

SPELL IT

A complete spelling program for the whole family

Plus!



Ages 6 to Adult

Davidson & Associates, Inc.

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Teaching Tools From Teachers

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QUICK START

MS-DOS

- Start the computer using DOS 2.1 (Tandy 2.11.24) or higher.
- Insert the program disk in drive A (label side up).
- At the A>, type **setup** and press <Enter>. Indicate the type of display adapter and the type of speech apparatus your computer has. Insert the speech disk when prompted.

Do not attempt to install the MS-DOS version to a hard disk using DOS copy commands. Use the procedure on pages 16–17 only.

MACINTOSH

- Start the computer using system 6.0.7 or higher.
- Insert the *Spell It Plus* program disk into the drive.
- Double-click the *Spell It Plus* program icon and follow the prompts.

APPLE

- Insert the program disk in drive 1 (label side up).
- Turn on the computer and follow the screen prompts.

Sign In

- Enter your name. Press <Return> or click **OK**.
- Use the mouse or keyboard arrows to select the correct month. Press <Return>.
- Select the day and year in the same way.

Select a Level and a Word List to Study

Mouse

- Point and click the Level menu; drag and release to select. Select a word list from the Words menu in the same way.

Keyboard

- Press <Esc> to access the menu bar.
- Use → to access the Level menu and ↓ to select a level. Press <Return>. Select a word list from the Words menu in the same way.

Select an Activity

Mouse

- Click an activity icon (picture) on the Main screen.

Keyboard

- Use → to select (highlight) an icon; press <Return>.

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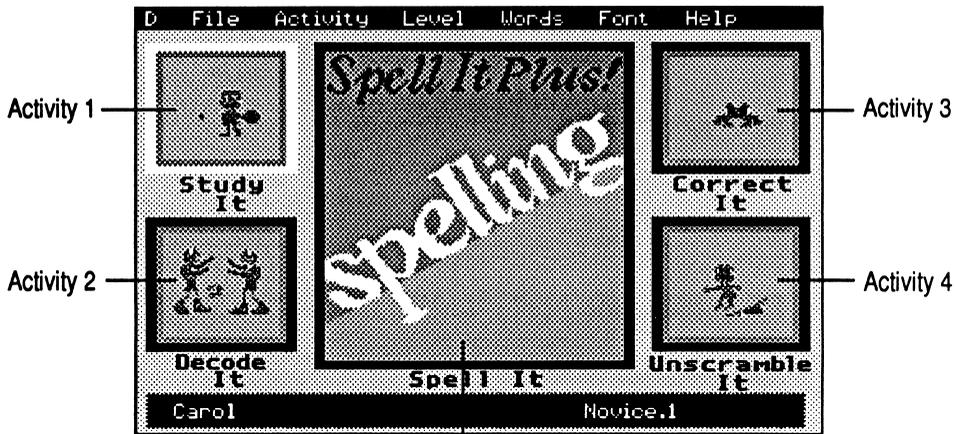
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WELCOME TO SPELL IT PLUS!

This program is designed to help students of all ages develop and improve spelling skills. *Spell It Plus* emphasizes a whole language approach to learning. Spelling words are grouped according to shared characteristics; they are never presented in isolation. As students move through the program, they read spelling words used in context sentences, they see the words broken into syllables, they unscramble the words, they complete words with missing letters, and they recognize words correctly and incorrectly spelled. They also have the capability of creating their own spelling lists and writing their own context sentences.



The Spell It Game

Pull-down menus put all of the *Spell It Plus* options and features at your fingertips. You'll access each of *Spell It Plus's* five activities through colorful icons. Engaging graphics and certificates of excellence encourage and reward students as they successfully master new words.

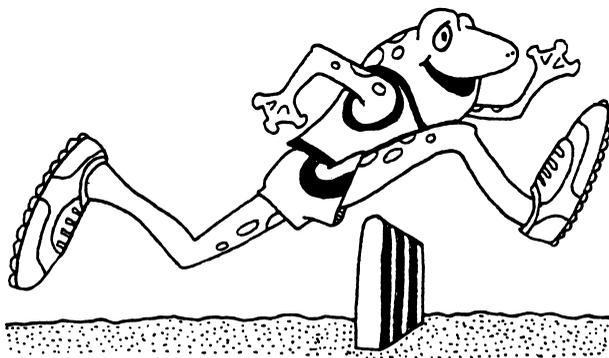
Spell It Plus contains 1000 of the most commonly misspelled words grouped into lists of 20 words, with spelling rules and patterns as appropriate. These

words can be mastered using five different learning activities which allow students to encounter each spelling word about a dozen times in a variety of interesting ways. Students using *Spell It Plus* learn through intensive interaction.

An easy-to-use editor allows students to enter their own spelling words for use with all five *Spell It Plus* activities. (Special character fonts are available for entering Spanish, French, and German words.) Parents and teachers can track student progress with the Record Keeper.

To learn about *Spell It Plus's* learning activities and educational benefits, read the Overview section which follows.

- The Overview of activities and features begins on page 3.
- How to Use the MS-DOS Version begins on page 15.
- How to Use the Macintosh Version begins on page 29.
- How to Use the Apple Version begins on page 47.



***SPELL IT PLUS* OVERVIEW**

The educational objectives of *Spell It Plus* are:

- ✓ to facilitate the teaching of spelling in the whole language classroom
- ✓ to provide an individualized study method for learning to spell words each student misspells
- ✓ to familiarize students with spelling rules and patterns
- ✓ to help students understand the use of suffixes and prefixes with root words
- ✓ to help students recognize how words are divided into syllables
- ✓ to illustrate correct usage by presenting spelling words in context sentences
- ✓ to help students distinguish between correct and incorrect spellings
- ✓ to help students acquire proofreading and editing skills
- ✓ to help students develop long-term recall of spelling
- ✓ to help students acquire keyboarding skills.



These objectives are achieved through the presentation of 1000 commonly misspelled words in five interactive instructional activities, providing 12 exposures to each word. More lists may be added with the Editor.

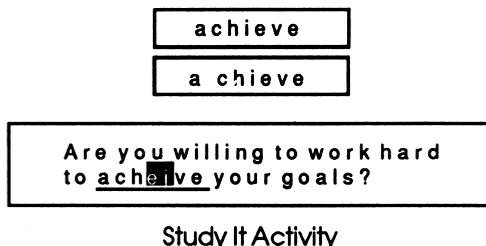
In designing *Spell It Plus*, we sought feedback from teachers, parents, and students who had worked with our earlier award-winning *Spell It*. While *Spell It Plus* contains the benefits of the original program, its educational value is substantially enhanced with newly designed activities and new features such as pull-down menus, record keeping, a certificate, foreign language fonts, and a much improved Editor. Students can use the Editor to enter their own personal lists. These lists can be used with all activities.

Activity 1 – Study It

In the Study It activity, the spelling word lists are presented in context sentences, with a spelling rule if one is appropriate. The activity offers three options to allow students several opportunities for familiarizing themselves with the words.

See Word

When the student selects See Word, the spelling rule will be displayed first. Following the rule will be the spelling word, the word divided into syllables, and a sentence using the word in context. The student studies the word and types it into the sentence provided. With the first keystroke, the reference word disappears, so the student must type the word from memory. If the word is entered incorrectly, it will remain on the screen with incorrect letters highlighted. The correct spelling will reappear for comparison and the student will try again. Each word must be correctly spelled before the next word is presented.



Finish Word

When the student chooses Finish Word, the spelling word is displayed at the top of the screen, followed by a sentence with the word missing. The student will type the missing word into the sentence and press <Return>. The word will be presented again – this time with some letters missing. The student will again type the word in the sentence and press <Return>. More letters continue to disappear and the student correctly re-enters the word (3–5 times).

Words are displayed with significant clusters of letters removed; thus students confront the problem areas of each word. Clusters removed include vowel

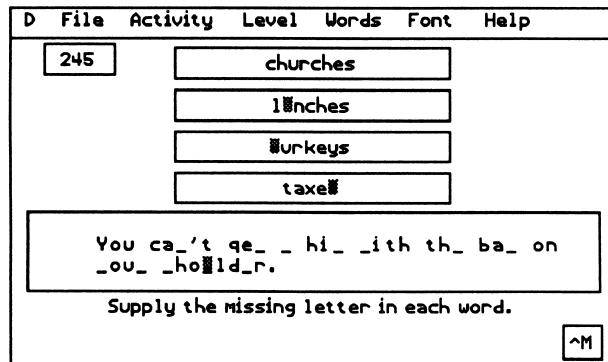
clusters (such as *ee, ea, ie, oa*) and consonant clusters (such as *sh, ch, bb, tt*). Any student mistakes will be highlighted for reference. Each spelling word will be typed three or four times in succession during this activity. Multiple exposures to the words in context sentences are highly successful in building mastery.

Flash Word

In the Flash Word option, the spelling word flashes briefly on the screen and the student types it into the context sentence. The student may use arrows (MS-DOS and Apple) or click (Macintosh) to adjust the flash speed on the speed bar at the bottom of the display screen. If the student makes three spelling errors in a row, the flash speed is automatically adjusted to give the student more time to look at the word.

Activity 2 – Decode It

In the Decode It activity, students get more practice spelling the list words as they complete a mystery message at the bottom of the screen. Four list words are presented at a time, each with a letter missing. Missing letters are indicated by a gray shaded box. A corresponding gray shaded box appears in the mystery message below. As the student fills in the missing letters to complete the words, the letters are also entered into the mystery message below.



Decode It Activity – MS-DOS Version

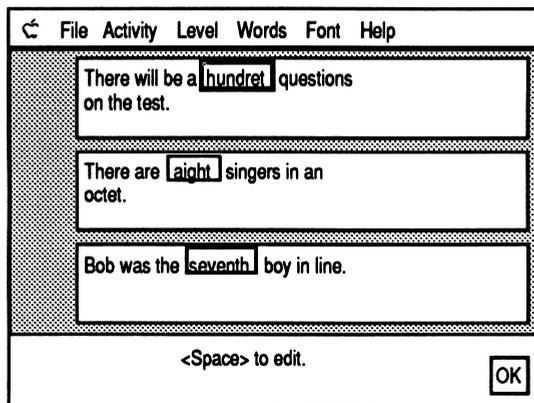
If the student knows the missing message, he or she can go to the bottom of the screen and enter it. If the message is correctly entered, the student will earn bonus points. As the mystery message is gradually revealed, students will be curious about it. Inferencing skills are developed in this activity as students try to complete the mystery message early.

Activity 3 – Correct It

The Correct It activity provides a realistic editing and proofreading situation. All of the words appear in context sentences. Students have an opportunity to edit text for misspelled words and to correct those errors. Two options are available, **Edit** and **Search and Edit**.

Edit

Three sentences appear on the screen with the list words boxed. The list words may or may not be correctly spelled. The student selects a word that needs correcting and presses <Space> to zoom into an edit box. The student edits the word so that it is correctly spelled, then presses <Return> to return it to the sentence. When the words in all the boxes are correct, the student presses <Return>.

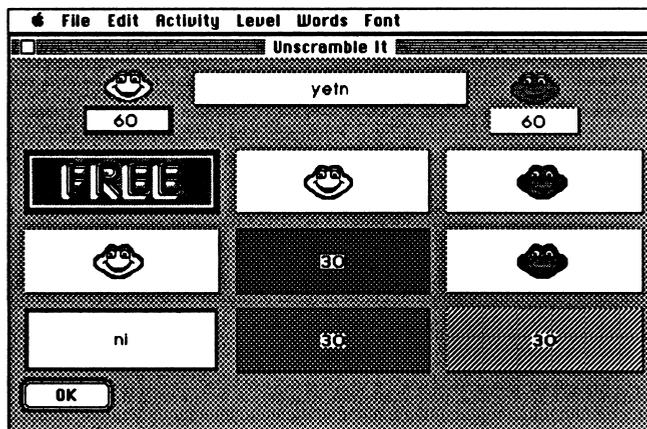


Correct It Activity – Apple Version

Search and Edit

In this option, the potentially misspelled words are not boxed and identified for the student. The student reads through all three sentences on screen to find any errors. When misspelled words are recognized, they are selected and edited as in the Edit option. If the student selects a word that doesn't need correcting, he or she will get a message that the word is correctly spelled.

