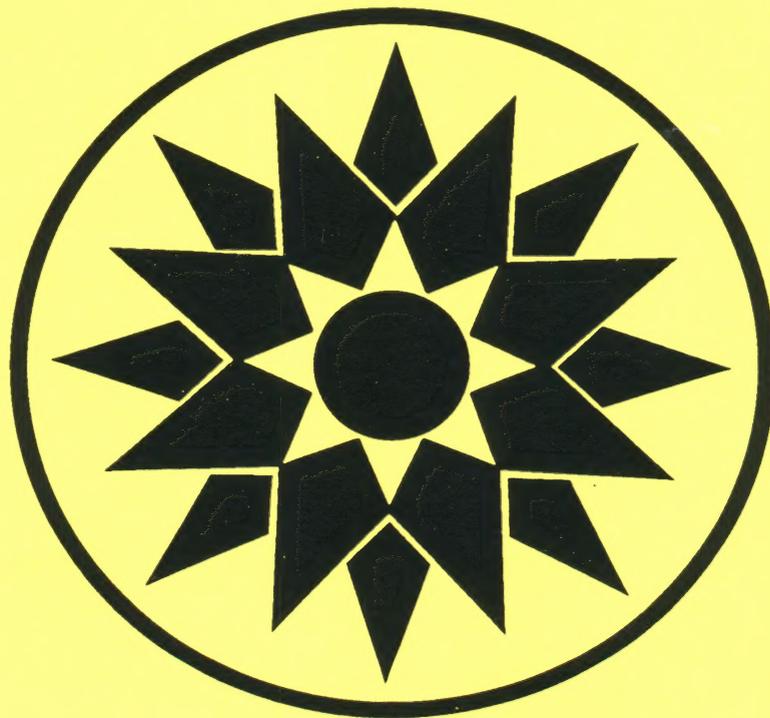


Teacher's Guide

Classroom Toolbox

Apple



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CLASSROOM TOOLBOX

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Classroom Toolbox Introduction

Classroom Toolbox is a versatile, easy to use program, designed to let teachers create tests and worksheets in a wide variety of formats.

Students as well as teachers can use **Classroom Toolbox** to make puzzles like *Crossword*, *Word Find*, and *Word Jumble*. Worksheets such as *Multiple Choice*, *Completion*, and *Matching* can also be generated. **Classroom Toolbox** is unique in that instructions, questions, and answers may be as long as necessary.

The strength of **Classroom Toolbox** is its flexibility. Once a question and answer file has been created, several types of worksheets and tests can be printed using the same file. A *Multiple Choice* file, for example, can generate *Matching*, *Word Find*, *Word Jumble*, and *Crossword* worksheets with no additional work. Custom Design worksheets may also be created using data from several different types of files. This allows one worksheet to include a combination of *Multiple Choice*, *Completion*, and *Matching* questions, or any other combination desired. (128K of computer memory is required in order to include *Crossword* or *Word Find* in a Custom Design. See pages 43-44 for details.) The Custom Design option saves time at the end of a marking period, because questions can be drawn from various files created earlier.

Classroom Toolbox uses a Normal Font of characters which is always available along with one other Font called an Alternate Font. **Classroom Toolbox** comes with a Data Disk containing the Alternate Fonts: Italics, Old English, Spanish, French, German, Greek, Script, and Symbols1. (If you have the 3.5" Program Disk, these files are contained on that Program Disk.) This will allow worksheets to be made up of Normal characters and one of these other types of characters. The Alternate Fonts require a graphics printer.

The Editor used in **Classroom Toolbox** is specifically designed for creating *Multiple Choice*, *Matching*, *Completion*, *Word Jumble*, *Word Find*, *Crossword*, *True/False*, and *Free Form* types of files. This guide is divided into four main instructional sections:

- 1) A quick introduction to **Classroom Toolbox** through hands-on creation of a *Multiple Choice* test in Getting Started.
- 2) A detailed program description.
- 3) Suggestions for planning worksheets before you actually use the program.
- 4) Technical Information related to the program and the equipment used.

Classroom Toolbox is designed for a 64K Apple IIe, Apple IIc, and Apple IIgs. The options requiring 128K of memory are discussed on pages 74 and 75. If you need assistance in operating your computer, check the section in this Teacher's Guide entitled "Working with the Computer" and "What Happens If...?" You can also call Sunburst Communications toll-free.

Classroom Toolbox Program Objectives

Find the words listed below the grid somewhere in this Word Find grid and circle them.

D O S J A T T R U L V O E O W F T T M B S I
 E K E X D Q Q H U Q S A Y F Y H Q N G K R E
 E G X F V L X E Y R B M B A P O L I F C C O R Y
 L N N F V D Q Z O C S E I F X O O S R S P E
 C I R V F N X E U D L R G X P N E W Q S P E
 L Z A B G P G D I T O X J W P E L P C V E
 L H S O F E W X I N Y U Y X D Z X J G W E Y

H
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 S
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 95
 96
 97
 98
 99
 100

Find the following words in the grid:

ALKALI
 CALCIUM
 POTASSIUM
 TARNISH

ACROSS

3. Matter takes up _____
 7. One of Newton's laws states that if the force is _____ that if the force is _____ unchanged, as the object decreases _____ increases.
 9. A stone resting on a cliff has no _____

Choose the answer which is the most correct for the following statements. Circle the correct answer.

- In $\triangle ABC$, if $\angle ABC = 35^\circ$ and $\angle BCA = 70^\circ$, then what is the measure of $\angle ACB$?
 - 35°
 - 65°
 - 70°
 - 75°
- Line segment $AB \perp CB$, means the lines form _____
 - a triangle
 - parallel lines
 - skew lines
 - a right angle
- Simplify $(125)^{\frac{1}{3}}$
 - $\frac{1}{125}$
 - 625
 - 25
 - 5
- What is the Quadratic Formula?
 - $$X = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Grade level: 4 - adult

Time required: 5 - 60 minutes to type in the information.
1 - 5 minutes to print out a worksheet/answer key/student sheet.

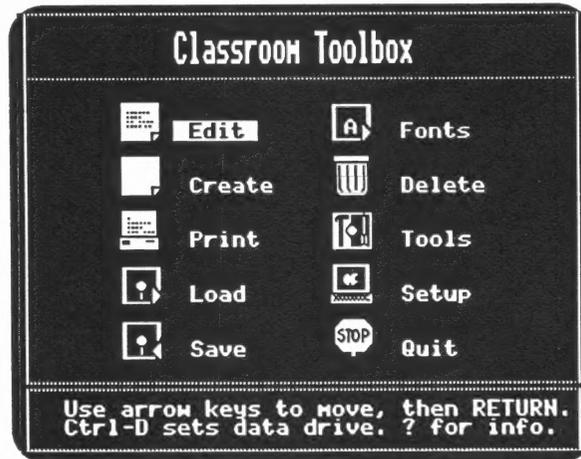
Objectives: To save time in creating tests and puzzles.

To create tests and worksheets such as:

Multiple Choice
 Matching
 Completion
 Word Jumble
 Word Find
 Crossword
 True/False
 Free Form.

Classroom Toolbox Program Overview

Classroom Toolbox is designed to save you valuable time creating a variety of tests and worksheets which can be saved and combined with ease.



Ten MAIN MENU options allow the user to:

- **Edit** a previously created file.
- **Create** a new file.
- **Print** a variety of worksheets on a printer.
- **Load** a previously saved file into the computer's memory from a Data Disk*.
- **Save** a file on a Data Disk*.
- Select an alternate **Font** to be used along with the Normal Font.
- **Delete** files from the Data Disk*.
- Use the **Tools** option to make/copy a Data Disk* as well as Copy, Delete, and Undelete individual files from your Data Disk*.
- **Setup** the program disk for the equipment that is used most often.
- **Quit** the program.

* **NOTE:** Since the **3.5" Program Disk** has enough space available in which to save files, you may want to use it as your **Data Disk**. Throughout this guide, all references to **Data Disk** are written with the **5.25" version** of the program in mind. If you have the **3.5" version** of the program, then the references to the **Data Disk** allow you the flexibility of using either a **Data Disk** or the **3.5" Program Disk**.

Classroom Toolbox Getting Started

1. Remove the write protection from the disk (5.25" disk sticker/3.5" disk slide tab).
2. Put the **Classroom Toolbox** program disk into the disk drive.
3. Turn on the television or monitor and the computer.
4. After the opening screens, the MAIN MENU will display the ten Main Options.
5. Use the arrow keys to move the highlight bar to **Setup** on the MAIN MENU and press **RETURN**. The SETUP MENU will be displayed.
6. To select a **Printer** press **RETURN**. Following the instructions on the screen, select your printer from the list of printers provided and press **RETURN**.

If your printer is not listed, try selecting another printer that is similar to yours. (See Selecting a Compatible Printer Setting, page 83).

7. Use the arrow keys to move to **Interface** and press **RETURN**. From the list, select the name of the interface card (or port on a IIc or IIgs) you have attached to your printer. (If your card is not listed try selecting other cards from the list or see Selecting a Compatible Interface Setting, page 84). You will also need to enter the slot number of your interface card (generally slot #1). If you don't know the slot number, just enter a zero and the computer will locate it for you.
8. Use the arrow keys to choose **Test Printer** and press **RETURN**. Follow the directions displayed. The following will be printed:

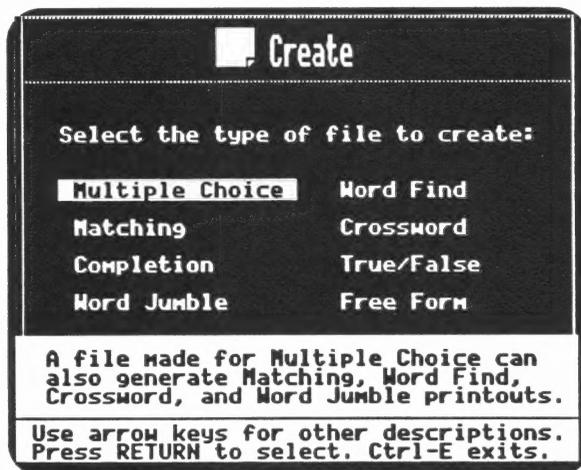
```
THIS IS PLAIN  
THIS IS UNDERLINED  
THIS IS BOLD  
THIS IS SUPERSCRIPT  
THIS IS SUBSCRIPT  
  

```

If the test does not print, consult Trouble-Shooting Printer Problems on page 84.

9. Use the arrow keys to move to **Data Disk** and press **RETURN**. This will allow you to select the disk drive which will contain your Data Disk. If you have more than one disk drive, it is recommended that you designate a drive other than your main drive for the location of your Data Disk. (If you are using the 3.5" Program Disk as your Data Disk, select your main drive as the location of your Data Disk.)
10. Choose **Exit & Save Setup**, to return to the MAIN MENU. **Classroom Toolbox** will save the settings of your printer, interface card, and the location of your Data Disk Drive. These will remain as set until you change them through the SETUP MENU. At this time (if you are using a separate Data Disk), place the Data Disk you received with the **Classroom Toolbox** program in your Data Disk Drive.

11. For the purpose of this Getting Started section, a Multiple Choice file will be used. Use the arrow keys (or press C) to select **Create** from the MAIN MENU and press **RETURN**. Then type in: **TEST1MC** when asked to enter a name for your new file and then press **RETURN**.
12. You will be asked what type of file you want to create from the list as shown below:



Notice that the Multiple Choice file can also be used to generate several other printout variations. As you move the highlight bar through the list, the description at the bottom of the screen will change to explain each file type.

13. With the highlight bar on Multiple Choice, press **RETURN**.
14. Press **RETURN** to answer NO to using the Multiple Choice with Paragraph option.
15. Prior to entering the Multiple Choice Editor, information explaining its special prompts is displayed.



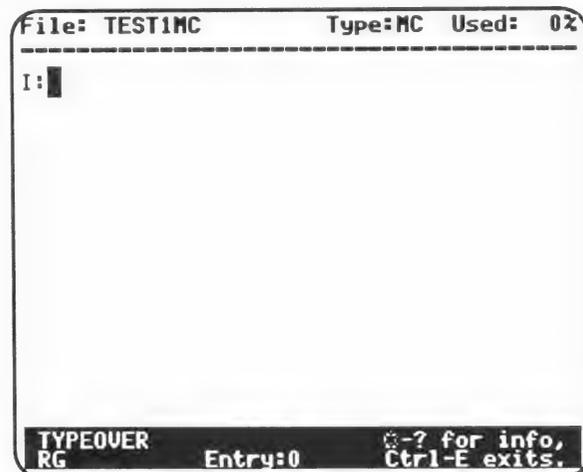
The Editor is a "prompted word processor," which means the **I:** will prompt you to type the Instructions for your worksheet. You will be able to type in as many lines as necessary. Pressing the **RETURN** key in the Editor will indicate that you are finished with that prompt and the next prompt will be displayed.

16. Before entering questions it is important to understand the Editing screen. Pictured below is the Editor into which all file types will be entered. The prompts will be different depending on the file type chosen. Notice the top line shows:

File: TEST1MC - indicates the name of the file currently in memory.

Type: MC - shows that you are creating a Multiple Choice (**MC**) type of a file.

Used: 0% - indicates the amount of computer memory space used by your file. As the memory used reaches 93%, you will be cautioned that your file is almost full so that you have time to wrap up, save the file, and start a new one.



The bottom of the screen shows:

TYPEOVER - indicates the current typing mode. To change to the INSERT typing mode, you would press **␣-I**. (**␣-I** toggles TYPEOVER and INSERT. See page 24 under Cursor for more information on the typing mode.)

RG - indicates you will be using a REGULAR (plain) typestyle and not BOLD, SUPERSCRIPT, or SUBSCRIPT. (See page 23 for details.)

Entry: 0 - indicates that the cursor (█) is on the Instructions and not on an Entry. As the cursor is moved to a completed Entry, the Entry Indicator will change, displaying the number of the Entry at that position.

␣-? for info - press **␣-?** to display information and the commands in the Editor.

Ctrl-E exits - press **Ctrl-E** to return to the MAIN MENU.

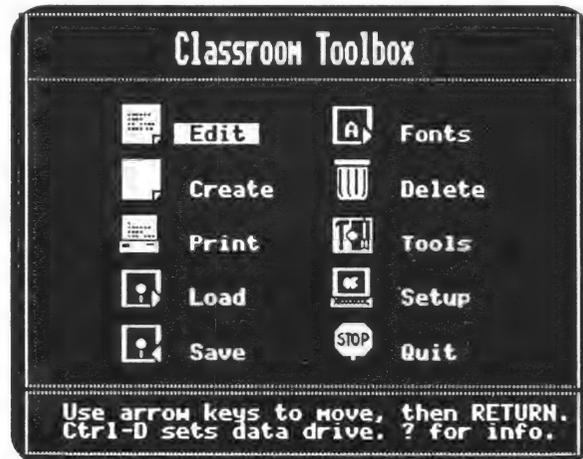
If you make a mistake while typing you may use the:

Delete Key to erase text and then type the correct information

Arrow Keys to move to the incorrect word and use Typeover or Insert (**␣-I**) to correct the word

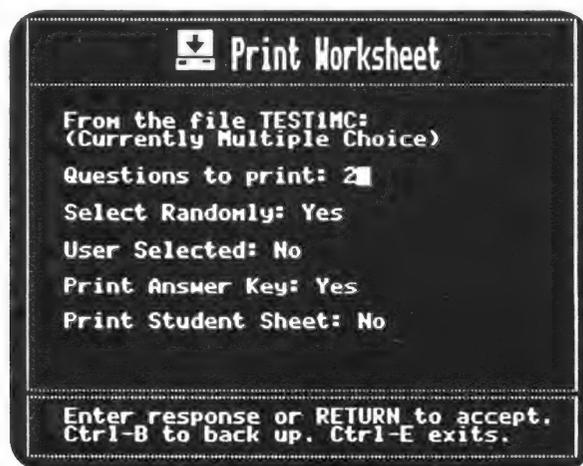
␣-D to Delete an entire entry, that is, Question, Answer, and Other Choices. (Instructions cannot be deleted using **␣-D**; instead use the **Delete Key**.)

17. Type the Instructions for your Multiple Choice file after the **I:**. If you don't have any Instructions, Questions, or Answers at this time, just type anything to "get the feel" of the Editor. You could type, for example, "These are the instructions for the first time I used Classroom Toolbox." When finished with your Instructions, press **RETURN**. (To place extra space between sentences or at the end of a paragraph, press ⌘-↓ to move to the next line. Pressing ⌘-↓ once more will leave a blank line between lines of text.)
18. You should now have a **Q:** prompt. Type in your first Question and press **RETURN** when you have finished. (Notice the **Entry:** at the bottom of the screen is now followed by a 1 indicating this is the first Question in your file.)
19. At the **A:** prompt, type the **correct** Answer to the Question and press **RETURN**.
20. The **2:** will appear indicating you need to enter at least one Other Choice from which to have students choose. It is a distractor and therefore should be an incorrect response to the Question. Press **RETURN** when you have finished entering the distractor.
21. The next prompts, **3:**, **4:**, and **5:**, allow you to enter a total of five possible choices for each Question. If fewer than five are desired, merely press **RETURN** before typing anything at that prompt. After pressing **RETURN** on **5:**, you will again see the **Q:** prompt.
22. Notice the **Entry:** number is 2, indicating you are now on Question number 2. Type as many entries as desired to complete your Multiple Choice file (two are enough if you are not creating a real test). Try not to use "ALL OF THE ABOVE" as a possible choice, since the choices will be randomized. A better wording is "ALL OF THESE" or "NONE OF THESE." (See the Planning Worksheets section, Multiple Choice, page 69.)
23. When you have finished your last Entry **and** are at the next **Q:** prompt, press **Ctrl-E** to exit. This will bring you back to the MAIN MENU.



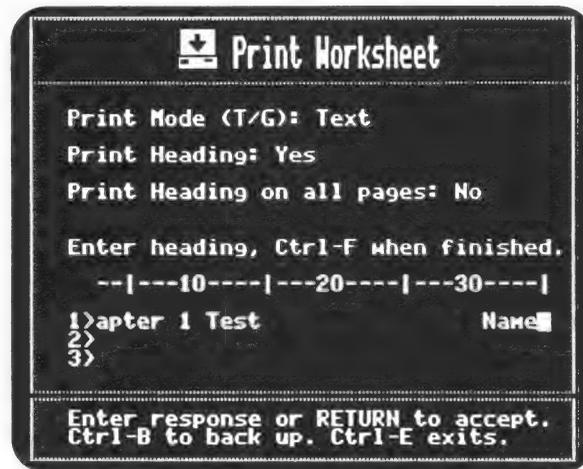
Note: If you press a "?" on any Menu, the highlighted item will be explained.

24. Before printing, you should **Save** this file on the Data Disk. With the Data Disk in the disk drive you indicated in step 10, move the highlight bar to **Save** and press **RETURN**.
25. To the Question, Save this file as "TEST1MC"?, answer YES and press **RETURN**.
26. You must now decide if your file needs to contain a password so that only you have access to it. (If the information isn't confidential, then you probably don't need to use a password.) For now, you can just press **RETURN** to Save without a password. Your file will be saved on the Data Disk.
27. After saving your Multiple Choice file, move to **Print** on the MAIN MENU and press **RETURN**. Make it a habit to **always Save** your file **before** attempting to print. This will avoid the loss of data in the event a printer problem occurs.
28. With the highlight bar on **Print Worksheet**, press **RETURN**. You can then print a worksheet from the current file in memory or one saved on your Data Disk.
29. Respond YES when you are asked if you want to print the file "TEST1MC" and press **RETURN**.
30. To **Print** this file as a Multiple Choice test, leave the highlight bar on Multiple Choice and press **RETURN**. (You could also select any of the four other types of printouts.)
31. **Quick Format** will print all of the questions in the file, in random order, and an Answer Key. You can choose Text or Graphics printing and can type in a specific heading for the test. Move the highlight bar to **Specified Format** and press **RETURN** (this will allow you more control of your printout).
32. As shown below, you will need to choose the number of **Questions to print:** from the total number of questions in the current file. Press **RETURN** to select all of the questions.



33. In response to **Select Randomly:**, press **N** for NO and press **RETURN**. Pressing **Y** for YES will select all questions randomly and skip the next option.
34. To the question of **User Selected:**, press **Y** for YES and press **RETURN**.

35. You are now shown the first line of Question #1 in the TEST1MC file and have the ability to press the **Spacebar** to Mark/Unmark the desired Questions in the file. At this time, use the **Spacebar** to Mark and the **Arrow Keys** to move within the file. You should notice this symbol (>) next to the Questions you have selected for use on the test. When finished selecting the questions for the test, press **RETURN**. Up to 99 Questions can be Marked for printing.
36. To get a Teacher Answer Key for the test, answer YES to the question **Print Answer Key** and press **RETURN**.
37. Answer YES to the **Print Student Sheet** option and press **RETURN**. By doing so, you will print a separate Student Sheet on which the students can place their answers instead of writing on the test sheet.
38. The following screen is displayed:



Print Mode (T/G): allows you to choose Text or Graphic mode. Leave it on Text at this time and press **RETURN**. (See page 37 for details on Text and Graphic modes.)

39. Move to **Print Heading:**, press **Y** for YES and press **RETURN**.
40. Answer NO to **Print Heading On All Pages:** so that the heading is only on the first page.
41. Type in a heading for your test. As you type to the right edge of the screen, the screen will scroll to the left to allow you to type up to 70 characters on each line of the heading. A typical heading may look like this when printed:

●		
●	Chapter 1 Test	Name _____
●		Class Period _____

Press **Ctrl-F** to indicate that you are finished typing your heading.

42. Follow the directions on the screen to make sure your printer is Ready and press **RETURN** to begin the printing. For detailed information on the Print option, see pages 35-53.
43. A Multiple Choice test, Answer Key, and a Student Sheet will be printed. When it has finished printing, you will be returned to the PRINT MENU. If you had problems printing this test, see pages 83-89.

Note: The numbers on the bottom right-hand corner of each sheet printed are to help you keep track of which answer keys and student sheets go with various worksheets (see page 50 for details).

At this time you may want to investigate the sample Multiple Choice file called SAMPLE1MC found on the Data Disk you received with *Classroom Toolbox*. By Loading this file and selecting Edit from the MAIN MENU, you will be able to see an example of a variety of Multiple Choice entries. Then repeat the printing process using this sample file. Below and on the next page are samples of a Multiple Choice Worksheet (using the random option), a Student Sheet, and an Answer Key made using the file SAMPLE1MC.

Chapter 1 Test	Name _____		
	Class Period _____		
Choose the letter of the statement or phrase which is the most correct response to each question. Write your answers on the answer sheet provided. DO NOT write on this test sheet.			
1. Who was the first president of the United States of America?			
a. Abraham Lincoln	d. George Washington		
b. President Roosevelt	e. John F. Kennedy		
c. Christopher Columbus			
2. Who was the 35th president of the United States of America?			
a. Dwight D. Eisenhower	d. Herbert C. Hoover		
b. Richard Nixon	e. John F. Kennedy		
c. George Bush			
3. A measure of the force of gravity exerted on an object is the object's			
a. power	b. volume	c. mass	d. weight
4. A unit of measure			
a. watt	b. joule	c. newton	
e. inch			

Sample Worksheet from SAMPLE1MC

Name _____ Page 1

1. a b c d e
2. a b c d e
3. a b c d e
4. a b c d e
5. a b c d e
6. a b c d e
7. a b c d e
8. a b c d e
9. a b c d e
10. a b c d e

Sample Student Sheet from SAMPLE1MC

Instructor's Answer Key Page 1

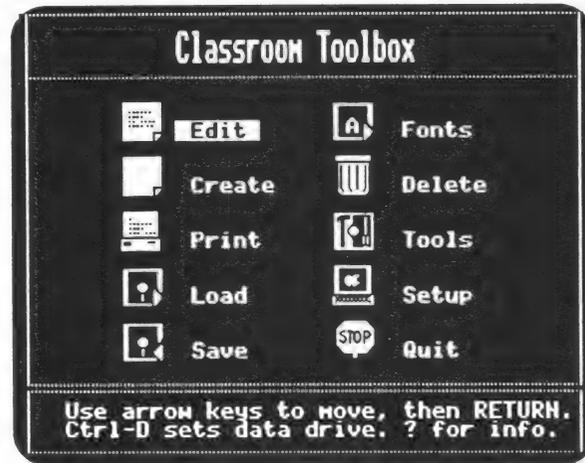
1. d
2. e
3. d
4. d
5. d
6. d
7. b
8. d
9. c
10. c

Sample Answer Key from SAMPLE1MC

You now have enough information to create files to be used as worksheets. The rest of this guide contains extensive details on all aspects of the program. The Program Description section (pages 12-66) will give you details on how each part of the program works. Another important section is the Planning Worksheets section (pages 67-78); this section will save you valuable time before you start typing at the computer.

