Welcome to TipTap Lite, a multimedia system providing a unique learning experience for children. Please read on to find out more about *TipTap Lite*. Also see the <u>First Buttons</u> and <u>Topics</u> listings below or select the Search button above.

We thank you for using *TipTap Lite*.

Design Concept

TipTap is a system designed to teach typing and handwriting skills, phonics, and grammar. The user receives a combination of auditory, visual and tactile reinforcement. This is known as a multi-sensory approach to learning and is beneficial for all students, regardless of individual learning style.

Through beautiful and colorful animations, illustrations, creative sound-effects, systematic repetition, and reinforcement of correct responses, youngsters happily engage in an exciting learning experience. Lessons can be printed on either a dot matrix, laser or PostScript(tm) printer, allowing children to create their own illustrated spelling books for practice, and serving as a visible record of their accomplishments. Exercises are designed to be brief; repetition is encouraged.

Positive Feedback Only

This program does not generate auditory or visual interruptions when incorrect input is entered. Rather than emphasizing incorrect responses, the program waits for the proper key to be selected. *TipTap Lite* also provides the option of <u>Letter Assistance</u>, the ability to accept a space bar in place of the proper key.

High Standards

High professional standards were maintained during the creation of all the elements making up the interface--printed materials, recorded sounds, animations, music and the lessons themselves.

First Buttons

Press any of the buttons below to go to their corresponding topic.

Topics

<u>Credits</u>

<u>Flying Keys</u>

<u>Fonts</u>

<u>Hand and Key Colors</u>

<u>Hand Setup</u>

<u>Keyboard Colors</u>

<u>Letter Assistance</u>

<u>Match Game</u>

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TipTap Lite has four **TrueType** fonts that _must_ be installed to print and run the various lessons correctly. The installation utility that comes with this program installs these automatically for you. See also Printing and Printing Tips.

Fonts:

TipTap Gothic Font: Printable handwriting font for lessons and exercises.

TipTap Symbols Font: Used to print high resolution drawings based on the lessons.

TipTap Keyboard Font: Used to display the letters on the screen's keyboard.

TipTap Typing Font: Used to display letters on the screen for typing practice.

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TipTap Lite provides for several types of printed material. The highest possible quality is achieved whether you are using a dot matrix, laser or PostScript printer. See <u>Printing Tips</u>, <u>Types of Problems</u> below. Also see <u>Fonts</u>.

Printing Options:

Focus Word and Drawing: Prints the main focus word (word with animation) and an illustration based on the animation. The letters are printed one per line for handwritting practice.

User's List: Prints out the words from the user's list using lines and the <u>TipTap Gothic Font</u> in the letter case indicated in the <u>Preference Dialog</u> box.

Sentence: Prints the lesson's sentence with lines for handwritting practice using the <u>TipTap Gothic Font</u>.

Similar Words: Prints the similar words in the lesson, one word per each line for handwriting practice. This option is only available in the registered version.

Print: Takes you to a printing dialog box where you to select the printer, number of copies, and initiate printing.

Size of Drawing: This is the size used to print the drawing when using **<u>Focus Word and Drawing</u>** option. The size (based on font size) may be reduced if a memory problem should occur while printing.

Cancel: This button will cancel the current print job.

Printing Tips

Extra steps should not be required when printing. Most problems are resolved by using the most up-to-date Windows printer driver for your system. If you have driver questions, contact the printer vendor.

You may need to check your printer's configuration. After pressing the print button, a dialog box opens. You can change your printer's settings if necessary. Another option is to change the defaults for the printer through the **Windows Control Panel** before beginning a session with *TipTap Lite*.

Types Of Problems

When a ***drawing does not print***,or you end up with a large rectangle instead of the drawing, it may be due to lack of enough memory on your printer's internal board. See **Laser Printers** below.

A ***blank page*** may mean that your printer's system needs to be informed about the *<u>TipTap Lite</u>* <u>Fonts</u> other than through the **Win.Ini** file. (The installation utility that came with *TipTap Lite* placed information into the Win.Ini file.) See tips below.

Laser Printers

On older laser printers, memory may be a consideration. If <u>printing a drawing</u>, consider reducing the size.