Activity 4 – Unscramble It



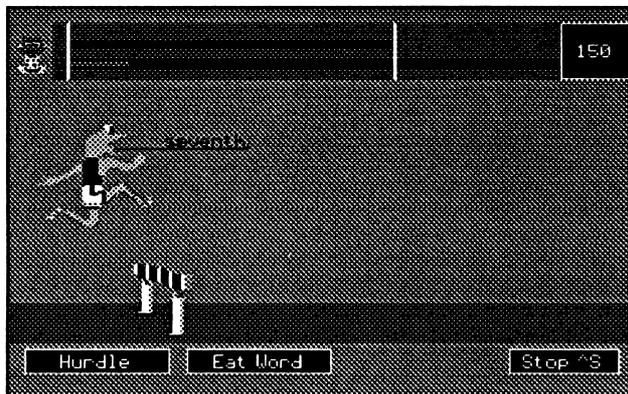
Unscramble It Activity – Macintosh Version

The Unscramble It activity is a spelling version of an old favorite – tic tac toe. Scrambled list words are hidden behind a grid on the screen. Players choose a box to uncover; then they unscramble a word. The *Spell It Plus* program looks for *list words only* as correct answers. (Note: Type letters in lowercase; Caps Lock should be off.) For example, the letters *ydari* could be unscrambled to read *dairy* or *diary*. The correct answer is the word appearing on the current word list. If students unscramble three words in a row, they earn bonus points. Unscramble It can be played with one or two students. Help is available at any time. Students can choose to see the rule, the complete word list, or the first letter of the word they are trying to unscramble.

Activity 5 – Spell It

In this game, students are challenged to make judgments and react quickly using the information learned in previous activities. The frog runs around the track, jumping hurdles as he goes. Students help him identify incorrect or correct words (depending upon the option chosen) and direct him when to jump higher to get them. There are three levels of play.

Level 1 is the easiest level of play. The frog hurdles automatically, and students press <Return> to direct the frog to jump high and “eat” the selected word as it appears. Pressing **P** (MS-DOS and Apple) or clicking **Pause** (Macintosh) will freeze the screen to give a student more time to consider a word. Pressing **P** (MS-DOS and Apple) or clicking **Pause** (Macintosh) again will allow the game action to resume.



Spell It Activity – MS-DOS Version

Level 2 requires the student to press <Space> to make the frog jump over each hurdle. There is a penalty for knocking down a hurdle. Pressing <Return> makes the frog jump and “eat” the selected word. In the Macintosh version, you may click **Zap** instead.

Level 3 is similar to Level 2, but the game action is faster for extra excitement. Higher point totals are possible.

Custom data files created with the *Spell It Plus* Editor can be used for personalized game play.

Scoring

At the end of each activity, a scoreboard will appear to give information about the file, the activity chosen, and the score.

Study It

The student receives a percentage score.

Decode It

The student gets 10 points for each word correctly completed on the first try, and five points for a word completed on a retry. Solving the mystery message early will earn a varying number of points, depending on how many blanks were remaining when the student solved the message.

Correct It

The student receives a percentage score.

Unscramble It

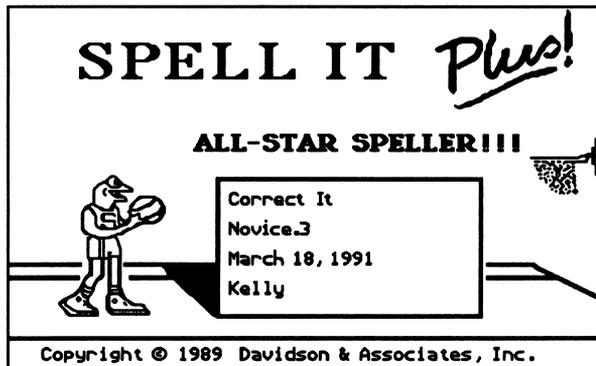
The student earns 30 points for a word unscrambled on the first try, 20 points for the second try, and 10 points for the third try. Fifty points are given for each tic tac toe bonus.

Spell It

At Level 1, the student earns 25 points for each correctly chosen word, at Level 2, 50 points per word, and Level 3, 75. Points are deducted if the frog knocks over a hurdle.

Certificate

An All-Star Speller Certificate is offered to those who score 100% on Correct It, Decode It, or Flash Word.



Certificate

Record Keeping

The Record Keeping feature makes it possible to save a student's scores and keep a cumulative record. Records may be printed or viewed on-screen to help parents and teachers evaluate progress. A disk must be specially formatted to hold student records. (Refer to the computer-specific sections of the manual for instructions: MS-DOS – pg. 20, Mac – pg. 33, and Apple – pg. 51.) When Record Keeping is activated, the student will be asked to insert the records disk at the end of each activity so that the score may be saved.

Options

Sound, speech, and graphic reinforcements may be switched on or off. Select **Graphics**, **Speech**, or **Sound** from the Activity menu. A ✓ in front of the

word signifies that the feature is **on**. During Study It, to change from See Word to Finish Word or Flash Word, select **Options** from the Activity menu.

Help

Help is always available while the student is using the program. Selecting **Help** will give the student information about keystrokes necessary for using the current activity. Students may see the entire current word list by selecting **Word**, or see the rule for the current list by selecting **Rule**. (If this menu item is gray, it means that there is no rule for the current word list.) During Unscramble It, students may see the first letter of the unscrambled word by selecting **Clue** from the Help menu. In the Macintosh version, select **Get Clue** from the Activity menu.



Printing

Students may print scoreboards, records, and lists of words mastered and words missed in order to track their progress. Certificates of Excellence may be printed for outstanding work in some activities. Through the *Spell It Plus* Editor, teachers or students may print out flash cards or word search puzzles, using word lists entered using the Editor or using original *Spell It Plus* files. Entire data files (which include the word, syllables, sentence and three misspellings) may also be printed out for reference.

Junior Data

Junior data files are provided for students in grades 1–3. Complete directions for using the Junior data files may be found on pages 19–20 for MS-DOS, page 33 for Macintosh, and page 51 for Apple.

Editor

The *Spell It Plus* Editor is a valuable teaching tool which greatly expands the range of the program. With the Editor, students can create their own personal spelling lists to use with all five activities in *Spell It Plus*. (Complete instructions on using the Editor may be found starting on page 21 for MS-DOS, page 35 for Mac, and page 53 for Apple.) A complete entry in the *Spell It Plus* Editor includes a word, syllables, context sentence and three misspellings. You may wish to enter just part of this information. Following is a list of the material needed for each activity:

- ✓ Study It requires a spelling word, syllables (optional), and a context sentence.
- ✓ Decode It requires just the spelling word.
- ✓ Correct It requires a word, a context sentence, and the three misspellings.
- ✓ Unscramble It requires just the spelling word.
- ✓ Spell It requires the word and misspellings.

Spanish, French, and German

Fonts with accents and special characters are available for entering Spanish, French, and German words.

Teaching Tips

The five activities in *Spell It Plus* are arranged in a natural learning progression. Ideally students should concentrate on one file at a time, working through all five activities in order. A typical student might spend 20 or 30 minutes on a given file, and in that time would have about a dozen opportunities to interact with each list word correctly spelled.

Here are some specific suggestions for classroom activities related to *Spell It Plus*:

- ✓ Choose words from current literature that is being studied. Make *Spell It Plus* data files using these words. Have students write summaries of the literature using the chosen spelling words.
- ✓ It is easy for students to use the Editor to enter weekly spelling lists. With this step, the learning has already begun. Then the whole class can practice their spelling words with all the *Spell It Plus* activities.
- ✓ Encourage cooperative learning by having students work in pairs or small groups on the Decode It and Unscramble It activities.
- ✓ Involve the whole class in the Decode It and Unscramble It activities by displaying them on a large TV monitor.
- ✓ Conduct classroom spelling bees with weekly or monthly word lists. All of the *Spell It Plus* word lists can be found in the Appendix.
- ✓ Post All-Star Speller certificates earned by students on classroom bulletin boards.
- ✓ Print out lists of words mastered and words missed for study away from the computer.

- ✓ Print out flash cards for study away from the computer. Students can work singly or in pairs with flash cards, which have the spelling word on one side and the context sentence (with blank) on the other side.
- ✓ Use the foreign language fonts to create special data files for bilingual classes or foreign language classes.
- ✓ Print out a word search puzzle for any of the *Spell It Plus* files or any custom files you have created.
- ✓ Encourage students to use several of the spelling words in their list to create a story. Identify any misspelled words in this story and put them in a personal *Spell It Plus* data file for the student.
- ✓ Have students find misspellings in newspapers, menus, and business signs. They might also notice errors involving possessives and plurals.
- ✓ Have students use their editing skills to make corrections in stories written by their classmates. Peer editing and tutoring are generally highly effective.
- ✓ Use the mystery messages in the Decode It activity as a basis for class or small group discussion. The mystery messages were chosen to be thought-provoking. Any of them could also be used as a story starter. Activities like this take students very naturally into developing higher-order thinking skills.

You'll find many other ways to incorporate *Spell It Plus* into the classroom or into home learning activities. You'll find it a highly effective tool with the flexibility to teach spelling to a variety of students with different skill levels and learning abilities.

HOW TO USE THE MS-DOS VERSION

(Do not install on a hard disk using DOS copy commands. See page 16.)

System Requirements

- ✓ 512K, 1 or 2 disk drives, monitor
- ✓ VGA, EGA, MCGA, CGA, or Hercules display adapter
- ✓ DOS 2.1 (Tandy 2.11.24) or higher
- ✓ printer, mouse, joystick (optional)

The quality of the speech is dependent on the hardware used for its transmission. If the quality is not adequate or the volume insufficient, you may need to add headphones or a speech accessory to your computer. Speech accessories include Echo PC+, MC, and 1000 from Street Electronics; Hearsay 100, 500, and 1000 from Hearsay; Speech Thing from Covox; IBM Speech Adapter from IBM.

Before You Begin

Before you use the program or install it on a hard disk, you must indicate the type of graphics adapter and/or speech apparatus your computer has.

- Start your computer using DOS 2.1 or higher. (If you start from a hard disk, type **a:** to get an **A>**.)
- Insert the *Spell It Plus* program disk in drive A.
- At the **A>**, type **setup** and press <Enter>. Insert the speech disk when asked.
- From the list on the screen, enter the number that corresponds to the type of display adapter in your computer (EGA, VGA, MCGA, CGA, or Hercules).
- Indicate the type of speech apparatus your computer has.

Starting the Program From a Floppy Drive

To start the program from a floppy drive:

- Start your computer using DOS 2.1 or higher.
- At the A>, type **spell** to start the program. You'll be asked to insert the speech disk unless you've chosen *no speech* in Setup.

Sign In

- Enter your name (up to 15 characters) in the box. Click OK or press <Enter>.
- Select the month by clicking the arrows on the screen or using ◀ or ▶ on the keyboard; click OK or press <Enter>.
- Select the day and year in the same way.

Select a Level, a Word List, and an Activity

- From the **Level** menu, select one of the five difficulty levels.
- From the **Words** menu, select one of the numbered lists of words.
- Each picture (icon) on the Main screen represents a learning activity. Select one.

Hard Disk Instructions

Follow these directions to copy *Spell It Plus* program and data files to your hard disk:

- Start the hard disk (drive C) as usual.
- Put the *Spell It Plus* disk in drive A.
- At the prompt, type **a:** and press <Enter>. You must log on to the drive that the program disk is in. If it's in drive B, type **b:**.
- At the prompt, type **hinstal c:\spell** and press <Enter>. You may install to a hard drive of another name or to a subdirectory within an existing directory (e.g., **hinstal d:\educ\spell**).

To remove the program from your hard disk, follow the instructions above, but substitute **uninstal** for **hinstal**. (Do *not* use DOS commands to remove the files.)

You may create subdirectories within **\spell** in which to store custom data or records.

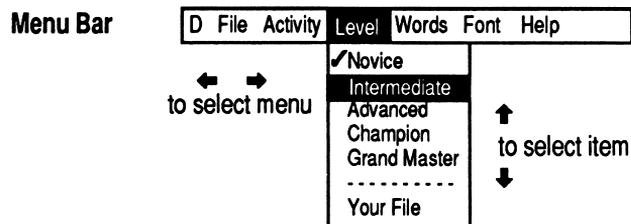
- At the prompt, type **md c:\spell\newdata**.
- At the prompt, type **md c:\spell\records**.