Classroom Toolbox Program Description

The MAIN MENU, as shown below, contains ten options to make it easy for you to create a variety of tests and worksheets.



Explanations of these options are provided in this section of the guide. Listed below is a short description of each option, followed by the number of the corresponding page providing the explanations.

- Edit:** changes or adds to the file which is in memory (*page 13*).
- Create:** starts a new file (*page 13*).
- Print:** prints a worksheet, lists a file, or designs and prints a custom designed worksheet on a printer (*page 35*).
- Load:** retrieves a saved file from a Data Disk for editing or printing (*page 54*).
- Save:** stores a file on a Data Disk for later retrieval (*page 55*).
- Fonts:** changes the Alternate Font from the default (Italics) font to the one of your choice, for example, Greek Font (*page 57*).
- Delete:** erases a saved file from a Data Disk (*page 58*).
- Tools:** allows you to Make or Copy a data disk, and Copy, Delete, or Undelete files from your Data Disk (*page 59*).
- Setup:** selects the printer, interface, and Data Disk Drive (*page 65*).
- Quit:** exits the *Classroom Toolbox* (*page 66*).

During the program, you can return to a previous MENU by holding down the **Ctrl** key while pressing **E**.

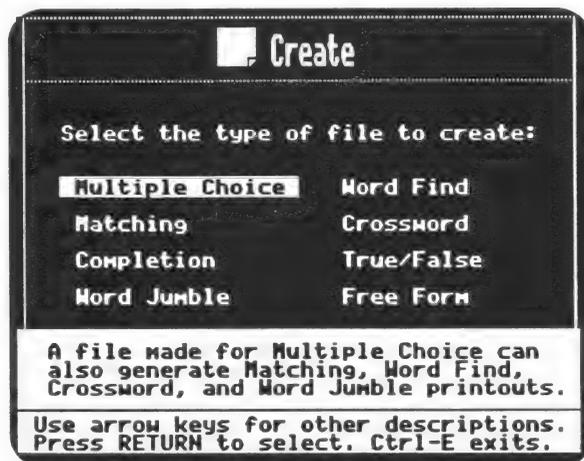
EDIT

Edit brings you into the Editor to work with the file in memory.

- In order to have a file in memory, you need to select **Create** (described below) or **Load** (see page 54), before using **Edit**.
- If you select **Edit** from the MAIN MENU without a file in memory, you will be asked to name your new file as though you had chosen **Create**.
- Both **Edit** and **Create** will bring you to the Editor. The Editor is explained in the **Create** section below.

CREATE

After you have given your file a name, **Create** allows you to choose the **type of file to create** from the list shown below:



Notice that the Multiple Choice file can be used to generate a variety of worksheets. Since a Multiple Choice file is made up of Questions, Answers, and Other Choices (distractors), it can also be used to generate worksheets which require a subset of that information. For example, a Matching worksheet would only need the Questions and Answers and therefore could be produced from a Multiple Choice file. On the other hand, a Multiple Choice file could NOT be generated from a Matching file since the Multiple Choice file, by definition, needs Other Choices.

As the highlight bar is moved through the list, the explanation at the bottom of the screen will change to explain each file type. Below is a brief description of each file type:

Multiple Choice - a file made for Multiple Choice can also generate Matching, Word Find, Crossword, and Word Jumble worksheets. (Normal Multiple Choice files are discussed during the explanation of the Editor beginning on page 15; Multiple Choice with Paragraph is discussed on page 22.)

Matching - a file made for Matching can also generate Word Find, Crossword, and Word Jumble worksheets. (Discussed on page 18.)

Completion - a file made for Completion can also generate Word Find, Crossword, and Word Jumble worksheets. If the Completion statement contains more than one blank, only the first blank will be used by Word Find and Word Jumble. In Crossword an entry containing more than one blank is invalid. (Completion is discussed on page 19.)

Word Jumble - a file made for Word Jumble can also generate Word Find worksheets. (Discussed on page 19.)

Word Find - a file made for Word Find can also generate Word Jumble worksheets. (Discussed on page 20.)

Crossword - a file made for Crossword can also generate Word Find, Word Jumble, and Matching worksheets. (Discussed on page 20.)

True/False - a file made for True/False can **only** be used to generate True/False worksheets. (Discussed on page 21.)

Free Form - a file made for Free Form (essay type) can **only** be used to generate general purpose worksheets **without answer keys**. (Discussed on page 21.)

To return to the MAIN MENU while in the Editor, hold down the **Ctrl** key while pressing **E**.

To return to the Editor from the MAIN MENU, select **Edit** (using **E** or the arrow keys, then press **RETURN**).

Once you have loaded a file, you can add to it or erase part of it by returning to the Editor. **Remember, whenever you make any changes, you should Save the revised file.** (See **Save**, page 55.)

Editor/Multiple Choice

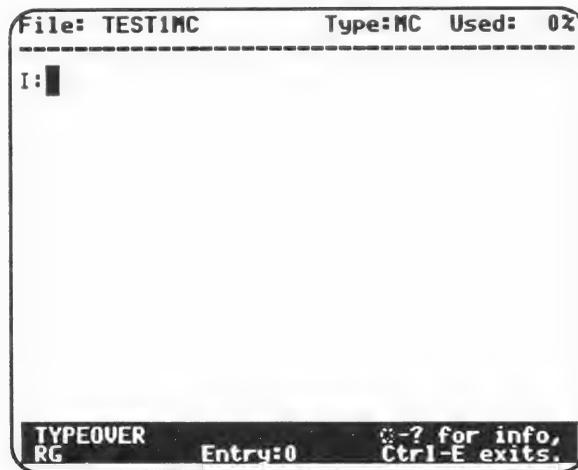
Multiple Choice is the file type featured in the Editor (other file types are discussed on pages 18-22). The beginning display for all types of files is the same since all files allow for Instructions. The screen below shows the starting Editor:

Notice that the top line shows:

File: TEST1MC - indicating the name of the file currently in memory.

Type: MC - reminding you that you have chosen to create a Multiple Choice (MC) type file.

Used: 0% - indicating the amount of computer memory space used by your file. As the memory used reaches 93%, you will be cautioned that your file is almost full so you should save that file and start a new one.



The bottom of the screen shows:

TYPEOVER - indicating the current typing mode. To change to the INSERT typing mode, you would press ␣-I. (␣-I toggles TYPEOVER and INSERT. See page 24 under Cursor for more information on the typing mode.)

RG - indicating you will be using REGULAR (plain) typestyle and not BOLD, SUPERSCRIPT, or SUBSCRIPT. (See page 23 for details.)

Entry: 0 - indicating that the cursor (█) is on the Instructions and not on an Entry. As the cursor is moved to a completed Entry, the Entry indicator will change, displaying the number of the Entry at that position.

␣-? for info - upon pressing ␣-? you will be given information concerning the commands available in the Editor.

Ctrl-E exits - to return to the previous MENU at anytime, press **Ctrl-E**.

The cursor indicates the location of the character you are about to type. There are two types of cursors, the block (█) when in TYPEOVER mode and the vertical line (|) when in the INSERT mode (see page 24 for details).

Notice the cursor is located (on all file types) to the right of the **I:** to allow you to type the Instructions you need to have associated with this file. The **I:** is called a **Prompt** (in this case the **Instruction Prompt**). The cursor will advance to the right as you type. You may type as much information as you wish in your Instructions. When you press **RETURN**, you will be presented with the next Prompt. The screen below contains an example of a set of Instructions entered in a Multiple Choice file.

```
File: SAMPLE1MC      Type:MC  Used: 2x
-----
I:Choose the letter of the statement or
   phrase which is the most correct
   response to each question. Write
   your answers on the answer sheet
   provided. DO NOT write on this test
   sheet!↓
QE █
-----
TYPEOVER           *? for info,
RG                 Entry:1   Ctrl-E exits.
```

Even though the Instructions shown above require six lines on the screen (since it's a 40-column screen), the Instructions will only take up three lines when printed in the form of a worksheet. The printer uses a width of 70 columns.

- If you need to begin a new line during the Instructions, this can be accomplished by pressing the ⏏-↓. Remember, pressing **RETURN** will display the next Prompt.
- Pressing the **Spacebar** will move the cursor to the right without any text being entered. (This action actually inserts blank spaces into your text.)
- To move the cursor without erasing, inserting blank spaces, or writing over your text, use the **Arrow** keys.
- You can erase one letter at a time by using the **Delete** key. The **Delete** key erases the character preceding the cursor.

The **Q:** is called the **Question Prompt**. As in the Instructions, the Questions may take up as many lines as needed. You may even use the ⏏-↓ to provide room to draw in sketches once a worksheet is printed (see pages 68 for details). This is very helpful in mathematics, social studies, and science. Notice, that since the cursor is past the Instructions and on the first Question, the **Entry:** at the bottom of the screen changes from a 0 to a 1 to indicate that you are on the first Entry of the file. Each Multiple Choice Entry consist of a Question, an Answer, and one to four Other Choices. After completing the full entry, the entry number will increase by one.

When you have finished typing a Question and have pressed **RETURN**, the **Answer Prompt (A:)** will appear.

```
File: SAMPLE1MC      Type:MC  Used: 32
-----
I:Choose the letter of the statement or
  phrase which is the most correct
  response to each question.  Write
  your answers on the answer sheet
  provided.  DO NOT write on this test
  sheet!↓
?BWho was the first president of the
  United States of America?↓
A: █
TYPEOVER             ?-? for info,
RG                   Ctrl-E exits.
Entry:1
```

You must then type in the correct Answer to the Question. The Answer is NOT limited in length, but if the information in this Multiple Choice file is to be also used to produce a Crossword or Word Find worksheet, then the length must be limited to 15 characters.

After typing the Answer and pressing **RETURN**, an **Other Choices Prompt (2:)** will appear indicating the need for an incorrect answer as one of the Other Choices.

```
File: SAMPLE1MC      Type:MC  Used: 32
-----
  response to each question.  Write
  your answers on the answer sheet
  provided.  DO NOT write on this test
  sheet!↓
?BWho was the first president of the
  United States of America?↓
A:George Washington↓
2:Abe Lincoln↓
3: █
TYPEOVER             ?-? for info,
RG                   Ctrl-E exits.
Entry:1
```

You will also have the chance to type up to four Other Choices as the **3:**, **4:**, and **5:** prompts appear on the screen. If you do not wish to fill all the Other Choices, pressing **RETURN** at the **Prompt** will leave them blank. Unlike the Answer, the Other Choices will only be used in Multiple Choice files, therefore they may be any length you desire.

As the **5: Prompt** is completed, the **Q: Prompt** will appear indicating the next entry Question may be started. As in the display below, the **Entry:** now indicates the second Question with a 2. The cycle then repeats.

```
File: SAMPLE1MC      Type:MC      Used: 4%
-----
sheet!↓
Q:Who was the first president of the
  United States of America?↓
A:George Washington↓
2:Abe Lincoln↓
3:Christopher Columbus↓
4:John F. Kennedy↓
5:President Roosevelt↓
Q:
-----
TYPEOVER           ? for info,
RG                Entry:2      Ctrl-E exits.
```

Questions, Answers, and Other Choices can then be entered until you have finished or until the file becomes full (**Used:** indicates amount of memory used). At that time, returning to the Main Menu allows you to Save the file to the Data Disk for later use. If more Questions are desired, another file may be Created containing the rest of the Questions. (See Design Custom Worksheet, page 43, for how to produce one worksheet from more than one file.)

Editor/Other File Types

Matching files need:

Instructions following the **I: Prompt**

A Statement (question) following the **S: Prompt**

A Match (answer) following the **M: Prompt**.

```
File: SCICHAP7MATCH  Type:MT      Used: 9%
-----
I:Match the items on the left with the
  correct phrase on the right. Write
  the letter of the correct item in the
  space provided on the answer sheet
  (do not write on the test).↓
S:silver nitrated↓
M:AgNO3↓
S:sodium hydroxided↓
M:NaOH↓
-----
TYPEOVER           ? for info,
RG                Entry:2      Ctrl-E exits.
```

- A valid Entry in Matching must consist of a Statement and a Match for the Statement.

- The Statement will be printed on the left side of the worksheet, and the Match will be printed on the right side of the worksheet. To switch these columns, type the Match following the **S:** and the Statement following the **M:**. If you plan to use this file for Word Find, Word Jumble, or Crossword, keep in mind that the **M:** entry will be used for the answers in these files and that Word Find and Crossword files limit answers to 15 characters.

Completion files need:

Instructions following the **I: Prompt**

A Statement following the **S: Prompt**, with the word(s) to leave out underlined.

```
File: SCICHAP2T05CP  Type:CP  Used: 33%
-----
I:Fill in the blank with the word or
  words which best fits the statement.
  Write only on the answer sheet
  provided.↓
S: The simple machine which best
  describes a broom is a lever.↓
S: The simple machine which best
  describes a steering wheel is a wheel
  and axle.↓
-----
TYPEOVER  Entry:2  ? for info,
RG          Ctrl-E exits.
```

- A valid Entry in a Completion file must consist of a Statement containing a word or series of words underlined to represent the answer (multiple answers may also be underlined; for the exception to underlining, see page 72). You may also enter a paragraph containing many underlined words.
- The first underlined word is also used by Word Find, Word Jumble, and Crossword. Statements with more than one underlined word are invalid for Crossword.

Word Jumble files need:

Instructions following the **I: Prompt**

A Word (or if desired, a sentence to be jumbled) following the **W: Prompt**.

```
File: SCICHAP8JUMB  Type:WJ  Used: 6%
-----
I:The following phrase(s) have been
  jumbled to disguise the information.
  It is your job, to unscramble the
  information and place the correct
  answers on the answer sheet provided.↓
W:iron↓
W:found in chlorophyll↓
W:barium↓
W:magnesium↓
-----
INSERT    Entry:4  ? for info,
RG         Ctrl-E exits.
```

- A valid Entry in Word Jumble consists of the Word to be jumbled.
- The Word after the **W:** is also used by Word Find, but is limited to 15 characters.

Word Find files need:

Instructions following the **I: Prompt**

A Word following the **W: Prompt** (limited to 15 characters).

```
File: SCICHAP7WF      Type:WF      Used: 42
-----
I:Find the words listed below the grid
  somewhere in this Word Find grid and
  circle them.↵
W:Balkali↵
W:transition↵
W:zinc↵
W:copper↵
W:strontium↵
W:sodium↵
-----
TYPEOVER           Entry:6      ? for info,
RG                  Ctrl-E exits.
```

- A valid Entry in Word Find must consist of Words (Normal Font letters).
- The Word following the **W:** is also used by Word Jumble.

Crossword files need:

Instructions following the **I: Prompt**

A Question following the **Q: Prompt**

An Answer following the **A: Prompt** (limited to 15 characters).

```
File: SCIENCE7CR      Type:CR      Used: 32
-----
I:Fill in the Crossword puzzle below
  with the correct answers to the
  questions in the Across and Down.↵
Q:Very large organic molecules
  consisting of a long chain are called
  _____↵
A:polymers↵
Q:What is a type of food used to build
  or repair body tissue?↵
-----
TYPEOVER           Entry:2      ? for info,
RG                  Ctrl-E exits.
```

- A valid Entry in a Crossword file must consist of a Question and an Answer (Normal Font letters) for the Question.
- The Question will be printed on the left side of the printout if it belongs to the Across group of the grid, and on the right side if it belongs to the Down group.

- The Answer is also used by Word Find and Word Jumble. Both the Question and the Answer are used by Matching.

True/False files need:

Instructions following the **I: Prompt**

A True statement (question) following the **T: Prompt**

A False statement (question) following the **F: Prompt**.

```
File: COMPUTERTANDF  Type:TF  Used: 32
-----
I:Answer the following questions with
either a T for True or an F for
False. Use the answer sheet provided.↓
TThe heart of the computer system is
the Central Processing Unit.↓
FThe PRINT command is used for input.↓
TThe CPU consists of the control unit
and the arithmetic-logical unit.↓
FYou don't need commas in a DATA↓
-----
TYPEOVER      ? for info,
RG            Entry:4  Ctrl-E exits.
```

- A valid Entry in a True/False file must consist of statements which can be answered True or False.
- True/False files can **ONLY** be used to generate True/False worksheets.

Free Form (essay questions) files need:

Instructions following the **I: Prompt**

A Paragraph (question or statement) following the **P: Prompt**.

```
File: SCICHAP2ESSAY  Type:FF  Used: 32
-----
I:Answer the following questions in the
space provided on this test.↓
FA person did 90 joules of work in
lifting a box two meters. Neglecting
friction, would the amount of work
change if the person pulled the box
up an inclined plane? Explain.↓
↓
↓
-----
TYPEOVER      ? for info,
RG            Entry:1  Ctrl-E exits.
```

- A valid Entry in a Free Form file simply consists of a Paragraph which asks the question or makes the statement to be discussed.
- Free Form files can **ONLY** be used to generate Free Form worksheets.

Multiple Choice with Paragraph (reading comprehension) files need:

Instructions following the **I: Prompt**

A story to be read (a paragraph or group of paragraphs) following the **P: Prompt**
(only one story per file)

A Question following the **Q: Prompt**

The correct Answer following the **A: Prompt**

One to four Other Choices following the **2:, 3:, 4:, and 5: Prompts.**

```
File: READINGCOMPNC Type:MC Used: 68%
-----
I:Reading Comprehension. Read the
following story, taken from ancient
Greek mythology; then answer the
questions which follow it. <10
points each>↓
P:If Perseus and Hercules were the
greatest of Greek heroes, the most
fascinating was someone named
Atalanta, who surprisingly was a █
TYPEOVER Entry:0 ? for info, Ctrl-E exits.
RG
```

- Multiple Choice with Paragraph files may contain only one story. This story may be followed by as many Entries (Questions and Answers) as memory allows. If another story and set of questions is desired, a new file must be created. These separate files may be combined into one worksheet using Design Custom Worksheet (see page 43).

```
File: READINGCOMPNC Type:MC Used: 68%
-----
Condensed and adapted from "Atalanta"
in Mythology by Edith Hamilton↓
?ECruelty was a frequent feature of
ancient life as it is in modern life.
This passage describes cruel
behavior by↓
A:Atalanta's father only↓
2:Atalanta only↓
3:both Atalanta and her father↓
TYPEOVER Entry:1 ? for info, Ctrl-E exits.
RG
```

- A valid Entry must consist of a Question, an Answer, and one to four Other Choices.
- The Questions and Answers are also used by Matching and Crossword. The Answers used by Word Find and Word Jumble are limited to 15 characters.

Editor/Features

Listed below are all features available in the program, followed by the corresponding page providing the description of how they work.

IN THE EDITOR

To Exit to the Main Menu	Ctrl-E (Control-E)	(page 24)
To get Info (Information)	⌘-?	(page 24)
To toggle between Insert and Typeover	⌘-I	(page 24)
Force a new line	⌘-↓	(page 25)
To move the cursor within the file	← → ↓ ↑	(page 26)
To move to Start of file	⌘-S	(page 26)
To move to End of file	⌘-E	(page 26)
To move down to Next screen	⌘-N	(page 26)
To move up to Previous screen	⌘-P	(page 26)
To specify text to Find	⌘-F	(page 26)
To continue finding specified text Forward	⌘ +	(page 26)
To find specified text Backwards	⌘ -	(page 26)
To Delete an entire entry	⌘-D	(page 27)
To Get entry deleted with ⌘-D	⌘-G	(page 27)
Current typestyle - Regular	⌘-R	(page 27)
Current typestyle - Bold	⌘-B	(page 28)
Current typestyle - Underline	⌘-U	(page 28)
Current typestyle - Subscript	⌘ <	(page 28)
Current typestyle - Superscript	⌘ >	(page 28)
Use an Alternate Font	⌘-A	(page 28)
To view Alternate Font Keyboard display	⌘-K	(page 28)
Used in ⌘-K to show Shifted keys	⌘-Z	(page 29)
To Mark Entries	~~	(page 30)

AT THE MAIN MENU

To temporarily change Data Disk Drive (Ctrl-D works at all Menus)	Ctrl-D (Control-D)	(page 32)
To transport Files to/from other programs	Ctrl-F (Control-F)	(page 33)

Note: See pages 95-98 for reproducible reference charts with the key assignments for all Alternate Fonts.

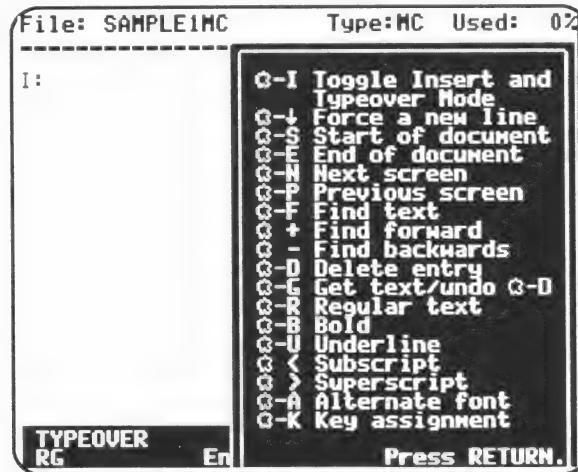
Exit to the Main Menu

Holding down the Control key while pressing E allows you to return to the MAIN MENU without losing the file you are currently working on. You can then select any of the MAIN MENU options (see page 12).

NOTE: In order to save a file for later, you must choose **Save** from the MAIN MENU prior to using the **Quit** option.

To get additional Information

Additional Information is available in the Editor by holding down the \odot key and pressing the ? key. The screen below will be displayed showing the main features available in the Editor.

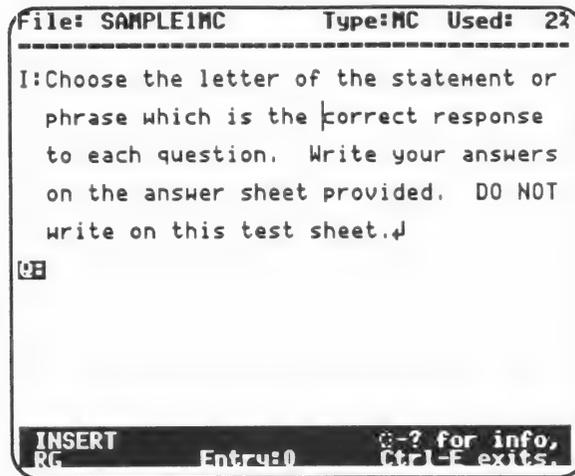


Pressing **RETURN** will bring you back to your previous position in the Editor.

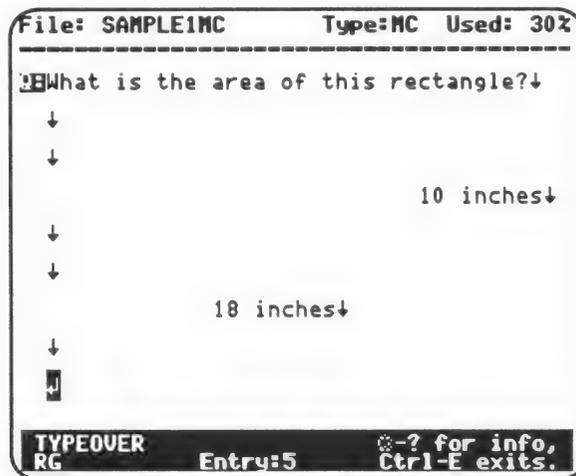
About the Cursor

The cursor tells you the location of the character you are about to type. There are two types of cursors, the block (█) when you are in TYPEOVER mode and the vertical line (|) when you are in the INSERT mode. (\odot -I toggles the two modes.)

- In the TYPEOVER mode, the cursor (█) will automatically move to the right as you type, replacing the existing characters. There is one exception: you can not type over the \downarrow symbol. The \downarrow indicates the end of information for a given Prompt. It is created by pressing the **RETURN** key. As the TYPEOVER cursor reaches the \downarrow symbol, the cursor will automatically change to an INSERT (|) cursor allowing you to add more information to that area.
- In the INSERT mode, characters typed will automatically be placed to the left of the cursor (|) moving all text to the right to make room for the new characters.



- In the figure above, the word "most" could be INSERTED between "the" and "correct" on the second line by:
 1. ⌘-I being pressed to change to the INSERT cursor as shown above
 2. moving the cursor (|) to the left of the "c" in "correct" as shown above
 3. then typing in the word "most" followed by a space.
 Until you press **RETURN** or ⌘-I again, you will remain in the INSERT mode.
- Pressing **RETURN** displays the next Prompt. But there may be times when you need to type more than one paragraph in a question or want to leave room to place a sketch on a worksheet. This may be accomplished by forcing the cursor to go to a new line by pressing ⌘-↓ .



