

Word Processor for Kids!

User Guide

for Version 2.1, 1999

by David Lazarus

Introduction

TykeWriter is a word processing program intended for children who are learning to read and write. It is trivial to learn and use. TykeWriter can be used without the keyboard, using only the mouse and on-screen alphabet. This makes the child's task of learning to write much simpler. The child is no longer confused and distracted by having to look down at the keyboard to find each character's hiding spot. Also, the child is presented with only the features that s/he are likely to use. As the child develops, new features can be added by changing the level setting for that child.

The "Grown-Up", a parent or teacher, can customize TykeWriter to best suit each child using the "Grown-Ups" pull down menu. The Grown-Up should set the "Level". The "Level" determines a number of different TykeWriter features. Many of these features can be overridden using the other Grown-Up menu selections. The levels are defined as follows:

- | | |
|---------------------|--|
| Beginner | Only the most essential set of features are included. |
| Intermediate | Adds the full Macintosh character set, an open file button, and a simple tool for selecting predefined styles. |
| Advanced | All of TykeWriter's features are enabled. This includes the ability to edit two documents at the same time. Also, text can be copied and pasted. An easy to use tool for selecting text color, font and style is also added. |

Feature Selection

TykeWriter is a basic What You See Is What You Get text editor. Text may be entered either by typing on the keyboard or by clicking on the Alphabetic Screen Keypad. A consecutive string of text may be selected for modification by pressing the mouse button at the beginning of the string and releasing it at the other end of the string. This line will mark the other end of the selected text.

Beginner Level Features:



New Line Button Same as typing **return** on the keyboard.



Erase Button Same as typing **delete** on the keyboard.



Read Button If no text is selected, it reads the document. I

text is selected (highlighted), the selection is read. This button will not appear if the Speech Manager is not installed. If your computer does not have a Speech Manager, see the the TykeWriter website for Speech Manager download instructions.



Stop Reading After the **Read Button** is clicked, it

becomes the **Stop Reading Button** while TykeWriter is reading. Clicking this button will stop all reading activity.



New Voice Switches the reading voice used by TykeWriter.



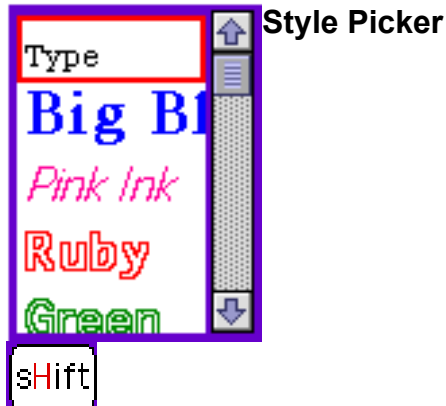
Print Button The document is printed on a printer.



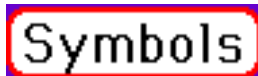
Exit Button The TykeWriter program will stop running.

Before that can happen, the user is asked to name and save all open documents. All documents are saved into the child's default directory.


Intermediate Level Features:



The selected text is reformatted to the selected style.



Shift Button Makes all of the letters on the alphabetic on-screen keypad upper case.

Turns the alphabetic keyboard into a keyboard of 39 symbols. Another 39 symbols are available by then pressing the .



Open Button A Open File dialog box allows the

user to navigate through the computer (or network) to select and open either TEXT or TykeWriter documents.



Save Button A File Close dialog box allows the user to

navigate through the computer (or network) to store and name the documents.



Trash Document The window displaying the

“Notebook” or document will be closed without being saved. Usually, the updated version of the “Notebook” can be found in the Trash. See the section on “Files/Printing Options.”

Advanced Level Features



Grab Text Button The selected text is remembered for

use with the Drop Text Button and other Macintosh programs.



Drop Text Button The last text grabbed is inserted into

the document at the current insertion point. Text cut or copied from other applications can also be dropped into



the TykeWriter document.

