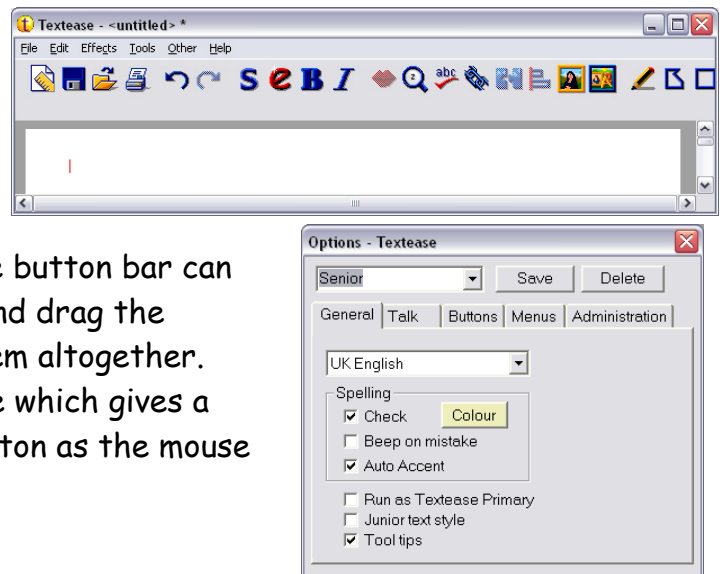


Textease is a Word Processor and Desktop Publisher which is fun and easy to use. Speech can be used to read aloud individual words or sentences and word/resource banks can easily be created to support the pupils writing. Pages can contain a mixture of text, pictures, sound and animation. Links can be set up to create multimedia presentations / storybooks. Textease can be used to create documents of any size from small leaflets to huge banners. Use these notes to help you produce a range of effects available. For additional help refer to the in built help facility or the user guide.


The Textease page


Under the menu bar is the button bar which are short cuts to menu bar functions. The button bar can be changed to suit different users: click **Tools > Options** and choose 'Senior', 'Junior' etc and see how the button bar is adjusted. The button bar can also be customised - hold down **Ctrl-shift** and drag the buttons where you want them or remove them altogether. Under the button bar is the information line which gives a brief description of the function of the button as the mouse pointer moves over it.



Reading a document with Textease

Textease is a very good tool for reading text, with speech output. Start Textease, then click **File > Open**, click on 'Files of type' and choose the file type you want to read - Word, or Text, or another format. Find your file and open it.

 Adjust the font and size of the text: double click anywhere on the text and you will see a red dotted line appear around the edge of the text. Click on the **Effects** button and choose the font, size, colour, spacing etc you want.

 Adjust the page size and background colour if you want by clicking on the **Looks** button.

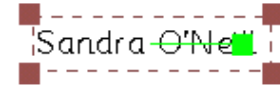




Click the right mouse button ('right-click') on the text to see the text cursor, then place the cursor at the start of the document and click the **Speak** button to hear it read out. Click again to stop the speech. Select a chunk of text, and click **Speak** to have it read. Right-click on the **Speak** button to get the speech options: try out different voices, speeds and settings.

Typing Text

- Open a new Textease document.
- Click anywhere on the page and type in your name.
- Double click anywhere on the text and a text box will appear round it.
- There is red a square at each corner and a green square indicating a central point.
- Move the pointer over the box and it will turn to a hand - when the pointer is a hand move the box around by holding down the left mouse button and dragging it to a new position.
- Move the pointer to a new place on the page and click.
- Type in a short nursery rhyme - press return for each new line.
- Double click anywhere on the text to select it.



Try out some effects when the text is selected

- change size by dragging the corner red tag
- rotate the text using the green tag
- use the effects dialog box to change the font, size and colour
- try out the shadow and frame effects
- use the undo and redo buttons to see how they work

Spellchecker



Textease highlights words that are not in the spellchecker dictionary. If you don't want the highlight, click **Tools > Options** remove the tick in the Spelling Check box. To spellcheck a word, click on the **spellcheck** button, then on the word you want to check.

Word /Resource Banks



Textease has a talking word bank. Click on the **Word Bank** button, and choose a bank. To insert a word from the word bank just click on it and it will go in to the text at the caret. To hear the word, right-click on it.


- Click **Other > Create word bank**.
- Type in words into the word bank, change the font etc with the **Effects** button, and save the bank.
- Use the word bank you have just made - choose **Select Wordbank** from **Other** menu

You can add graphics to the bank so that the pupils can have easy access to appropriate graphics for the work being done: click on the Picture button and add a graphic to the list in the usual way.


Text frames

Textease does not act like a normal word processor but can be made to do so if a text frame is added to a page. If the whole page is in a text frame then it will perform like a standard word processor. Another use is for setting up worksheet templates for a student to type text in. To make a text frame either choose **Add text frame** from the **Other** menu, or press **F7**. The pointer changes to a cross. Move it to where the top left of the frame is to go and drag it to the size required. The text frame can be locked in place (select it first) by going to Tools and choosing Lock to page.

Graphics

 There are some basic drawing tools available in Textease and it also comes with some clip art or you can use clip art / photos etc from any other source. Pupils can produce art work in Paint, Colour Magic, Dazzle or similar package, which can then be put into Textease. Click on the **Picture** button and browse for the desired picture. With older versions of TextEase you will see the names of the pictures; with newer versions you see the pictures themselves. With older versions, insert the picture by clicking **Open**. With the new version click and drag it to the page, or press **Ctrl** and click to copy, then paste it. Click on the picture, then the **Effects**, and put a frame round it.