- In the example above, the ? at the end of the question was typed and the ⌘-↓ was pressed three times. The **Spacebar** was used to move to the right to position the words "10 inches." Next, three more ⌘-↓ 's were pressed and the **Spacebar** was used to position the words "18 inches." Again the ⌘-↓ was pressed to allow room between the question and the choices. When printed, the rectangle can be drawn in this space.

Note: Using the ⌘-↓ as the first character of the **instructions**, will force a new page when printing the worksheet (see page 31). This is useful in the Design Custom Worksheet option (see page 43).

- To move the cursor within a file you may use the following methods:
 - ← or → key moves to the left or right one character at a time.
 - ↑ or ↓ key moves up or down one line at a time.
 - ⌘-S keys moves to the **Start** of the file.
 - ⌘-E keys moves to the **End** of the file.
 - ⌘-N keys moves down to the **Next** screen.
 - ⌘-P keys moves up to the **Previous** screen.

Find Text

To **Find** and move the cursor to a particular word or group of words in a file:

- Press ⌘-F to obtain a display similar to the one below.

```
File: SAMPLE1MC      Type:MC  Used: 62
-----
provided. DO NOT write on this test
sheet.␣
⌘-FWho was the first president of the
United States of America?␣
A:George Washington␣
2:Abe Lincoln␣
3:Christopher Columbus␣
4:John F. Kennedy␣
5:President Roosevelt␣
-----
Find what? █
```

- After **Find What?** at the bottom of the screen, type the information you want to find. You will then be asked if it should be case sensitive or not. Answering YES means you want to Find only the information that corresponds exactly to what is typed. That means upper-case and lower-case letters must match exactly. Answering "NO" means to just find the next occurrence of the characters typed, regardless of case. The file will be searched for the text entered. If it is found, the cursor will be placed at the first character of the text located. If it is NOT found you will hear a beep and the cursor will be positioned at the end of the file.
- Press ⌘ + (plus) to locate a next occurrence of the text in the file. If ⌘-F has not been previously used, the ⌘ + will perform in the same manner as ⌘-F.
- Pressing ⌘ - (minus) finds a previous occurrence of the text in the file.

Delete an Entry

To **Delete** an entire entry, press **⌘-D**. The entry where the cursor is positioned will be highlighted. You will be asked to confirm this action, as shown below. Remember, an entire entry consists of the Question, Answer, and Other Choices (for Multiple Choice).

```
File: SAMPLE1MC      Type:MC  Used: 32%
-----
1: Who was the first president of the
   United States of America?↓
A: George Washington↓
2: Abraham Lincoln↓
3: Christopher Columbus↓
4: John F. Kennedy↓
5: President Roosevelt↓
6: What is the area of this rectangle↓
   ↓
Delete this entry? Yes█      Esc cancels.
```

- When answering YES to the question "Delete this entry?", the entire entry will be deleted and all entries below it will be moved up. The cursor will be placed at the beginning of the next entry.
- When answering NO to the question "Delete this entry?", the entry will not be changed but the cursor will be moved to the beginning of the highlighted entry.
- Pressing **⌘-G** will **Get** back the last entry which was deleted by **⌘-D** and insert it before the entry on which the cursor is located. This is helpful for moving an entry to another position in the file without having to retype it. Pressing another **⌘-D**, or **⌘-?**, or **Ctrl-E** before pressing **⌘-G** will cause you to lose the deleted data.

Typestyles

```
File: SAMPLE1MC      Type:MC  Used: 6%
-----
your answers on the answer sheet
provided. DO NOT write on this test
sheet.↓
1: Who was the first president of the
   United States of America?↓
A: George Washington↓
2: Abraham Lincoln↓
3: Christopher Columbus↓
4: John F. Kennedy↓
TYPEOVER           Entry:1      ⌘-? for info,
RG                  Ctrl-E exits.
```

The **RG** at the bottom left of the screen indicates the current typestyle being used is the **Regular** typestyle (that is, not Bold, Underline, Superscript, or Subscript).

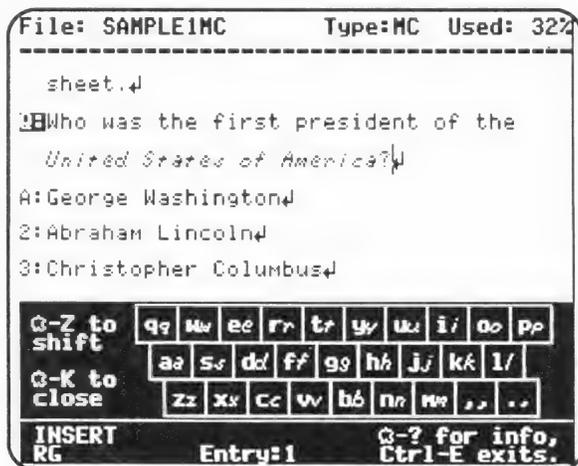
- Pressing **⌘-B** will change the **RG** to **BO** for **Bold**. All subsequent typing will be in the **Bold** typestyle until **⌘-R** is pressed changing back to **Regular**, or until another typestyle is selected.
- Pressing **⌘-U** will change the **RG** to **UL** for **Underline**. All subsequent typing will be in the **Underline** typestyle until **⌘-R** is pressed changing back to **Regular**, or until another typestyle is selected.
- Pressing **⌘ <** will change the **RG** to **SB** for **SuBscript**. All subsequent typing will be in the **Subscript** typestyle until **⌘-R** is pressed changing back to **Regular**, or until another typestyle is selected.
- Pressing **⌘ >** will change the **RG** to **SP** for **SuPerscript**. All subsequent typing will be in the **Superscript** typestyle until **⌘-R** is pressed changing back to **Regular**, or until another typestyle is selected.

Note: Only one typestyle may be used at a time. If you are typing **Bold** and press **⌘-U**, everything from that point on will use the **Underline** typestyle. When moving the cursor within the file, the typestyle will take on the characteristic of the text under the cursor. If you move into an area of the **Bold** typestyle and then start to type, the **RG** will change to **BO** and the next text you type will be **Bold**.

Fonts

All files can use two sets of Fonts; the **Normal Font** to which the Editor defaults and an **Alternate Font** (such as Spanish) selected using the Font option at the MAIN MENU (the Alternate Font is Italics if not selected at the MAIN MENU; see page 57 for details).

- **Displaying the Alternate Font Keyboard** - once you are in the Editor, you may obtain an "on screen display" of the main keys assigned to each character of the selected Alternate Font by pressing **⌘-K** for **Keyboard**. The next few pages explain Alternate Fonts using *Italics* as the example. All the other Alternate Fonts (Spanish, French, German, Greek, Script, Old English, and Symbols1) follow the same format. After pressing **⌘-K**, the Editor will display a **Keyboard** similar to this:

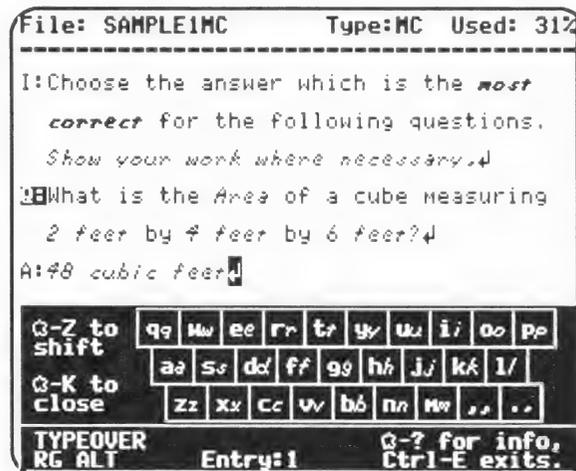


Displaying the keyboard decreases the area for typing the Entries, however the Editor will operate as usual. Merely displaying the Alternate Keyboard does NOT mean that the Alternate Font is in use. See below, **Using the Alternate Font**.

- **Lowercase** - ⌘-K will display the **Alternate Keyboard**. The keyboard will be in lowercase (unless caps lock or shift key is down) with each of the main key assignments displayed. For a complete list of the key assignments for all Fonts, see pages 95-98. These pages may be copied for use as computer reference charts.
- **Uppercase** - ⌘-Z will shift the keys displayed from uppercase to lowercase and vice versa.

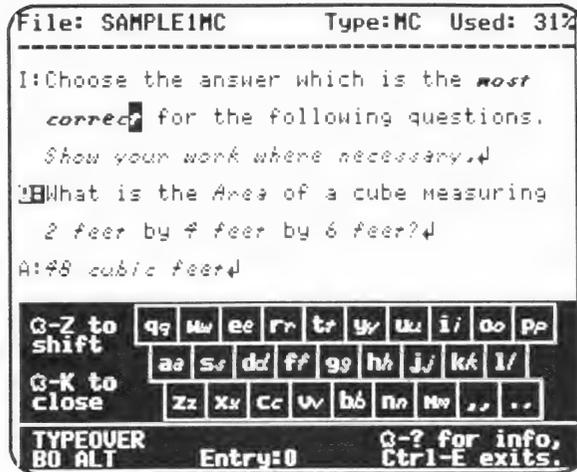
Note: The actual typing of uppercase or lowercase letters requires the use of the **Shift** key in the same manner as the Normal Font.

- **Closing the Display Keyboard** - pressing ⌘-K again (toggles between open and close) will close (remove) the **Alternate Font** display. The Alternate Font may still be used (see below) even though the display is not visible.
- **Using the Alternate Font** - the Editor defaults to the Normal Font. To activate the **Alternate Font** press ⌘-A. The letters **ALT** will appear on the bottom line of the screen indicating that anything you type will be in that **Alternate Font**. The Editor will display the Fonts in the form of WYSIWYG (What You See Is What You Get). This means that, as on the display below, the words "**most correct**" are shown in **Bold** and *Italics*, exactly as they will be printed on your worksheet.



- **Changing Typestyles** - when you are in the Alternate Font mode, you may select other typestyles (such as Bold) in the same manner as you did when using the Normal Font by using ⌘-B, ⌘-U, etc.

Note: In order for you to have your **Alternate Font** printed on your worksheet, you must print the worksheet in **Graphics** mode. If printed in **Text** mode, the characters will be in the Normal Font.

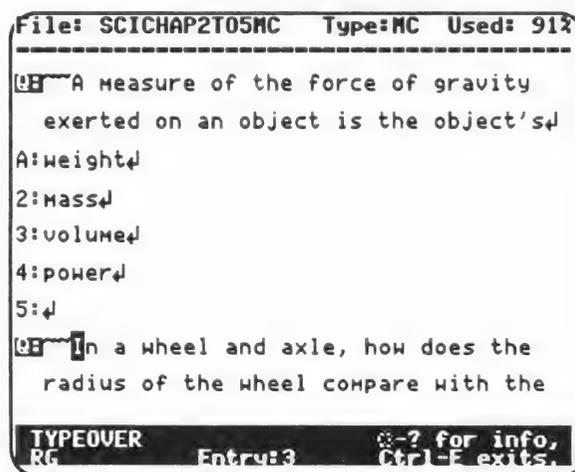


As shown above, the **BO** indicates that you are in the Bold typestyle and the **ALT** indicates the Alternate Font (Italics). Therefore the word "correct" is displayed as Bold and Italics. To change to the Underline typestyle, press **Q-U** and the **BO** will change to **UL**. To turn off a selected typestyle but remain in the Alternate Font, press **Q-A**.

- **Returning to the Normal Font** - as long as **ALT** appears on the bottom line of the screen, everything typed will be in the Alternate Font. Pressing **Q-R** will change to the Normal Font in the **Regular** Typestyle (that is, both the Alternate Font and the Typestyles will be turned OFF).

Marked Entries

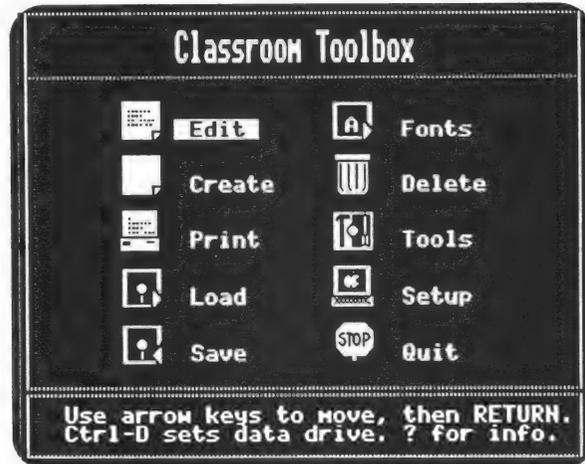
The **Special Symbols** (~~), when placed before an entry, indicate that the **Marked** entry has priority over the unmarked entries. That is, when printing a worksheet, if you choose to use **Marked** Entries, or User Selected, instead of Select Randomly, the **Marked** entries will be the first ones chosen. The **Special Symbols** must be entered as the first two characters of the entry you wish to **Mark**. These **Special Symbols** may be deleted or added at any time.



- There are some limitations and exceptions having to do with the selections made at the time you print your worksheet. See pages 37-38 and page 43 for details.
- The **Special Symbols** (~~) will not be printed on the worksheet, but merely act as a marking device to indicate that you want these entries to receive special consideration. If the symbols are placed **within** an entry instead of as the first two characters, then they are considered as regular characters and will appear on the worksheet.
- **Special Symbols** (~~) may **also** be used as the first two characters of any set of **Instructions**. This is only useful when the file is used in a Custom Designed Worksheet. A Custom Designed Worksheet may consist of a Multiple Choice worksheet taken from many different files. In general, only the instructions from the first file are printed, followed by the questions from all the selected files. If you want a certain set of instructions to **always** be printed, then that set of instructions must contain the **Special Symbols** (~~) as its first two characters.

As mentioned on the bottom of page 25, **Instructions** containing the Ⓞ-↓ as the first character will force the start of a new page at the printer. The only time the Ⓞ-↓ should not be the first character of the instructions, is when you **Mark** the instructions with the ~~ symbols indicating that it should **always** be printed and then use the ↓ symbol to indicate it should start at the top of a new page. If the ↓ symbol is placed before the ~~ symbols, then the ~~ will be invalidated and used as regular characters in the worksheet.

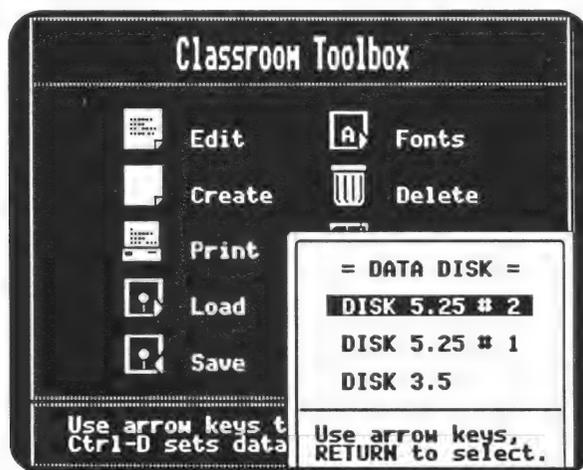
AT THE MAIN MENU



There are two special features available at the MAIN MENU. The Data Drive can be changed by pressing **Ctrl-D** (see bottom of the screen above) and **Ctrl-F** will access the FILE TRANSPORT MENU. The next few pages explain each feature in detail.

Data Disk Drive

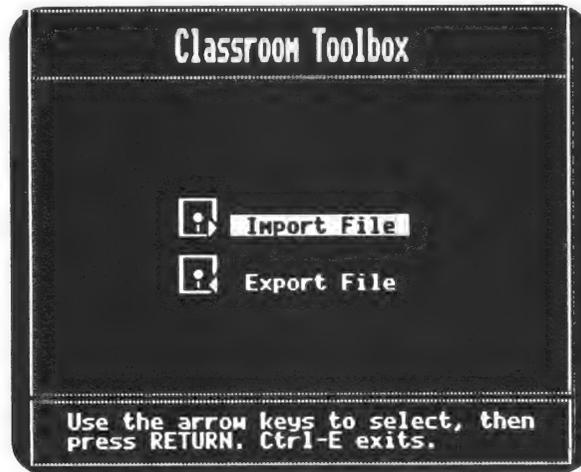
To change the **Data Disk Drive** location without going through the **Setup** option, you can press **Ctrl-D**. A screen similar to the one below will be displayed. (The drives listed in the window will be the ones attached to your computer.)



- Changing the Data Disk Drive location will temporarily use the newly selected **Drive** to **Load**, **Save**, choose **Fonts**, and any other **Data Disk** access. It will remain as set until reselected, changed in **Setup**, or until you quit and reuse the program. **Ctrl-D** is available at the MAIN MENU, SETUP MENU, PRINT MENU, and TOOLS MENU.

Transporting Files

At times you may want to use a file from *Classroom Toolbox* in another program or a file from another program in *Classroom Toolbox*. Pressing **Ctrl-F** at the MAIN MENU will bring up the **File Transport Menu**.

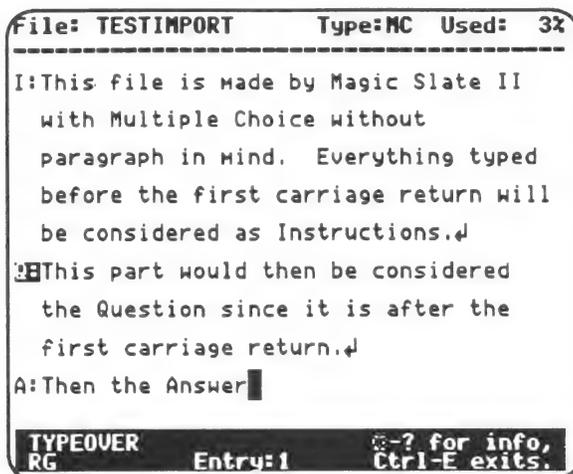


- **Import File** allows you to bring a ProDOS ASCII (text) file from another program (generally a word processor) into the *Classroom Toolbox* Editor. This can be especially helpful when used for Exporting to a word processor for spell checking the file and then Importing it back into *Classroom Toolbox*.
- Since the Editor in *Classroom Toolbox* is a **Prompted** Editor, the information being **Imported** must be in a similar form or else it may not be usable. Your file must have been typed with a specific file type in mind so that the **Prompts** will match. This example uses a Multiple Choice file to explain the Import option.
- After choosing to Import a file, you will be asked to name the file. This name will be used in the Editor, since upon Importing the file you will be in the Editor.
- You will then be asked for the type of file into which the information is to be Imported. As mentioned previously, all Imported files must conform to the style of the prompts in *Classroom Toolbox* Editor. To have a file that will Import into a Multiple Choice file it would need to be typed as follows:

```
This file is made by Magic Slate II with Multiple Choice
without paragraph in mind. Everything typed before the
first carriage return will be considered as Instructions.↵
This part would then be considered the Question since
it is after the first carriage return.↵
Then the Answer↵
Choice #2↵
Choice #3↵
Choice #4↵ (notice on the next line is just a return to skip choice 5)
↵
This would be the second Question↵
```

Note: During the importing of a file, if the prompts don't match or you are not getting what you expect, you can press **ESC** or **⏏** to terminate the process.

- The Imported file in the Editor would look something like this:



Export File allows you to take any *Classroom Toolbox* file and change it to a ProDOS ASCII (text) file for use in another program like a word processor.

- Any type of file may be Exported from *Classroom Toolbox*. The Exported file will be changed to a text file and saved on your Data Disk.
- You will be warned that after **Exporting** a file you will lose it and therefore, you should save the file if you haven't done so already.
- You will then be asked to name the file that is going to be **Exported**.



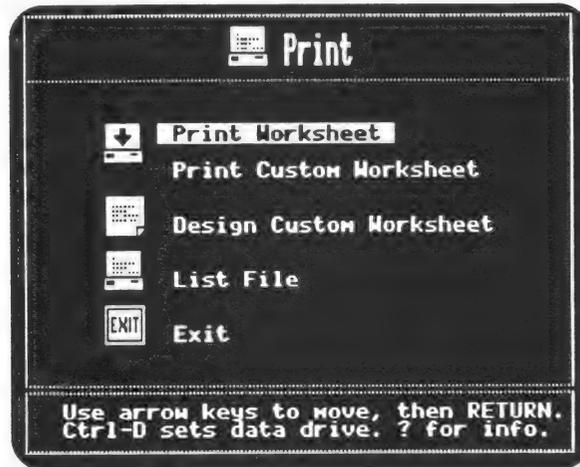
It is best to use a different name for the new file so that it doesn't replace the original *Classroom Toolbox* file. The new file will not be able to be Loaded using *Classroom Toolbox*, except through the Import option, since it is a Text file.

- You will be returned to the MAIN MENU after the **Exported** file is saved.

Caution: The Exported file will **NOT** contain a password. Please be careful with this Data Disk.

PRINT

The PRINT MENU allows a choice of the following options:



Print Worksheet - lets you choose the type of worksheet to be printed from a single file in memory or a single file saved on your Data Disk. You may choose the Quick Format or the Specified Format (see below through page 41 for details).

Print Custom Worksheet - lets you print a special worksheet that has already been saved on your Data Disk using the Design Custom Worksheet option. This allows you to print the specially-designed worksheet many times and only do the design work once (see page 42 for details).

Design Custom Worksheet - lets you design, print, and save worksheets which have been made by combining data from various files and various types of formats. It also allows you to print out more than one version of a designed worksheet (see pages 43-51 for details).

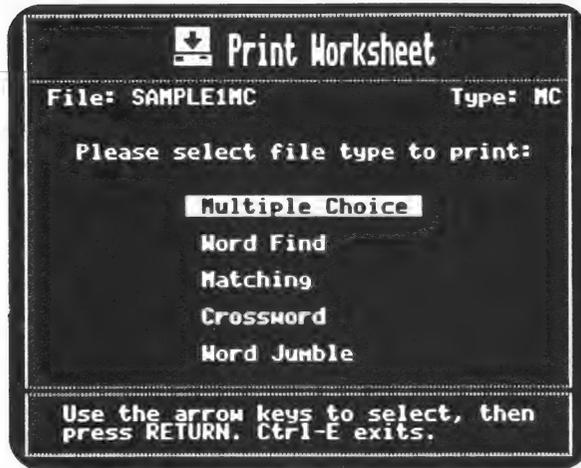
List File - lets you list out a file exactly as you typed it, with or without the entries being numbered (see pages 51-53 for details).

EXIT - returns you to the MAIN MENU.

NOTE: Remember that you may press **Ctrl-D** at any menu to use a different Data Drive than the one designated in the SETUP.

Print Worksheet

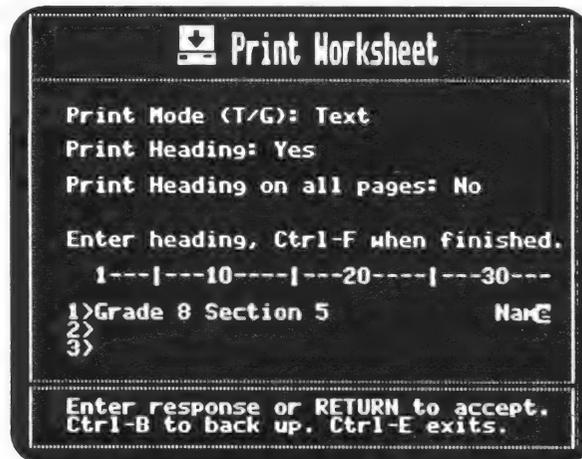
This option allows you to print any of the file types which you created using **Create** on the MAIN MENU. You can either use the current file in memory, or if there isn't one in memory, select one from a list displayed. For this explanation, it will be assumed that there is a file in memory called **SAMPLE1MC**. After confirming that the file in memory is indeed the one you want to use, the screen on the next page will be displayed.



Since a Multiple Choice file can generate any of the worksheets listed, you can select the type of worksheet you want. Upon choosing the desired type (Multiple Choice in this case), you can choose from Quick Format or Specified Format.



- **Quick Format** - will use the program's default format. You can, however, choose **Text** or **Graphic** printing and will have the option of printing a **Heading** on the worksheets.



- Entering a **T** or **G**, when the cursor is on the **Print Mode** option, indicates that the worksheet to be printed will either be in **Text** or **Graphic** mode. **Text** is generally adequate for all worksheets **except** those which use an alternate font (Italics, Spanish, etc); they must use **Graphics**. For a Crossword Puzzle, the **Graphic** mode produces the best looking puzzle.
- Entering **Y** for YES on **Print Heading** allows you to have a heading printed on just the first page or on all pages. A typical heading might look like this:

Grade 8 Section 5 Test

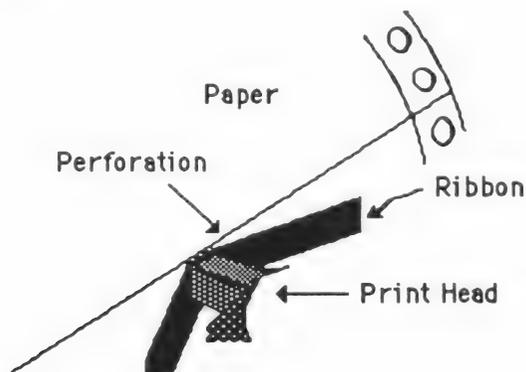
Name _____

You can enter up to 3 lines of text with 70 characters per line. The area in which you are typing will scroll the text to the left as you type.