Accent Button Lets you add an accent to the last

character typed. Actually, It picks the character to the left of the insertion point. If that character can be given an accent in the Macintosh character set, a mini-keypad is displayed with all of the possible diacriticals for that base character. Clicking on an accented character will replace the original character with the selected one.

Style/Color Button Click this button to select the



Style/Color keypad. A red box around this button indicates that it is selected.



Alpha Keypad Button Click this button to select the

alphabetic keypad. A red box around this button indicates that it is selected.



Enlarge Text Button Each time this button is click,

the size of every selected character increases by two points. If no character is selected, the size of the next character to be typed will increase.

Shrink Text Button Each time this button is click, the



size of every selected character decreases by two points. If no character is selected, the size of the next character to be typed will decrease by two points



Color Picker

Clicking on any of the colored squares sets the color of

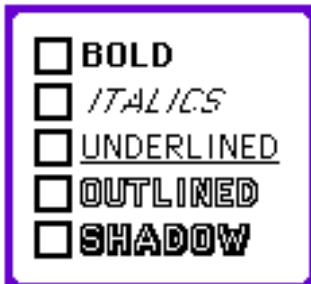
every selected character to the color of the colored square. If no character is selected, the color of the next character to be typed will be the color of the square



Font Picker

Clicking on any of the fonts sets the font of every

selected character to the selected font. If no character is selected, the font of the next character to be typed will be the selected font.



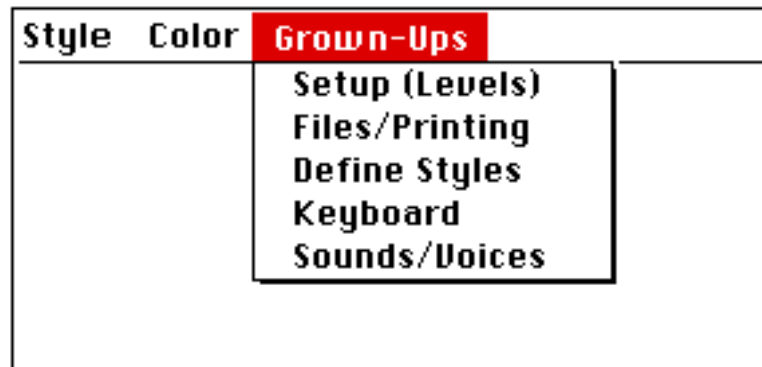
Style Picker

This tool can set or clear the style characteristics of the

selected text. If no text is selected, it changes the style of the next characters typed.

Configuration

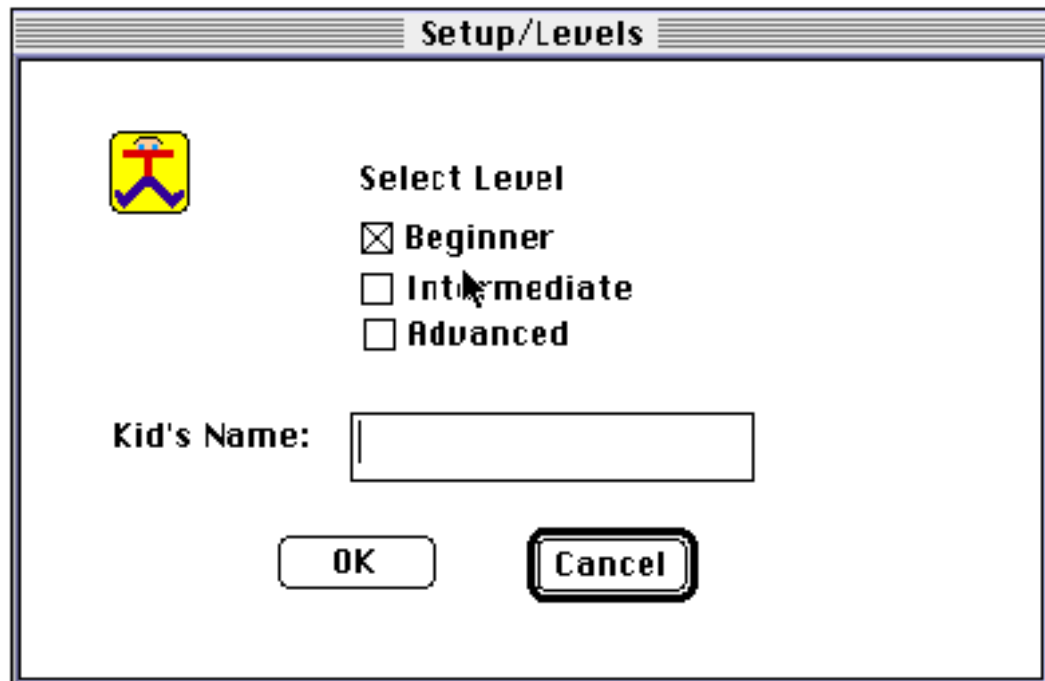
TykeWriter can be customized for each child. To reconfigure the child's settings, run that child's version of TykeWriter. After initialization, pull down the "Grown-Ups" menu and select the appropriate option category. The categories and the options are explained in the following sections.