To run *Spell It Plus* from your hard disk:

- Start your computer from the hard disk.
- At the prompt, type **cd spell** and press <Enter>. (This will access the **spell** subdirectory from the directory to which you installed.)
- At the prompt, type **spell** and press <Enter>.

Moving Around in the Program

The Davidson Student Desktop Interface allows quick and easy movement within the program with mouse or keyboard. Menu titles are located on the menu bar at the top of the Main screen. If a menu item is grayed, you cannot currently select it. Some items are available only from the Main screen or during certain activities. For a complete description of Main screen menu items, see page 26.



Selecting a Menu Item Using the Keyboard

- Press <Esc> to access (or leave) the menu bar. Press → or ← to get to the menu you wish. Use ↓ or ↑ to highlight a menu item. Press <Enter> to select it.

Selecting a Menu Item Using a Mouse

- Point to a menu title and click; the menu will drop down automatically. Hold down the button and drag to highlight the item you wish. Release the button to select the item.

Using Accelerator Keys

Some menu items are followed by a ^ and a letter (^S). These represent keyboard shortcuts.

- Press the <Ctrl> key and the letter key at the same time.

Making Other Choices Using the Keyboard

- On the Main screen, use arrow keys to move the highlighted border to the activity icon of your choice. Press <Enter>, or select **Start** from the Activity menu.
- When options or choices on the screen are outlined or boxed, use <Tab> to move the highlighted border to the option of your choice, then press <Enter>.
- When input is required in more than one place on a screen (as in Setup or in the Editor), use <Tab> to move the cursor. When input is complete, press <Enter>.

Making Other Choices Using a Mouse

- On the Main screen, each activity is represented by an icon or picture. Point and click to select an activity.
- When options or choices on the screen are outlined or boxed, point and click the box of your choice.

- When input is required in more than one place on a screen, (as in Setup or in the Editor), point and click to move the cursor. When all input is complete, click the **OK** box.

Printing

Before using any of the print options in *Spell It Plus*:

- Select **Setup** from the File menu on the Main screen.
- In the box, indicate the type of printer you are using.

Note: You need not enter a pathname for Records Data or Custom Data at this time. See Record Keeping and Editor for complete instructions if you choose to use these features.

When you have entered the necessary information,

- Select **Save** to save all of this information on the disk. (It can be changed later.)
- Select **Use** if you want to keep this information in memory only and not on the disk.
- Select **Cancel** to escape from the Setup dialog box.

Using the Junior Data Files

- Select **Setup** from the Main screen's File menu.
- If you installed *Spell It Plus* to a hard disk, type `c:\spell\junior` in the Custom Data Pathname box.
- If you are using 3.5" disks, enter the program's drive name and the subdirectory **junior** in the Custom Data Pathname box (for example, `a:\junior` or `b:\junior`).

- If you are using 5.25" disks, enter the drive for the Junior Data Disk in the Custom Data Pathname box (e.g., b:).
- Select **Your Data** from the Main screen's Level menu.

Using Record Keeping

If you are not saving records on a hard drive, format a blank disk on which to store them.

- Start your computer using the DOS disk.
- With the DOS disk in drive A and a blank disk in drive B, at the A>, type **format b:**.

Now start the *Spell It Plus* program and sign in. To tell the program where to find the records disk you have prepared,

- Select **Setup** from the File menu on the Main screen.
- In the Records Data Pathname box, enter the full pathname (**a:** or **b:**, or wherever your records disk is).

Turn on the Record Keeping feature.

- Select **Record Keeping** from the File menu. (A ✓ in front of the item on the menu indicates the feature is on.)
- Insert your records disk. A file selector box will appear.
- Your name will appear in the box. (It is limited to eight characters and an extension.) Change it if you wish, then select **Open** to create your new file on the records disk.

You may print out a student record file.

- Select **Setup** from the Main screen's File menu. Make sure that printer and pathname information is correct.
- Select **Print Record** from the Main screen's File menu.

- When the file selector box appears, select the file you wish to print.
- Select **Open**. The selected file will be printed.

Using the Editor

First, prepare a disk on which to save your new data.

- Start your computer using the DOS disk.
- With the DOS disk in drive A and a blank disk in drive B, at the A>, type **format b:**.

Start the program, sign in, then tell the program where to find your newly formatted data disk.

- Select **Setup** from the File menu on the Main screen.
- In the Custom Data Pathname box, type the pathname or the drive where you will put the custom data disk.
- Select **Save** to save this information on the disk.

Now you are ready to access the Editor.

- Select **Editor** from the File menu on the Main screen.
- When the Editor is loaded, select **New** from the File menu.
- Enter the name of your new file (max. = 8 characters + a 3-character extension, e.g., David.dat or spelling.101). Click OK or press <Enter>.
- Insert your custom data disk. Select **OK**.

Entering a Rule

- Select **Rule** from the File menu if you wish to enter a rule to go with your new word list. Space it on the lines just as you wish it to appear on the screen. (On a rule screen, use <Space> and <Delete> or ← and → to move the cursor on a line; press <Tab> to move the cursor from box to box.)
- Click or press <Ctrl> → to move to the first word screen.

Entering Words

- Enter the first word (max. = 14 characters). Press ↓.
- Enter the word with a space between each syllable (max. = 19 characters and spaces). Press ↓.
- Enter a sentence with a blank for the word. (Press <Ctrl>F to make the blank automatically.) Press ↓.
- Enter three misspellings of the word.

The screenshot shows a window titled "NOVICE.4" with a menu bar containing "File", "Edit", and "Font". The window displays the following fields:

- Spelling word:** humor
- Syllabication:** hu mor
- Pronunciation:** heumor_
- Sentence:** Ellen has a good sense of -----
- Misspellings:** humour, humore, houmer

Navigation arrows (left and right) are visible next to the Spelling word and Syllabication fields.

Editor Screen

On a word screen, use keyboard ← and → to move the cursor within a box; use keyboard ↑ and ↓ to move the cursor from box to box. (Mouse: point and click.)

Click or press <Ctrl>→ to move to the next word screen.

Click or press <Ctrl>← to move to the previous word screen.

- Press <Ctrl>P to hear the word. If you wish to adjust the pronunciation, alter the spelling of the word on the Pronunciation line; then press <Ctrl>P again to check the new pronunciation. Some ways to alter the pronunciation are:
 - Put spaces between the syllables to alter the stress pattern of the syllables.

- Try a different vowel or combination of vowels to see how this affects the pronunciation.
- Try *uh* or an *o* or an *a* to achieve a neutral vowel sound in an unstressed syllable (the schwa).
- Select **Add** from the Edit menu to enter the next word.
- Select **Save** from the File menu when you are all finished.
- Select **Close** to close the file.

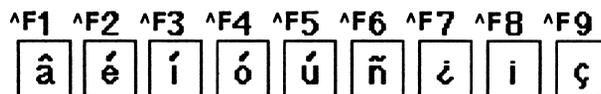
Important Tips for Using the Editor

To avoid problems when using your custom data file with the *Spell It Plus* program, be sure you:

- Type words with all lowercase letters or words with only initial caps.
- Enter information in **all seven** boxes on the Editor screen.
- When making the blank for the sentence, use **<Ctrl>F** or select **Fill** from the Edit menu. (Do **not** use the underline key.)
- Type each spelling word and the misspellings carefully; do not enter a space in front of a word or a misspelling.
- Save your file when your last word entry is still showing on the Editor screen. (Do not move to a new, blank screen before saving.)

Foreign Language Fonts

To enter Spanish, French, or German words, select the font from the Editor's Font menu after the word screen appears. The special characters will appear at the bottom of the screen and remain there for reference as you type in your word list.



Spanish Font

Type these characters by pressing **<Ctrl>** and a function key at the same time. For example, to type a Spanish letter *n* with a tilde (~), press **<Ctrl>F6**.

Editor Printing Options

Before attempting to print, select **Setup** from the Main screen's File menu; make sure the correct information has been entered. Make sure your printer is turned on.

- Access the Editor.
- Open the file you wish to print. You may use original or custom files. Printing will begin with the word that is visible on the screen and will go to the end of the file.
- From the Editor's File menu:
 Select **Print** to print out the entire data file.
 Select **Print Cards** to print flash cards.
 Select **Puzzle** to print a word search puzzle.

```

*****
*YRELHCNYUCEUBXCR*
*EEESELEWMAGAZINE*
*DXSHNRNRENICIDEM*
*UOANTEBPTTIYGTEV*
*TPHAORMOYASYPUDE*
*EPPTLEUMUDIBUINS*
*AOGUFRUFINANSSWI*
*SSCRUELTYEDELHAC*
*IISAOGOHSIAARYOR*
*LTYL PENNV SZLRLCE*
*YELVNI OIEPSMVYAX*
*CYEYAPNALLOWEDDE*
*FQOGSENBCETOYGKG*
*GTREECRUOSTOPLWO*
*TARUNCJAGYWCKBMU*
*BZXBTNEREF FIDPVG*
*****

```

allowed	cruelty	exercise	naturally
already	different	further	opposite
bargain	disease	immense	phase
boundary	divine	magazine	response
certainly	easily	medicine	source

Leaving the Editor

- To return to the program, select **Spell It +** from the Editor's File menu.
- To exit the entire program, select **Quit** from the Editor's File menu.

Using Your New File With *Spell It Plus*

- Select **Your File** from the Main screen's Level menu.
- Insert the custom data disk and select the name of the file you created.
Note: With each data file exists a second file containing adjusted pronunciations. This second file has an *s* at the end of the filename. Select the filename **without** the *s* to use with the program.
- Select a special font from the Font menu if your file contains Spanish, French, or German words.
- Select the *Spell It Plus* activity of your choice.

Troubleshooting

If a menu item is fuzzy or "grayed,"

This means the menu item is not available at this time.

If the hard disk installation terminates before its completion on your MS-DOS computer,

Make sure the program disk is not write protected, that there is adequate space for the program on your hard disk, and that you have typed in the command completely.

If your computer has a Sound Blaster card,

Although *Spell It Plus* does not technically support the Sound Blaster card, the

following procedure should allow you to hear the program's speech through the Sound Blaster card.

- At the hard disk prompt, type `cd\sb` to move to the subdirectory where your Sound Blaster software is located.
- Type `sbtalk`. This will activate the Sound Blaster driver that came with your card. Now start *Spell it Plus* as directed in the manual.

Main Screen Menus

D Menu

About Spell It Plus

About Spell It Plus – brief description of program, publisher, copyright, authors

File Menu

New Student
Record Keeping
See Record
Print Record

Setup

Editor
Quit

New Student – change student without restarting program

Record Keeping – turn on or off

See Record – view student scores

Print Record – print out scores

Setup – enter printer and pathname information

Editor – access to create new files

Quit – exit the entire program

Activity Menu

Start
Stop

✓Sound
Speech
✓Graphics
Options

Start – begin selected activity

Stop – escape from an activity

Sound – turn on or off

Speech – turn on or off

Graphics – turn on or off

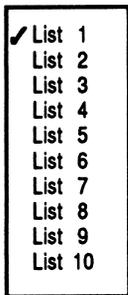
Options – change options within an activity

Level Menu



Novice –
Intermediate – [difficulty
Advanced – levels]
Champion –
Grand Master –
Your File – use a custom file

Words Menu



List 1
to
List 10 – lists of words within
each difficulty level

Font Menu



USA.Std – English
Spanish – [fonts with
French – special
German – characters]

Help Menu



How to – activity instructions
Rule – review spelling rule
Words – see entire word list
Clue – get first letter of scrambled word

Editor Menus

File Menu

New	^ N
Open Original	
Open Custom	^ O
Close	^ C
Save	^ S

Print	^ P
Print Cards	
Print Puzzle	

Spell It +	^ X
Quit	^ Q

New – start a new file
Open Original – open a SI+ file
Open Custom – open a file you made
Close – close a file
Save – save the data to the disk
Print – print out the file
Print Cards – print words and sentences
Print Puzzle – word search puzzle
Spell It + – return to program
Quit – exit the entire program

Edit Menu

Insert	^
Delete	^ D
Add	^ A
Word	^ W
Sort	
Fill	^ F
Rule	^ R
Pronounce	^ P

Insert – insert a word in the list
Delete – delete a word from the list
Add – enter the next word
Word – go to a specific list word
Sort – alphabetize words in file
Fill – create a blank in sentence
Rule – add a rule for the list
Pronounce – say the entry word

Font Menu

USA.Std
Spanish
French
German

USA.Std – English
Spanish – [fonts with
French – special
German – characters]

HOW TO USE THE MACINTOSH VERSION

System Requirements

To use *Spell It Plus*, you will need:

- ✓ a Mac Plus, SE, or Classic with 1 megabyte of memory to run monochrome graphics; or a Mac LC, IIsi, II, IICi, IICX, or IIFX with 2 megabytes to run color graphics
- ✓ System 6.0.7 or higher
- ✓ hard drive required for speech

If your Macintosh SE/30 or Macintosh II computer is equipped with a 4-bit color video card and color QuickDraw capable of showing 16 colors or more, set the monitor to 16 colors or more (through the Control Panel). *Spell It Plus* will run in full color.