- To place consecutive page numbers on you worksheet, place two number signs (##) on the **first line** of the Heading at the position you would like the page number to appear. This will print the page numbers on all pages of the worksheet. This option is not affected by selecting to have the Heading printed only on page one.
- To move within the heading:
 - Use the left and right arrows to move the cursor on a given line.
 - Use the up arrow or down arrow to move to the previous or next line.
 - Use the **Delete** key to erase characters preceding the cursor.
 - Use **Ctrl-B** to move out of the Heading area back to the previous question.
 - Use **Ctrl-L** to clear the entire Heading area and start over.
 - Use the **RETURN** key to move to the beginning of the next line. When you are on the third line, the **RETURN** key will bring you to the beginning of the first line.
- Press **Ctrl-F** to indicate you are **Finished** typing the **Heading**. You will be told to adjust your printer at the top of the paper and press **RETURN** when you are ready to print. Your worksheet will then be printed along with the answer key.

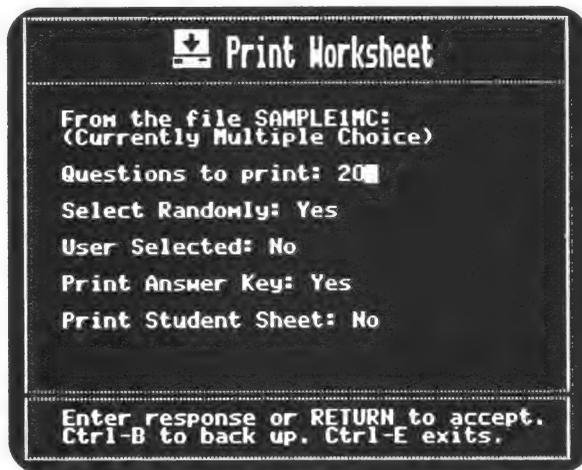
Note: *Lining up the paper to top of page*

Line up your paper so that the perforation line is directly at the top of the ribbon position on the paper before you begin to print:



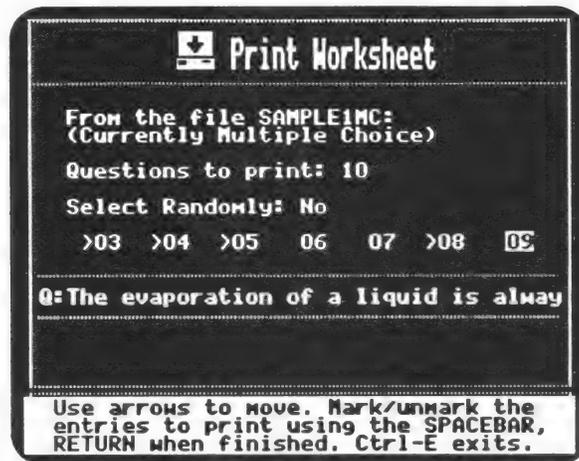
This setting will usually ensure correct paging. As long as you don't adjust the paper in the midst of printing, all subsequent pages should be correctly aligned. If slight paper adjustments are needed, use the **Spacebar** to pause the printing.

- **Specified Format** - allows you to choose from a wide variety of options:



- **Questions to Print** - to see the current number of questions in the file. Press **RETURN** to accept that number of questions for the worksheet or use the **Delete** key to back up and type in the number for the questions desired. (See the Note on page 46.)
- **Select Randomly** - answer YES to select the desired number of questions from the file in a random order. Answer NO to be able to work with the User Selected option. The following possibilities are then presented:
 - **User Selected: No** - if you answer NO to both Select Randomly and User Selected, entries will be printed in the order they appear in the file (sequentially).
 - **User Selected: Yes** - you can choose some or all of the questions from the current file (only possible if you have answered NO to Select Randomly). You will be presented with the first line of each question (see top of next page) and two situations to consider depending on the contents of the file:
 - **Without Marked Entries** - if no Marked Entries appear in the file (see page 30 for Marked Entries), then the questions you select in the window, will appear on the worksheet. See Selecting Questions on the top of the next page for details.
 - **With Marked Entries** - entries you marked in the file with the Special Symbols (~~), along with any entries you select in the window, will be selected in the order in which they appear in the file. If more questions are needed to reach the total requested, they will be chosen randomly from the remaining questions.

- **Selecting Questions** - after answering YES to User Selected, you will see a display similar to this:

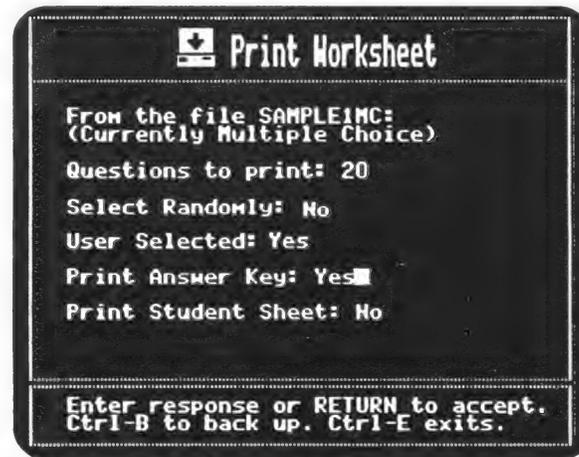


The number under the cursor (09) represents the Entry number of a Question in the file. Part of the first line of that Question is displayed on the screen.

- **Selecting a Question** - press the **Spacebar** to place the > next to the corresponding number of the question you wish to select. The selected question is now marked to be printed on the worksheet.
- **Unmarking a Question** - with the cursor on an entry marked with a >, again press the **Spacebar** and the > will disappear (unmarks the question).

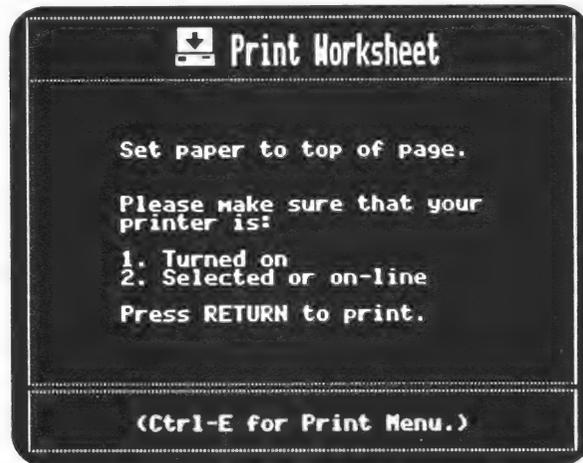
Note: It is helpful to have a printout of your file as a reference when selecting which questions to print. If the number of **User Selected** entries is less than the number of **Questions to Print**, then the rest of the entries will be selected randomly. If the **User Selected** entries exceed the number of **Questions to Print**, then the entries will be selected starting with the lowest number and proceeding in ascending order until the total required is reached.

Upon pressing **RETURN**, you will continue with the screen below:



- **Print Answer Key** - prints an answer key for your worksheet.

- **Print Student Sheet** - prints a numbered sheet with blanks on which the students can place their answers to the corresponding questions. In this way, the students do not need to write on the worksheets, allowing the worksheets to be used for another class.
- After selecting the student sheets, you will select **Text** or **Graphic** printing and a **Heading** in the same manner as described in the **Quick Format** on pages 36 and 37. You will then be given time to adjust the printer paper.
- Prior to pressing **RETURN**, the following options are available:
 - **Ctrl-L** prints a **Light** Crossword file and single spaces the questions in Crossword or Matching to fit more on a page and save paper.
 - **Ctrl-N** switches back to **Normal** printing (the default).
 - **Ctrl-D** prints a **Dark** (solid black background) Crossword grid, which is the best if you are planning to make copies of the grid.

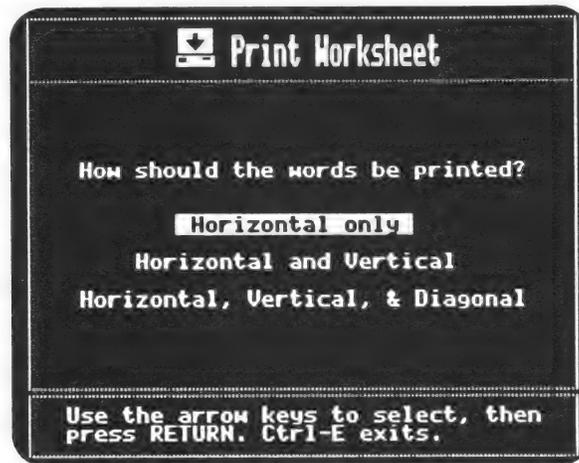


- After your Worksheet, Answer Sheet, and Student Sheet are printed, you will be returned to the PRINT MENU.

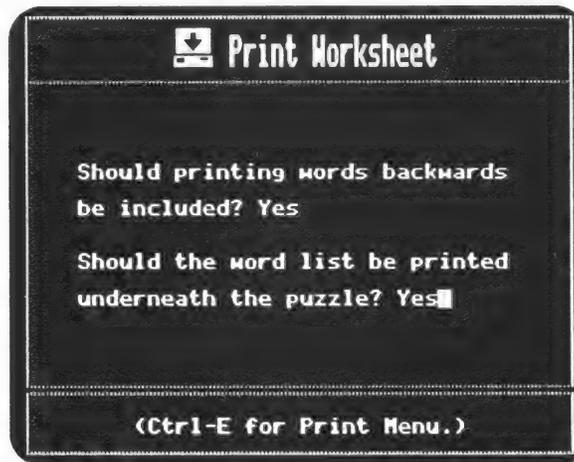
The Print Worksheet section has been explained using a Multiple Choice format as an example. The other types have the same options with the following exceptions:

- No **Student Sheet** is available for **Word Find**, **Crossword**, or **Free Form** since these worksheets require the students to write directly on the worksheet.
- The screen requesting you to **Please Select the File Type to Print** (see top of page 36) is not an option for **True/False** or **Free Form** since only one option is available in each of these file types.

- In **Word Find**, after answering whether or not you want an Answer Key to be printed, the following screen will be displayed:



This option allows you to determine how the words should be arranged in the grid, thus you design different worksheets for different levels of ability. After deciding on the arrangement of the words, the following options are displayed:



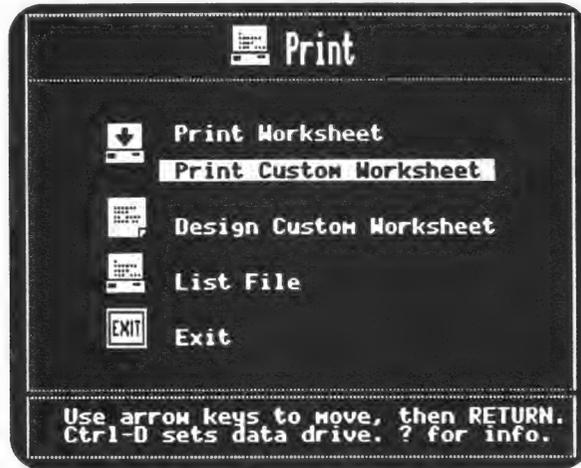
Since **Backward** searching is much harder for most young students, you can introduce Backward searching, first with **Horizontal**, then with **Horizontal & Vertical**, and finally by combining them all on one grid.

At times you may NOT want to place the words under the grid, thus answer NO (you may want to tell the students the words so that they have to spell them correctly in order to locate them on the grid). Upon pressing **RETURN**, you can place a Heading on your worksheet.

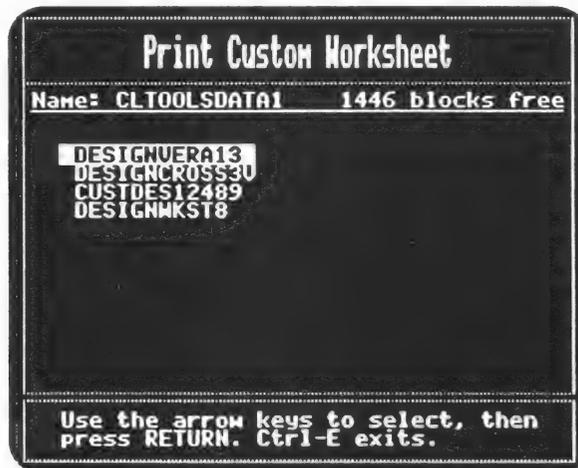
The **Word Find** will only print out in **Text** mode. Therefore the **Text** or **Graphic** option is not given, and Alternate Fonts cannot be used.

Print Custom Worksheet

The **Print Custom Worksheet** option prints out a special worksheet as long as it has already been saved on your Data Disk using the **Design Custom Worksheet** option.



You can only use this option when you have already **Designed** a **Custom Worksheet**. After choosing this option, you will be asked to place the disk containing the saved **Custom Designed** file you would like to use in the disk drive. You will then get a list of the appropriate files as shown below:

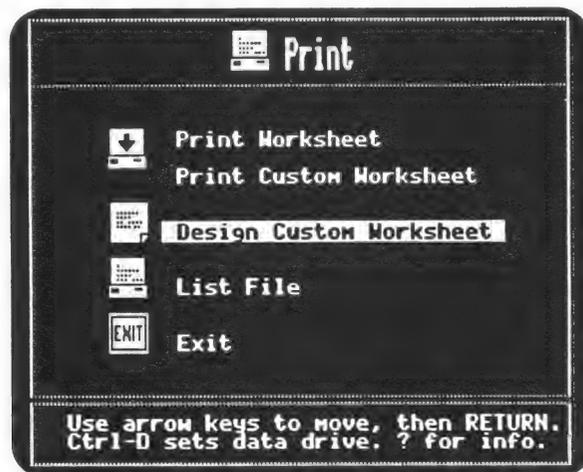


Choose one of the files and press **RETURN** to load the file. Since all the **Design** work has already been taken care of, you will be told to make sure the printer is ready and the paper is properly adjusted. The worksheet will then be printed.

Design Custom Worksheet

This is probably the most flexible and time-saving option in *Classroom Toolbox*. Design Custom Worksheet is useful whenever you want to:

- Print a number of different versions of the same worksheet.
- Print a number of different types of worksheets from the same file.
- Print a single type of worksheet from a number of different files.
- Or any combination thereof.



The file made through **Design Custom Worksheet** is merely information for the program concerning how to print your special worksheet. The file consists of:

- The number of versions of the worksheet to print (up to 9 versions)
- The names of the files to be used in the worksheet (up to 20 files)
- The number of questions from each file
- The desired question types to include (such as Matching, Crossword, etc.)
- How to choose the questions (random or marked entries)
- The heading information
- Whether or not to include an answer key and/or a student sheet
- The print mode in which the worksheets are to be printed.

This information cannot be changed once the Custom file has been saved. The information contained in the Custom file may be listed through the **List File** option on the PRINT MENU (see pages 51 for details).

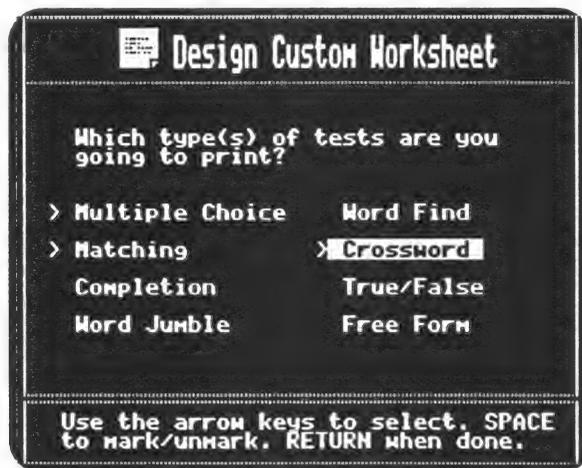
Once the Custom file is saved on your Data Disk, you can use it to print the worksheet at a later time through the **Print Custom Worksheet** option discussed on page 42.

A considerable amount of planning is needed before attempting to design your first custom worksheet. See **Planning Worksheets** on page 67.

Upon choosing **Design Custom Worksheet**, enter the number of versions of the worksheet you would like. You may choose to have from one to nine different versions. To identify the different versions of the worksheets and corresponding answer keys and student sheets, a number is printed in the bottom right-hand corner of all worksheets. For example, if version one has 08923-1, then version two would have 08923-2.

If three versions of a worksheet are selected to contain 20 questions each, the questions will be randomly chosen from the total number of questions in the file (as long as random selection was used). In Multiple Choice, if you have chosen to have the versions differ **by answer only** (see page 47), the same 20 questions will appear on each version in the identical order but the answers to the questions will be scrambled. (See page 50 for more information on Version Numbers.)

Next you need to decide on the different types of worksheets you are going to use to comprise this **Custom Worksheet**.



To choose the types of test files for your worksheet, use the **Arrow** keys to move the highlight bar from one type to the other. Press the **Spacebar** to mark the file with a >, indicating it is one of the types of files desired. The above screen indicates that this example will use Multiple Choice, Matching, and Crossword type files to design the **Custom Worksheet**. (You cannot choose Crossword or Word Find in Custom Design unless you have 128K of memory.)

After pressing **RETURN**, the following display will be shown:



Only the file types you have chosen will be shown. You must decide in which order you want the three parts to appear in your **Custom Worksheet** (in this case Matching, Multiple Choice, and Crossword).

An order number must be placed in front of each of the test file types before you move to **Done**. After you have numbered each file type and selected **Done**, you will begin **PART 1: Matching** of the design. (Parts 2 and 3 will follow as they were chosen on the bottom of page 44; that is, **Part 2: Multiple Choice** and **Part 3: Crossword**.)



You must insert the Data Disk containing the Matching files you want to use. After inserting the correct disk, you will be given the list of files which can be used to create Matching worksheets from that disk.



You may choose to have the questions taken from one or more files. In this example, two files are being used for Matching; they are SCICHAP2TO5MT and SCICHAP7-MATCH. The instructions for each PART of the worksheet will be taken from the First File selected, unless the instructions contain a Special Symbol (see page 31).

NOTE: The file names are given by the person who creates the file. Many times the name only makes sense to that person. For example, SCICHAP2TO5MT is a file made up of Science questions from chapter 2 to chapter 5 and are made using the Matching option. Giving files meaningful names will be very helpful to you later.

After you have selected the files to use in **Part 1: Matching**, you will need to decide on the specific information to take from each file.

```

  Design Custom Worksheet

From the file SCICHAP2TO5MT:
Part 1 - Matching File # 1
Questions to print: 66
Select Randomly: Yes
Use marked entries: No
Print Answer Key: Yes
Print Student Sheet: No
Print Mode (T/G): Text

Enter response or RETURN to accept.
Ctrl-B to back up. Ctrl-E exits..

```

With one exception, you will be following the same procedure as described in Specified Format on pages 38 and 39. Since the selected files may be edited considerably after the creation of the Custom Design, the **User Selected** option is not available. You may, however, specifically choose which entries to include on the worksheet by using the **Marked Entries** option. The entries you want to include must have been marked in the Editor and then saved prior to using the Design Custom Worksheet option (see **Marked Entries** on page 30). If the number of marked entries is the same as the questions to print, randomization is disabled and multiple version is irrelevant.

Note: A file containing 40 questions when you design a Custom Worksheet won't necessarily have 40 questions a month later, since you may have edited that file. Even though the file contains more questions, the Custom Worksheet you have made is only going to use the number of questions (40) that you entered in the design. Therefore, if you want to have your Custom Worksheet always print ALL of the questions in the file, use the number 999 in answer to Questions to Print. Whether you have added or deleted questions, the total number in the file will be printed.

After completing the information for the first file (SCICHAP2TO5MT) in **Part 1: Matching**, you will be presented with information needed for the second file.

```

  Design Custom Worksheet

From the file SCICHAP7MATCH:
Part 1 - Matching File # 2
Questions to print: 5
Select Randomly: Yes
Use marked entries: No

Enter response or RETURN to accept.
Ctrl-B to back up. Ctrl-E exits..

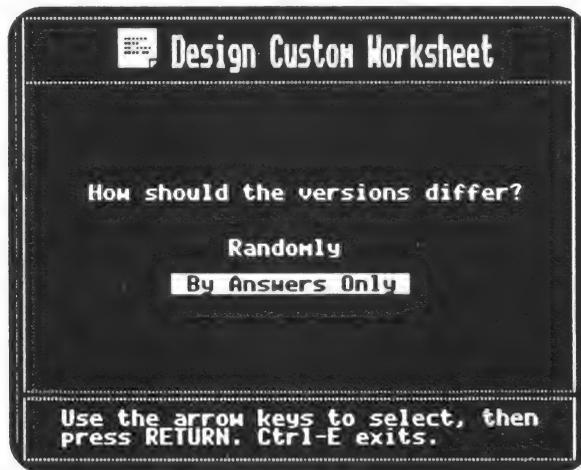
```

Since you are still in **Part 1: Matching**, the only information needed is how many questions to take from this file and how those questions should be selected.

After completing the **Part 1: Matching** section for the second file, you will be asked to make sure that the correct Data Disk is in the drive in order to start working with the Multiple Choice files. The list of Multiple Choice files on that Data Disk will be shown.



You now need to choose the files for **Part 2: Multiple Choice** in the same manner as you did in **Part 1: Matching**. If you choose to take questions for Multiple Choice from three files, then you will need to supply information similar to that requested in **Part 1**, for all three files. Additionally in Multiple Choice, if you request more than one version of the worksheet, the following information is needed:



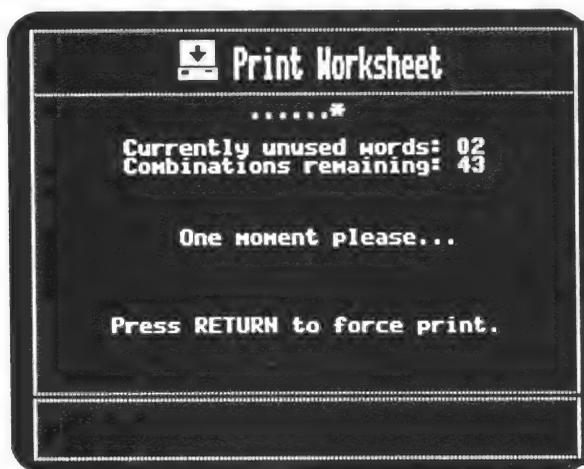
This information allows you to create worksheets which at first glance look the same, except that the possible answers for the Multiple Choice have been scrambled from one version to the next. This option is only available for Multiple Choice.

On the other hand, if you request a Word Find file, you need to decide whether you want to have the words printed horizontally, vertically, diagonally, and /or backwards (see page 41 for details). A Crossword file will look best if printed in Graphics rather than Text.

- **Save Only** - Saves the Custom Worksheet you have just designed so that you can print it at a later time. Again, remember to name the file something that makes sense to you. You can also place a password on the file.

If time permits, it is best to choose **Save & Print Designed Worksheet**. To Save the worksheet, you will need to give the Custom Worksheet a name. Since this file is a design of how you want your worksheet printed and not a file created using the Editor, you will not be able to load this file and view or change it in the Editor. You will, however, be able to List it on your printer to see the make-up of the file (see List File, page 51). One reason for giving it a special name is so that you don't Delete the wrong file by mistake in the Tools options. All files are listed when using Copy or Delete on the **TOOLS MENU** (see page 59 for details).

During the printing of the worksheet, if you have chosen to print a Crossword type of file, you may see a screen similar to this:



In order to fit the answers (words) for the selected questions in the grid to form a true Crossword Puzzle, many combinations of arrangements must be considered. Once in a while this may take longer than you would like to wait. If you have chosen to have 45 questions in Crossword, but are satisfied when a Crossword of 40 can be printed, you could press **RETURN** when the display reads - **Currently unused words:5**.

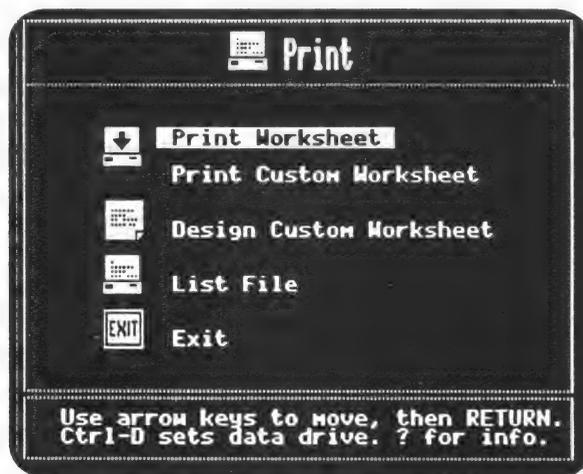
In some cases, there may be answers which physically cannot fit or have no place to be positioned in the Crossword grid. Since all words must be connected to at least one other word in the grid, the word **WRY** would not fit if none of the other answers contained a **W**, **R**, or **Y**. Therefore, the **Combinations remaining** may run down to zero with some answers still not included in Crossword. If this is the case, the Crossword file will be printed out with less than the number of questions requested.