Each child's options are stored in a file named "Tyke's Settings." To find a specific child's options, TykeWriter must find the correct "Tyke's Settings" file. Usually, TykeWriter is opened by either opening the "Tyke's Settings" file or a TykeWriter document. In the document case, TykeWriter selects the "Tyke's Settings" file in the same folder. In other words, each child should have their own folder. Inside that folder should be a "Tyke's Settings" file and all of their TykeWriter documents. Aliases of that "Tyke's Settings" file can be renamed and moved anywhere in the system.

Setup/Level Options

The Setup/Level options identify the child's name and identifies a skill level. Many of these selections can be overridden.



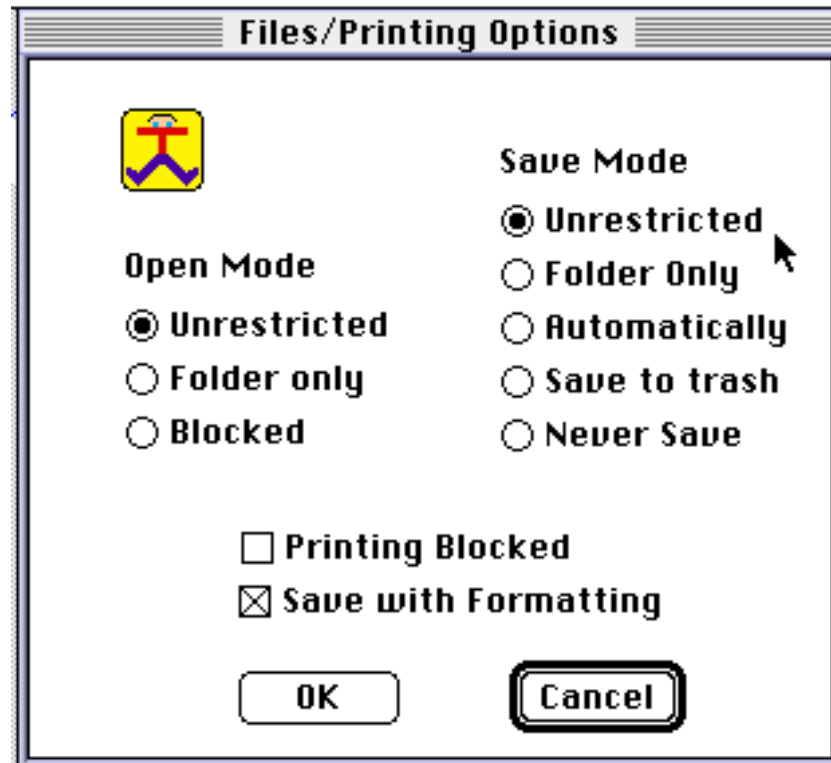
The “**Kid's Name**” is used for generating default file names.

The “**Skill Level**” selects the features which will be enabled for that child. Changing the level will set the selection of features to the default for that level.