Installing and Running the Program on a Hard Disk

To install *Spell It Plus* on your hard disk:

- Start the computer from the hard disk.
- Create a new folder on your hard disk and name it “Spell It Plus.”
- Insert the *Spell It Plus* program disk. Open the program disk by double-clicking on the disk icon. Drag the *Spell It Plus* program icon to the new folder on your hard disk.
- Eject the program disk.
- Insert the *Spell It Plus* data disk. Open the data disk by double-clicking on the disk icon.
- Drag the two data folders to the new folder on your hard disk.
- Eject the data disk.
- Insert the **Editor** and **Speech** disk. Open the Editor and Speech disk by double-clicking on the disk icon.

- Drag each of the seven files to the new folder on your hard disk.
- Eject the **Editor and Speech** disk.

To run *Spell It Plus* from your hard disk:

- Start your computer from the hard disk.
- Double-click the *Spell It Plus* folder.
- Double click the *Spell It Plus* icon.

To remove the program from your hard disk:

- Drag the *Spell It Plus* folder to the trash icon. This will erase the folder, program, and all data files.

Starting the Program From a Floppy Drive

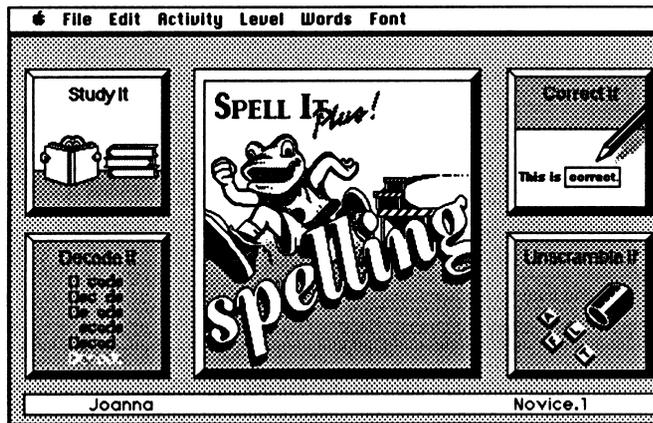
To start the *Spell It Plus* program:

- Start the computer with System 6.0.7 or higher.
- Eject the system start-up disk and insert the *Spell It Plus* program disk.
- Double-click the *Spell It Plus* disk icon.
- Double-click the program icon.
- Sign in and press <Return>.
- Eject the *Spell It Plus* program disk and insert the *Spell It Plus* data disk.
- Click an activity from the Main screen.

Moving Around in the Program

Main Screen

The Main screen consists of five activity icons (pictures). Click an icon to start an activity. From the Main screen, you can also select a word list, turn Record Keeping on or off, and turn Graphics, Sound, and Speech on or off.



Main Screen

Features of the Macintosh such as the mouse, menu bar, scroll bar, and keyboard alternatives are briefly explained here and in the Help menu. For additional help, please refer to your Macintosh tutorial disk or the manual that came with your Macintosh computer.

Mouse Terms

Click — Press the mouse button and release.

Double-click — Press the mouse button two times in succession.

Click and hold — Press and hold the mouse button down.

Click and drag — Press and hold the mouse button. While holding the mouse button down, drag the mouse to highlight text or to move special characters. Release the mouse button when you arrive at the desired location.

Menu Bar

A menu bar is located at the top of the screen. To select a menu item, click on the menu bar, drag through the menu to the item, and release the mouse. If a menu item is dimmed or grayed, it is not accessible at that time. A ✓ in front of the item on the menu indicates that the feature is **on**. Selecting the item again will turn it off.

Scroll Bar

The scroll bar is a rectangular bar along the right or bottom of the window. Clicking or dragging in the scroll bar changes the view of the document. This is sometimes necessary as the screen does not always show the entire document.

Keyboard Alternatives

Some menu items are followed by ⌘ and a letter (e.g., ⌘E). To use, press ⌘ and the indicated letter key at the same time.

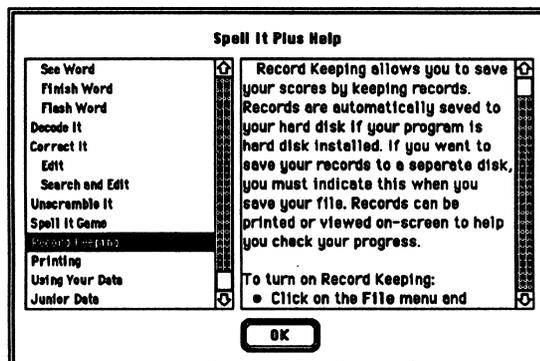
In the activities and dialog boxes, pressing <Return> is an alternative to clicking an **OK** or **Continue** button.

The <Delete> key can be used to erase a letter or a word during an activity.

Help

To receive on-screen Help while in an activity:

- Select **Help** from the 🍏 menu.



Help Screen

- On the left side of the screen, click the topic that you want to know more about.

- On the right side of the screen, click the down arrow on the scroll bar to view all of the Help text.
- Click **OK** to close Help.

Using the Junior Data Files

To access the Junior data files containing words for lower grade levels:

- Select **Junior Words** from the Level menu.
- Select the file you wish to use from the standard file dialog box that appears.
- Use your chosen Junior data file with any *Spell It Plus* activity.

Using Record Keeping

Records may be viewed on-screen or printed out to help students and teachers evaluate progress and prescribe further practice. The scores are automatically saved to your *Spell It Plus* disk or to your hard disk if your program has been hard disk installed. If you want to save your records to a separate disk, you must indicate this when you save your file.

To turn on Record Keeping:

- Select **Record Keeping** from the **File** menu. A ✓ in front of the item on the menu indicates that the feature is **on**. Selecting the item again will turn it off.
- Select **Create a new record file** or **Open an existing record file**; click **OK**. A file requester box containing your sign-in name will appear.
- To create a new record enter the name of your file and click **Save**.
- To save a score to an existing record file, choose the record file you want and click **Open**.

To save a record to a hard disk:

- When the standard file dialog box appears, double-click the folder on your hard disk, where you would like your record saved.
- Select **Save**. (You may enter another name for your record file before you save.)
- Select an activity. Your score will be saved automatically at the end of the activity.

To save a record to a floppy disk:

- When the standard file dialog box appears, click **Eject** to remove your program disk.
- Insert a newly formatted and titled disk. The contents of your disk will be displayed.
- Select **Save**. (You may enter another name for your record file before you save.)
- Select an activity. Your score will be saved automatically at the end of the activity.

To view a record:

- Select **View Records** from the File menu.
- Click **Drive** to go to the floppy disk or your hard disk where your records are located.
- Double-click the folder where your records are located.
- Double-click the name of the record file you want to open.

To print records:

- Select **Print Records** from the File menu.
- Click **Drive** to go to the floppy disk or folder on your hard disk where your records are located.
- Double-click the folder where your records are located.
- Double-click the name of the record file you wish to print.

- Indicate the number of copies you want.
- Click **Print**.

Printing

To print a word list:

- Select a word list from the **Level** and **Words** menus.
- Select **Print Word List** from the **File** menu.

To print flash cards:

- Select a word list from the **Level** and **Words** menus.
- Select **Print Flash Cards** from the **File** menu.

To print a word search puzzle:

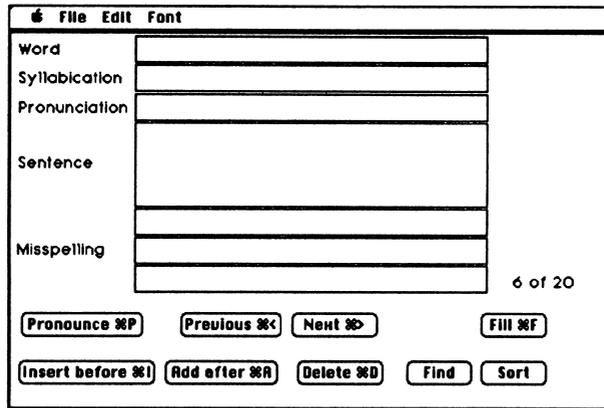
- Select a word list from the **Level** and **Words** menus.
- Select **Print Puzzle** from the **File** menu. See page 41 for a sample word search puzzle.

Using the Editor

To access the Editor, select **Go to Spell It Plus Editor** from the **File** menu. You may also access the Editor directly from the desktop by double-clicking the **Editor** icon in your *Spell It Plus* folder.

To create a new file:

- Select **New** from the **File** menu. A blank Editor screen will appear.



Editor Screen

Entering a Rule

- Select **Define Rule** from the File menu if you wish to enter a rule to go with your new word list. Space it on the lines just as you wish it to appear on the screen. (On a rule screen, use <Space> and <Delete> or ← or → to move the cursor on a line; press <Tab> to move the cursor from box to box.)
- Click **OK** or **Cancel** to move to the first word screen.

Entering Words

- Using the keyboard, type in the new data. Point and click with the mouse to move the cursor from box to box or to move the cursor within a screen.
- Enter the first word (maximum of 15 characters) on the **Word** line.
- Enter the word with spaces between the syllables on the **Syllabication** line.
- Enter a sentence with a blank for the word. Click the **Fill** button on the screen or press ⌘ F to make the blank appear automatically.
- Enter three incorrect choices as distractors for the **Correct It** and **Spell It** activities.

- Press **⌘ P** to hear the word. If you wish to adjust the pronunciation, alter the spelling of the word on the Pronunciation line; then press **⌘ P** again to check the new pronunciation. Some ways to alter the pronunciation are:
 - Put spaces between the syllables to alter the stress pattern of the syllables.
 - Try a different vowel or combination of vowels to see how this affects the pronunciation.
 - Try *uh* or an *o* or an *a* to achieve a neutral vowel sound in an unstressed syllable (the schwa).
- Click **Add after** or press **⌘ A** to enter the next word.
- Select **Save** from the File menu when you are all finished.
- Select **Close** from the File menu. **Note:** You must close the file you are working on before you can enter words into a new file or open another existing file.

Important Tips for Using the Editor

To avoid problems when using your custom data file with the *Spell It Plus* program, be sure you:

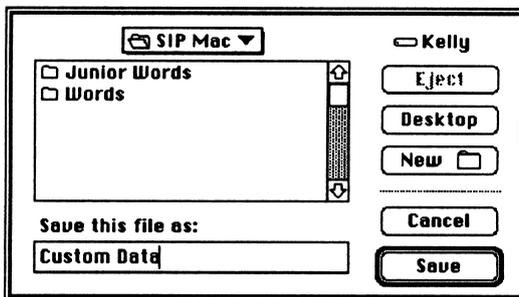
- Type words with all lowercase letters or words with only initial caps.
- Enter information in **all seven** boxes on the Editor screen.
- When making the blank for the sentence, use **<Ctrl>F** or select **Fill** from the Edit menu. (Do **not** use the underline key.)
- Type each spelling word and the misspellings carefully; do not enter a space in front of a word or a misspelling.
- Save your file when your last word entry is still showing on the Editor screen. (Do not move to a new, blank screen before saving.)

Saving Your Custom Files

You may save your custom data files to a separate floppy disk, a hard disk, or your *Spell It Plus* Editor disk.

To save a file to the *Spell It Plus* Editor disk:

- Select **Save** from the File menu. A standard file dialog box will appear.



Save Standard File Dialog Box

- Type in the name of the file.
- Click **Save**. Your custom data files will automatically be saved to your *Spell It Plus* Editor disk. **Note:** If the file has not been completed, an error message will appear advising you to fill in all of the necessary information. An incomplete file will cause problems if used with some of the *Spell It Plus* activities.

To save your custom data to your hard disk:

- Select **Save** from the File menu.
- Type in the name of the file.
- Click **Drive**. Select a folder if you wish.
- Click **Save**. Custom files will automatically be saved to a file on your hard disk.

