



'Textease' on the RM network systems

Introduction

'Textease' is a Desktop Publishing application which is almost identical to 'Pages', Many primary teachers will already be familiar with this on their Acorn systems.

In 1998 Melrose staff produced a resource pack for 'Pages' that provided a suite of ready-made progressive activities to support the development of ICT skills in Primary pupils.

Although originally written for the Acorn systems, the same files are all now available to teachers on their RM network systems. The original Teachers Booklet for the 'Pages Resource Pack' is therefore still a very useful source of material, as it describes the activities and the teaching points in detail. It is envisaged that these files will continue to be an invaluable resource to teachers of pupils in P1-P4/5 classes, or pupils working at ICT Levels A, B and C.

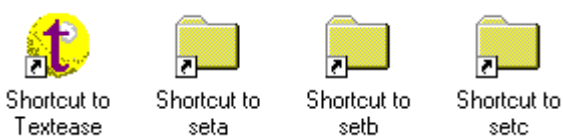
This short document is intended to support the PC version of the resource pack – which could now be referred to as the 'Textease Resource Pack'. The appearance of the files in the PC version is slightly different from the original Acorn version but the content of the activities is the same. A description of where to find these files and how to load them is also included, together with a reference list which relates each of the activities to the new National 5-14 ICT Guidelines.

Each of the three sets of files – Set a, Set b and Set c are described in the following pages.

How to access the Textease Resource Pack files on your RM system.

Set a

1. Log on to the network in the usual way and once the machine has accessed the software, you should see on their desktop a yellow folder called 'Communications' OR you should see a folder called 'RM Favourites'
2. Double click on whichever of these folders is on your system .
3. When this opens you should see the Textease program itself, together with three other yellow folders – Set a, Set b and Set c



4. Double click on the Set a folders to see the Textease files inside



5. Double click on the file you want. (You do not need to load the Textease program first.)

Follow the same instructions for loading a file from Set b and Set c

How to save your work with 'Textease' on the RM network systems.

You must be logged on to the network in the usual way with your username.

Let's imagine you are using a Textease file from Set c.

Do not wait until you have finished your work before saving.

You should save your work very soon after beginning it.

The first time you save you must:-

1. Click once on the floppy disc tool on the toolbar (You are not saving to a floppy, this is just the icon for saving.)
2. When the 'Save Textease File' window opens, check to see that it is going to Save in: 'My Work' folder.
3. Go to 'File name' and click in this white writable box then type in your name for your new file.

Click once on Save

Set A ‘Textease’ Resource Files

The files which appear in the ‘Set a’ window are in alphabetical order. This is not necessarily the best order in which to work through the activities.

The list below suggests a possible progression through the activities according to the ICT skills requiring to be taught. Teachers can adapt the progression to suit their pupils’ needs.