The “**Cancel**” button will cause the selected feature to be reset. The “**OK**” will cause the selected settings to be stored into the Tyke's Settings” file and remembered for future uses of TykeWriter.

Files/Printing Options

The files/printing options controls the opening, saving and printing of documents (files).



The **“Allow Printing”** option adds the printer icon and as a result, allows the child to print the current document.

The **“Open Mode”** controls the “Open Button.” **“Blocked”** hides the open button. **“Folder only”** allow the child to browse the computer for TEXT and TykeWriter documents to open but only within the child's folder. **“Unrestricted”** allows the child to open any file by navigating throughout the system.

The **“Save Mode”** controls the “Save Button.” Selecting **“Never Save”** should prevent the child from saving any changes. With the **“Save to trash”** option, the child is never given an opportunity to save document changes, but a copy is saved in the Trash under a program generated name. **“Automatically”** also generates a name but saves the file in the child’s folder. In **“Folder Only,”** a save button allow the child to name the file but the file can only be saved in the child’s folder. Pressing this button will bring up the standard save dialog window. This will allow the child to save the TykeWriter document in any folder. Without this option selected, the document may only be saved in the child default folder. This will only happen when the “Exit” key is pressed. For most kids, this option should not be selected.

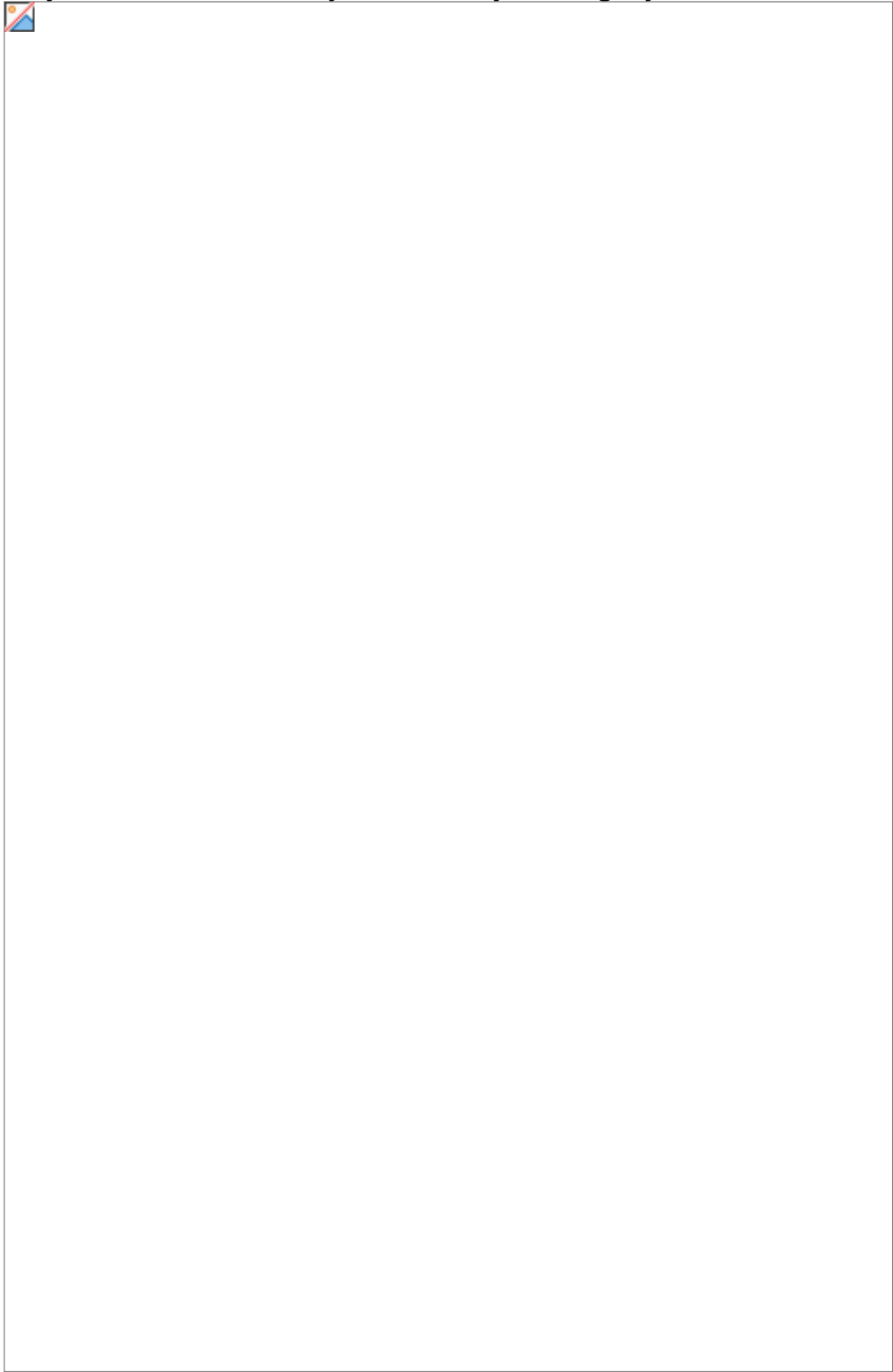
Not selecting the **“Save with Formatting”** will cause TykeWriter to save files as TEXT files. Leave this selected unless you are exporting the document to a software package.