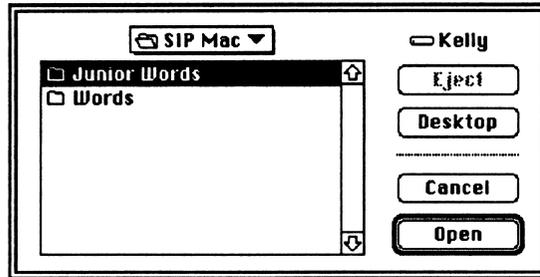
To save your custom data to a floppy disk:

- Select **Save** from the File menu.
- Type in the name of the file.
- Insert a formatted disk on which to save your custom data files. The contents of your disk will be displayed. Click **Save**.

Opening an Existing File

Any file that you have created can be opened and edited. To open a file:

- Select **Open** from the File menu.
- Double-click the drive and folder where your custom file is located.
- Select the name of the file you want to open.



Open Standard File Dialog Box

- Click **Open** to open the file.
- Find the word screen you wish to change. Click the **Find** button on-screen. Enter the word you want to find. Click **OK**.
- Click **Next** to move to the next screen or **Previous** to move to the previous word screen.

Editing a File

After you have opened a file you may change the text, delete the screen, or add a word to the file. You have several editing options.

To insert a new screen:

- Find the word before which the new word is to be inserted.
- Click the **Insert before** button or press **⌘ I** to insert a screen.
- Enter information on the new screen.
- Click **Next** to move to the next word screen.
- Click **Previous** to move to the previous word screen.

To delete a screen:

- Find the word screen to be deleted.
- Click the **Delete** button. The screen will disappear.

To sort the words in a file alphabetically:

- Click the **Sort** button. Words will be sorted automatically.

The Macintosh editing options Cut, Copy, Paste, and Clear are available from the Edit menu when you are creating or editing your custom files.

To copy a portion of the text:

- Highlight the portion of the text you want to copy.
- Choose **Copy** from the Edit menu.
- Click the place on the screen where you want the text to appear.
- Choose **Paste** from the Edit menu. The selected text will appear where you have placed your cursor.

To cut a portion of the text:

- Highlight the portion of the text you want to cut or delete.
- Choose **Cut** from the Edit menu. The highlighted text will disappear from the screen. It will go to the clipboard and can then be pasted into your file.

To clear a portion of the text:

- Highlight the portion of the text that you want to clear.
- Choose **Clear** from the Edit menu. The highlighted text will disappear from the screen.

Using Foreign Language Fonts

You can create new files in Spanish, French, or German by using the foreign language fonts provided in the program. To enter Spanish, French, or German words:

- Select a word screen.
- Select **Spanish, French, or German** from the Font menu.

The special characters will appear at the side of the screen and remain there for reference as you type in your word list. To insert special characters:

- Click the font buttons as you need them.

Editor Printing Options

With the *Spell It Plus* Editor you have several printing options. You can print out your custom data files. You can also print a copy of the word search puzzle or the flash cards.

To print a custom data file:

- Open the file you wish to print.
- Select **Print** from the File menu.
- Type in the number of copies desired and click **Print**.

To print flash cards for any data file:

- Open the file you wish to print.
- Select **Print Flash Cards** from the File menu.
- Type in the number of copies you wish to print and click **Print**.

The puzzle includes a word list for student reference. To print a word search puzzle for any data file:

- Open the file you wish to print.

- Select **Print Puzzle** from the File menu.
- Type in the number of copies you wish to print and click **Print**.

```

*****
*YRELHCNYUCEUBXCR*
*EESELEWMAGAZINE*
*DXSHNRNRENICIDEM*
*UOANTEBPTTIVGTEV*
*TPHAORMOYASYPUDE*
*EPPTLEUMUDIBUINS*
*AOGUFUFINANSSWI*
*SSCRUELTYEDELHAC*
*IISAOGHSHIAARYOR*
*LTYLPENNVSZLRLCE*
*YELVNI OIEPSMYYAX*
*CVEYAPNALLOWEDDE*
*FQOGSENBCETOYGKG*
*GTREECRUOSTOPLWO*
*TARUNCJAGVWCKBMU*
*BZXB TNEREF FIDPYG*
*****

```

allowed	cruelty	exercise	naturally
already	different	further	opposite
bargain	disease	immense	phase
boundary	divine	magazine	response
certainly	easily	medicine	source

Leaving the Editor

- If you wish to return to the program, select **Go to Spell It Plus** from the File menu.
- If you wish to exit the entire program, select **Quit** from the File menu.

Using Your New File With *Spell It Plus*

- Select **Your Words** from the Main screen's Level menu.
- Double-click the drive and folder where your custom data file is located.
- Select the name of the file you want to open. Click **Open**.

- Select a special font from the Font menu if your file contains Spanish, French, or German words.
- Select the *Spell It Plus* activity of your choice.

Troubleshooting

You cannot run the program with speech turned on. You get the screen message “The speech file MINST can not be found. I will continue with speech turned off.”

If you are running the program from a floppy disk, install the program to your hard disk (see page 29). If you are running the program from the hard disk, check the *Spell It Plus* folder and make sure there are a total of ten items. If there are fewer than ten, reinstall the program by dragging the contents of all three diskettes to the *Spell It Plus* folder.

You cannot print.

Check to make sure your printer is turned on, the paper is not jammed, and the cables are not loose.

The program will not read your records disk.

The disk name currently being read is displayed in a box at the top of the screen. Select **Drive** in the standard file dialog box to read a disk in another drive.

You cannot save a record. You get the screen message “There was an error writing to the records file. Record not saved.”

If you are saving records to a hard disk, your hard disk may be full. If you are saving to the program disk, the program disk is full. Create a separate records disk on which to save the records.

You have sound problems and/or the program crashes or hangs.

You are using a black-and-white computer with less than 1 megabyte of memory or a color computer with less than 2 megabytes of memory, or your system disk has not been updated to System 6.0.7.

Note: *Spell It Plus* may have problems with certain INIT/cdevs, such as some of the screen savers. If problems occur, disable or remove your INIT/cdevs, one at a time, until the problem is reconciled.

Main Screen Menus



About Spell It Plus	
Help	⌘?

Desk Accessories here	

About *Spell It Plus* – about the authors
Help – on-screen help

File

New Student	⌘N
Close	⌘W
Record Keeping	
View Records	
Print Records...	

Print Word List...	⌘P
Print Flash Cards...	
Print Puzzle...	

Go to Spell It Plus Editor	⌘E

Quit	⌘Q

New Student – change to a new student
Close – close activity
Record Keeping – turn on or off
View Records – view student scores
Print Records – print scores
Print Word List – print out a word list
Print Flash Cards – print flash cards with words
and sentences
Print Puzzle – print a word search puzzle
Go to Spell It Plus Editor – access to create new
files
Quit – exit the program

Activity

Get Clue	⌘G
Show Words	⌘S
Show Rule	⌘R
<hr/>	
<input checked="" type="checkbox"/> Sound	
Speech	
<input checked="" type="checkbox"/> Graphics	
<hr/>	
Options	⌘O

Get Clue – get the first letter of a scrambled word

Show Words – see entire word list

Show Rule – review spelling rule

Sound – turn on or off

Speech – turn on or off

Graphics – turn on or off

Options – change options within an activity

Level

<input checked="" type="checkbox"/> Novice	
Intermediate	
Advanced	
Champion	
Grand Master	
<hr/>	
Junior Words	
Your Words	

Novice –

Intermediate – [difficulty

Advanced – levels]

Champion –

Grand Master –

Junior Words –

Your Words – use a custom file

Words

<input checked="" type="checkbox"/> List 1
List 2
List 3
List 4
List 5
List 6
List 7
List 8
List 9
List 10

List 1

to

List 10 – lists of words within each difficulty level

Font

<input checked="" type="checkbox"/> USA standard
Spanish
French
German

USA standard – English

Spanish – [fonts with

French – special

German – characters]

Editor Menus

File Menu

New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Define Rule	⌘R
Print...	
Print Flash Cards...	
Print Puzzle...	
Go to Spell It Plus	⌘E
Quit	⌘Q

New – start a new file
Open – open a custom data file
Close – close a file
Save – save a file to the disk
Save As – save a file under a new name
Define Rule – add a rule to the list
Print – print out the file
Print Flash Cards – print words and sentences on flash cards
Print Puzzle – print a word search puzzle
Go to Spell It Plus – return to the program
Quit – exit program

Edit Menu

Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘U
Clear	

Undo – reverse the last action
Cut – remove item to the clipboard
Copy – duplicate an item (in memory)
Paste – paste cut or copied data
Clear – cancel

Font Menu

<input checked="" type="checkbox"/> USA standard
<input type="checkbox"/> Spanish
<input type="checkbox"/> French
<input type="checkbox"/> German

USA standard – English
Spanish – [fonts with
French – special
German – characters]

HOW TO USE THE APPLE VERSION

System Requirements

To use *Spell It Plus* on an Apple computer, you need:

- ✓ an Apple II GS, IIc+, IIc, or IIe computer (128K)
- ✓ one or two disk drives
- ✓ monitor (color or monochrome)
- ✓ printer, joystick (optional)

Starting the Program

Sign In

- Insert the *Spell It Plus* program disk, label side up, into drive 1.
- Turn on the computer.
- Enter your name (up to 15 characters) in the box. Click OK with the mouse or press <Return>.
- Select the month by clicking the arrows on the screen or using ◀ or ▶ on the keyboard; then click OK or press <Return>.
- Select the day and year in the same way.

Select a Level

- Pull down the Level menu and select a difficulty level. (See the illustration on page 48.)

Select a Word List

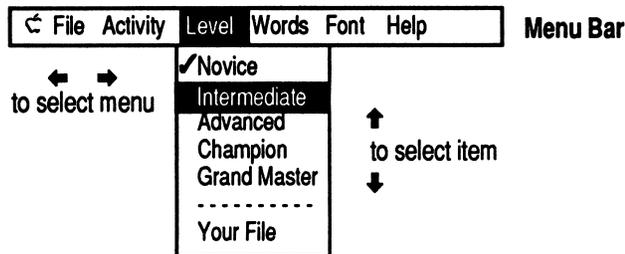
- Pull down the Words menu and select the list of words you wish to study.

Select an Activity

- Select one of the five icons (pictures) on the Main screen. Each icon represents a learning activity: Study It, Decode It, Correct It, Unscramble It, or Spell It. A complete description of each *Spell It Plus* activity begins on page 4.

Moving Around in the Program

The Davidson Student Desktop Interface allows quick and easy movement between the parts of the program whether you are using a mouse or the keyboard. Menus are located on the menu bar at the top of the Main screen. If a menu item is “grayed,” you cannot currently select it. Some items are available only from the Main screen and some are available only during certain activities. For a complete description of Main screen menu items, see page 57.



Selecting a Menu Item Using the Keyboard

- Press <Esc> to access (or leave) the menu bar. Press → or ← to get to the menu you wish. Use ↓ or ↑ to highlight a menu item. Press <Return> to select it.

Selecting a Menu Item Using a Mouse

- Point to a menu title and click; the menu will drop down automatically. Hold down the mouse button and drag the pointer downward to highlight the item you wish. Release the button to select the item.

Using Accelerator Keys

Some menu items are followed by an ⌘ and a letter (⌘S). These represent keyboard shortcuts. To select an item:

- Press the ⌘ key and the letter key at the same time.

Making Other Choices Using the Keyboard

- On the Main screen, use keyboard arrow keys to move the highlighted border to the activity icon of your choice. Press <Return>, or select **Start** from the Activity menu.
- When options or choices on the screen are outlined or boxed, use <Tab> to move the highlighted border to the option of your choice, then press <Return>.
- When input is required in more than one place on the screen (as in Setup or in the Editor), use <Tab> to move the cursor. Enter the necessary information. Press <Return> when all input is complete.

Making Other Choices Using a Mouse

- On the Main screen, point and click to select an activity. Each activity is represented by an icon or picture.
- When options or choices on the screen are outlined or boxed, point and click the box of your choice.
- When input is required in more than one place on a screen (as in Setup), point and click to move the cursor. When all input is complete, click the **OK** box.

Printing

If you plan to use any of the print options (Scoreboard, Certificate, Words Mastered and Words Missed) at the end of a *Spell It Plus* activity, you must first enter printer and interface information in Setup.