Version Numbers

To keep the different versions of the worksheets and corresponding answer keys sorted, a number is printed in the bottom right-hand corner of all pages. By matching up the numbers, you will have the answer keys and students sheets matched with their corresponding worksheets. The number may look something like 08923-1. The first 5 digits are unique to the set of randomly selected questions on a worksheet; they are different from the five digits on another set of randomly selected questions taken from the same file. The single digit following the hyphen will be one unless you have chosen multiple versions of the same worksheet in Design Custom Worksheet. If more than one version is requested, the single digit corresponds to the specific version (1 to 9) within that set.

At times you may find a worksheet (especially Crossword) that you would like to reproduce, or you may have a student who would like to make up a certain test and have no unused tests. The following option is also helpful for reprinting a master test.

- If the desired worksheet was produced using the Print Worksheet option, you may reproduce the same worksheet by noting the version number (first 5 digits) and proceeding to the PRINT MENU shown below:



- Press **Ctrl-T** and you will be asked to type in the version number. After doing so, choose Print Worksheet from the PRINT MENU. Then, by choosing the same file, number of questions, etc. as before, the same worksheet will be printed. The version number will stay in effect until you return to the MAIN MENU or press **Ctrl-T** and type a zero to indicate a random version.
- If the desired worksheet was produced using Design Custom Worksheet and you have saved the designed file, you will also be able to reproduce the worksheet.

After you press **Ctrl-T** at the PRINT MENU, type in the version number (first 5 digits) as before. But this time, when you are returned to the PRINT MENU, select Print Custom Worksheet and then select the name of the worksheet you desire. If the design originally contained 3 versions, then you will receive the same 3 versions as the first time it was printed. If you desired a worksheet with the version number of 08923-2, then you would enter 08923 after pressing **Ctrl-T** and the second worksheet printed will be the one you want.

List File

It is worthwhile to keep a file of printouts of all the important worksheets that are on your Data Disk. This will eliminate having to load the file and look at it in the Editor to view its contents. It is also a good idea to have this paper backup in case your Data Disk and backup copies are destroyed.



The List File option allows you to get a printout of the files you have saved on your Data Disk. Upon selecting List File, you will be shown a list of all the files on your Data Disk. In addition to the regular worksheet files, the list also includes any Designed Custom Worksheet files saved on the Data Disk. After selecting a file to list, you will be given the following options concerning the listing:

- **Text** - the quickest way to list out the file. Generally Text mode is adequate for all types of listing **except** if your file uses an Alternate Font.
- **Graphics** - takes a little more printing time than the Text mode, but is **necessary** in order to get a listing of files using the Alternate Fonts.
- **WITH Entry Numbers** - places Entry 1, Entry 2, etc, before each entry as well as numbering each page and placing the file name at the top of the page. This option is very useful if the printout is to be kept as a reference sheet for use with **Design Custom Worksheet**.
- **WITHOUT Entry Numbers** - lists the file exactly as it was typed in the Editor. There will be no Prompts, Entry numbers, page numbers, or file names listed. This option is useful if you want to use **Classroom Toolbox** as a mini word processor using the True/False file type to write a letter. (See True/False on page 77 for details.)

Below are two sample listings. The first is from the file SCICHAP2TO5MC printed WITH entry numbers. The second is the same file listed WITHOUT entry numbers.

FILE: SCICHAP2TO5MC

PAGE 1

I: On your answersheet, write the letter of the term or phrase which correctly completes the statement or answers the question.

ENTRY 1

Q: Work is the product of force and
A: distance
2: time
3: power
4: speed
5:

ENTRY 2

Q: A measure of the force of gravity exerted on an object is the object's
A: weight
2: mass
3: volume
4: power
5:

ENTRY 3

Q: In a wheel and axle, how does the radius of the wheel
radius of the axle?

On your answersheet, write the letter of the term or phrase which correctly completes the statement or answers the question.

Work is the product of force and
distance
time
power
speed

A measure of the force of gravity exerted on an object is the object's
weight
mass
volume
power

In a wheel and axle, how does the radius of the wheel compare with the
radius of the axle?
the wheel is larger
they are the same
the axle is larger

The unit of work in the metric system is the
joule
newton
meter/second
watt

Which of the following is a compound machine?

Below is the listing of a Design Custom Worksheet file called CUSTDES12489. As shown in the listing, the file contains the following information:

- The **File Name**: CUSTDES12489
- The number of **Versions to print**: 1
- The types of **Worksheets To Be Printed**:
 - Multiple Choice
 - Matching
- **Files To Be Used** in each type of worksheet:
 - SCICHAP2TO5MC
 - SCICHAP2TO5MT, SCICHAP2TO5MC, & SCICHAP7MATCH

FILE: CUSTDES12489			
Versions to print: 1			
WORKSHEET TO BE PRINTED	FILES TO BE USED	NUMBER OF QUESTIONS	PRINT MODE
Multiple Choice	SCICHAP2TO5MC	R 25 *	Text
Matching	SCICHAP2TO5MT	R 5	Text
	SCICHAP2TO5MC	R 5	
	SCICHAP7MATCH	R 5	
* Randomized questions & answers			
Student Sheet: Yes			
Answer Key: Yes			
Headings: Page 1 only			
Multiple Choice/Matching		Name _____	

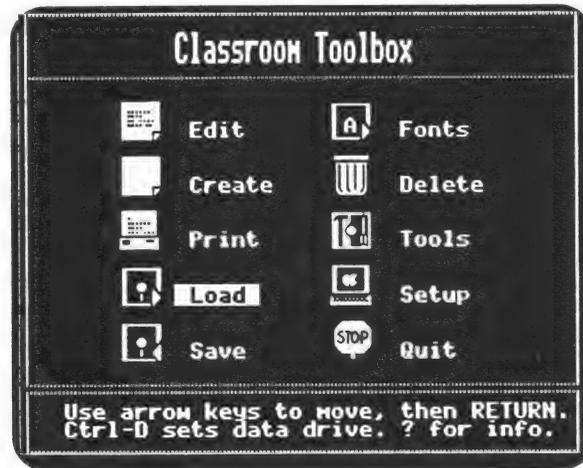
- **Number Of Questions** from each file and whether the questions are **Marked (M)**, **Random (R)**, or **Sequential (S)**.
- The **Print Mode** (Text or Graphics) of each type of worksheet.
- Whether to include a **Student Sheet** and an **Answer Key**.
- The **Heading**, if included, and whether it's on the first page or all pages.

Exit

The Exit option on the Print Menu returns you to the MAIN MENU.

LOAD

The **Load** option retrieves a previously saved file from your Data Disk. That file can then be changed in the Editor or printed as a worksheet.



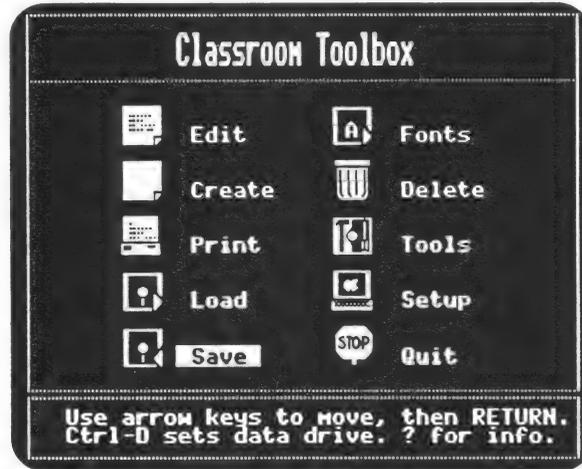
After selecting **Load** from the MAIN MENU, the list of the files saved on your Data Disk will be displayed. To select a different disk drive from the one currently selected in **Setup**, use the **Ctrl-D** option (see page 32 for details).



Use the arrow keys to move to the desired file and press **RETURN**. The selected file, in this case SCICHAP2TO5MC, will be loaded into memory. If the file was saved with a password, you must type the password before the file will be loaded.

SAVE

The **Save** option stores the file currently in memory onto your Data Disk. (If you do not have a Data Disk, use the **Make** option from the TOOLS MENU, see page 62.) To change the Data Disk Drive without going to the **Setup** option, press **Ctrl-D** and select the disk drive of your choice. You may then select **Save** from the MAIN MENU.



- **Naming the File** - you may **Save** this file using the same name by which you created the file or you may choose a different name. The name may consist of letters, numbers, and/or periods, but must begin with a letter. When naming a file, it is helpful to use a name which helps distinguish it from other files. For example, SCI3.20.89FF may describe a Science Free Form test created on March 20, 1989.
- **Changing the Name** - you may want to change the name of a file before saving it, especially if you have added information to the file. To accomplish this, answer NO to the following question:



You will be able to enter a new name for the file. The old name will remain on the screen. This is helpful when you want to vary the new name slightly from the old name.

- **Saving with a Password** - you must also decide whether or not you want to attach a password to the file being saved. This means you will need to remember the password whenever you want to Load, Save, Delete, or Copy the file. It also allows you to make sure that the information in the file is only accessed by those to whom you have given the password.

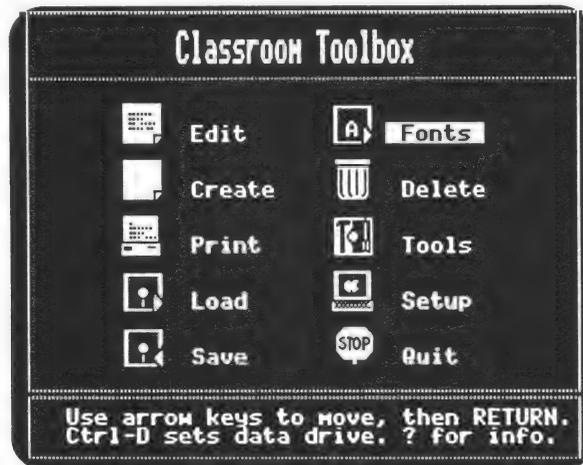


If you decide to use a password, you will be asked to type it twice to be sure that you have not made a typing error. The password will NOT show up on the screen. This ensures that someone else can't see what you have typed. When using the password, it is a good idea to keep the same password for all your files. If you give a different password to each file, it will be extremely difficult to remember which file goes with which password (unless you have a special method worked out for this purpose).

- **Backing up your work** - save the file to more than one Data Disk whenever possible. This "Backup Disk" will save you many headaches and much time in the unfortunate event that your Data Disk or the information on the disk becomes unusable. If you have information that has taken many hours to type, a third copy of the Data Disk should be kept at home or in a different building in case of a fire or vandalism. Anything that has taken a considerable amount of time to type is worth the extra time to **Save** a second and third time. You may also use the **Copy Disk** option on the TOOLS MENU to copy an entire Data Disk (see pages 61 and 62).

FONTS

The **Fonts** option uses one **Font** (Spanish for example) in addition to the Normal Font when creating a file. This extra **Font** is called your Alternate Font. Unless you have chosen **Fonts** from the MAIN MENU and selected a different one, the Alternate Font will default to *Italics*.



After choosing **Fonts**, you will be given the list of available **Fonts** from whichever disk drive you have set up as your Data Disk Drive. To change the location of your Data Disk without going through the **Setup** option, press **Ctrl-D** at the MAIN MENU and choose your desired disk drive location. The available Fonts are as follows:

- On your program disk: **Italics**
- On your Data Disk:
(also on the 3.5"
Program Disk) **Italics**
Spanish
French
German
Greek
OldEnglish
Script
Symbols1

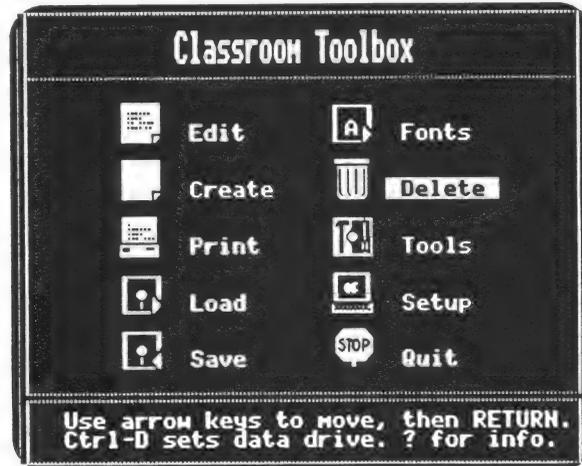
(See pages 95-98 for sample charts of each **Font**.)

- When you Make more Data Disks, it is a good idea to transfer the needed **Fonts** to the new Data Disk each time. Since the **Fonts** occupy very little space on a disk, transferring all of the **Fonts** to every Data Disk is recommended.
- After choosing your desired **Font**, you will be able to use that Alternate Font in the Editor along with the Normal Font. Remember there will, at all times, be two Fonts available in the Editor. Unless changed through the **Fonts** option, the Alternate Font defaults to the *Italics* Font.

Note: For more details on accessing the **Fonts** in the Editor, see pages 28-30.

DELETE

The **Delete** option erases a file that was previously saved on a Data Disk using the *Classroom Toolbox* Save option. This option will not allow you to erase a Font file from the Data Disk (see **Delete** on the TOOLS MENU, page 63).



After selecting **Delete** from the MAIN MENU, you will be given a list of all of the files you have saved on the Data Disk (excluding Font files).



To **Delete** one of the files listed, move to the desired file and press **RETURN**. If the file was saved with a password, type the correct password. Then as a precautionary measure, you will be asked to confirm that you indeed want to **Delete** the selected file from the disk. Only after a positive response, will the requested file be **Deleted**. If you answer **NO** or press **Ctrl-E** instead of a positive response, you will be returned to the MAIN MENU.

Note: If a file is mistakenly deleted from a disk, there is a possibility that it can be recovered by using the **Undelete** option on the TOOLS MENU (see page 63).

TOOLS

Selecting the **Tools** option from the MAIN MENU displays the TOOLS MENU.



Listed below is a brief description of each option on the TOOLS MENU followed by a corresponding page number providing a more detailed description of the option.

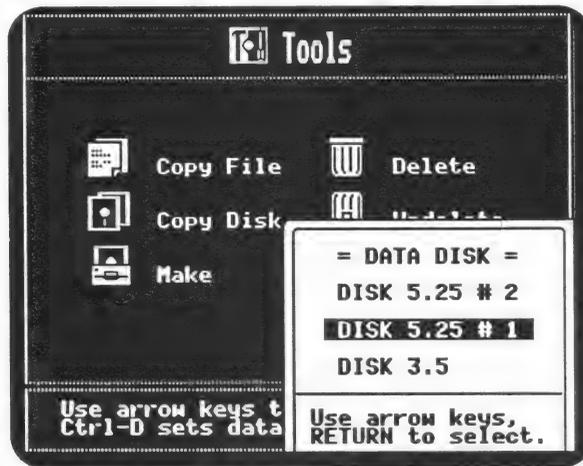
- Copy File:** copies a selected file or files onto another disk (page 60)
- Copy Disk:** copies an entire Data Disk to another disk (page 61)
- Make:** prepares a disk for use as a Data Disk (page 62)
- Delete:** deletes a selected file from the disk (page 63)
- Undelete:** attempts to restore a previously deleted file (page 63)
- Exit:** returns you to the MAIN MENU (page 64)

Note: At any menu, pressing "?" will give you information about the option currently highlighted.

Throughout the Tools options, if an operation you are about to perform could result in an irreversible condition or loss of data, the default prompt will be No. You must press Y to confirm that the operation should be executed.

At any time while in Tools, you may return to the TOOLS MENU by pressing **Ctrl-E**. Pressing **Ctrl-E** at the TOOLS MENU however, will return you to the MAIN MENU.

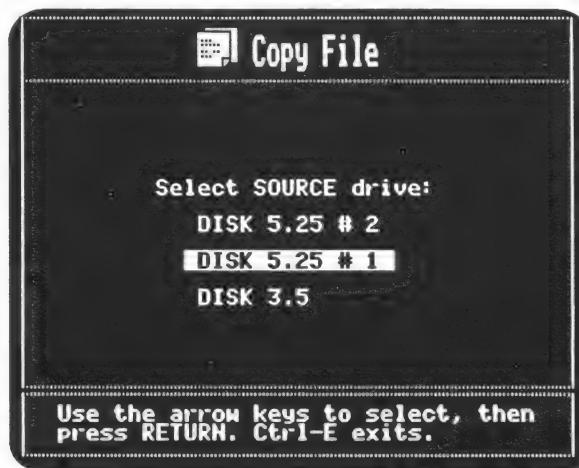
At the TOOLS MENU, you can also change the current location of your Data Disk by pressing **Ctrl-D**. A list of the devices currently attached to your system is displayed.



Use the arrow keys to highlight the location of your Data Disk drive and press **RETURN**. This selection will remain in effect throughout the use of the program.

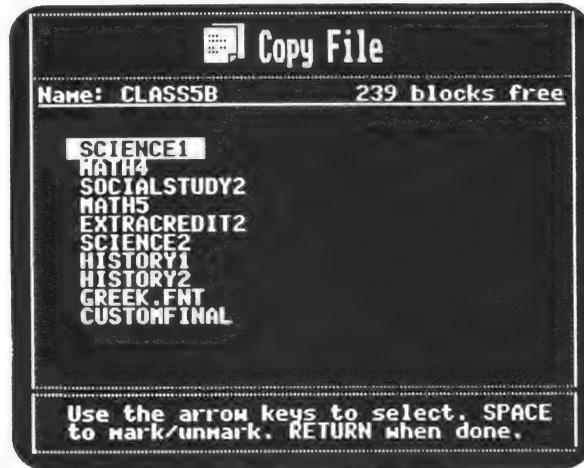
Copy File

To **Copy Files** from one disk to another, select **Copy File** from the TOOLS MENU. You must then indicate the location of your source disk. The source disk drive is the disk drive containing the disk **from** which you want to copy the file(s):



Next, you will be asked to indicate the location of the destination drive. The destination drive is the disk drive containing the Data Disk **onto** which you want to copy the file(s).

After indicating the location of your destination drive, you will be given a list of files from your source disk:



Select the file you wish to copy. If you want to copy more than one file, press the **Spacebar** to place a check mark (>) next to the file names desired. Once you have marked all the files you wish to copy, press **RETURN**. The copying process will then begin.

If you have 128K of memory, only one disk drive, and need to copy more than 6 files, it may be faster to select **Copy Disk** (see below). Once you have the new copy of the disk, you can delete the files you don't need. This will avoid the inconvenience of swapping disks and the possibility of having the wrong disk in the drive.

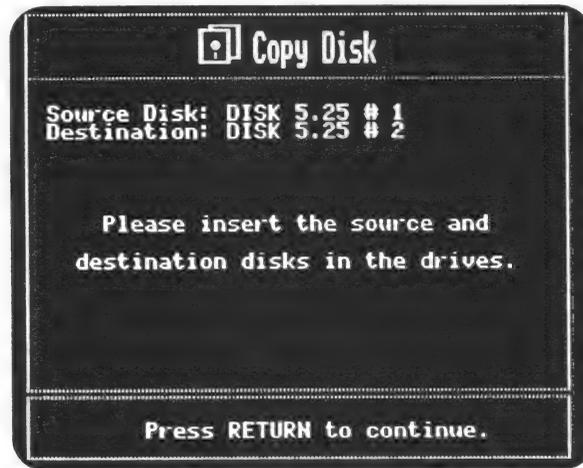
Note: Copying a file will destroy any file currently in memory: You will be warned that you should save the file prior to copying. As a safety precaution, you should always write protect your source disk during any copying process to prevent an accidental loss of data.

You should not use the Copy File option to copy files other than the ones created by *Classroom Toolbox*, nor should you copy files created by *Classroom Toolbox* using another program.

Copy Disk

To **Copy** one disk to another select **Copy Disk** from the TOOLS MENU. You must then indicate the location of your source disk. The source disk drive is the disk drive containing the disk **from** which you want to copy. Once you have indicated the location of your source disk, then you must indicate the location of the destination disk. The destination disk drive will be the disk drive containing a new disk or a disk you want to reuse. Any old information on the disk will be erased and replaced with the information from the source disk. The destination drive **MUST** be the same TYPE of disk drive as the drive containing the source disk. You may not, for example, copy a 3.5 inch disk onto a 5.25 inch disk or vice versa.

You must then place the disks in the drives. Check the top of your screen to make sure that the locations of the source and destination disk drives are correct:



Since this procedure destroys all information on the destination disk, **Classroom Toolbox** will examine the disk in the destination drive. If the disk in the destination drive contains any recognizable data (the program can only recognize disks that have been made by any Apple Computer operating system), you will be warned that you are about to destroy a disk containing data. This will allow you to change your mind.

Note: Copying a disk will destroy any file currently in memory. You will be warned that you should save the file prior to copying. As a safety precaution, you should always write protect your source disk during any copying process to prevent an accidental loss of your data. If you are using a one-drive system, once the copying process has begun, make sure that you always insert the correct disk. If you inadvertently insert the wrong disk, the information on that disk may be destroyed.

You should not use the Copy Disk option to copy disks other than the ones created by **Classroom Toolbox**, nor should you copy disks created by **Classroom Toolbox** using another program.

MAKE

The **Make** option prepares a blank disk (or a disk you no longer need) to be used as a Data Disk. This process formats the disk and completely erases any information on the disk. Be sure that you have selected the correct disk before you begin this process.

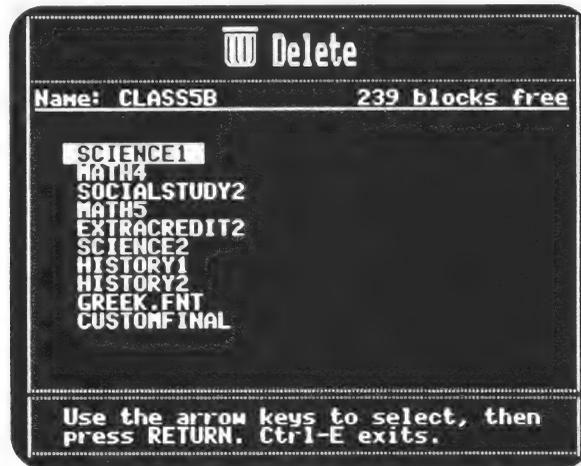
Select **Make** from the TOOLS MENU. The default destination disk will be the disk drive you have designated to be your Data Disk drive location. (If you wish to change this location, use **Ctrl-D** from the TOOLS MENU, see page 60). The program will also request that you give the new disk a name. It can be any name that you select, but must begin with an alphabetic character and may not contain any special characters other than periods and numbers. You should always give your Data Disks unique names (such as DATA.1, DATA.2, etc.)

If you are planning to use the Alternate Fonts in your files, copy the Fonts from the disk supplied by Sunburst onto your new Data Disk. You should at least have ITALICS.FNT on your Data Disk since that is the Alternate Font the program defaults to whenever you load a file.

Delete

The **Delete** option erases a file from a Data Disk. The **Delete** option in Tools is different from the one available at the MAIN MENU. This **Delete** option allows you to erase Font files as well as Data files from any Data Disk produced using the MAKE option. You CANNOT **Delete** the Font files from the Data Disk supplied to you by Sunburst (or a copy of the Sunburst Data Disk made using the Copy Disk option). This is to assure that you always have a Master Font Disk available. If the Font associated with a certain file is not in the disk drive, you will be UNABLE to load, edit, or print that file until the disk containing that Font is inserted.

After you select **Delete**, the list of files currently on your Data Disk is displayed.



After selecting a file, if the requested file has been saved with a password you will need to type the password. You must then confirm that you do indeed want to **Delete** the selected file from your Data Disk. After such confirmation, the file selected will be erased from the disk. If you accidentally erase a file, see Undelete below.

Undelete

Once in a while, you might find yourself regretting that you have deleted a certain file from your disk. The **Undelete** option will ATTEMPT to restore a previously deleted file. **There is no guarantee that this operation can be performed successfully.** The success of this operation depends on two conditions which happen in the normal course of deleting and saving files:

- The entry describing the file in the directory has not been reused
- The locations where the data resides on the disk, have not been reused

Though you have no control over such locations, it is important for you to realize that **Undelete** will not always work.

After selecting **Undelete** from the TOOLS MENU, a list of the all deleted file names AVAILABLE will be displayed. Select the particular name of the file you would like to **Undelete**.

The **Undelete** option will attempt to restore the selected file. You will be informed whether or not the operation was successful.