The **“Cancel”** button will cause the selected feature to be reset. The **“OK”** will cause the

selected settings to be stored into the Tyke's Settings file and remembered for future uses of TykeWriter.

Define Your Own Styles

Using this menu, you can create new styles or modify existing styles.



In **Intermediate Mode**, the child can select text styles from a list at the lower left corner of the display. This menu lets you change this list by adding new styles and modifying existing styles. The top entry in this list is used in all modes as the default mode whenever a new new document is created.

To modify an existing style, find and select the style in the list on the upper left corner. Then change the style's attributes by clicking on the selections at the bottom of the menu. The name the style has in the list can also be changed.

To delete a style, first select it in the list of styles and then press the "**delete style**" button.

To add a style, first press the "**New Style**" button and then modify its attributes.

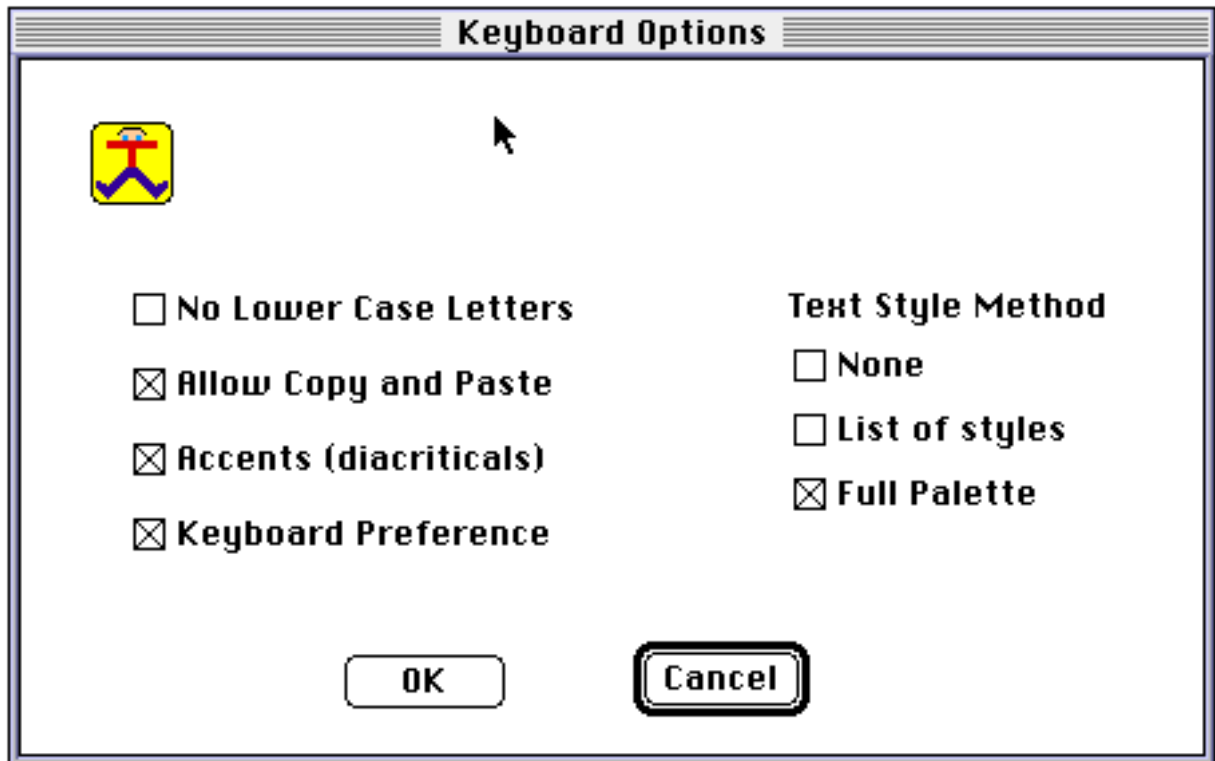
The "**New Default Style**" button adds a style at the top of the list.