- Select **Setup** from the File menu on the Main screen. The Setup box will appear.

See manual
for printer and interface categories.

Printer Category: (A - U)

Interface Category: (A - Y)

Line Feed: (Y - N)

Slot Number: (1 - 7)

Records Data Pathname:

Custom Data Pathname:

Apple Setup Screen

Printer Category: (A–U)

- Refer to the list of printers on page 60 to find the category of the printer you are using.
- Enter the appropriate letter in the first box. (Press <Tab> or point and click to move the cursor to the next box.)

Interface Category: (A–Y)

- Find the category for the interface card your printer uses. See page 61.
- Enter its letter in the second box.

Line Feed: (Y–N)

- Enter Y (Yes) for Line Feed. (Later, you may print a sample certificate to see if this choice is correct for your printer. If there is a blank line between each line of graphics, change the Yes to No.)

Slot Number: (1–7)

- Enter the slot number for your printer card (usually 1).

Note: You need not enter a pathname for Records Data or Custom Data at this time. See Record Keeping and Editor for complete instructions if you choose to use these features.

When you have entered all the necessary information,

- Select **Save** to save all of this information on the disk. (It can be changed later.)
- Select **Use** if you want to keep this information in memory only and not on the disk.
- Select **Cancel** to escape from the Setup dialog box.

Using the Junior Data Files

- Select **Setup** from the Main screen's File menu.
- In the Custom Data Pathname box, type **/JUNIOR/** and press <Return>.
- Select **Your Data** from the Level menu.

Using Record Keeping

Prepare a disk on which to save student records.

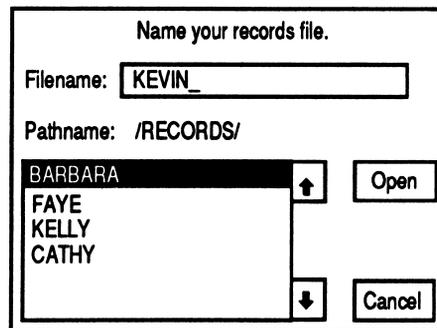
- Use your System Utilities disk to format a blank disk with ProDOS. Name the volume (disk) **RECORDS**.

Now start the *Spell It Plus* program and sign in. Tell the program where to find the records disk you have prepared.

- Select **Setup** from the File menu on the Main screen.
- In the Records Data Pathname box, type **/RECORDS/**.

Turn on the Record Keeping feature.

- Select **Record Keeping** from the File menu. (A ✓ in front of an item on the menu indicates the feature is on.)
- Insert your records disk. A file selector box will appear.



Record Keeping File Selector Box

- Your sign-in name will appear in the box. Correct or change it if you wish, then select **Open** to name and establish your new file on the records disk.

You may print out a student record file.

- Select **Setup** from the Main screen's File menu. Make sure the correct information for Printer, Interface, Line Feed, Slot Number, and Records Data Pathname have been entered. Refer to pages 50–51.
- Select **Print Record** from the Main screen's File menu.
- When the file selector box appears, select the file you wish to print.
- Select **Open**. The selected file will be printed.

Using the Editor

First, prepare a disk on which to save your new data.

- Use your System Utilities disk to format a blank disk with ProDOS. Name the volume (disk) **NEWDATA** or **ANYNAME**.

Start the program, sign in, then tell the program where to find your formatted data disk.

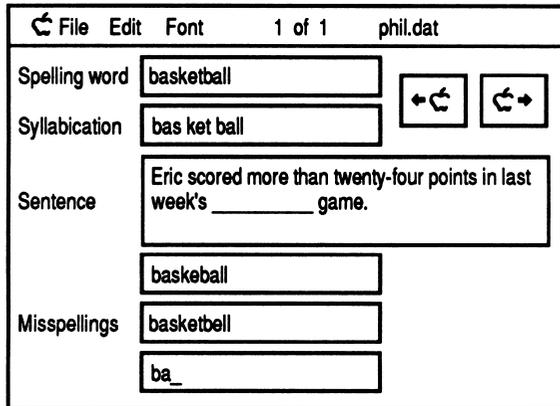
- Select **Setup** from the File menu on the Main screen.
- In the Custom Data Pathname box, type **/NEWDATA/** or whatever you named your custom data disk.
- Select **Save** to save this information on the disk.

Now you are ready to access the Editor.

- Select **Editor** from the File menu on the Main screen.
- When the Editor's menu bar appears, select **New** from the File menu.
- Enter the name of your new file (letters and numbers only; begin with a letter). Click **OK** or press <Return>.
- Insert your custom data disk. Select **OK**.

Entering a Rule

- Select **Rule** from the File menu if you wish to enter a rule to go with your new word list. Space it on the lines just as you wish it to appear on the screen. (On a rule screen, use <Space> and <Delete> or  and  to move the cursor on a line; press <Tab> to move the cursor from box to box.)
- Click or press   to move to the first word screen.



Editor

Entering Words

- Enter the first word (max. – 14 characters). Press ↓.
- On the Syllabication line, enter the word with a space between the syllables (max. – 19 characters and spaces). Press ↓.
- Enter a sentence with a blank for the word. (Press ⌘F to make the blank automatically.) Press ↓.
- Enter three misspellings of the word.
- Select **Add** from the Edit menu to enter the next word.
- Select **Save** from the File menu when you are all finished.
- Select **Close** to close the file.

On a word screen, use keyboard ← and → to move the cursor within a box; use keyboard ↑ and ↓ to move the cursor from box to box. (Mouse – point and click.)

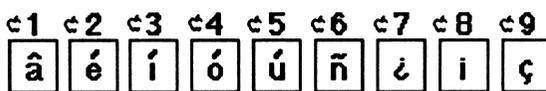
Click or press ⌘→ to move to the next word screen.

Click or press ⌘← to move to the previous screen.

Foreign Language Fonts

To enter Spanish, French, or German words, select the font from the Editor's Font menu after the Editor's word screen appears. The special characters

available in the font you select will appear at the bottom of the Editor's word screen and remain there for reference as you type in your word list.



Spanish Font

These special characters are typed by pressing  and a number key at the same time. For example, to type a Spanish letter *n* with a tilde (~) over it, press  6.

Editor Printing Options

You can make a printout consisting of all the words, syllables, sentences and misspellings in any original *Spell It Plus* data file or any custom word list you have created using the Editor. You may also print flash cards or a word search puzzle using the list of words. Before attempting to print, select **Setup** from the Main screen's File menu and make sure the correct information has been entered.

Make sure your printer is turned on.

- Access the Editor.
- Open the file you wish to print. You may use original or custom files. Printing will begin with the word that is visible on the screen and will go to the end of the file.
- From the Editor's File menu:
 - Select **Print** to print out the entire data file.
 - Select **Print Cards** to print flash cards.
 - Select **Puzzle** to print a word search puzzle. See the next page for an illustration.

```

*****
*YRELHCNYUCEUBXCR*
*EESELEWMAGAZINE*
*DXSHNRNRENICIDEM*
*UOANTEBPTTIYGTEV*
*TPHAORMOYASYPUDE*
*EPPTLEUMUDIBUINS*
*AOGUFUFINANSSWI*
*SSCRUELTYEDELHAC*
*IISAOGHSIAARYOR*
*LTYPENNVYSZLRCE*
*YELVNI O I E P S M V Y A X*
*CVEYAPNALLOWEDDE*
*FQOGSENBCETOYVGKG*
*GTREECRUOSTOPLWO*
*TARUNCJAGVWCKBMU*
*BZXB TNEREF F I D P V G*
*****

```

allowed	cruelty	exercise	naturally
already	different	further	opposite
bargain	disease	immense	phase
boundary	divine	magazine	response
certainly	easily	medicine	source

Leaving the Editor

- If you wish to return to the program, select **Spell It +** from the Editor's File menu.
- If you wish to exit the entire program, select **Quit** from the Editor's File menu.

Using Your New File With *Spell It Plus*

- Select **Your File** from the Main screen's Level menu.
- Insert the custom data disk and select the name of the file you have just created.
- Select a special font from the Font menu if your file contains Spanish, French, or German words.
- Select a *Spell It Plus* activity of your choice.

Troubleshooting

If the program runs too fast on an Apple IIc+,

Hold down the <Esc> key as soon as you turn the computer on (while the program is booting).

If you get the message “Unable to load ProDOS,”

The disk is damaged or defective. Return the disk for replacement.

If a menu item is fuzzy or “grayed,”

This means the menu item is not available at this time.

Main Screen Menus

Menu

About Spell It Plus

About Spell It Plus – brief description of program, publisher, copyright, authors

File Menu

New Student
Record Keeping
See Record
Print Record

Setup

Editor
Quit

New Student – change student without restarting program

Record Keeping – turn on/off

See Record – view student scores

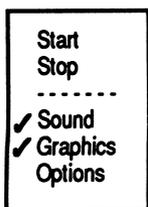
Print Record – print out scores

Setup – enter printer and pathname information

Editor – access to create new files

Quit – exit the entire program

Activity Menu



Start – begin selected activity

Stop – escape from an activity

Sound – turn on/off

Graphics – turn on/off

Options – change options within an activity

Level Menu



Novice –

Intermediate – [difficulty

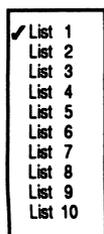
Advanced – levels]

Champion –

Grand Master –

Your File – use a custom file

Words Menu



List 1

to

List 10 – lists of words within
each difficulty level

Font Menu



USA.Std – English

Spanish – [fonts with

French – special

German – characters]

Help Menu



How to – activity instructions

Rule – review spelling rule

Words – see entire word list

Clue – get first letter of scrambled word

Editor Menus

File Menu

New	⌘N
Open Original	
Open Custom	⌘O
Close	⌘C
Save	⌘S

Print	⌘P
Print Cards	
Print Puzzle	

Spell It +	⌘X
Quit	⌘Q

New – start a new file

Open Original – open a SI+ file

Open Custom – open a file you made

Close – close a file

Save – save the data to the disk

Print – print out the file

Print Cards – print words and sentences

Print Puzzle – print a word search puzzle

Spell It + – return to program

Quit – exit the entire program

Edit Menu

Insert	⌘I
Delete	⌘D
Add	⌘A
Word	⌘W
Sort	
Fill	⌘F
Rule	⌘R

Insert – insert a word in the list

Delete – delete a word from the list

Add – enter the next word

Word – go to a specific list word

Sort – alphabetize words in file

Fill – create a blank in sentence

Rule – add a rule for the list

Font Menu

USA.Std
Spanish
French
German

USA.Std – English

Spanish – [fonts with

French – special

German – characters]

Apple Printer Categories

- | | |
|---|--|
| <p>A. Anadex DP-9000/9500 *</p> <p>B. Anadex DP-9001/9501 *
Datasouth 180</p> <p>C. Apple Dot Matrix **</p> <p>D. Apple Scribe</p> <p>E. Brother M-1009
Epson FX-80
Epson FX-85
Epson JX-80
Epson LX-80
Panasonic KX-P1091/1092</p> <p>F. Epson MX-70</p> <p>G. Epson MX-100
Epson MX-80 with Graftrax
HP Thinkjet ***
Panasonic KX-P1090</p> <p>H. Epson RX-80
Epson LQ-800</p> <p>I. Apple Imagewriter
Apple Imagewriter II
Epson AP-80</p> <p>J. Malibu 200</p> <p>K. Mannesmann Tally 160/180</p> <p>L. Okidata Microline 82A/83A****</p> | <p>M. Okidata Microline 92/93
Okidata Microline 84</p> <p>N. C. Itoh Prowriter
C. Itoh Prowriter II
C. Itoh 7500
C. Itoh 8510
NEC PC-8023/8025</p> <p>O. Smith Corona D100/200/300</p> <p>P. Blue Chip M120/10
Mannesmann Tally Spirit 80</p> <p>Q. Star Delta 10/15
Star Gemini 10/15
Star Radix 10/15</p> <p>R. TRS-80 DMP-105
TRS-80 DMP-400</p> <p>S. Transtar 315</p> <p>T. Okidata Microline 192/193</p> <p>U. Legend 1385
IBM Compatibles</p> |
|---|--|

* Option R (2K buffer expansion) required to print graphics.