Note: The **Undelete** option can only undelete *Classroom Toolbox* files. You should not attempt to undelete files which have been deleted by another program.

Exit

The **Exit** option returns you to the MAIN MENU. You may also press **Ctrl-E** to return to the MAIN MENU.

SETUP

The first time you use *Classroom Toolbox*, you must set up the program for the specific printer, interface card, and Data Disk location that you wish to use. This procedure usually needs to be done only once. The **Setup** option should be used whenever you change to a different computer, printer, or interface card.

1. Make sure that the program disk is not write-protected. If it is, remove the write-protect sticker from a 5.25 inch disk. A 3.5 inch disk is write-protected if the square opening in the corner of the disk is NOT COVERED. Slide the tab so that the opening is COVERED.
2. At the MAIN MENU, select **Setup** and press **RETURN**. (To access the SETUP MENU without going to the MAIN MENU, hold down **Ctrl** and press **C** (or **T**) while the program is booting.)
3. You will see the SETUP MENU with **Printer** highlighted. Press **RETURN**.



4. Use the arrow keys to choose your printer from the list of printers given, and press **RETURN**. If your printer is not listed, try another printer that you think might be similar to yours (see *Selecting a Compatible Printer Setting*, page 83).
5. Use the arrow keys or press "**I**" to select **Interface** and press **RETURN**.
6. From the Interface cards listed, select your Interface. If you are using an Apple //c or //GS you should select the first setting on the list. If your card is not listed, try Generic 7 bit or Generic 8 bit (see *Selecting a Compatible Interface Setting*, page 84).
7. Unless you have selected the Apple //c or //GS port, you will be prompted to enter the slot number in which your Interface card is located. If you are not sure of the location of the card, type 0 and press **RETURN**. The program will try to locate a printer Interface Card and set the slot accordingly. The program may not be able to locate all types of Interface Cards. If you have an old Interface Card, you will need to enter the slot of the card. You may be cautioned that the device in the selected slot may not, in fact, be a printer card, but continue.

The program will not prevent you from using the selected slot. In such a case, caution should be exercised to ensure that your slot selection is correct.

8. To make sure that your setup will operate your printer correctly, use the arrow keys or press "T" to select **Test Printer** and press **RETURN**.
9. The screen will inform you to be sure that your printer is on and selected. After doing so, press **RETURN**.
10. The printer will print the following test:

```
THIS IS PLAIN
THIS IS UNDERLINED
THIS IS BOLD
THIS IS SUPERSCRIPT
THIS IS SUBSCRIPT
*
GRAPHICS TEST
```

If nothing prints or it prints "garbage," see Trouble-Shooting Printer Problems on page 84.

11. If you have more than one disk drive, it is recommended that you designate a different drive from your main one (containing the program disk) for the location of the Data Disk. Use the arrow keys or press "D" to select **Data Disk** and press **RETURN**.
12. Select a Data Disk drive location from the list shown and press **RETURN**.
13. The selections that you have made can now be saved onto the program disk. The settings will remain in effect until you change them. Use the arrow keys or press "E" to select **Exit & Save Setup** and press **RETURN**. (But if you wish to use the settings you have selected only temporarily, press **Ctrl-E**.)
14. After your selection is saved (or **Ctrl-E** is pressed), you will be brought to the **MAIN MENU**.

Note: At any Menu, pressing "?" will give you information about the option currently highlighted.

QUIT

The **Quit** option from the **MAIN MENU** allows you to use another disk. Instructions will be presented explaining what to do.

Classroom Toolbox Planning Worksheets

This section contains information specific to each of the eight types of files to help you in planning the information for your worksheet file. Each file contains its own specific features and limitations. Being aware of them could save you considerable time. Within each explanation will be a sample printout made using **Classroom Toolbox**.

INSTRUCTIONS

The file type does not limit the way instructions are written; therefore, the instructions for all the file types are described in general.

- **Details** - The degree to which you specialize your instructions depends on whether you are going to be using the file strictly with its own questions, or if you are going to use the file along with other files in a Custom Designed Worksheet.
- **Specific Instructions** - Instructions which will always accompany the questions contained in the file can be made very specific. With this in mind, you can make the instructions as specific as needed (see below). You may also include room for diagrams in your instructions (see Diagrams on page 68-69).

Chemistry Test #5	Name _____		
Using the list of elements below, fill in the blanks with the correct answer or answers to the following questions.			
neon	astatine	chlorine	phosphorus
helium	bismuth	iodine	antimony
1. _____ was discovered by a study of sunlight.			
2. _____ belong(s) to the nitrogen family.			
3. A metallic member of the nitrogen family is _____.			
4. The element(s) from the above list which belong to the halogen family is/are _____.			
5. The most abundant halogen is _____.			
6. The element(s) which belong to the oxygen family are _____.			

The example above does not reference a Student Sheet on which the students would place their answers. Therefore, at the time of printing the worksheet, you may request it with or without a Student Sheet. Statements in the instructions like, "Do Not write on this test; place your answers on the sheet provided" will require you to always request a Student Sheet when printing the worksheet.

- **General Instructions** - If you plan on Custom Designing your worksheets, then **General Instructions** will be of interest to you. Instructions that might be used with other files must be made general. That is, they must be general enough to make sense when questions from other files of the same **type** are included in the worksheet. For example, you may have a Completion worksheet of 50 questions, 10 questions from each of 5 different files. The instructions in the first of the five files will be the only instructions for all 50 questions. Therefore, the instructions in the first file must be general enough to accommodate all the questions from all 5 files.

In the event that one of the 5 files needs its own set of instructions, you could use the Special Symbols (~~) as the first characters of the instructions (see page 30). When instructions contain Special Symbols, they are always printed whenever questions are taken from that file, except when printing Crossword, Word Find, or Matching worksheets. In these cases, **ONLY** the instructions from the first file will be used.

- **Instructions vs File Types** - You would not want instructions like, "Circle the most correct answer," to appear on a Crossword worksheet. Therefore, instructions are **only** printed when the worksheet selected for printing is of the same **type** as the file created. That is, if a Multiple Choice file is being printed as a Crossword, the instructions from the Multiple Choice file would not be printed. (If Special Symbols are used before the instructions, those instructions will be printed.)
- **Length** - Instructions can be as long as needed. In many cases more than one paragraph is needed. In this case, do not press **RETURN** to start the new paragraph. Pressing **RETURN** will bring up the next prompt. If a paragraph is desired, use the - to move to the next line.

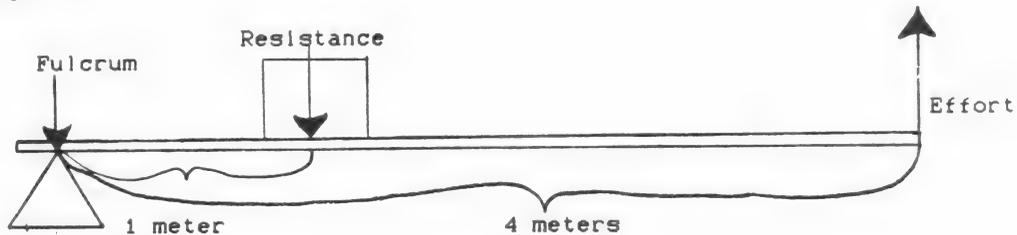
```

File: LONGINSTCP      Type:CP  Used: 32
-----
I:Fill in the blanks correctly. Use
  each of the listed words once.↓
↓
allotrope      flourine
photoconductor distillation  bismuth↓
halogen family oxygen family
diatomic      electrolysis
sublimation↓
SEThe halogen family _____ contains the
TYPEOVER
RG      Entru:1      @-? for info,
                        Ctrl-F exits.

```

- **Diagrams** - You may want to make a set of instructions which require the students to answer all the questions based on information found in a diagram in the instructions (see top of next page). Remember, this will limit the use of this file. It will not be able to be used in a Custom Design unless the instructions have been Marked to **always** be printed. Also, if it is the first file on the worksheet, then the instructions in the second file would need to be Marked for printing.

Answer the following questions using information taken from the diagram below:



1. Find the mechanical advantage of the machine shown above.

MULTIPLE CHOICE

When planning Multiple Choice files, remember that the choices for the possible answers will **not** be printed in the order you entered them. If this were the case, the correct answer would always be the first choice. Also realize that Multiple Choice files can generate Matching, Word Find, Crossword, and Word Jumble printouts. Below are some cautions for Multiple Choice files.

- **Avoid using:**
 - **None of the above** as an answer
 - **Reason:** This answer may be listed at the top of the list
 - **Alternative:** None are correct or Answer not listed
 - **Caution:** Not a good type of question for generating Matching, Word Find, Crossword, or Word Jumble
 - **All of the above** as an answer
 - **Reason:** This answer may be listed at the top of the list
 - **Alternative:** All are correct
 - **Caution:** Not a good type of question for generating Matching, Word Find, Crossword, or Word Jumble
 - The reference to another question in your questions, for example, **The author from the book in question #3 is...**
 - **Reason:** Your question #3 will usually not be #3 when randomized
 - **Alternative:** Avoid reference to other questions on the worksheet unless you are always printing it using all the questions sequentially, that is, not randomized and not user selected.

- **Which statement below is true?** as a question
 - **Reason:** If it is a short statement and fits in a Crossword worksheet, then it will not only be inappropriate but also be impossible to answer.
 - **Alternative:** Do not plan to use this file for Crossword and Matching worksheets
- **Multiple Choice variation** - If you are creating your file to be used **only** as a Multiple Choice worksheet, the idea shown below may be useful. The Questions require the use of the ⓪-↓ to position the I, II, III, and IV statements. The possible responses are entered in the normal Multiple Choice manner.

Chemistry Test #2	Name _____
Circle the correct answer. Circle only one choice (2 points each).	
1. Which of the following chemicals is/are nitrates?	
I. Na_3N	
II. AgNO_3	
III. NaOH	
IV. KNO_3	
a. II and IV b. III only c. I and IV d. I only	
2. Which of the following belong to the chemical family halogen?	
I. Neon	
II. Helium	
III. Astatine	
IV. Iodine	
a. II only b. III and IV c. IV only d. I and II	
3. Which of the following belong to the chemical family nitrogen?	
I. Bismuth	
II. Chlorine	
III. Antimony	
IV. Selenium	

MATCHING

When planning your Matching files, remember that on the printed worksheet, the entries entered for **S:** will be listed on the left and the entries entered for **M:** will be on the right. Although the left and right columns can be switched (by typing the entries at the opposite prompts), the left column has more space allocated on the printout than the right column.

- **Length of entries:** The entries may be as long as needed. The lines which are longer than the space provided will wrap to the next line.
- **Caution:** When long Statements or Matches are printed at the bottom of a page, depending on the position of the entry, part could be printed on one page and the rest continued on the next page. It is a good idea to limit Matching worksheets to about 20 questions of 1 to 2 lines each. If you make them longer, the students may have to turn back and forth between pages to find the matches.

- **Maximum Length** - The maximum length of a single underlined answer should be limited to 50 characters. More may be used, but only 50 will appear on the answer key.
- **Nothing Underlined** - If a statement does not contain any underlined characters, then the statement may still be used (in the case of an essay question) but no answer will appear on the answer key. It is better to use Free Form if you intend to write essay questions.
- **Extra Space** - It's a good idea to add extra space to the word being underlined. For example, the answer Computer should look like this when entered Computer. This will allow your students to have more room to write their answer than the space used by typed characters. It also helps to prevent students from figuring out the number of characters in the answer.

WORD JUMBLE

Word Jumble will scramble the entire word, statement, or paragraph entered. Questions could be presented in a jumbled form on a worksheet requiring the students to unjumble the sentences in order to answer the question (see example below). This example may be best used as a take home type of assignment since the unjumbling is merely an activity for arriving at the question.

<p>Computer Awareness Worksheet #1</p> <p>Unscramble the following questions and then answer each question.</p> <p>1. Waht sl the naem of eht tpmrucoe atht ucyhlaM dna tkceEr Itibu to the U.S. Amyr to lphe leosv ctliblasl boeplarm?</p> <p>2. Wtah lvniennto led to nialsgnifct hncgeas nda evacdsan ni oucemrpt temssy dan deersuh ni eht odescn eiroeangnt of ectompusr?</p> <p>3. haWt tepy fo rmgaoiprmng lguanseeg ewoalld armmrrgspoe to rteiw prrmgao hwich ewre arf eormedv fomr eth iratnein lcccrsistahaet fo teh ahimenc?</p> <p>4. meaN the tow lindgae anopmlcse In teh larye 1950's.</p>	<p>Name _____</p>
--	-------------------

- **Sentences** - The positions of the words in a sentence will not be changed when a sentence is jumbled.
- **From Completion** - When Completion files are used to generate Word Jumble worksheets, only the **first** underlined word (or statement) in each entry is jumbled.

- **From Other Files** - When other files (Multiple Choice, Matching, Word Find, and Crossword) are used to generate Word Jumble worksheets, only the answer is used as the jumbled word (statement).
- **Caution** - Capitalization will give away the first character of the word when it is used as the first word of a sentence or as a proper noun.

WORD FIND

A Word Find worksheet always begins at the top of a new page. If it is used in a Custom Design Worksheet, it will also move to the top of a new page after completing the Word Find portion of the worksheet. Depending on the length of your instructions, the word list may overflow the new page. The grid, however, will never be split between two pages. Four lines of instructions in the Editor will usually leave enough room for the grid and word list of 75 words on one page.

- **Valid Characters** - The only valid characters in a Word Find are alphabetical characters (from the Normal Font only) and spaces. However, the spaces will be skipped and the words will be concatenated for placement on the grid. If the word contains other characters (for example numbers), the entry will be invalid and therefore skipped. If the word contains letters from an Alternate Font, the Word Find will use the corresponding character from the Normal Font in its place. Since this may change its entire meaning, only use the Normal Font in Word Find files.
- **Maximum Length** - The maximum number of characters (excluding spaces) that can be used in a Word Find grid is 15. If the number of characters exceeds 15, then that entry will be invalid and therefore skipped.
- **Maximum Number of Words** - The maximum number of words that can be used in a Word Find worksheet is 75.
- **Student Sheet** - Word Find will not generate a student sheet since the **grid** is used by the students to record their answers (by circling them).
- **From Other Files** - When other files (Multiple Choice, Matching, Completion, Word Jumble, and Crossword) are used to generate Word Find worksheets, only the answers in the files are used in the grid. If no answers can be found that are of the valid length or acceptable characters, then you will be told that no words could be found from this file for use in Word Find.
- **Word List** - It is generally a good idea to include the list of words below the Word Find grid. This is especially true when the words are horizontal, vertical, diagonal, and backwards.
 - **Alternative** - If the words are not included below the Word Find grid, then special instructions should be included explaining the subject to which the words pertain. For example, "In the example below, find as many words as you can that are related to the American Civil War."
- **Caution** - Remember that, when a Word Find worksheet is generated from another **type** of file, the instructions will not be printed (see page 31 for exceptions). In this situation, it is especially important to include the list of words at the bottom of the grid.

- **Simulating 128K** - 128K of memory (RAM) is required to include a Word Find section in a Custom Designed Worksheet.
 - **Alternative** - If you have only **64K** of memory (RAM) in your computer but have **two disk drives**, then you can use the **Simulating 128K** option (see page 92 for details). This will allow you to generate a Word Find section in a Custom Designed Worksheet with only 64K of memory.

Below is a portion of a typical Word Find worksheet with many of the answers already circled.

Find the words listed below the grid somewhere in this Word Find grid and circle them.

D	O	S	J	A	T	T	R	V	L	V	O	E	O	W	F	T	T	M	B	S	I
E	K	E	X	D	Q	Q	H	U	Q	S	A	Y	F	Y	H	Q	N	G	K	R	E
L	N	N	F	V	D	Q	Z	O	C	S	E	I	F	X	D	O	S	R	S	I	
C	I	R	V	F	N	X	E	U	D	L	R	G	X	P	N	E	W	Q	S	I	
L	Z	A	B	G	P	G	D	I	I	Q	X	J	W	P	E	L	P	C	V	P	
L	H	S	O	F	E	W	X	T	N	Y	V	Y	X	D	Z	X	J	G	W	E	
Y	Y	J	P	J	H	T	C	E	B	Q	T	I	B	L	M	C	L	C	P	R	
A	W	D	Y	P	G	U	C	M	A	F	P	V	E	L	P	N	T	C	A	P	
L	L	Q	T	V	E	D	L	N	A	J	F	Y	L	C	U	B	G	B	P	L	
L	L	U	D	J	A	Y	T	K	T	E	P	G	C	C	Z	A	H	L	W	U	
O	E	Z	F	O	S	Q	W	A	R	R	L	S	C	Q	M	D	J	F	S	M	
Y	D	Y	T	S	T	E	M	Y	L	A	U	I	L	C	W	I	M	T	U	E	
U	R	H	B	G	C	R	W	W	A	D	W	P	E	Y	D	L	R	I	U	C	
W	P	T	P	N	L	T	R	A	N	S	I	T	I	O	N	O	D	D	I	U	
R	Q	B	A	R	I	U	M	A	O	X	D	P	W	B	N	O	H	P	W	I	
R	Q	I	C	R	R	H	R	I	M	F	C	F	D	T	S	S	Y	Q	A	C	
T	I	X	J	I	L	E	N	Z	D	X	I	N	I	M	L	R	C	H	Z	T	
S	A	T	S	K	U	B	Q	K	X	B	W	U	I	N	L	M	G	A	J	P	
U	C	F	O	J	L	W	P	U	C	F	U	M	P	R	Z	K	M	G	F	V	
C	S	Y	L	K	R	S	S	J	F	T	F	A	R	Z	E	F	K	R	T	V	
W	B	S	J	F	I	R	Y	A	T	Q	T	Q	V	C	Q	S	B	D	C	B	

Find the following words:

ALKALI	ALLOY	BARIUM	CADMIUM
CALCIUM	COPPER	DUCTILE	IRON
POTASSIUM	SILVER	SODIUM	STRONTIUM
TARNISH	TRANSITION	ZINC	

CROSSWORD

A Crossword worksheet always begins at the top of a new page. If it is used in a Custom Design Worksheet, it will also move to the top of a new page after completing the Crossword portion of the worksheet. Depending on the length of your heading and instructions, the actual puzzle may need to be placed on a new page. That is, the puzzle will never be split and placed on two different pages. The Across and Down will be placed on the same page as the puzzle if there is enough room to fit at least one of each question. The rest of the Across and Down will then be placed on the next page(s).

- **Valid Characters** - The only valid characters in a Crossword file are alphabetical characters (from the Normal Font only) and spaces. However, the spaces will be skipped and the words will be concatenated for placement in the puzzle. If the word contains other characters (for example numbers), the entry will be invalid and therefore skipped. If the word contains letters from an Alternate Font, the Crossword puzzle will use the corresponding character from the Normal Font in its place. Since this may change its entire meaning, use the Normal Font in Crossword files.

- **Maximum Length** - The maximum number of characters (excluding spaces) that can be used in a Crossword puzzle is 15. If the number of characters exceeds 15, then that entry will be invalid and therefore skipped.
- **Maximum Number of Words** - The maximum number of words that can be used in a Crossword worksheet is 75.
 - **Caution** - If a Crossword worksheet contains 50 or more words, avoid using a Heading AND Instructions. Use either one or the other but not both. If both are used, the puzzle will be printed on a different page from the instructions. In general, depending on what letters the words have in common, 30 to 45 words create the nicest puzzles.
- **Student Sheet** - Crossword will not generate a student sheet since the **puzzle** is used by the students to record their answers.
- **From Other Files** - When other files (Multiple Choice, Matching, and Completion) are used to generate Crossword worksheets, only the Questions and Answers in the files are used in the worksheet. If no answers can be found that are of the valid length or acceptable characters, then you will be told that no words could be found from this file for use in Crossword.
- **Simulating 128K** - 128K of memory (RAM) is required to include a Crossword section in a Custom Designed Worksheet.
 - **Alternative** - If you have only **64K** of memory (RAM) in your computer but have **two disk drives**, then you can use the **Simulating 128K** option (see page 92 for details). This will allow you to generate a Crossword section in a Custom Designed Worksheet with only 64K of memory.
- **Printing Options** - Prior to printing, when the screen reads "Make sure your printer is on....," before pressing **RETURN**, you can:
 - Press **Ctrl-L** to obtain a **Lighter** background to the puzzle and to single space the questions thereby fitting more on a page.
 - Press **Ctrl-D** to create a **Dark** (solid black) background to the puzzle. This is usually desirable for your blackline masters.
 - Press **Ctrl-N** to return to the **Normal** default printing.
- In order to fit the answers (words) in the grid to form a true Crossword puzzle, many combinations of arrangements must be considered. Once in a while this may take longer than you would like to wait. If you have chosen to have 45 questions in Crossword, but are satisfied when a Crossword of 40 can be printed, you would then press **RETURN** when the display reads - **Currently unused words:5** (see screen page 49). In some cases, there may be answers which physically cannot fit or have no place to be positioned in the Crossword puzzle. Since all words must be connected to at least one other word in the puzzle, the word **WRY**, for example, would not fit if none of the answers contained a **W**, **R**, or **Y**. Therefore, the **Combinations remaining** may reach zero with some answers still not included in Crossword. If this is the case, then the Crossword file will be printed with less than the number of questions requested.


```

File: COMPTANDF      Type:TF  Used: 21%
-----
bands which form full circles around
the diskette.↓
|E|↓
|E|Main memory is used to temporarily
store data while the data is being
processed, and auxiliary storage is
used to store data when it is not
being processed. |
-----
TYPEOVER           ? for info,
RG                Enter:41  Ctrl-E exits.

```

- **Alternative** - You may want to group your True Entries together, but not want all the extra blank False Entries to be counted as Entries in the file. If so, you should Delete (using **Ctrl-D**) the unwanted Blank Entries before saving the file.
- **Using True/False as a Word Processor** - A True/False file could be used as a simple word processor since you can press **RETURN** to skip to the next line. After typing the file, you would print it by **LISTING** the file without Entry Numbers. This would produce a letter similar to the following:

```

May 15, 1989

George P. Whoever
1234 Main Street
Anytown, MN 55555

Dear George,

Each of the lines up to this point has been typed as a separate T/F
statement. The blank lines are blank Returns. The body of this
letter is one continuous T/F statement until a new paragraph is
desired.

A new paragraph is made by pressing Return twice and typing without
pressing Return until that paragraph is finished.

Since I was using this program to type up tomorrow's test, I thought
I might as well write you a letter. Take it easy and be good.

Your friend,

Tom

```

FREE FORM

Files created for a Free Form worksheet are used most often for essay tests. The Free Form files cannot be used to generate any of the other worksheets. Even if you were to make a Free Form file which looked like another file type, it will still be a Free Form file and not be able to be used to generate other types of worksheets.

- **Student Sheets** - Free Form files do not have the option to generate Student Sheets. Extra Space should be left in each Entry to allow the students to write their answers. This can be accomplished by using the ⤵ before pressing **RETURN**.
- **Answer Keys** - Free Form files do not have the option to generate an Answer Key since you do not enter any answers while creating Free Form files.

The example below shows how you can use Free Form to create a test on synonyms. Remember, there are no answer keys available using Free Form. If the same questions were entered into a Multiple Choice file, you would have the ability to print out an answer key.

English Grade 8 Test #2	Name _____
	Class Period _____
SYNONYMS	
Look at the first word in the line. Then choose, by underlining, one of the five words in the parentheses which has the closest meaning to the first word.	
Here are two examples:	
A. EFFORTLESS (proficient, skillful, <u>easy</u> , adept, masterly)	
B. NOTION (opinion, <u>idea</u> , persuasion, sentiment, belief)	
Now continue the same way.	
1. VIVACIOUS (lively, effervescent, playful, merry, buoyant)	
2. AUGMENT (increase, expand, larger, amplify, higher)	
3. ROYAL (splendid, regal, majestic, noble, glorious)	
4. ADVERSITY (suffering, bountiful, misfortune, wary, rapture)	
5. EXHAUST (consume, dissipate, sap, drain, absorb)	
6. TRIVIAL (small, petty, challenging, little, bliss)	
7. JOKE (funny, humor, prank, jest, caper)	

QUESTIONS AND ANSWERS

This section is concerned with solving problems you have encountered and giving you ideas on how to accomplish the creation of various worksheets. If you have a problem that is not covered in this section, check out the Technical Information section, or Appendix C, D, or E for additional information.

Q1: How do I make a printout using Superscript and Subscript so that the 2 and 3 are easy to distinguish?

A1: This can be accomplished in one of two ways. Print the worksheet containing Superscript or Subscript in a high density Text Mode which is available on the Imagewriter II by selecting the highest print quality (the light to the left of the print quality button on the printer is fully lit). The other solution (which will give you the clearest numbers) is to print the worksheet in Graphic Mode instead of Text Mode.