Pressing the "**Reset Styles**" button will reset the list of styles to the initial styles TykeWriter was shipped with.

Press "**OK**" to use the style changes. "**Cancel**" will restore the style list to its prior value.

Keyboard Options

The Keyboard options controls which on-screen features are available.



Selecting the “**No Lowercase Letters**” removes the “Shift” key from the alphabetic keypad and makes the keypad all uppercase.

Selecting the “**Allow Copy and Paste**” option adds the “Grab” and “Drop” buttons. This allows the child to move sections around the document.

Selecting “**Accents (diacriticals)**” adds the “Accent” key and allows the child to add diacriticals characters.

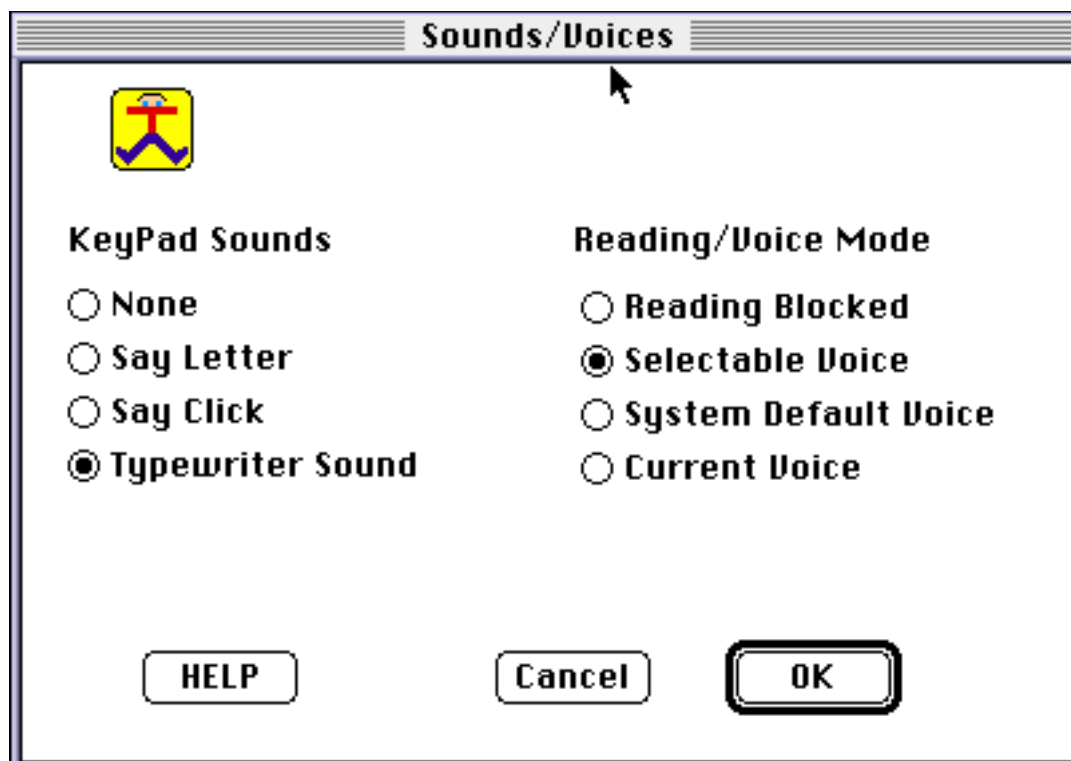
The “**Keyboard Preference**” option only applies to kids who are using the “Full Palette.” When selected, the Full Palette is default mode. If not selected, the alphabetic pad is the default. This feature is designed to help kids who want to use a real keyboard.