Filename	Brief description	5-14 ICT National Guidelines Reference
RAINBOW	First steps in using a wordbank	Cr & Pres Lev A Enter text through a wordbank
TOYS	Second steps in using a wordbank	Cr & Pres Lev A Enter text through a wordbank and keyboard
MYSELF	Using a wordbank to collect data about themselves	Cr & Pres Lev A Enter text through a wordbank Collecting Data – pre level A
WEATHER	Using a wordbank to collect data about the weather	Cr & Pres Lev A Enter text through a wordbank Collecting Data – pre level A
SPACETYPE	Identifying and entering letters from the keyboard + using the spacebar	Cr & Pres Lev A Enter text through keyboard, using the spacebar
ROCKTYPE	Identifying and entering letters from the keyboard + using the spacebar	Cr & Pres Lev A Enter text through keyboard, using the spacebar
ANIMTYP	Identifying and entering letters from the keyboard + using the spacebar	Cr & Pres Lev A Enter text through keyboard, using the spacebar
ANIMTWO	Identifying and entering letters from the keyboard + using the spacebar	Cr & Pres Lev A Enter text through keyboard, using the spacebar
TYPHAND	Entering text using two hands (1)	Cr & Pres Lev A Enter text through keyboard. Using Delete keys
BOTHHAND	Entering text using two hands (2)	Cr & Pres Lev A Enter text through keyboard. Using RETURN/ENTER keys
SHOPPING	Entering text using 2 hands (3) longer words	Cr & Pres Lev A Enter text through keyboard, using the spacebar
FAMILY	Using a supportive wordbank, write short sentences about their family.	Cr & Pres Lev A Create one or more sentences. Use spacebar, enter, delete.
BEDROOM	Using a supportive wordbank, write short sentences about their bedroom	Cr & Pres Lev A Create one or more sentences. Use spacebar, enter, delete.
TRAYLABE	Enter own name using correct capitals. (This file is suited to a number of purposes – Captions, Labels, Names)	Cr & Pres Lev A Using SHIFT for capitals. Type a sentence and print. Cr & Pres towards Lev B Highlight text and Change size, typeface, colour
LABELSA LABELSB LABELSC LABELSD	A variety of small empty practice frames with different borders. Can be used for name labels, captions, jotter labels etc.	Cr & Pres Lev B Highlight text and Change size, typeface, colour, style The same file can be used to re-inforce these different text-handling features on different occasions.
FRAMESA FRAMESB	Entering text in a list – names, menu, objects etc	Cr & Pres Lev B Highlight text and Change size, typeface, colour, style.
XMAS1 XMAS2 XMAS3	Enter text about Mary /Joseph (wordbank) Enter text about Shepherds (wordbank) Enter text about 3 Wise Men (wordbank)	Cr & Pres Lev A – Enter text with a wordbank Cr & Pres Lev B – Create a short piece of text – ie story

Set B ‘Textease’ Resource Files

The files which appear in the ‘Set b’ window are in alphabetical order. This is not necessarily the best order in which to work through the activities.

The list below suggests a possible progression through the activities according to the ICT skills requiring to be taught. Teachers can adapt the progression to suit their pupils’ needs.

Most of the files here support simple text entry, the reinforcement of word-processing skills at level B, and writing: - functional, personal and imaginary at Level B

Filename	Brief description	5-14 ICT National Guidelines Reference
EDIT1 EDIT2	Simple text editing of well known Nursery Rhymes	Cr & Pres Lev B Insert/delete text using either the mouse or arrow keys to position the cursor.
LABELSA LABELSB	Highlighting Text and using the ‘Effects’ tool. These empty label frames can be used in a variety of contexts.	Cr & Pres Lev B Edit text using font, style, size and colour
FRAMESA FRAMESB FRAMESC FRAMESD	A variety of larger empty frames with different borders. Can be used for short notices or signs, lists, menus, short poems.	Cr & Pres Lev B Edit text using font, style, size and colour
FRYEGG (*) SANDWICH SEEDS (*)	These files provide a framework for writing a structured sequence of events. A wordbank is included	Cr & Pres Lev B Create and edit a piece of text. Functional Writing Level B
CASTLE1 (*) CASTLE2 (*) ISLAND (*) SEASIDE (*) DEN	These files provide a framework for imaginative writing. A wordbank is included	Cr & Pres Lev B Create and edit a piece of text. Imaginative Writing Level B Personal Writing Level B
OWLS	Fact sheet about owls which pupils complete	
XMAS1 XMAS2 XMAS3	Enter text about Mary /Joseph (wordbank) Enter text about Shepherds (wordbank) Enter text about 3 Wise Men (wordbank)	Cr & Pres Lev A – Enter text with a wordbank Cr & Pres Lev B – Create a short piece of text – ie story
(*)	The text formatting on these screens may need some adjustment. These files did not transfer accurately from the Acorn version.	

Set C ‘Textease’ Resource Files

The files which appear in the ‘Set c’ window are in alphabetical order. This is not necessarily the best order in which to work through the activities. The list below suggests a possible progression through the activities according to the ICT skills requiring to be taught. Teachers will have to adapt this progression to suit their pupils’ needs.