Q2: The Alternate Font looks fine in the Editor but doesn't appear on the worksheet.

A2: You must select the Graphic Mode for printing in order to have your Alternate Font appear on your worksheet. Text Mode will not produce Alternate Fonts.

Q3: How do I get the denominator of a fraction without the next prompt appearing when I press **RETURN**.

A3: Begin a fraction by typing the numerator in underline mode. Then to get the denominator, you use the $\text{⏏}-\downarrow$ to move to the next line without leaving the current prompt. Then move to the right using the **Spacebar** until you are below the numerator and type the denominator. With practice, you can design complex fractions in the same manner using the $\text{⏏}-\downarrow$.

Q4: How do I enter a fraction with a numerator of $25X^2Y^3Z^5$ and a denominator of $625 X^4YZ^3$ if I can't have Underline and Superscript ON at the same time?

A4: There are two ways to accomplish fractions with Superscripts. The quickest way is to not use the Underline Mode when using Superscript and after printing, place the line on the worksheet by hand.

The second way, is to use three lines for all fractions with Superscripts and Subscripts (using the $\text{⏏}-\downarrow$ to move to the new line). The middle line can either be a negative sign (which is broken), or use the Alternate Symbols1 Font with the the shifted 7 or shifted negative sign for the fraction bar. The shifted negative sign will make the bar darker and wider than usual.

Q5: Page 2 of the guide contains a square root symbol, but the square root symbol in the Symbols1 Font looks like a check mark. How do I get the rest of the radical (top bar) over the variables? Also what will happen if I use a Superscript under the radical as the numerator of a fraction?

A5: These two questions are related since they both require the use of the radical symbol, however, the first solution is much easier than the second.

- a) To create a radical over 625X-25Y, you would need two lines. On the first line, space in a few characters and then, using Subscript and the underscore (above the negative key), form a line as long as the number of characters you want under the radical. Turn the Subscript off. Then move to the second line with ⌘-↓ and move one character to the left of where the line begins. Place the check mark from the Alternate Symbols1 Font in this position and then type the 625X-25Y. This should now line up under the radical. This method can be used with either Superscript or Subscripted variables.
- b) Creating a fraction with a radical in the numerator containing a Superscript or Subscript requires extra lines to eliminate the broken line. Example: To print out the quadratic formula follow these steps:
- 1) Space to the right 10 spaces, change to subscript, then press the underscore (shifted negative key) 7 times. Change back to normal mode (⌘-R)
 - 2) Force a line feed with ⌘-↓ putting you on line 2
 - 3) Type: X = -b (Spacebar)
 - 4) Press ⌘-A (with the Symbols1 Font in memory) for Alternate font. Press shifted U for \pm , (Spacebar), then shifted R for the radical sign.
 - 5) Press ⌘-R and type: (Spacebar) b² (remember to use Superscript for the 2) -4ac and ⌘-↓
 - 6) Space over under the -b, change to the Alternate Font, Superscript, and use the & (shifted 7) key to place the fraction bar from the -b to the 4ac, then press ⌘-R .
 - 7) Press ⌘-↓ , move to the right and type: 2a

When printed out in graphics mode it should look something like this:

	Math 9 Test #7	Name _____
		Class Period _____
	Mark "T" in the space provided if the statement is true, mark "F" if the statement is false.	
	1. _____ The quadratic formula is	
	$X = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$	

There are other ways to achieve similar outputs, it just takes practice!

Q6: How can I use the Symbols1 Font, but on the same test use some of the Greek characters not found in the Symbols1 Font?

- A6:** The only way to have more than one Alternate Font on a worksheet is to enter all the questions requiring the Greek Font and save it in one file. Then Create another file and enter all the questions needing the Symbols1 Font. To get the final product, Design a Custom Worksheet to print **one** test using both files. Both the Symbols1 and Greek Fonts will show up on the printout. Of course, this method will **not** work if both the Greek and Symbols1 Font are required to compose a single question.
- Q7:** Is there any way to save paper by printing more characters per line in graphics mode?
- A7:** Yes you can! The section on **Customizing Worksheets Using Custom Printer** in the Technical Information section on pages 90 and 91 explains how to change the default setting.
- Q8:** How can I produce an English test with words misspelled so that the students are required to circle the misspelled words in the sentence or paragraph?
- A8:** Create your file as a Free Form. Simply type your sentences and press **RETURN** when done with each sentence or paragraph. You will have to grade the paper manually since no Answer Key can be generated using Free Form files.
- Q9:** Why doesn't the printer pause the printing when I press the **Spacebar** in the middle of printing?
- A9:** The program will act on the pause request immediately when the **Spacebar** is pressed, but the printer may take a little longer. Some printers have what is called a buffer. The computer can send data much faster than the printer can print. The data that is being sent from the computer is placed in the buffer. The printer will stop after the contents of the buffer are printed. For example, if you press the **Spacebar** and your printer has a 1024 byte (1K) buffer, you will not notice the pause until 1024 bytes are printed. In text mode this means 1024 characters. In graphics mode, this will usually pause within a line or so since one line of graphics characters can be composed of about 2000 bytes or more.
- Q10:** I have this long True/False file created using **Classroom Toolbox** and would like to use it as a **different** type of file. Since a file created for True/False can only generate True/False worksheets, can anything be done other than **retyping the whole thing**?
- A10:** With some simple modifications, you can create another type of file out of the True/False file. The following answer explains how to create a **Completion** file from a True/False file. Other files can be created in a similar manner.
- At the MAIN MENU, Load the True/False file you wish to change to a Completion type file.
 - Press **Ctrl-F** to go to the **File Transfer Menu**.
 - Select **Export File** and press **RETURN**.

- To the next question answer **YES** and press **RETURN** (since you already have it saved on your Data Disk you will not lose the True/False file).
- The next question asks you if you want the Exported file to be named the same as the True/False file. Since you don't want to lose the True/False file, answer **NO**.
- Choose a **new name** for the file. It is helpful to use the word Export in the name to remind you where it came from. Your new file is now saved on the Data Disk ready for Importing at the File Transfer Menu.
- At the MAIN MENU press **Ctrl-F**, choose **Import File**, and press **RETURN**.
- You will be asked to name the new file so that the file you Import will have a name in the Editor. It is helpful to use the word Import in the name to help you keep track of the file.
- You are now given the choice of which file type you would like to Import. In this case choose **Completion**.
- You will be given a list of the files on your Data Disk which can be Imported. Choose the name of the **one you Exported**. The True/False file will then be brought into the Editor with the prompts for a Completion file.
- You now have a Completion file in memory (not yet saved). With a few changes, it will become a very useful file. The changes which need to be made are as follows:
 - The instructions are for True/False and therefore will need to be changed.
 - The True questions will need to have one or more words underlined to indicate the answer(s) of the Completion statement.
 - The False questions should be deleted or changed slightly to make them True and need to contain an underlined word.

When you are finished with the changes, you should save the file on your Data Disk. You now have a Completion file which can also be used to generate Crossword, Word Find, and Word Jumble worksheets as well as Completion.

The Technical Information section consists of six sections:

- Selecting a Compatible Printer Setting
- Selecting a Compatible Interface Setting
- Trouble-Shooting Printer Problems
- Adding a New Printer
- Customizing Worksheets Using Custom Printer
- Simulating 128K

The first two sections are written so that you don't need to be extremely technical to understand the information and correct a particular situation. The third section deals with normal questions that may be asked when a printer doesn't work. The second half of section three deals with dip switch settings for most common printers. If you are not familiar with dip switch locations on your printer, you may want to have someone more technical help you with this information. The fourth and fifth sections are for someone who is **very technically knowledgeable about printer codes**. Finally, the last section contains information which does not require technical expertise.

SELECTING A COMPATIBLE PRINTER SETTING

If your printer is not listed on the printer selection list, you may still be able to select a different one from the list that will work with your printer. It may take a while, but one approach is to try every printer listed by selecting the printer and then testing it using the Printer Test. Most printers have a counterpart (another brand of printer) that will have similar internal printer codes.

Some printers also have what is called an "emulation" mode, in which the printer can be set to "behave" as the printer it is emulating. Start by checking your printer manual to find out if there is a section describing compatibility. For example, in the Panasonic manual, you may find a reference to "Epson FX emulation." This indicates that the printer, even though it is not an Epson, can be set or driven by the same set of printer codes as the Epson FX. In such a case, you will need to select "Epson FX" from the list of printers in *Classroom Toolbox* as though you were actually using an Epson.

Some printers can only be set into an emulation mode by changing the dip switch setting (consult your manual). Some printers are so flexible that you may even be able to change the machine mode. For example, you may see in your manual that one of the dip switches will place the printer in the "IBM emulation mode." If your printer is emulating another printer, it is the emulated printer that you should select. For example, if you have an Okidata μ 92/93 serial that emulates the Apple ImageWriter, you should select ImageWriter from the list and not the Okidata.

Whenever you perform a printer test that fails, you should turn off the printer momentarily before trying a different selection. This is important because a failed test might have sent unwanted data to the printer. Some of this data could even tell the printer "not to listen to the computer anymore." Once the printer is in a "locked" state, the next test you perform will most likely fail even if the settings are correct for your printer. A failed printer test may also cause the program to "freeze." If this happens, try **Ctrl-RESET**. If that fails, you will have to turn the computer off and then back on.

If the test results in a "crash" and the program behaves erratically, the problem usually is the Interface card selection; see *Selecting a Compatible Interface Setting* below. Again, remember to always reset the printer between tests.

If there isn't a printer similar to yours on the list and you have tried the previous hints, then have a person technically knowledgeable about printers add your printer to the list by following the instructions found in *Adding a New Printer* on page 87.

SELECTING A COMPATIBLE INTERFACE SETTING

If your interface card is not listed, you should try an interface card whose name sounds like it belongs in the same group. For example, if you are connected to a serial printer, then first try the serial interface cards (such as the Apple Super Serial or FingerPrint+ Serial). On the other hand, if you are connected to a parallel printer, then do not select a serial interface setting. Begin by selecting the Generic 7 bit setting. This, under most circumstances, will make your printer work correctly.

In *Classroom Toolbox*, aside from the Generic card, the RV611c and Epson APL are probably the most flexible drivers. If you have a **serial** card that does not work with any setting, you may want to try the Apple //c or //GS port selection. You must, however, place the card in slot 1.

Caution: Always turn off the computer when you need to remove or replace an interface card, or connecting/disconnecting any peripheral devices; otherwise you may damage the computer.

Prior to touching your interface card, after opening the cover on your Apple, touch the metal casing of the power supply unit (on the left) to discharge any static electricity that your body might carry. This is something that should **always** be done when working inside your computer.

TROUBLE-SHOOTING PRINTER PROBLEMS

If you haven't gone through the Setup option for your particular printer and interface, do it now (see Setup page 65). It is also recommended that you read the sections on *Selecting a Compatible Printer Setting* and *Selecting a Compatible Interface Setting*. Check to be sure that the printer's dip-switches are set correctly. Pay special attention to dip switches controlling the Baud Rate and the 8th bit. If you are not sure, set those switches according to the manufacturer's setting. If your printer can be set to disable the 8th bit, then disable it.

There are many interface cards available. Some cards are very intelligent and have many features like menus, capabilities to print the screen, etc. These cards sometimes interfere heavily with the data that is being sent to the printer. If you noticed that your card has a set of dip switches, consult the manual to make sure that the dip switch setting is correct for the printer to which it is connected.

Another common problem is that you may have a printer cable that was not designed to work with the printer to which it is connected. Make sure that the cable you connect to the interface card is the one that is recommended by the interface card manufacturer.

Below is a list of common problems that you might encounter:

The printer test does nothing:

- Make sure that the printer and card are connected and that all connections are firmly in place.
- Perform a simple test to ensure that the computer is able to communicate with the printer. Do the following:

Boot up the computer without any disk in the drive.

Press **CTRL-Reset** (you should see a right bracket on the screen), type: **PR#1** and press **RETURN**

Type a couple of characters on the keyboard (you may not be able to see them on the screen) then press **RETURN**.

The printer should now be activated and characters should be printed. If nothing appears on the printer, the computer is not able to establish communication. It has nothing to do with **Classroom Toolbox** or any other program. Check to be sure that the printer's dip switches are set correctly and that connections are firmly attached.

The printer test is recognizable but there are white lines running across the printout:

- Your printer is issuing a line feed after a carriage return. Check the dip switch controlling that function and disable it (see Custom Printer functions #3, 25, and 26 on pages 88-89).

The printer test results in "garbage" or strange characters are printed:

- If your printer has no graphic capability, then only the text portion will come out on the test. For example, if you have a Daisy Wheel printer, you will not be able to print graphics or any text using the Alternate Font. Select Generic Printer (see Adding a New Printer, page 87).
- If the text portion appears to be a foreign language character set, check the dip switch on the printer and set it to USA character mode.
- If you are using the Generic 8 bit interface card, try the Generic 7 bit instead.

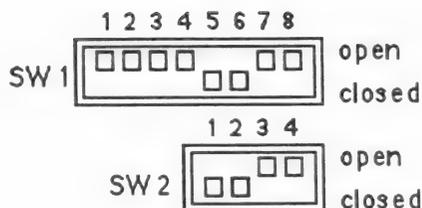
When printing a file, none of the Alternate Fonts appear on the printer:

- The Alternate Font is not available normally on a printer and therefore can't be printed in Text mode. Select Graphics Mode when printing. If your printer is not capable of printing graphics, you will not be able to use the Alternate Font.

On the next page are the dip switch settings for some of the printers supported by **Classroom Toolbox**. The first one is illustrated so you can see the relationship between the settings in the description and the physical switches. The positions of the switches on most printers are marked as "open" and "closed" (on some, "off" and "on"). If a switch is not listed, the setting should be the opposite of those that are listed. For example, if switch 6 is listed as "closed" and no mention is made of the other switches, assume them to be in the "open" position.

Caution: Never change the internal switches on your printer with the power on. Always turn off your printer, otherwise you may damage the printer and/or the computer.

Apple Imagewriter: SW 1 5 and 6 closed



SW 2 1 and 2 closed

Apple Imagewriter II: SW 1 6 closed
SW 2 1, 2, and 5 closed

Apple DMP: SW 1 all open
SW 2 1, 6, and 7 closed

C.Itoh 1550/8510: SW 1 2,6, and 7 closed
SW 2 6 and 7 closed

Epson FX 286: SW 1 1, 2, 3, 4, and 5 off
SW 2 all off

Epson LX 80: SW 1 1, 2, 3, 4, and 5 off
SW 2 1, 3, and 4 off

Epson MX80: SW 1 1, 2, 3, and 4 off
SW 2 1, 2, 3, 4, 5, and 7 off

Okidata μ 92/93: all off

Prowriter: SW 1 2,6, and 7 closed
SW 2 6 and 7 closed

You should consult your printer manual and set the switches (where applicable) to the following settings (some only apply to **Serial printers**):

Character set:	USA
Print emphasized:	no
Print quality:	your discretion (draft or letter quality)
Add LF after CR:	no
8th bit:	ignore
Characters/line :	unlimited
Lines/page:	66 (11 inches)
Skip over perforation:	disable
Baud Rate:	9600 (match this with your interface card)
Serial protocol :	Data Terminal Ready (DTR/DSR) not XON/XOFF

If your interface card has a set of dip switches, you should consult the manual to be sure that it is correctly set for your printer.

Caution: Never change the switches on your interface card with the computer on. Always turn off your computer, otherwise you may damage the card and/or the computer.

Prior to touching your interface card, after opening the cover on your Apple, touch the metal casing of the power supply unit (on the left) to discharge any static electricity that your body might carry. This is something that should **always** be done when working inside your computer.

You should set the interface card switches (where applicable) to the following settings (some only apply to **Serial Interface cards**):

Printer setting:	Consult the Interface Card manual to match your printer
Add LF after CR:	no
Line length:	largest selectable
Data/Stop bits:	8/1
Parity:	none
Baud Rate:	9600 (match this with your printer)
DSR/DTR:	yes
DCD:	yes
XON/XOF:	no

ADDING A NEW PRINTER

If your printer is not on the list and no other printer selection will work, you may enter the printer codes through the SETUP MENU. It may be necessary for a **technical person** or someone **comfortable** with printer codes to help you add the needed printer codes. You will need the section in your printer manual which lists all the printer codes. Most manuals list the codes as both Decimal and Hexadecimal. All codes entered must be in hexadecimal digit pair (for example, enter 03 for 3). If your printer manual does not list hexadecimal codes, you will need to convert them to hexadecimal. Some printer manuals only list the function codes in ASCII (American Standard Code for Information Interchange); you will need to convert these as well. On page 94 there is an ASCII table with decimal and hexadecimal numbers to help during this conversion (Appendix A).

To enter codes for a Custom Printer:

- Go to the SETUP MENU and select **Printer**.
- Move down to the last entry and select **Custom Printer**.
- You will be prompted to enter your printer codes. The values which already appear at prompt are the default codes of the previously selected printer. For example, if upon entering the SETUP MENU, the current printer is Epson FX-80/286, then the default codes displayed will be that of that Epson FX80/286:



During the process of entering the codes, you can move between entries as follows:

- Use down arrow or press **RETURN** to move to the next entry
- Use the up arrow or **CTRL-B** to move to the previous entry

You can perform editing as follows:

- Use the left and right arrows to move the cursor
- Use the **Delete** key or **CTRL-D** to delete the character preceding the cursor
- Replace the existing text at the position of the cursor by typing. The cursor will automatically advance to the right as you type to the maximum digits allowed.

Below is a list and description of each function:

1. **Initialize printer:**
Codes to reset the printer. When available, you should include codes to flush the buffer and set the printer to a default mode. If your printer is capable of printing bi-directional, include the codes to set it to print ONLY uni-directional (this will ensure that the graphics data lines up between passes).
2. **Set Pica:**
Codes to set the printer into a 10 character-per-inch mode. May be substituted with other modes (see Customizing Worksheets Using Custom Printer, page 90)
3. **Text line feed code:**
Usually 0A. Classroom Toolbox sends a carriage return (0D) followed by the text line feed code. If your printer already issues a line feed after a carriage return, then omit this entry (see entry #25).
4. **Set compressed:**
Codes to set printer into compressed mode.
5. **Cancel compressed:**
Codes to cancel compressed mode.
6. **Set 6 lines per inch:**
Codes to set printer to advance 1 inch for every 6 line feeds.
7. **Set 12 lines per inch:**
Codes to set printer to advance 1 inch for every 12 line feeds. May be omitted if not available on your printer.
8. **Set 8 lines per inch:**
Codes to set printer to advance 1 inch for every 8 line feeds. May be omitted if not available on your printer.
9. **Width of text:**
The width in characters of the body of the worksheet in Text mode(see Customizing Worksheets Using Custom Printer, page 90)
10. **Width of graphics:**
The width in characters of the body of the worksheet in Graphics mode(see Customizing Worksheets Using Custom Printer, page 90)
11. **Set boldface:**
Codes to set printer into bold mode. If available, may substitute double strike codes.

12. **Cancel boldface:**
Codes to cancel the bold mode.
13. **Set underline:**
Codes to set printer into underline mode.
14. **Cancel underline:**
Codes to cancel the underline mode.
15. **Set superscript:**
Codes to set printer into superscript mode.
16. **Cancel superscript:**
Codes to cancel the superscript mode.
17. **Set subscript:**
Codes to set printer into subscript mode.
18. **Cancel subscript:**
Codes to cancel the subscript mode.
19. **Graphic density flag:**
Usually 00 if your printer can only print 72 graphics dots per inch horizontally OR if your printer can print 80 graphics dots/inch or more AND can be selected into a medium resolution mode of 80 dots. **Otherwise use FF.**
20. **Graphic type flag:**
Usually 00 if your printer uses a code to turn on graphics mode PLUS a binary count of the dots to be printed (Epson) or 7F when using a decimal count of the dots to be printed (Apple).

Usually FF if your printer uses a code to turn on graphics mode AND uses a code to turn off graphics mode (Okidata).
21. **Image orientation flag:**
Usually 00 if your printer's manufacturer designates the top pin on the printer head to have the highest numerical value (Epson) or FF to have the lowest numerical value (Okidata).
22. **Graphic on code:**
Codes to set printer into dot graphics mode. If applicable, include codes to set a 10 character-per-inch mode (about 80 dots per inch).
23. **Graphic off code:**
Codes to cancel graphic on code (only if entry 19=FF).
24. **Graphic escape code:**
Codes used to substitute Graphic off code to avoid accidental turning off the graphic mode (only if entry 19=FF).
25. **6 dot line feed:**
Codes used in graphics mode to advance the paper up 6 graphics dots. Include a carriage return and line feed (0D0A), unless your printer automatically issues a line feed after a carriage return (in which case omit 0A).
26. **2 dot line feed:**
Codes used in graphics mode to advance the paper up 2 graphics dots. May be omitted if not available on your printer. Include a carriage return and line feed (0D0A), unless your printer automatically issues a line feed after a carriage return (in which case omit 0A).

CUSTOMIZING WORKSHEETS USING CUSTOM PRINTER

The **Custom Printer** option can be used for more than just adding codes for unlisted printers. The fact that **Custom Printer** always defaults to the printer codes of the previously selected printer can be used to your advantage. The next section offers some suggestions as to how you can use this option to obtain other than the default printouts.

To utilize this option most efficiently, you should familiarize yourself with your printer and printer manual. Experiment with printer codes; nothing harmful can happen to the printer or the program even if the wrong codes are entered. The worst case would be that you would not get the desired printout. In such a case, start over by re-selecting your printer before entering the **Custom Printer** option. Also remember to reset your printer if you have performed a printer test.

For discussion purposes (and printouts on page 91), the Imagewriter II will be used as the example in this section. The discussion will be valid for other printers as well, as long as you remember that your printer codes might be different than the ones discussed.

In Setup, after selecting Imagewriter II, reenter the printer section and select **Custom Printer**. The Imagewriter II codes will then be displayed in the **Custom Printer**.

When "Initialize printer" codes are displayed, press **RETURN**:

You will see parameter #2: Set Pica (the codes are set to 1B4E, that is 27 - 78 decimal).

When the program prints your worksheet in Text Mode, this code will be executed first. Hence your worksheets will be printed in Pica or 10 cpi (characters per inch).

You may substitute for this code, for example:

Elite (12 cpi) - 1B45
or Condensed (15 cpi) - 1B71
or other print modes that are available on your printer.

Since Condensed is usually the favorite alternative in printing, if you don't have your printer manual handy you may look up this code in parameter entry #4 (Set compressed).

Parameter #2 merely tells the printer how the characters should be printed when in Text Mode. If you have selected Condensed, for example, and print a worksheet in Text Mode, you will notice that the characters are smaller than Pica. It does not however, make the program print more characters per line. To make the program print more characters per line, press **RETURN** until you see parameter #9 (Width of text). Increase this number to tell the program to print more characters per line.

Classroom Toolbox utilizes about 7 inches for the body of the text (excluding question numbers). To calculate the closest appropriate width, use the formula: (cpi) x 7 - 1 (that is, cpi times 7 minus 1). For example, in Condensed Mode (15 cpi) the characters per line will be 15 x 7 - 1 or 104 decimal.

Remember that all printer parameters are in hexadecimal. Using the conversion table on page 94, enter hexadecimal 68 for decimal 104 in the previous example.

The next illustration shows the difference in printouts between the default parameter (first illustration) and parameters set as Condensed with the Width of the text set at 68 (104 decimal)

Default. Parameter #2 = 1B4E (Pica 10 cpi), #9 = 45 (69 decimal)

Biology - Multiple-Choice
Circle the correct answer. Circle only one choice (2 points each).

- Which of the following statements about cells is true?
 - All cells have the same parts
 - All cells have the same function
 - All organisms are made up of cells
 - All organisms have the same number of cells
- The root word "bio" means
 - laboratory
 - life
 - study of
 - sciences
- Which statement below is true?
 - Inferences and observations are the same thing
 - Inferences are usually based on observations
 - Observation is a hypothesis
 - Observation is usually based on inferences
- The ____ is related to oxygen which is used to fuel or give energy to different parts of our body.
 - Synthesis
 - Respiration
 - Regulation
 - Reproduction
- If you want to get the general idea

Parameter #2 = 1B71 (condensed 15 cpi), #9 = 68 (104 decimal)

Biology - Multiple-Choice
Circle the correct answer. Circle only one choice (2 points each).

