjustments if picture is used.

Subtract for answer - If checked, add 1 to adjustments if answer is used.

No Koala Break - If checked, do not show the koala break when 10 problems have been answered correctly.

Name nam.mo2

Enter up to 6 characters for the current student.
Save - Save these selections. They will be kept even if the computer is turned off.

Exit - Use these selections, but only for the current session.

## Windows Keys

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

Cursor Movement Keys
Dialog Box Keys
Editing Keys
Help Keys
Menu Keys
System Keys
Text Selection Keys
Window Keys

## Cursor Movement Keys

Key(s)
DIRECTION key
End or Ctrl+Right Arrow
Home or CTRL+Left Arrow
PAGE UP or PAGE DOWN

## Function

Moves the cursor left, right, up, or down in a field.
Moves to the end of a field.
Moves to the beginning of a field.
Moves up or down in a field, one screen at a time.

## Dialog Box Keys

| Key(s) | Function |
| :--- | :--- |
| TAB | Moves from field to field (left to right and top to bottom). |
| SHIFT+TAB | Moves from field to field in reverse order. <br> ALT+letter |
| Moves to the option or group whose underlined letter matches <br> the one you type. |  |
| DIRECTION key | Moves from option to option within a group of options. <br> ENTER |
| Or, chooses the selected item in a list box and executes the <br> command. <br> Closes a dialog box without completing the command. (Same as <br> Cancel) |  |
| ALT+DOWN ARROW | Opens a drop-down list box. |
| ALT+UP or DOWN ARROW Selects item in a drop-down list box. |  |
| SPACEBAR | Cancels a selection in a list box. <br> Selects or clears a check box. |
| CTRL+SLASH | Selects all the items in a list box. |
| CTRL+BACKSLASH | Cancels all selections except the current selection. |
| SHIFT+ DIRECTION key | Extends selection in a text box. |
| SHIFT+ HOME | Extends selection to first character in a text box. |
| SHIFT+ END | Extends selection to last character in a text box |

## Editing Keys

Key(s)
Backspace

## Function

Deletes the character to the left of the cursor.
Or, deletes selected text.
Delete Deletes the character to the right of the cursor.
Or, deletes selected text.

## Help Keys

| Key(s) | Function |
| :--- | :--- |
| F1 | Gets Help and displays the Help Index for the application. If the <br> Help window is already open, pressing F1 displays the "Using <br> Windows Help" topics. |
| In some Windows applications, pressing F1 displays a Help topic |  |
| on the selected command, dialog box option, or system |  |
| message. |  |

## Menu Keys

## Key(s) Function

Alt
Letter key

Alt+letter key

LEFT or RIGHT ARROW
UP or DOWN ARROW
Enter

Selects the first menu on the menu bar.
Chooses the menu, or menu item, whose underlined letter matches the one you type.

Pulls down the menu whose underlined letter matches the one you type.

Moves among menus.
Moves among menu items.
Chooses the selected menu item.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

| Key(s) | Function |
| :--- | :--- |
| Ctrl+Esc | Switches to the Task List. <br> Alt+Esc |
| Switches to the next application window or minimized icon, |  |
| including full-screen programs. |  |

## Text Selection Keys

| Key(s) | Function |
| :--- | :--- |
| SHIFT+LEFT or RIGHT ARROW | Selects text one character at a time to the left <br> or right. |
| SHIFT+DOWN or UP | Selects one line of text up or down. <br> Selects text to the end of the line. |
| SHIFT+END | Selects text to the beginning of the line. <br> SHIFT+HOME <br> SHIFT+PAGE DOWN |
|  | Or, cancels the selection if the next window is <br> already selected. |
| SHIFT+PAGE UP | Selects text up one window. <br> Or, cancels the selection if the previous <br> window is already selected. |
| CTRL+SHIFT+LEFT or RIGHT ARROW | Selects text to the next or previous word. <br> Selects text to the beginning (UP ARROW) or <br> CTRL+SHIFT+UP or DOWN ARROW |
| CTRL+SHIFT+END | Selects text to the end of the document. |
| CTRL+SHIFT+HOME | Selects text to the beginning of the document. |

## Window Keys

| Key(s) | Function |
| :--- | :--- |
| ALT+SPACEBAR | Opens the Control menu for an application window. |
| ALT+Hyphen | Opens the Control menu for a document window. <br> Closes a window. |
| Alt+F4 | Switches to the next application window or minimized icon, <br> including full-screen programs. |
| Alt+TAB | Switches to the next application window, restoring applications <br> that are running as icons. |
| Alt+ENTER | Switches a non-Windows application between running in a <br> window and running full screen. |
| DIRECTION key | Moves a window when you have chosen Move from the Control <br> menu. <br> Or, changes the size of a window when you have chosen Size <br> from the Control menu. |

## Clipboard

This is a topic that describes the Windows term "clipboard". If you click the "clipboard" term within the Copying Text or Glossary topic, this Help topic will be displayed in a pop-up window.

This topic is also tagged with the keyword "clipboard," for use with the WinHelp Search option.