Enhanced Printing Boards

Some utilities and enhanced printing boards may require you to alert them to new fonts other than through the **Win.Ini** file. Be sure to read your manual on how to inform such utilities about the four printable *<u>TipTap</u>* <u>Fonts</u>.

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When this dialog box opens, you are provided a choice of lessons with which to work with. A picture representation of the lesson is displayed when available. Additional information about the lesson is also provided. This listing is updated automatically whenever you add or delete *PolyVision Lesson Data* (PLD) files from the **Lessons** directory.

Open: Opens the selected lesson and makes it available to work with. If Immediate Lesson is selected in the Preferences Dialog box, the focus lesson begins immediately.

Clicking once on the left hand listing displays the extended information about the lesson.

Double-clicking on any of the left hand listings opens that lesson.

_____

Note: Images shown in the dialog box are very low resolution. They do not represent the resolution of the animation or printed output.

T_T

This is the **Robot Typing Tutor**. See also <u>Tutor Menu</u> and <u>Tutor Buttons</u> below.

Through 20 lessons, the robot presents typing instructions. Most levels have a practice session to try out the lesson. An account of correct and incorrect input is kept in the score window. At the end of the practice session, the robot looks at these scores gives the user an encouraging remark. See <u>Robot Evaluate</u>.

The **L Window** displays the current lesson. Pressing the left mouse button over this window displays all the available lessons to choose from. The user may select the next lesson.

Tutor Menu

Select Lesson: Allows the user to choose the next lesson.

Explain Lesson: The robot explains the current lesson.

Practice Lesson: Begins a practice session of the current lesson.

Previous Lesson: Goes back to the previous lesson.

Next Lesson: Goes forward to the next lesson.

Stop Lesson: Stops the current lesson or practice session.

Close Tutor: Ends the current tutor session and returns to the main user area. The current lesson is stored for next time.

Tutor Buttons
You can press these buttons in place of their menu equivalents.

Begins explaining the current lesson.

Begins the current practice session.

Stops the current lesson or practice session.

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This version displays the word and lets the user practice typing the words.

This "Spelling Bee" version displays blank keys and "says" the word to be entered.

This **Ear** button makes the computer re-read the words aloud.

The **User** mode uses words from the <u>User's Word List</u>.

The **Lesson** mode provides words similar in sound to the Focus Word. There is a set of 9 words per each lesson. See also: <u>Hand/Key Colors</u>

T**T**Registration Information

TipTap Lite 2.0 has been created and is maintained by PolyVision Software.

See <u>Minimum Requirements</u>, <u>Price</u>, <u>Full Version Info</u>, <u>Credit Card Orders</u>, <u>Checks or Money Orders</u>, and <u>Customer Service</u> below.

This program is shareware. You have permission to evaluate it for two weeks, within which time you must either <u>purchase</u> it or delete it from your computer. No part of this program can be used or distributed separately. All third-party modules must work only with the registered, <u>fully-functional version</u>. See also the <u>Copyright information</u>.

Minimum Requirements:

Intel 386-based (or higher) PC

4Mb of extended memory

4Mb harddrive disk space

Windows 3.1 or later, 100% compatible version

VGA 640x480 display with a 256 color palette

8 bit sound system for both midi and wave data

(*Included*) Microsoft **WinG** software graphics library 1.0

(*Included*) Text-to-speech synthesis module

Dot-matrix, laser, or PostScript printer

PRICE: Only $19.95   plus $5.00 shipping and handling in US Funds.

This price applies to the fully functional *TipTap Lite 2.0* program which comes with:

Phonics Lessons: Addition animations and lessons of the **Phonics Type 1** category (as demonstrated in this program).

Typing Tutor: All 20 of the typing tutor lesson/practice sessions

User's Word List: The ability to add up to 24 words at a time into the <u>User's Word List</u>. The words can be **printed** with lines for handwriting practice and used for the User's version of the **word exercises**, and **match game.**

User Sentence Mode: The ability to add your own sentences into the <u>User Sentence</u> area and have the text-to-speech synthesis module "read" them aloud.

Text-to-Speech: The speech synthesis module is included and utilized throughout the program.

All other modules, lessons, updates and third party add-ons must be purchased separately. This offer is <u>not</u> made with any other previous or future offer. As of release of this version (2.0), all previous versions and offers are no longer available.