The “**Text Style Method**” allows the selection between method of applying color and style to text. The “**List of styles**” tool allows the child to pick from a list of predefined styles. The “**Full Palette**” gives the child the flexibility to independently select font, size, color and style.

The “**Cancel**” button will cause the selected feature to be reset. The “**OK**” will cause the selected settings to be stored into the Tyke’s Settings” file and remembered for future uses of TykeWriter.

Sounds/Voices Options

The sound options select the sound the program will make when a letter is typed. The voices options select controls TykeWriter's reading feature.



Sound Options:

If the “**None**” box is checked, no sound will be made when an on-screen key is clicked.

If the “**Say Letter**” box is checked, the letter will be spoken each time an on-screen key is clicked.

If the “**Say Click**” box is checked, a click sound will be made each time an on-screen key is clicked.

If the “**Typewriter Sound**” box is checked, a typewriter sound will be made each time an on-screen key is clicked.

Reading/Voice Mode:

If “**Reading Blocked**” is selected, reading is prevented by not displaying the “**Read Button**”.

If “**Selectable Voice**” is selected, the “**New Voice**” button will be available to let the child switch between different voices.

If “**System Default Voice**” is selected, reading will use the voice selected in the control panel.

If “**Current Voice**” is selected, reading will use the last voice selected through the change voice icon.

The “**OK**” will cause the selected settings to be stored into the Tyke's Settings” file and remembered for future uses of TykeWriter.

The Desktop

TykeWriter uses desktop icons for a simple interface with the Macintosh.



TykeWriter

The TykeWriter program.

Keep only one copy of TykeWriter on your computer. It should be stored with the computers other application programs. To upgrade TykeWriter to a new version, simply drag the old one to the trash and replace it with the new one. Then rebuild the desk top as described in the Macintosh User's Manual.



bug

TykeWriter document

This document is named "bug," you can choose your own name. It can be renamed as you choose. To update it, double click on it (or open it).



For PC

TykeWriter TEXT document

Although **TEXT documents** contain no style, font or color information, they can be a useful format for exporting text to other word processors. This document is named "For PC," you can choose your own name. It can be renamed as you choose. To update it, double click on it (or open it).



Tyke's Settings

Tyke's Settings

The **Tyke's Settings** file contains the personal settings for a child. Usually its is stored in the child's **personal folder**. Whenever TykeWriter runs, it automatically reads in the **Tyke's Settings** file which was in the same folder as the document being opened. If no **Tyke's Settings** file is in the same folder, the default settings are used. Updating the settings will create a new **Tyke's Settings** file. Double clicking on the **Tyke's Settings** file will invoke TykeWriter with the corresponding settings. An alias of the **Tyke's Settings** file can be renamed and moved to new folders, the desk top or the launcher. Double clicking on the alias will invoke TykeWriter with the corresponding personal settings.



Billy

Child's Personal Folder

Each child who uses TykeWriter, should have their own Personal folder. It can have any name and can be stored anywhere except the **System Folder**. It should contain exactly one **Tyke's Setting**. TykeWriter saves and opens documents in this folder.