- Which of the following statements about cells is true?
 - All cells have the same function
 - All organisms are made up of cells
 - All cells have the same parts
 - All organisms have the same number of cells
- The root word "bio" means
 - laboratory
 - life
 - study of
 - sciences
- Which statement below is true?
 - Observation is usually based on inferences
 - Observation is a hypothesis
 - Inferences are usually based on observations
 - Inferences and observations are the same thing
- The ____ is related to oxygen which is used to fuel or give energy to different parts of our body.
 - Synthesis
 - Respiration
 - Regulation
 - Reproduction
- If you want to get the general idea of what a chapter from a textbook is about, the best strategy would be to

Note: Illustrations reduced to 75%

If you select a number that will cause a printout that is larger than your printer's physical size, the program will try to print past the right side. This results in a forced line feed (by the printer) and the program, not aware of this happening, will not count the lines printed correctly and all subsequent pages will be aligned improperly. Your printout may also be illegible.

Parameter #2 and #9 are used solely in Text Mode. When printing in Graphics, you will need to select the graphic density as part of parameter #22 (Graphic on) and the line width in parameter #10 (Graphic width). Using the Imagewriter II as an example, parameter #22 has 1B4E and 1B47. These are the codes to set the printer in Pica (1B4E) and bit image graphics (1B47). To change the density to Condensed, you will need to change the Pica code (1B4E) to Condensed (1B71).

On some printers, the character mode is totally unrelated or ignored in bit graphics (Pica, Elite, etc. have no effect in graphics mode). On such printers, you must include a code to place the printer in a specific dot density. Depending on your printer, you may be able to select different dot densities (consult your printer manual).

If parameter #19 (Graphic density) is set to FF, the program will double all the dots before sending them to the printer. On the Imagewriter II, this will result in wide graphic characters (remember to reduce the graphic width in parameter #10).

Both "Width" parameters (#9 and #10) will be used solely in the text body of the worksheet. Crossword and Word Find will always use as many words as possible, hence, they will always create the largest grid possible. The only way to reduce the grid size would be to print fewer questions or use fewer words. A 20-question Crossword, for example, will most likely create a smaller puzzle than a 40-question Crossword.

Note: The width parameters will not accept a number that is less than 28 (decimal 40) or greater than 78 (decimal 120).

SIMULATING 128K

If your computer has only 64K of memory, you wish to include Crossword and Word Find in a Custom Design, and you have two disk drives, you can take advantage of this option. This option allows you to create a "work disk" for use with the program. In the TOOLS MENU, select Make and name your disk **RAM**. This disk will be used as a temporary storage area. This disk may also be used as your Data Disk, but you must leave about 100 blocks for use as a RAM disk.

In order for the program to be able to utilize the "work disk," it **MUST** be present in any secondary drive during booting. The disk must also be present at all times if you select Print from the MAIN MENU, and during the entire printing process. If the program encounters an error using the "work disk" (such as disk not present), the 128K option will be terminated. If the 128K option is switched off, go to the SETUP MENU with the "work disk" inserted in any secondary drive and exit with **Ctrl-E**. Your "work disk" will again be logged on by the program for **Simulating 128K**.

Remove This Page

PASSWORD RECOVERY

This page is intended for the Teacher's eyes only. If this guide is to be placed on a shelf for all users to see, then this page should be removed and either placed in a secure location or destroyed. The following information will allow you to find out the password on any file or files on a Data Disk. So if you should forget your password to a file, go to the TOOLS MENU from the MAIN MENU and follow these instructions:

1. With the Data Disk containing the lost password in your Data Drive, select Delete from the TOOLS MENU (you are **not** going to Delete the file).
2. **DO NOT** press **RETURN**. Move the highlight bar to the name of the file for which you want to find the password.
3. With the highlight bar on the correct file, press **Ctrl-W-T-P** (for **What is The Password**) and the password will be displayed on the screen.

FILE RECOVERY

Since disks are a physical storage device, they may be damaged due to wear and electromagnetic fields. It is recommended that you **ALWAYS** have a backup copy of files on a second disk. Damaged files can be detected by the following symptoms:

- During Load, the program tells you "Make sure the disk is inserted...."
- After Load, in the Editor you notice some "garbage" characters in your file.
- During Load, you get "ProDOS error #XXX."
- During Printing a Custom Design, erratic messages or printing occurs.

Depending on the extent of the damage, you may be able to recover your file (Custom Designed files cannot be recovered). Following these steps may recover the files for you, but remember that this bypasses any passwords and is not for general knowledge.

- Step 1: Re-boot the computer. Copy the file using the Tools option to another disk. If unsuccessful, proceed to step 2 without making a backup copy.
- Step 2: Re-boot the computer with the Apple System Utilities disk and RENAME the file you have problems with to "TOOL.TXT," then re-boot **Classroom Toolbox**.
- Step 3: Enter the Editor by selecting **Create** and select the same TYPE of file as when you created the file you wish to recover:
 - a. When the **I:** prompt appears, press **Shift-⌘-@** with the disk containing TOOL.TXT in the Data Disk Drive.
 - b. The program will attempt to read in the data. If the process is successful, save this file on a different Data Disk. You may see some data in your file that doesn't make sense; delete this data prior to saving.
 - c. **DO NOT** use the disk containing the bad file without first copying all the remaining files onto another disk and **REFORMATTING** the disk using the **Make** option from the TOOLS MENU

NOTE: This page should be removed from this guide to prevent it from falling into the wrong hands.

Appendix A: Conversion Table

Dec	ASCII	Hex									
00	NUL	00	32	SP	20	64	@	40	96	`	60
01	SOH	01	33	!	21	65	A	41	97	a	61
02	STX	02	34	"	22	66	B	42	98	b	62
03	ETX	03	35	#	23	67	C	43	99	c	63
04	EOT	04	36	\$	24	68	D	44	100	d	64
05	ENQ	05	37	%	25	69	E	45	101	e	65
06	ACK	06	38	&	26	70	F	46	102	f	66
07	BEL	07	39	'	27	71	G	47	103	g	67
08	BS	08	40	(28	72	H	48	104	h	68
09	HT	09	41)	29	73	I	49	105	i	69
10	LF	0A	42	*	2A	74	J	4A	106	j	6A
11	VT	0B	43	+	2B	75	K	4B	107	k	6B
12	FF	0C	44	,	2C	76	L	4C	108	l	6C
13	CR	0D	45	-	2D	77	M	4D	109	m	6D
14	SO	0E	46	.	2E	78	N	4E	110	n	6E
15	SI	0F	47	/	2F	79	O	4F	111	o	6F
16	DLE	10	48	0	30	80	P	50	112	p	70
17	DC1	11	49	1	31	81	Q	51	113	q	71
18	DC2	12	50	2	32	82	R	52	114	r	72
19	DC3	13	51	3	33	83	S	53	115	s	73
20	DC4	14	52	4	34	84	T	54	116	t	74
21	NAK	15	53	5	35	85	U	55	117	u	75
22	SYN	16	54	6	36	86	V	56	118	v	76
23	ETB	17	55	7	37	87	W	57	119	w	77
24	CAN	18	56	8	38	88	X	58	120	x	78
25	EM	19	57	9	39	89	Y	59	121	y	79
26	SUB	1A	58	:	3A	90	Z	5A	122	z	7A
27	ESC	1B	59	;	3B	91	[5B	123	{	7B
28	FS	1C	60	<	3C	92	\	5C	124		7C
29	GS	1D	61	=	3D	93]	5D	125	}	7D
30	RS	1E	62	>	3E	94	^	5E	126	~	7E
31	US	1F	63	?	3F	95	_	5F	127	DEL	7F

To use this table:

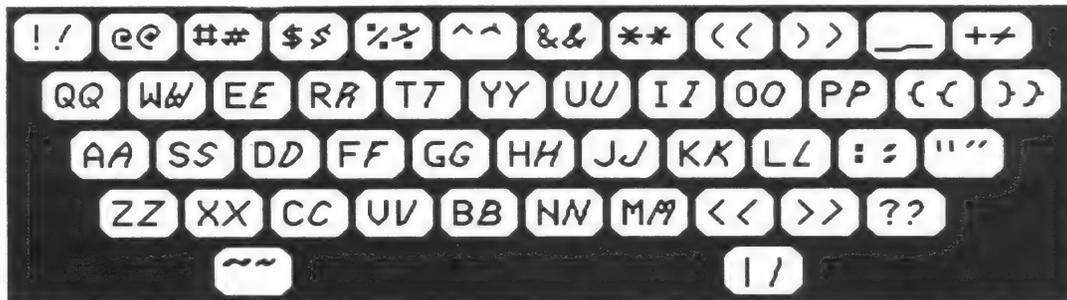
If your manual lists the codes in ASCII, look up the code in the ASCII column and find the equivalent hexadecimal number from the Hex column. For example, if your printer manual lists the reset code as: **ESC @**, translate this to:

ASCII: **ESC @**
Hex: 1B 40 (enter this number in your custom printer)

If your printer manual lists the codes in decimal, look up the code in the Decimal column and find the equivalent hex number from the Hex column. For example, if your printer manual lists the code to set subscript as decimal **27 121**, translate this to:

Dec: **27 121**
Hex: 1B 79 (enter this number in your custom printer)

ITALICS ALTERNATE KEYBOARDS



Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

SPANISH ALTERNATE KEYBOARDS

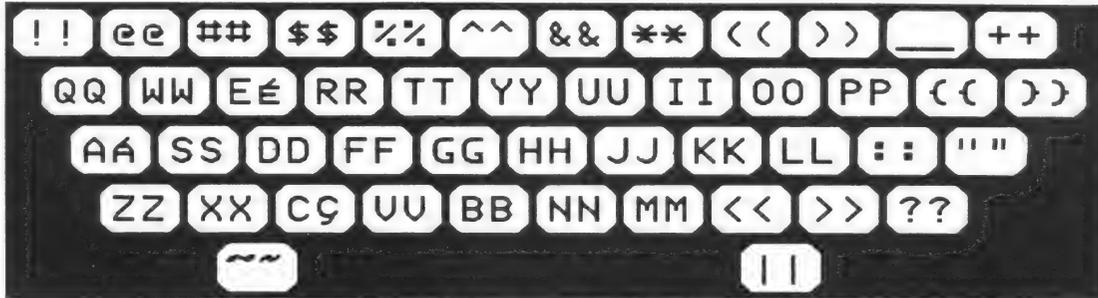


Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

FRENCH ALTERNATE KEYBOARDS



Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

GERMAN ALTERNATE KEYBOARDS

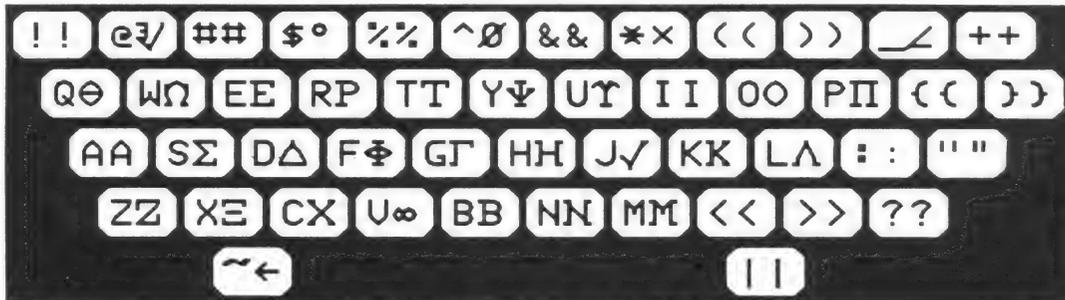


Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

GREEK ALTERNATE KEYBOARDS



Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

SCRIPT ALTERNATE KEYBOARDS



Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

OLD ENGLISH ALTERNATE KEYBOARDS



Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

Symbols1 ALTERNATE KEYBOARDS



Shifted/Uppercase Keyboard



Normal/Lowercase Keyboard

Appendix C: Quick Reference Function and Command Keys

Setup Menu		Editor
<p>Ctrl-D Data Drive Selection</p> <p>Ctrl-E Exits to Main Menu (temporary setup)</p> <p>Ctrl-? Description of highlighted option</p>	<p>General</p> <p>Ctrl-? List of command keys</p> <p>Ctrl-I Toggle Insert/Typeover</p> <p>RETURN Terminate current entry</p>	<p>Cursor Moves</p> <p>Ctrl-S Move to Start of file</p> <p>Ctrl-E Move to End of file</p> <p>Ctrl-N Move to Next screen</p> <p>Ctrl-P Move to Previous screen</p>
<p>Main Menu</p> <p>Ctrl-D Data Drive Selection</p> <p>Ctrl-T Go to Setup Menu</p> <p>Ctrl-F File Transport Menu</p> <p>Ctrl-? Description of highlighted option</p>	<p>Typeset/Font</p> <p>Ctrl-R Select Regular</p> <p>Ctrl-B Select Bold</p> <p>Ctrl-U Select Underline</p> <p>Ctrl-< Select Subscript</p> <p>Ctrl-> Select Superscript</p> <p>Ctrl-A Select the Alternate Font</p>	<p>Miscellaneous</p> <p>Ctrl-K View Alternate Key assignments</p> <p>Ctrl-Z Shift case of the keyboard display</p> <p>Ctrl-↓ Force a new line</p> <p>Ctrl-D Delete an entire entry</p> <p>Ctrl-G Undo the last Ctrl-D</p>
<p>Print Menu</p> <p>Ctrl-D Data Drive Selection</p> <p>Ctrl-E Exit to Main Menu</p> <p>Ctrl-T Reproduce a specific version of worksheet</p> <p>Ctrl-? Description of highlighted option</p>	<p>Find</p> <p>Ctrl-F Find a specific text</p> <p>Ctrl + Search forward</p> <p>Ctrl - Search backwards</p>	
<p>Tools Menu</p> <p>Ctrl-D Data Drive Selection</p> <p>Ctrl-E Exits to Main Menu</p> <p>Ctrl-? Description of highlighted option</p>		

Appendix C: Quick Reference Worksheet Limitations

Creation Type		Printed as							
↓	↓	Multiple Choice	Word Find	Matching	Crossword	Completion	True/False	Word Jumble	Free Form
Multiple Choice	None		15 chars. on A: 75 entries max	75 entries max	15 chars. on A: 75 entries max	**	**	None	**
Word Find	**		15 chars. on W: 75 entries max	**	**	**	**	None	**
Matching	**		15 chars. on M: 75 entries max	75 entries max	15 chars. on M: 75 entries max	**	**	None	**
Crossword	**		15 chars. on A: 75 entries max	15 chars. on A: 75 entries max	15 chars. on A: 75 entries max	**	**	None	**
Completion	**		15 chars. on underline 75 entries max	**	15 chars. on underline 75 entries max One blank only	None	**	None	**
True False	**		**	**	**	**	None	**	**
Word Jumble	**		15 chars. on W: 75 entries max	**	**	**	**	None	**
Free Form	**		**	**	**	**	**	**	None

** Not applicable

Classroom Toolbox

Teacher and Classroom Utility

Overview

Classroom Toolbox is a tool for producing Multiple Choice, Matching, Completion, Word Find, Crossword, Word Jumble, True/False, and Free Form worksheets.



READING LEVEL

4

GRADE LEVEL



TIME REQUIRED

5-60 minutes

Curriculum

PREREQUISITE SKILLS

- Keyboarding skills are helpful.

OBJECTIVES

- To create a data base of test/worksheet questions for use in the worksheets mentioned in the overview.
- To help teachers utilize the computer as a worksheet/test making tool.
- To save time creating tests.
- To save time creating Crossword Puzzles, Word Finds, & Word Jumbles.
- To save time combining the various types of worksheets.

PROBLEM SOLVING SKILLS

- Creativity
- Originality
- Flexibility

TEACHER OPTIONS

- In Setup:
 - Printer selection
 - Interface selection
 - Data Disk Drive selection

Courseware

NOTEWORTHY FEATURES

- Ability to combine different file types into one worksheet.
- Ability to protect files with a password.
- Creating one type of file allows you to generate many other file types with no additional work. For example, a file made for Multiple Choice can also be used to generate Matching, Word Find, Crossword, and Word Jumble printouts.
- Instructions, questions, and answers have no limitations on length in Multiple Choice, Matching, Completion, True/False, and Free Form worksheets.
- Alternate Fonts allow the use of the Normal character set plus either Spanish, French, German, Greek, Italics, Script, Old English, or Symbols.

Hardware

- Apple
 - Printer required



Classroom Toolbox

DESCRIPTION

Classroom Toolbox is useful for students as well as teachers. Students can use it for making Word Find, Word Jumble, and Crossword puzzles, while teachers can use it for Multiple Choice, Matching, Completion, True/False, and Free Form (essay) tests. The most effective use of Classroom Toolbox is to create the most general type of file. Then, from that one file, print out other types of worksheets. In this way, you type once for a Multiple Choice type of worksheet, but are able to print a Matching, Word Find, Word Jumble, or Crossword worksheet with no additional work. The major sections of the program are:

Create - Allows you to choose the type of file you are going to prepare, then brings you into the Editor.

Editor - Area for entering questions and answers. Functions as a prompted word processor.

Print - Enables you to print various types of worksheets. It also allows you to custom design a worksheet made up of different files and different file types. Below is a sample printout made using Classroom Toolbox.

GETTING STARTED

Before using the program, it is a good idea to have a set of questions and answers ready to use in Classroom Toolbox. You may, however, use a file stored on the Data Disk called SAMPLE1MC to get a feel for the program without typing any of your own questions.

Choose the answer which is the most correct for the following statements
Circle the correct answer.

- In $\triangle ABC$, if $\angle ABC = 35^\circ$ and $\angle BCA = 70^\circ$, then what is the measure of $\angle ACB$?
a. 35° b. 65° c. 70° d. 75°
- Line segment $AB \perp CB$, means the lines form _____
a. a triangle c. skew lines
b. parallel lines d. a right angle
- Simplify $(125)^{1/3}$
a. $\frac{1}{125}$
b. 625
c. 25
d. 5
- What is the Quadratic Formula?
a. $X = \frac{-b \pm \sqrt{b^2-4ac}}{2a}$
b. $X = \frac{b + \sqrt{4b^2-4ac}}{2ac}$
c. $X = \frac{-b \pm \sqrt{b^2-4ac}}{2a}$
d. $X = b^2-4ac$

AT THE COMPUTER

Step 1: Place the ClassroomToolbox Program disk in the disk drive and turn on the computer and monitor. Pressing the "?" while a Main Menu item is highlighted will show a brief description of that option.

Step 2: The easiest way to become familiar with Classroom Toolbox is to follow the steps on pages 4 through 11 in the teachers guide explaining "Getting Started." This section will help you setup the program to work with your printer and step you through the main options needed to use the program.

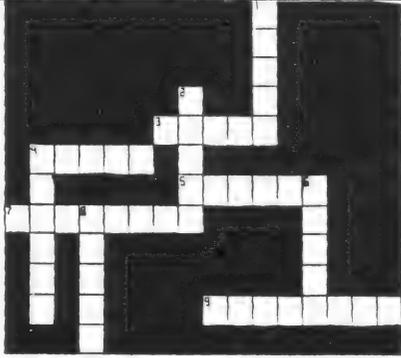
Step 3: After creating a Multiple Choice worksheet, printing out a Matching, Word Find, Crossword, or Word Jumble worksheet can be done directly from the Print option on the Main Menu.

EVALUATION

The effectiveness with which this tool is used can be measured by the flexibility of the files created and the quality of the worksheets obtained from those files.

SPECIAL KEYS

- CTRL-E returns you to the Main Menu at any time.
- CTRL-D at any Menu will allow you to change the location of the Data Disk Drive.
- \odot -? in the Editor will display the list of command keys used in the Editor.



ACROSS

- If the mechanical advantage of a machine is greater than one, there is a gain in _____
- An axe blade is an example of a _____
- Crowbars, scissors, and _____

DOWN

- The newton is a unit of _____
- The unit of work in the metric system is the _____
- A measure of the force of gravity is _____

Apple: Working with the Computer

1. Turn on the television or monitor.
2. Insert the diskette into the disk drive with the label facing up.
3. Close the door to the disk drive.
4. Turn on the Apple.
5. You will see a red light on the disk drive turn on. If the disk drive light does not turn off after about 10 seconds, turn the Apple off and make sure your disk is placed correctly in the disk drive.
6. Sunburst will appear on the screen, followed by the program name.
7. Follow the directions in the program.
8. If you want to stop, hold the Control (CTRL) key and press the E key.

Shutting off the System

1. Remove the diskette from the disk drive and return it to its place of storage.
2. Turn off the Apple.
3. Turn off the television or monitor.

Apple IIgs: Control Panel Settings

To allow your Apple IIgs to work properly with Sunburst software, certain Control Panel settings should be selected. The Apple IIgs retains these settings even after the power is turned off.

To Use the Control Panel:

- Turn on the Apple IIgs and monitor.
- Enter the Control Panel main menu by holding down the CONTROL and OPTION keys, and then press RESET (the rectangular key located above the number keys). If your Apple IIgs is in an Apple //e case, use the closed-apple (🍏) key instead of OPTION.
- Press the 1 key to enter the Control Panel.
- Use ↓ and ↑ to highlight the feature you want to change and press RETURN. Again use ↓ and ↑ to highlight a specific option and change it by using the ← and → keys.
- After you have finished making changes, select Quit to use the Apple IIgs.

To Change the Display:

- Highlight **Display** and press RETURN.
- Set **Type** to **Color**.
- Set **Columns** to **40**.
- Set **Text** to **White**.
- Set **Background** to **Black**.
- Set **Border** to **Black**.
- Press RETURN to save the changes and to go back to the Control Panel.

To Change the System Speed:

- Highlight **System Speed** and press RETURN.
- Set **System Speed** to **Normal**.
- Press RETURN to go back to the Control Panel.

To Change the Slots:

- Highlight **Slots** and press RETURN.
- Set **Slot 1** to **Printer Port**. If you are using a printer card, select the slot number your printer card is in.
- Set **Slot 6** to **Disk Port**, if you use a disk drive connected to the disk drive port.
- Set **Slot 6** to **Your Card**, if you use a disk drive connected to a controller card in Slot 6.
- Set **Startup Slot** to **Scan**.
- Press RETURN to go back to the Control Panel.

What Happens If...? Sunburst Courseware & Warranty

What happens if a program will not load or run?

Call us toll-free and we will send you a new diskette.

What if I find an error in the program?

We have thoroughly tested the programs that SUNBURST carries so we hope this does not happen. But if you find an error, please note what you did before the error occurred. Also, if a message appears on the screen, please write the message down. Then fill out the evaluation form or call us with the information. We will correct the error and send you a new diskette.

What happens if the courseware is accidentally destroyed?

SUNBURST has a lifetime guarantee on its courseware. Send us the product that was damaged and we will send you a new one.

How do I stop in the middle to go on to something new?

These programs can be interrupted by holding down the Control (Ctrl) key and typing the letter "E." Then follow the directions on the screen to end the program.

Can I copy this diskette?

The material on the Program Disk is copyrighted. You **should not** copy the Program Disk. However, the Data Disk may be copied using the Tools option.

Can I take this diskette out of the computer after the program has loaded and put it into another computer?

No, the program periodically takes information from the diskette. Removing the diskette will cause a disk error.

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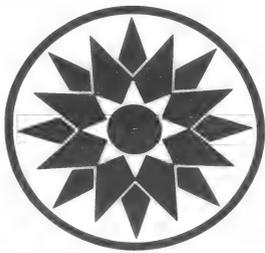
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SUNBURST
COMMUNICATIONS

TEACHER EVALUATION FORM

Please indicate your reactions to the following questions about this Sunburst program. Use the space at the bottom of the page to summarize your overall feelings about the program. The other side of this evaluation may be reproduced and used for student evaluations.

NAME OF SUNBURST PROGRAM _____

COMPUTER SYSTEM / MODEL _____

NAME OF SCHOOL _____

GRADE LEVEL OF SCHOOL _____

ADDRESS _____

YOUR NAME _____

CITY STATE ZIP _____

TITLE _____

DATE _____

PHONE NUMBER _____

1. Does the material meet its objectives as stated in the teacher's guide? _____

2. What suggestions would you make for improvement in the teacher's guide? _____

3. Is this program educationally valuable to you? Why? _____

4. With which grade level would you use the program? _____

5. Will this program interest your students enough that they will want to use it more than once?

6. How would you use this program with your students? _____

Please use this space to describe your overall reaction to the program.

Did you order this product for evaluation or as a purchase? (Circle one.)

STUDENT EVALUATION FORM

1. What is the name of the program that you used? _____

2. Would you like to use this program again? Explain why.

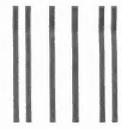
3. Did you understand the instructions?

4. Were the pictures in the program interesting?

5. What did you learn from the program that you didn't know before?

6. What didn't you like about the program?

Fold into thirds, tape closed (do not staple) and mail.



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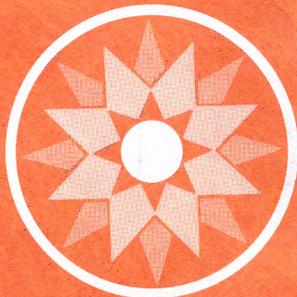
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