CREDIT   CARD   ORDERS:

You can order *TipTap Lite* with **MasterCard, Visa, American Express**, or **Discover** from *Public (software) Library*

Call: (800) 2424-PsL   *or* (713) 524-6394

FAX: (713) 524-6398

CompuServe E-Mail: 71355,470

The above numbers are for orders only. See <u>customer service</u> numbers below for information. You can also **mail** credit card orders to

PsL

P.O.Box 35705,
Houston, TX   77235-5705.

Ask for item **#11585**. To ensure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

THE ABOVE NUMBERS ARE FOR ORDERS ONLY.
Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Customer Service Call: (407) 791-9415
Internet: Rigo12@aol.com
CompuServe: 72712,2305
American Online: Windows Forum Message Board
**   category Shareware Support**
**   Topic Folder: PolyVision Software**
Delphi: RMUNIZ

CHECKS   OR   MONEY   ORDERS:
Please make check or money order out
in U.S. funds to: PolyVision Software.
For an order form, press the order form button above then press the Print Form button.
Mail to:
    PolyVision Software
    Customer Service
    P.O. Box 16074
    West Palm Beach, FL   33416-6074

T T

The Alphabet Song: Using one of the most familiar songs for learning the alphabet, we have taken it a step further. Watching the displayed keyboard keys as the song plays, the user subtly absorbs the placement of the letters. It is the familiarity of the song that makes it a great tool for learning the keyboard.

Besides the Alphabet Song, *TipTap* plays midi music in several places to enhance its multimedia appeal and to smooth transitions between events and activities.

Stop the Music!
As with most the modes in *TipTap*, the best way to stop a musical event is to go to **Escape**. This will allow *TipTap* to stop the music in a safe manner so as not to disrupt the program. If Flying Keys are part of the event, *TipTap* will stop them safely also.

Music Will Not Play
Sometimes if you switch to another task before a midi event ends, *TipTap* signals that it "cannot open the Midi output device." At this point you will have to exit the program and return to regain midi capabilities. Use the method described above in Stop the Music! to avoid this problem.

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When you select the **OK** button, your preferences take immediate effect for the rest of the time you're on *TipTap Lite*. If you wish to keep these settings for the next time you run *TipTap Lite*, you **_must_** select Save Configurations from the **Options** menu.

See Main Features, Hand Setup, Hand/Key Colors and Password Setup below.

Main Features

Letter Assistance: When first learning to spell a word, it may be difficult to remember all the letters. To keep users from getting frustrated and loosing interest in spelling, *TipTap* allows **space bar** entries in place of the correct letters. Use this option to turn it on or off.

Immediate Lesson: When a lesson is first openned, this option immediately begins the main lesson.

Key Tap Sound: Turns on or off the sound accompanying Word Exercise entries.

Show Word to be Matched: During the Match Game, the word is displayed in the **L Window**. This option hides or shows the window.

Robot Evaluate: After a Typing Practice or Match Game session, the robot has several phrases of encouragement, from "Perfect Typing. Very good." to "Seems you need some practice." When turned off here, these endings are replaced with one that says, "Practice complete."

Case of Letters: Allows for the words to be printed in either upper or lower case. Also changes the case of the displayed screen keyboard.

Flying Keys On/Off: *Flying Keys*(tm) are a fun way to motivate young users to work through the lessons. Once an word exercise is complete, the letters stream off in various directions. You may control the speed at which they disperse: **Fast**, **Medium** or **Slow**

Hand Setup

These settings will not affect the Typing Tutor nor the Sentence mode.

Hands On/Off: Makes the hands visible or removes them from view.

Hand Size: Selects the size you wish to view the hands at 100%, 75% or 50%.

Flash Single Colors: Allows the corresponding colors for the next letter to appear on the hands before it is typed.

Show All Colors: Makes all the colors constantly visible.

Hand/Key Colors:

The keyboard is divided into colors that relate to the hand and finger used to properly type that character. When you change the hand color, the corresponding keys also change color. Since the thumb is only used to press the space bar, both thumbs have the same color.

Changing the Colors: The two buttons, **Left** and **Right,** switch to the corresponding hand. By clicking the mouse cursor over the fingernail of the color you wish to change, a color palette appears. Select the color of your choice.