Hardware/Software Requirements:

TykeWriter was developed using version 7.1 of the System Software. It should work with all Macintoshes running any version of System 7 or System 8. I doubt that TykeWriter runs correctly under System 6 and older OS releases. Please let me know if it does! On computers with high resolution monitors, the icons may be small and hard to read. Use the control panel to reducing the resolution of the monitor to correct this problem.

The current version of TykeWriter requires 1.5 Megabytes (1500 K) of memory. If your computer does not have enough free memory, you should buy more memory. Reducing the Minimum Size below 1500 K may make your computer system crash.

Installation

TykeWriter can be used without proper installation and setup by simply double clicking on the TykeWriter Icon.

To correctly install TykeWriter:

- 1) Drag the TykeWriter folder onto a hard drive. If you have a folder labeled "Applications", that would be a good place to store the TykeWriter folder.
- 2) Regardless of where you stored it, double click on the TykeWriter folder. For each child who will be using TykeWriter, repeat the following steps:
 - Duplicate the "Sample Kid" folder and rename after the child. Drag the new folder to a logical place on the hard disk if you want. Your child should store his or her masterpieces in that folder.
 - Double click on the child's new folder. Inside will be a file labeled "Tyke's Settings". Select that file by clicking on it once make an alias of it by pulling down the file menu and selecting the "Make Alias" command. Rename the new alias file to the name of the child. Leave the file "Tyke's Settings" unchanged.
 - Drag the new alias file to either the desk top or the launcher (or both). The child should run TykeWriter by double clicking this alias.
- 4) Look down at the lower right corner and find the "READ" button. It should be just above the "EXIT" button. If the "READ" button is not present, the Speech Manager is not running on your machine. TykeWriter will work without the Speech Manager but you will be missing a great feature. To install the Speech Manager, do the steps in the following section.

Upgrading to This Version




If you are already using an earlier version of TykeWriter, you can upgrade to this version.

First, delete (drag to trash can) the TykeWriter application program . If you have



TykeWriter

multiple copies, delete them all. Also throw out the old Double Click to Read me, Read-Me, User Doc and Bobby (Sample Kid).

Keep TykeWriter documents , TykeWriter folders , Tyke's Settings  and

alias files because they can still be used. Alias files look like applications but the name is in italics.

If it is easier and you don't want to save any TykeWriter documents, you can throw out all the old TykeWriter related stuff.

Next, drag the folder this document was in, to the Application folder or anywhere you want to keep it.

If the old version of TykeWriter still shows up, an old copy of the TykeWriter application is still hiding on your machine. Find it and delete it. If old TykeWriter Documents or TykeWriter aliases don't work, rebuild the desktop by following the directions in your Macintosh User's Guide.

How to Get the Speech Manager:

The Speech manager can be downloaded from the following Apple URL:

<http://speech.apple.com/ptk/ETTS.hqx>

- The download should produce a document named "ETTS.hqx" on your computer at the location you select.
- Double clicking on "ETTS.hqx" will run Stuffit Lite.
- Click on the "English Text-to-Speech" folder once to select it. While running Stuffit, pull down the "Archive" menu and select "UnStuff." It will ask for a location on your machine to store the folder. Select a location and press "UnStuff."
- A folder named "English Text-to-Speech" will be created. Open (double click) this folder. Inside is a document named "Using English Text-to-Speech." Open this document and follow the installation directions.
- When you have the Speech Manager installed, test it out on TykeWriter. When it works, you can throw out both "ETTS.hqx" and the "English Text-to-Speech" folder.
- My website will have a page of information about downloading and setting up the Speech Manager.

For More Information

TykeWriter has web-site provides information about new releases, documentation, bugs and reviews. It is at:

"<http://www.erols.com/lazarus2/tykewriter.html>"

Please report any problems and send comments to:

lazarus2@erols.com.

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The terms and conditions for use of the TykeWriter program are stated in the Read-Me file distributed with the program.