Most of the files here provide re-inforcement and development on the ICT skills developed at Level B. They are all intended as ‘short snappy tasks’ that do not require substantial amounts of text entering. Many of them can be further adapted to suit Level C skills to include ‘Graphics Manipulation’.

Filename	Brief description	5-14 ICT National Guidelines Reference
TYPE1 TYPE2 TYPE3	Typing practice – encouraging the use of two hands at increased speed.	Cr & Pres Level A.
LABELSA LABELSB	Highlighting Text and using the ‘Effects’ tool. These empty label frames can be used in a variety of contexts. Revision	Cr & Pres Level B Edit text using font, style, size and colour
OURCLASS	Revision – capitals. Moving re-shaping and rotating text	Graphics Manipulation Level B
GALLERY1 GALLERY2	Import a graphic – resize and re-position Write a caption	Graphic manipulation Level C :- Add graphic to a word processing program. Add graphic from within the Textease program Copy/paste graphic from painting software – re-size, re-position. Open a previously saved painting file, into Textease (Level C)
MENU	Highlighting text by dragging the mouse pointer. Use text ‘Effects’	Cr & Pres Lev B Edit text using font, size, style,colour
BANNER	Highlight individual letters – Use text ‘Effects’	Cr & Pres Lev B Edit text using font, size, style,colour
SIGNSA SIGNSB	Your own notice, label or sign Include text ‘Effects’ and one graphic	Cr & Pres Lev B Edit text using font, size, style,colour Graphics Manipulation Level B
ADVERTS	A page of class advertisements. Write a short advert. No more than 25 words. Can change style but not font.	Working towards Level C (newspaper item). Functional writing Level C – awareness of genre
NEWS	A page of class news, or sports reports. No more than 30 words – a ‘soundbite’	Working towards Level C (newspaper item). Functional writing Level C – awareness of genre
TROPHY SHIELD BADGE ‘T’ SHIRT	Winner trophy – Design, text and (*) graphics Design a First Prize award shield (*) Design a badge for a club or interest (*) group Design a badge for a club or interest (*) group	Cr & Pres Lev B Edit text using font, size, style, colour Graphics Manipulation Level B (*) These files would be suitable to use for assessment of Level B ICT skills.
BOOKCOVER BOOK1	Design a graphic using RM Colour Magic to illustrate this book. Write a short review of the book in 50 words. Print	Graphic manipulation Level C :- Add graphic to a word processing program. Copy/paste graphic from painting software – re-size, re-position, or Open a previously saved painting file, into Textease (Level C) Functional Writing Level C
EDITV1 EDITV2 EDITV3	Victorian Life Short Passages for text editing Cut and paste corrected passage into a new document	Cr & Pres Lev B Edit text Supports a Victorian Topic
EDITLET	Template ‘Thank you’ letter	Cr & Pres Lev B Edit text
PARTY XCARD BIRTHCARD	Christmas Party Programme Christmas Card Template ‘Any occasion’ Card Template	Cr & Pres Lev B Edit text using font, size, style, colour
HOLIDAY	Enter text. Brochure about coming to beautiful Britain for a holiday !	Cr & Pres Lev B Edit text Functional Writing Level C/D
SKIADV	Enter text. Brochure about a ski holiday	Cr & Pres Lev B Edit text Functional Writing Level C/D

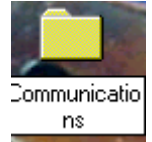
<p>FRANCE, GERMANY ITALY SPAIN UKMAP</p>	<p>Ready-made illustrated sheets with frames for adding information about each specific country.</p> <p>Moving text and graphics on a map</p>	<p>Cr & Pres Lev B Edit text Functional Writing Level C/D</p>
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Melrose Education Centre
April 2001

Set b

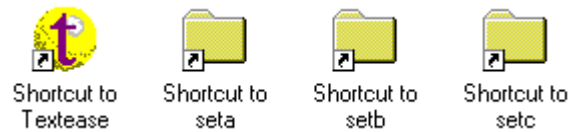
How to access the Set b Textease Resource Pack files on your RM system.