Restoring Default Colors: This restores hand and keys colors back to the original *TipTap Lite* settings.

Set Password

Set New Password: Sometimes you may wish to keep others from changing the Preferences or the User's Word List. This option allows you to do so. Type in a short password all in upper case letters and press the **OK** button. At a later time you can delete the password by using the **Clear** button, or change it by entering a new word. Should you forget the word, go into the Windows directory and using the Windows **Notepad** program, open the *TipTapL.ini* file. Under the **[Shut Out]** options you will see your password.

Tт Credits:

Programming, Music and Design:
      Steven E. Polyanchek

Art Work:
      Rigo Muniz *and*
      Lydia Polyanchek

Voice:
      Harmony Polyanchek

German Translations:
      Lydia Polyanchek
      Erika Guirguis

Spanish Translations:
      Rigo Muniz

Customer Support:
      Rigo Muniz

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The matching mode takes the words from the current lesson or the User's Word List and scrambles their order.

The computer reads one of the words. The user then selects the box containing the matching word. There is also a window that displays the word to be matched. This word may be optionally hidden. See Show Word to be Matched.

An account of correct and incorrect responses is kept in the score window. When the game has ended, the robot will look at the score and give the user an encouraging remark. See Robot Evaluate.

This button allows the word to be re-spoken by the computer.

This button allows another round of the match game to be played.

TipTap Lite Order Form

☑Yes!

I would like to order _____ copies of **TipTap Lite 2.0.**

Name: _____

Address: _____

City: _____ State: _____ ZIP:_____

Phone: (_____) _____-_____

I have enclosed the following:

```
$19.95 per copy for a total of     $         .
Shipping and handling              $         5.00
                          Total    $         .
```

**Please, make check or money order payable
in U.S. funds to: PolyVision Software.**

Mail to:

 PolyVision Software
 Customer Service
 P.O. Box 16074
 West Palm Beach, FL 33416-6074

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See <u>Upper Text Window</u>, <u>Lower Text Window</u>, <u>Edit Menu</u>, the <u>Timer</u> and <u>Creating Text in Upper Window</u> below.

Hearing the Sentence

Sentence can be read aloud by the computer through menu select, by pressing the **Ear** button, or by pressing **F8.** As it is read, each word is highlighted so the child may follow along. In the User mode the sentence will be read by the text-to-speech module.

Upper Text Window

Pre-written text is displayed here. In the **Lesson** mode it is a sentence demonstrating usage of similar sounding words. In User's mode, it is text you supply. See <u>Creating Text for Upper Window</u> below.

Lower Text Window

It is possible for you to type the sentences in the lower text window. Type the sentence and press **Enter** when completed. If the timer was on, this will pause it. Pressing **Enter** a second time will clear the text, set the next sentence in the upper text window and reset the timer to zero.

Edit Menu

You can also undo, cut, copy and paste just as you would in the Windows **Notepad** or many other word processors. Use Ctrl+Z to undo, Ctrl+X to cut, Ctrl+C to copy, and Ctrl+V to paste from the clipboard. The Edit menu features these commands.

The Timer

Depending on how Windows implements the timing resolution on your system, you may find the timer to be losing a number of seconds per minute. The menus provide an option to hide the timer from view. The timer will start once you begin typing and pause once you reach the string's length limit or hit the Enter key. The text box and the timer will reset themselves at the next keyboard input.

Creating Text for Upper Window

Use the Windows **Notepad** to create a text file. Do <u>not</u> Word Wrap the text. Instead use the **Enter** key to end all lines keeping them short enough to fit into the upper text window. Do not double space or leave any blank lines as these will cause the window to display as empty. Save the file into the **TipTap** directory as **TT2UTXT.TXT**. Next time you open **TipTap** and run the sentence mode, your text will be there.

Stopping Things

Stopping Exercises: To end an exercise before it is completed, press the **Escape** key or use the menu. If <u>Music</u> or <u>Flying Keys</u> are part of the event, *TipTap* will stop them also.

Return to Main Area: To leave an area such as the <u>Lesson</u> or <u>Typing Tutor</u> areas, go to the first menu and select Close.