** Set dip switches as follows: O = Open C = Closed

SW1	SW2
1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
O O O O O O O O	C O O O O C C O

*** Switch 5 must be up for alternate mode (Epson compatible).

**** Must be equipped with the Okigraph graphics option.

Apple Printer Interface Categories

- A. Apple Communications
 - SSM-AIO-II Serial
 - SSM-ASIO
 - Versacard Serial
- B. Apple IIc Serial Port
- C. Apple Centronics Parallel
 - Apple Parallel
 - Apricorn Parallel
 - Epson APL
 - Graphicard
 - Microsystems MSE 1022
 - Microtek RV-611C
 - MPC-AP-80
 - MPC-AP-Graph
 - Omnigraph
 - Printer Pro
 - Printerface
 - Printmax
 - SSM-Appic
 - Tymac
 - Versacard Parallel
 - Wizard-IPI
 - Wizard-BPO
- D. Apple Serial
- E. CCS 7720 Parallel
- F. CCS 7728 Parallel
- G. Dispatcher
 - Dual-Comm Plus
 - Franklin Dual Port
 - Printermate
- H. Dumpling 64
- I. Dumpling GX
- J. Fingerprint+ Parallel
 - Grappler+
- K. Grafstar
 - Grappler
 - Orange
 - Spies Niceprint/Super-MX
- L. Grappler Serial
 - Pretty Print
- M. Mountain Comp Parallel
- N. Mountain Comp Serial
- O. Micro Buffer II
- P. Apricorn Serial
 - MPC AP-SIO
 - MPC Graphwriter
- Q. PKASO or PKASO/U
- R. Quadram-Apic
- S. K-T Parallel
 - SSM-AIO-II Parallel
 - SSM-APIO
- T. Apple Super Serial
 - Fingerprint+ Serial
 - Microtek SV-622C
 - Videx PSIO Serial
- U. Videx Uniprint
- V. Fingerprint
- W. Transtar Pics
- X. AppleShare Network (IIe)
- Y. Apple Firmware (GS)

APPENDIX A – CONVERTING *SPELL IT* DATA FILES TO USE WITH *SPELL IT PLUS*

MS-DOS

To convert existing MS-DOS *Spell It* data to use with the new *Spell It Plus* program:

- Access the File menu from the Main screen and select **Convert Data**.
- Indicate drives or pathnames for the source disk and a (formatted) destination disk.
- Follow the directions on the screen.
- See page 24 in this manual and follow the directions for using a custom data disk with the *Spell It Plus* program.

APPLE

To convert existing *Spell It* data files to use with the new *Spell It Plus*, use the Data Conversion Utility and ProDOS System Utilities (2.1.1) provided in the Update package. You will find these on a separate disk if you have a 5 1/4" *Spell It Plus* program disk. If you have a 3 1/2" *Spell It Plus* program disk, these utilities will be found in subdirectories on that program disk.

To convert Apple DOS 3.3 *Spell It* data (5 1/4" data disk) to use with the ProDOS *Spell It Plus* program, use **Step 1** and **Step 2**. Have a blank formatted 5 1/4" disk ready on which to save the converted ProDOS files.

To convert ProDOS *Spell It* data (3 1/2" data disk) to use with the *Spell It Plus*, use only **Step Two**.

Step 1: Convert the format of DOS 3.3 files to ProDOS

3 1/2" – Boot *Spell It Plus*; select **Quit** from the File menu. At the cursor, type

/SPELL and press <Return>. Then type UTILITIES and press <Return>.

5 1/4" – Boot Side 2 of the Data Conversion Utility.

When the Utilities Menu appears:

- Select **8. Advanced Operations** from the menu; press <Return>.
- Select **3. Change a Disk's Format**; press <Return>.
- Select **2. DOS 3.3 to ProDOS**; press <Return>.
- Indicate the location of your source disk (the DOS 3.3 *Spell It* data disk) and press <Return>.
- Indicate the location of your destination disk (the blank disk) and press <Return>.
- Press <Return> when your disks are in place.
- When asked to enter a name for your volume, delete the existing name, type /SIDATA and press <Return>. Files will be converted to ProDOS and copied to the new disk.

Step 2: Convert ProDOS *Spell It* data files to ProDOS *Spell It Plus* data files. (Make a backup of your data if you still want to use it with the original *Spell It* program.)

3 1/2" – Boot *Spell It Plus*; select **Quit** from the File menu. At the cursor, type /SPELL and press <Return>. Then type CONVERT and press <Return>.

5 1/4" – Boot Side 1 of the Data Conversion Utility.

Then:

- Type **C** to convert.
- Make sure your ProDOS *Spell It* data disk is in drive 2 (or the correct drive for your configuration) and press <Return>. Your files will be converted right on that disk and then usable *only* with the *Spell It Plus* program.
- See page 56 in this manual and follow the directions for using a custom data disk with the *Spell It Plus* program.

APPENDIX B – SPELL IT PLUS WORD LISTS

Listed here are the 1000 words contained in the *Spell It Plus* data files. Spelling and word divisions contained in the word lists are based on preferred usage as established in the *World Book Dictionary* and *Webster's New World Dictionary*.

Novice Level

Rules:

- List 1** – Be careful when spelling number words. Sometimes the spelling of the root changes. (four-forty, five-fifty)
- List 2** – Compound words are made up of two shorter words joined together. (foot-ball, football)
- List 3** – Plurals. To form the plurals of most nouns, simply add *s*. (balloon-balloons)
Add *es* to nouns ending in *ch*, *sh*, *s*, *x*, and *z*. (church-churches)
- List 4** – The *neutral vowel with r* sound which usually appears in an unstressed syllable can be spelled *or*, *er*, or *ar*. (color, tiger, sugar)
- List 5** – The *ir* sound can be spelled *ear*, *eer*, *ier*, or *ere*. (appear, career, pierce, revere)

Words:

List 1

eight	fourteen
eighth	fourth
eighteen	hundred
eighty	hundredth
five	nineteenth
fifteen	ninth
fiftieth	ninety
fifty	ninetieth
four	seventh
forty	seventy

List 2

basketball	goldfish
blueprint	midnight
bookmark	railroad
campground	schoolroom
cookbook	seaweed
driveway	snowfall
flagpole	spotlight
flashlight	sunrise
football	weekend
freeway	wristwatch

List 3
aches
balloons
boxes
brushes
chairs
cameos
chiefs
churches
cupfuls
glasses
lawyers
lunches
monkeys
pictures
poets
radishes
radios
taxes
topazes
turkeys

List 4
anchor
cellar
color
dollar
flower
grammar
harbor
humor
hunter
laughter
owner
polar
razor
shoulder
soccer
sugar
supper
teacher
tiger
weather

List 5
bier
brigadier
career
cereal
cheerleader
disappear
dreary
earache
fearful
merely
pierce
pioneer
query
revere
serial
serious
shears
sphere
tier
vener

List 6
area
dropped
eager
entirely
fashion
guilty
heroes
hunger
hungry
laborer
lengthen
luxury
material
method
oppose
perceive
practice
regard
sentence
since

List 7
amount
attempt
beautiful
carrier
council
dealt
device
disgust
escape
except
heroic
listener
minutes
paid
really
sense
stepped
stories
woman
writing

List 8
across
addition
advice
among
clothes
collar
coming
dairy
decent
define
divide
fitness
friend
lose
mere
operate
quiet
simple
simply
studying

List 9
affect
afraid
against
careful
choose
during
enough
group
hoping
increase
involve
lonely
maybe
meant
passed
peace
rebel
scene
where
whole

List 10
allowed
already
bargain
boundary
certainly
cruelty
different
disease
divine
easily
exercise
further
immense
magazine
medicine
naturally
opposite
phase
response
source

Intermediate Level

Rules:

List 1 – When a word ends in *silent e*, drop the *e* before adding a suffix. (arrive-arrival, become-becoming)

List 2 – Pronouncing words carefully will help you to spell them correctly. Be sure not to add or omit sounds.

List 3 – Pronouncing words carefully will help you to spell them correctly. Be sure not to add or omit sounds. For example, *athlete* has 2 syllables, not 3.

List 4 – The *oi* sound can be spelled *oi*, as in *poison*, or *oy*, as in *voyage*.

List 5 – If a word ends with *silent e*, keep the *e* if the suffix begins with a consonant. (manage-management, complete-completely)

Words:

List 1

accuse
accusing
argue
argument
arrive
arrival
become
becoming
continue
continuous
desirable
desirability
encourage
encouraging
movable
notice
noticing
shining
value
valuable

List 2

curious
curiosity
disaster
disastrous
enter
entering
entrance
explain
explanation
hinder
hindrance
pronounce
speak
speech
though
thought
thorough
threw
through
throughout

List 3
athlete
athletics
column
columnist
drown
drowned
drowning
govern
government
grieve
grievous
lighten
lightning
pamphlet
particular
particularly
rhythm
rhythmic
strict
strictly

List 4
anoint
appoint
avoid
boycott
decoy
embroidery
employer
exploit
loiter
loyal
moisten
oilcloth
oyster
pointless
poise
poison
rejoice
royalty
void
voyage

List 5
acute
acutely
arrange
arrangement
careless
complete
completely
extreme
extremely
hopeless
immediate
immediately
likely
likeness
manage
management
sincere
sincerely
safety
usefulness

List 6
applying
cabbage
certain
decision
effect
interest
losing
possible
prepare
pursue
receiving
separation
similar
stretch
stubborn
themselves
together
treasurer
useless
worked

List 7
advisor
annual
calendar
cyclone
despair
everybody
generally
loose
necessary
opinion
personal
practical
principal
principle
realize
religion
remember
satire
sponsor
strength

List 8
apartment
apology
barbecue
category
dining
expense
fiery
greenish
library
occasion
opponent
original
permanent
pertain
playwright
presence
relative
resources
roommate
useful

List 9
acquire
alcohol
amateur
desperate
develop
discuss
fascinate
favorite
forward
fulfill
genius
ideally
knowledge
license
medical
potato
prisoner
represent
several
therefore

List 10
awkward
cemetery
commission
conscience
definite
embarrass
laboratory
marriage
misspell
occurred
persuade
recognize
restaurant
schedule
sergeant
straight
terrific
unusual
villain
women

Advanced Level

Rules:

List 1 – Use *i* before *e*, except after *c*. (achieve, quotient, receive)

List 2 – There are exceptions to the *i before e* rule. (leisure, neither) Use *ei* when the word has a *long a* sound. (freight, weight)

List 3 – When *final y* is preceded by a consonant, change the *y* to *i* before adding a suffix, unless the suffix begins with *i*. (carry, carried, carrying)

List 4 – Most words that end with the *seed* sound are spelled *cede*. (recede, concede) Exceptions are *exceed*, *proceed*, and *succeed*.

List 5 – A *neutral vowel with r* sound which usually appears in an unstressed syllable can be spelled *ar*, *er*, *ir*, *or*, or *ur*. (burglar, equator, semester, directory, murmur)

Words:

List 1

achieve
belief
believe
brief
chief
deceive
fiendish
fierce
hygiene
mischief
niece
piece
quotient
receive
relieve
shield
shriek
siege
sieve
yield

List 2

beige
either
foreign
freight
height
heir
heirloom
leisure
neigh
neighbor
neither
protein
seize
seizure
sleigh
veil
vein
weigh
weight
weird

List 3

accompany
 accompanying
 accompanied
 busy
 business
 carry
 carrying
 carried
 company
 companies
 enemy
 enemies
 family
 families
 lively
 livelier
 livelihood
 satisfy
 satisfied
 satisfying

List 4

accede
 access
 accessory
 antecedent
 cede
 concede
 concession
 exceed
 excess
 intercede
 precede
 procedure
 proceed
 procession
 recede
 recession
 secede
 succeed
 success
 supersede

List 5

bachelor
 burglar
 calculator
 carburetor
 directory
 equator
 foreigner
 governor
 murmur
 muscular
 passenger
 percolator
 predecessor
 prosecutor
 radiator
 refrigerator
 scholar
 semester
 singular
 vinegar

List 6

bureau
 chocolate
 committee
 courteous
 disappoint
 fascinating
 loneliness
 mischievous
 mortgage
 parallel
 privilege
 probably
 recommend
 sandwich
 secretary
 stationery
 surprise
 tragedy
 vegetable
 whether

List 7

alumni
 approaches
 beginning
 challenge
 confusion
 difficult
 discussion
 entertain
 excellence
 fantasy
 generally
 happiness
 industry
 intellect
 literary
 morale
 physical
 ridicule
 sherbet
 suppose

List 8

aluminum
 appropriate
 attitude
 behavior
 burial
 cigarette
 concentrate
 counselor
 destruction
 dilemma
 disguise
 familiar
 ignorant
 indefinite
 mathematics
 morally
 pheasant
 simile
 summary
 tomorrow

List 9

aggravate
 anticipate
 beauteous
 commercial
 condemn
 devastation
 emperor
 equipment
 fallacy
 imagination
 likelihood
 narrative
 obstacle
 peculiar
 prestige
 ridiculous
 sacrifice
 shepherd
 sophomore
 symbol

List 10

abscess
 arguing
 author
 bankruptcy
 candidate
 changeable
 conferring
 descent
 describe
 elementary
 genealogy
 momentum
 pageant
 personnel
 profession
 quantity
 repetition
 syllable
 technique
 transferred

Champion Level

Rules:

- List 1** – The *k* and *g* sounds are usually followed by the *ant* ending, as in *elegant*. The *s* and *j* sounds are usually followed by the *ent* ending, as in *magnificent*.
- List 2** – The *k* and *g* sounds are usually followed by the *ance* ending, as in *significance*. The *s* and *j* sounds are usually followed by the *ence* ending, as in *adolescence*.
- List 3** – The *sh* sound can be spelled with *ti*, *ci*, or *si*. (reception, conscious, expansion)
- List 4** – Double the final consonant when adding a suffix if the word has only one syllable or if the last syllable is accented.
- List 5** – When using the prefixes *dis* and *un*, do not change the spelling of the root word.