- 1 Log on to the network in the usual way and once the machine has accessed the software, you should see on their desktop a yellow folder called ‘Communications’.

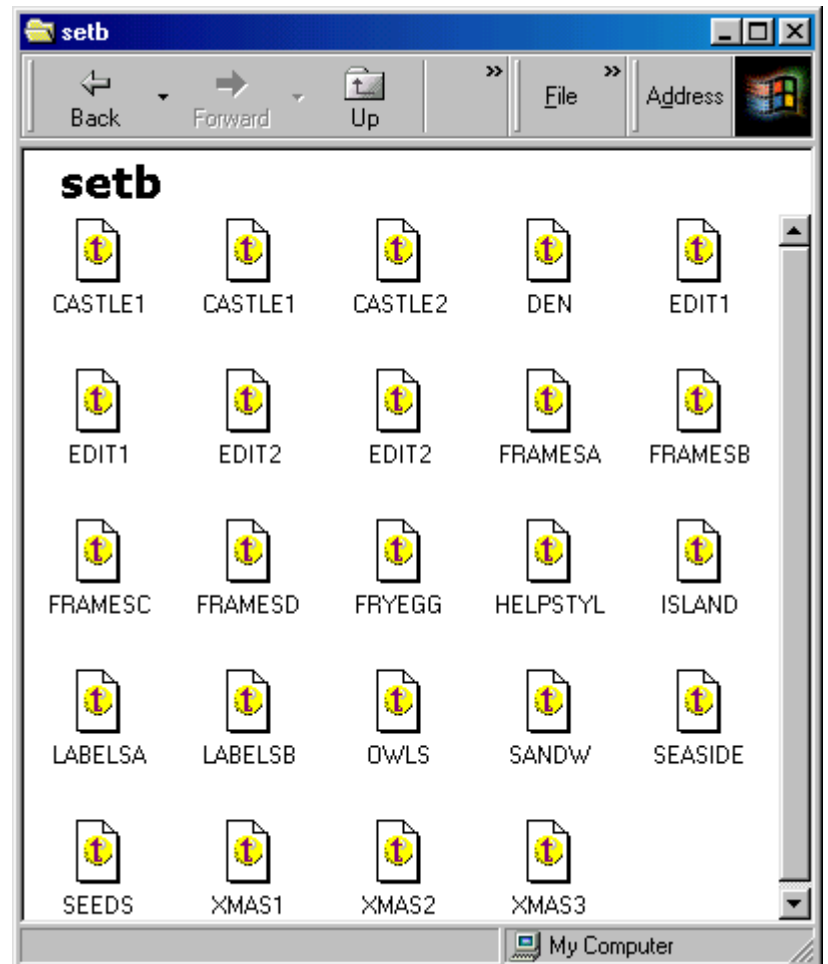


- 2 Double click on the yellow ‘Communications’ folder. When this opens you should see the Textease program itself, together with three other yellow folders – Set a, Set b and Set c

- 3 Double click on the Set a folders to see the Textease files inside



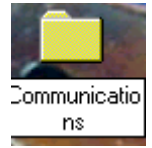
- 4 Double click on the file you want. (You do not need to load the Textease program first.)



Set c

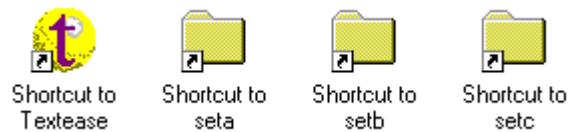
How to access the Set c Textease Resource Pack files on your RM system.

- 1 Log on to the network in the usual way and once the machine has accessed the software, you should see on their desktop a yellow folder called 'Communications'.



- 2 Double click on the yellow 'Communications' folder. When this opens you should see the Textease program itself, together with three other yellow folders – Set a, Set b and Set c

- 3 Double click on the Set a folders to see the Textease files inside



- 4 Double click on the file you want. (You do not need to load the Textease program first.)