Save Configurations: All of the current <u>Preferences</u> settings as well as **sentence timer show/hide** from the sentence mode menu and **size of drawing** from the lesson <u>print dialog</u> box are stored in the *TipTapL.ini* file. This file is located in your Windows directory. When you reenter the program at a later time, your settings will be restored.

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The ***User's Word List*** is where you can add your own words to be used with the <u>Word Exercises</u> and the <u>Match Game</u>. Also, the words can be printed out on the lined worksheets. Up to 24 words can be held in the List at a time. See also: <u>English Phonetic Symbols and Sound Equivalents</u> and <u>Speech Control Codes</u>. This area can optionally be <u>Password</u> protected.

The ***User's Word List*** window is a quick and easy way to add and delete the words you choose. Words may be up to 15 characters. Longer words, phrases and sentences can be done in the <u>Sentence mode</u>.

The easiest way to add your words is to enter them into the **Word** area and press the **Add Word** button. Text-to-speech is automatically taken care. Remember to press the **Save** button after the lat word has been entered.

User's Word List Setup

Word: Enter your text here.

Speech: Pressing the **Text-to-Speech** button automatically enters the code needed to pronounce your text. Or, if you have chosen to use a **Wave** sound file, the title of the file is automatically entered here.

Test: Plays back the sound data as indicated in the **Speech** area.

Text-to-Speech: Automatically enters the codes needed for the computer to read your text aloud. Advanced users may optionally enhance their codes using the <u>English Phonics Symbols and Sound Equivalents</u> and <u>Speech Control Codes</u> as given in their respective charts.

Wave: Instead of text-to-speech, you can use a Wave sound file. This opens to the ***TipTap*** wave directory where you can select the file. Most sound cards come with a recorder to create such files. There are also many small sound-effects files available through BBS and the Internet

New Word: Empties out the **Text** and **Speech** areas so you may enter a new word.

Add Word: Once you have finished entering your text, this adds the word to the list. If you have left the **Speech** area empty, that information will automatically be filled in for you just as if you had pressed the **Text-to-Speech** button.

Delete Word: To delete a word, you should first select it from your list and then press this button to delete it. This will make room for new words.

Replace Word: To edit or change a word, you should selected a word from your list, make your changes and then press this button.

List Box: The list box keeps track of your words.

Save: Pressing **Save** stores the entire list of words permanently into a file. (If you change the text and simply press **OK**, the changes are only good until you leave ***TipTap***.)

OK: Keeps your current entries for this session only.To store your entries for other ***TipTap*** sessions, use the **Save** button.

Cancel: Undoes all your current entries and returns you to the user's area.

English Phonetic Symbols and Sound Equivalents

Each text-to-speech module has its own coding system. These only apply to the English version.

Vowels

phonetic	as in...
a	cot
@	cat
^	cut
A	cow
%	about, bottom
Y	bite
E	bet
R	bird
e	bake
I	bit
!	rabbit, nation
i	beet
o	boat
O	boy
U	book
u	boot

Consonants and Semivowels

phonetic	as in...	phonetic	as in...
b	bib	v	valve
d	did	z	zoo
D	this, that	Z	vision, casual
X	butter, city	TS	chin
f	fee	dZ	gin
g	gag	l	light, club
h	he	L	tile, bulk
K	curse	m	me
k	skirt, backer	n	no
P	pip	N	song
p	speak	r	rock, core, car
s	sin	w	we
S	shin	y	you
T	tin		
H	thin		
t	stick		

Speech Control Codes

These are additional codes to control the way the text-to-speech engines work. See also: English Phonetic Symbols and Sound Equivalents and User's Word List.

Symbol type	Speech qualities affected	Symbols used
Phonemes	pronunciation,sound choice	alphabetic (**t,I,A**, **X** etc.)
Speed control	speed of delivery	**\S0** ... **\S9**, \[, \]
Pitch controls	pitch contour / intonation	**\0** ... **\99**, \V, \\
Pitch offset	offset to pitch contour	**\P0** ... **\P9**
Stressmarks	syllable emphasis / de-emphasis	**'**, **"**, **-**
Delay control	creates a pause	**\D1** .. **\D9**
Volume control	loudness	**\V0** .. **\V9**