Words:

List 1

abundant
agreement
consistent
convenient
descendant
document
dominant
efficient
elegant
employment
expectant
important
independent
pleasant
magnificent
persistent
prevalent
prominent
significant
warrant

List 2

absence
acquaintance
adolescence
ambulance
annoyance
appearance
attendance
audience
conference
evidence
existence
experience
guidance
ignorance
intelligence
interference
remembrance
residence
resistance
significance

List 3

abbreviation
 ambition
 artificial
 beneficial
 conscious
 crucial
 description
 dietitian
 distinction
 exemption
 expansion
 facial
 gracious
 musician
 precious
 reception
 spacious
 spatial
 substantial
 vicious

List 4

acquittal
 admittance
 allotted
 beginner
 benefited
 controlled
 difference
 equipped
 gladden
 happened
 listening
 occurrence
 offered
 omitted
 preferred
 quitting
 referring
 revealing
 spurring
 swimming

List 5

disability
 disagree
 disapprove
 disarray
 discourage
 dishonor
 disillusion
 disqualify
 dissatisfied
 dissimilar
 uncommon
 unconscious
 unearned
 unequaled
 unguarded
 unknown
 unmoved
 unnamed
 unnatural
 unnecessary

List 6

aggressive
 analysis
 atheist
 basically
 capitalism
 communist
 contemporary
 defensible
 divisible
 efficiency
 friendliness
 incidentally
 interrupt
 mechanics
 nutrient
 political
 propaganda
 satellite
 suspense
 vacuum

List 7

asterisk
 astronaut
 brilliance
 competition
 criticism
 emphasize
 exhaustion
 financier
 guarantee
 influential
 maneuver
 mysterious
 organization
 philosophy
 reminisce
 stability
 sufficient
 temperament
 theory
 varies

List 8

accelerate
 alleged
 association
 compatible
 credible
 criticize
 discipline
 eliminate
 evidently
 financial
 gaiety
 humorous
 ingredient
 jealousy
 manufacture
 numerous
 optimism
 sarcastic
 subtle
 various

List 9

abundance
 accidentally
 adolescent
 assassin
 colonel
 crocheting
 elicit
 finally
 hypocrisy
 imaginary
 initiative
 occurring
 possession
 predominant
 prophecy
 sociology
 succession
 synonymous
 undoubtedly
 unusually

List 10

alleviate
 approximate
 catechism
 competitor
 diligence
 forcible
 fundamental
 hospitalized
 ingenious
 laboriously
 melancholy
 paralyzed
 politician
 psychology
 sabotage
 suppress
 tendency
 tremendous
 ubiquitous
 vengeance

Grand Master Level

Rules:

- List 1** – The *k* and *g* sounds are usually followed by *ant*, as in *extravagant*. The *s* and *j* sounds are usually followed by *ent*, as in *negligent*.
- List 2** – The *k* and *g* sounds are usually followed by *ance*, as in *elegance*. The *s* and *j* sounds are usually followed by *ence*, as in *innocence*.
- List 3** – The *able* suffix is used more often than the *ible* suffix. The *s* and *j* sounds are usually followed by *ible*. (irritable, legible, accessible)
- List 7** – Words in this list are of Spanish origin.
- List 8** – Words in this list are of Italian origin.
- List 9** – Words in this list are of French origin.

Words:

List 1

arrogant
assistant
brilliant
competent
compliant
confident
defiant
dependent
diligent
divergent
excellent
extravagant
fluorescent
indulgent
insistent
intelligent
negligent
tolerant
turbulent
violent

List 2

abstinence
alliance
appliance
assurance
clearance
compliance
consequence
disturbance
elegance
endurance
inference
influence
innocence
insurance
maintenance
nuisance
performance
preference
reference
reliance

List 3

acceptable
 accessible
 admirable
 admissible
 available
 contemptible
 convertible
 digestible
 disposable
 eligible
 excitable
 incredible
 inevitable
 irresistible
 irritable
 legible
 permissible
 plausible
 responsible
 susceptible

List 4

acquiesce
 aesthetic
 baroque
 bellicose
 cryptic
 curriculum
 epitome
 euphemism
 hemorrhage
 nemesis
 ostracize
 panacea
 panache
 paradigm
 physics
 psychiatry
 separate
 subpoena
 synonym
 verbatim

List 5

accommodate
 admission
 advertising
 auxiliary
 clientele
 comparative
 environment
 exaggerate
 experiment
 fictitious
 hysterical
 medieval
 primitive
 psychic
 recipient
 rheumatism
 saccharin
 scissors
 situation
 sovereign

List 6

accumulate
 advantageous
 allegiance
 apparatus
 authority
 conqueror
 cylinder
 excitement
 exhilarated
 harass
 hypocrite
 hypothesis
 leisurely
 noticeable
 oblique
 paralysis
 persuasive
 phenomenon
 raspberry
 spontaneous

List 7

abalone
 alligator
 armadillo
 avocado
 barracuda
 cafeteria
 desperado
 enchilada
 filibuster
 guerrilla
 hacienda
 mosquito
 palomino
 pueblo
 sierra
 stevedore
 tapioca
 tobacco
 tortilla
 vigilante

List 8

bologna
 broccoli
 campaign
 corridor
 dilettante
 espresso
 fettucine
 fiasco
 ghetto
 imbroglia
 incognito
 influenza
 intrigue
 lasagna
 minestrone
 miniature
 mozzarella
 picturesque
 scenario
 spaghetti

List 9

aperitif
 bizarre
 bouffant
 bouillon
 burlesque
 champagne
 chignon
 connoisseur
 croissant
 décolletage
 julienne
 mayonnaise
 mousse
 parliament
 peignoir
 quiche
 roux
 syndicate
 talisman
 vichyssoise

List 10

aberration
 abysmal
 adjudicate
 anathema
 auspicious
 corroborate
 diaphragm
 extraneous
 facsimile
 ingenuous
 ingratiate
 inveigle
 narcissistic
 obsequious
 perspicacity
 rambunctious
 resuscitate
 subterranean
 supercilious
 tortuous

APPENDIX C – JUNIOR DATA FILES

Rules:

List 1A – The *ch* sound can be spelled with *ch* or *tch*. (chip, itch, hunch)

List 1B – Words on this list have the *th* sound. (that, weather)

List 1C – Some words contain silent letters. The *w* in *wr*, the *k* in *kn*, and the letters *gh* are sometimes silent. (wrap, know, right)

List 1D – Words on this list have the *long a* sound, which can be spelled *ai* or *ay*. (grain, play)

List 1E – The *q* is always followed by a *u*. The *qu* has the sound of *kw*. (square, quiz)

List 1F – Words on this list begin with *wh* and *ph*. The letters *ph* make the sound of *f*. (whale, phone)

Words:

List 1A

batch crunch
chat hitch
chess hunch
chick itch
chill latch
chip stitch
chug witch
chum

List 1B

bathe then
clothes therefore
either these
neither this
than those
that weather
theirs whether
them

List 1C

bright sight
knee thought
kneel wrap
knight wrecks
knob wrists
know wrong
night wrote
right

List 1D

bay rain
day snail
faith stay
grain strain
jail stray
jay wait
play way
rail

List 1E

quack quiz
quail quote
quake square
queen squash
quick squeal
quilt squeeze
quit squint
quite

List 1F

graph where
phone whiff
phrase while
whack whine
whale whip
wharf white
what why
wheel

Rules:

List 2A – The *ow* sound can be spelled *ow* or *ou*. (how, round)

List 2B – The letter *g* has two sounds: a *hard* sound, as in *go*, and a *soft* sound, as in *age*.

List 2C – Words in this list can be divided into two syllables. (mu sic)

List 2D – No rule.

List 2E – Dividing a word into syllables makes it easier to learn. (ham mer)

List 2F – No rule.

Words:

List 2A

cloud ounce
count our
crouch owl
down round
flour shout
how spout
mouth town
now

List 2B

age grade
bridge hug
cage huge
change judge
game large
gem page
globe stage
gold

List 2C

cleaner open
decide paper
delay prevent
elect reason
final refer
frozen reform
glider tiny
music

List 2D

above light
across none
done piece
doubt ready
fight straight
guide tonight
heard won
high

List 2E

basket plastic
hammer rocket
invent sharpen
ladder shorten
letter summer
master traffic
number tunnel
person

List 2F

backpack drink
black kick
block pink
bread quickest
clock think
coast track
crack trick
crowd

Rules:

List 3A – The *neutral vowel with l* sound can be spelled with *el, le, or al*. (level, trouble, total)

List 3B – The *s* sound can be spelled with *s, ss, or c*. (seesaw, hissing, nice)

List 3C – The *long e* sound can be spelled *ee* or *ea*. (sweet, wheat)

List 3D – The *long a* sound can be spelled *ai, ay, or a-consonant-e*. (waist, clay, plate)

List 3E – Some words begin with silent consonants. (wrench, knock)

List 3F – No rule.

Words:

List 3A

ankle
battles
petals
eagle
kettle
labels
level
medal
metals
model
nickel
paddle
petals
puddles
purple
rifle
sprinkled
stumble
total
trouble

List 3B

cents
cinders
citrus
city
fuss
hissing
ice
nice
pencil
place
prince
princess
scrambled
scratch
seesaw
send
sphinx
street
swallow
swiftly

List 3C

cream
deep
dream
feast
green
peaches
peel
reach
read
scream
screen
sheep
streaks
stream
steep
sweep
teeth
sweet
treat
wheat

List 3D

base
braided
brave
claim
clay
crate
faded
grapes
gray
lake
maid
plate
railroad
skate
spray
snake
stain
sway
trail
waist

List 3E

knapsack
kneel
knife
knit
knobs
knock
knot
never
nose
rainbow
reindeer
ring
wrapping
wreath
wreck
wrestling
wrench
wrinkles
wrist
write

List 3F

bark
carport
chart
chores
cordless
corn
dark
door
dwarf
floor
forks
jar
mark
porch
short
star
starry
starting
storm
story

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Spell It Plus was developed by a team of educators and programmers. The team was directed by Dr. Jan Davidson, former teacher and founder and president of Davidson & Associates, Inc., and Mike Albanese, programming director.

The *Spell It Plus* team:

Faye Schwartz served as product leader, developed the data files, and wrote the manual;

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Leslie House, Barbara DeWitt, Kelly Yeary, Anne Hertz, David Reed, Erin Yoshida, Lori Hayase, and Michaelle Fields all assisted in the testing and evaluation of this product. Kelly McMahon created the drawings for the manual.

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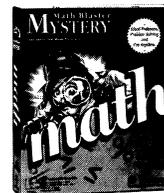
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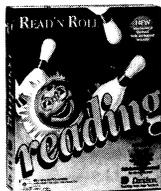
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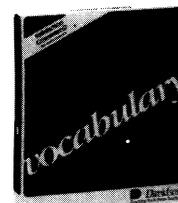
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