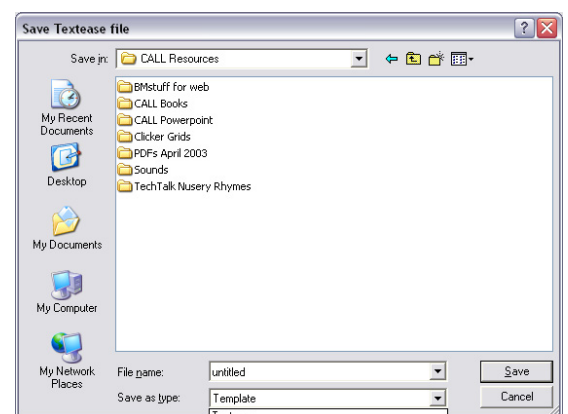
It is very easy to copy a selected item in Textease. Move the pointer to the selected text or graphic - it will change to a hand - hold down the Ctrl key and drag the text/graphic. A copy is made! Pictures (and text) can be flipped by pulling one of the red handles to its opposite side.

Bitmap graphics can also be cropped when the pointer changes to the crop tool. 

If you are creating a worksheet and you want to lock the text or graphics so it cannot be selected, moved or changed, select the item, then click **Tools > Lock to Page**.

It's useful to save a worksheet as a Textease 'template' rather than a Textease document, because when you open a template is automatically gets called 'Untitled' so a student cannot accidentally save over the template:

- Place a few pictures on the page.
- Select a graphic and make a copy.
- Flip one of the graphics so it is a mirror image of the first one.
- Add a text frame and lock it to the page.
- Lock the graphics to the page.
- Save it as a template.



Animation

To create an animation there has to be an object (text or graphic) and a path for it to follow and for them to be linked together.

- Insert a graphic on a page.
- Use one of the drawing tools and draw the path to be followed.
- Select the graphic then select the path (double click left button on graphic then click the right button on the path so they are both selected).
- Click on the links button then on the animate tab on the links window.
- Check to 'Follow over' box.

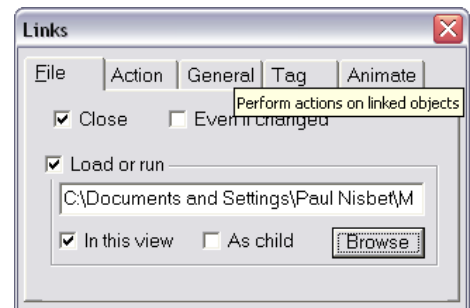


The graphic should move over the path. To make the path invisible - select the path and change the line colour to white (assuming the background is white!).

Talking books and slide shows

To make an on-screen book or presentation each individual page should be created first.

- Draw a button on each page for moving to the next or previous page. (Use one of the drawing tools and colour it.)
- Select the button on the first page
- Click on **links**
- Click on the **File** tab in the links dialogue box
- Click on the browse option and find the second page
- Double click on the second page file
- Close the links window
- Save the document

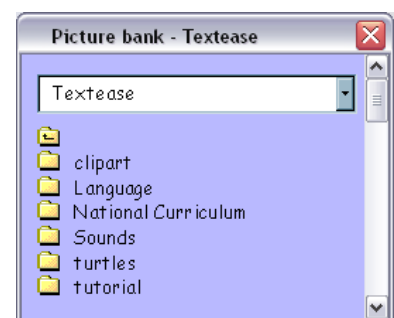


Try it out - go to your first page and click on the button. The second page should now load. The other pages can be linked in the same way - and link to the previous page so you can move forwards and backwards through the 'book'.

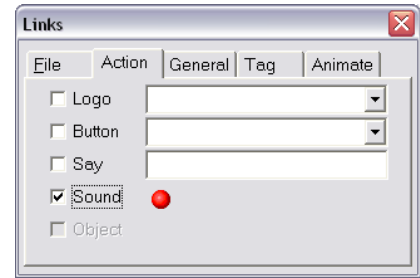
Sound

Sounds can be played back and linked to graphics.

- Click on the **Picture** button and add a graphic to the page
- Click on the **Picture** button again
- Click on the **Previous Folder** button at the top of the Picture bank until you see the Sounds folder in the Files of Type box
- Open the Sounds folder and drag it to the page
- To link the graphic to the sound, double click on the graphic to select it then with the right mouse button click on the sound icon to select it too.

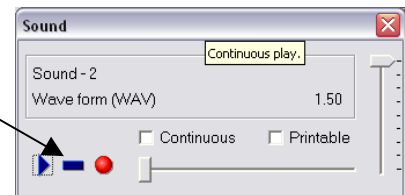
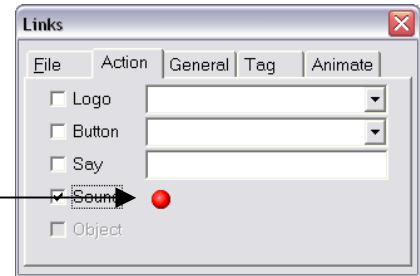


- Click on the **Links** button
- Click on the **Action** tab
- Click on the check box beside sound
- The sound icon on the page should disappear
- Deselect the graphic.
- Move the mouse pointer over the picture and it will change to the speaker
- Click on the graphic and the sound will be played



To record your own sound to be played when you click a picture:

- Select the graphic and click on the **Links** button.
- Click on the **Action** tab and click on the Red 'Record' button.
- Press Record and record your sound. Press the Stop button to stop it.
- Close the Links Box and deselect the graphic.
- Click on the graphic and it should play back.



(You can also insert a sound on the page, to be played back when you click on it, by clicking **Tools > Record a Sound**.)

To make a picture speak when you click on it:

- Select the graphic and click on the **Links** button.
- Click on the **Action** tab and type in what is to be said and click the Say box.
- Close the Links and deselect the graphic.
- Click on the graphic and it should now speak.

Use pictures, sound and animation to create a multimedia book incorporating text, graphics, sound and animations.