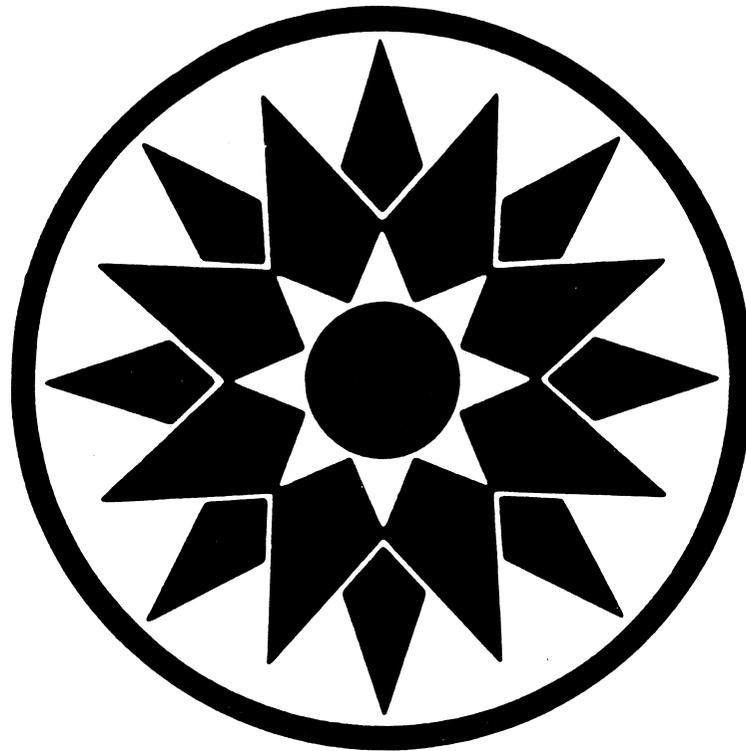


Teacher's Guide

The School Speller

**For Magic Slate II
80 Column**

Apple



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COMMUNICATIONS**

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5. You may copy the *School Speller Dictionary Disk*. A back-up is provided.
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INTRODUCTION

The School Speller for *MAGIC SLATE II* is a spell-checker and more. As students' word-processing files from *MAGIC SLATE II* data disks are checked for spelling, *The School Speller* collects records of words that were misspelled and how they were corrected. This information allows the teacher to know what words students are trying to use and to customize spelling lists accordingly. Language-based spelling instruction is not new and its value has been well documented. In the past, however, the teacher time required to collect and organize the necessary data often made language-based spelling an "ivory tower" philosophy rather than a classroom reality. *The School Speller* uses the power of technology to place a practical tool in the hands of the teacher.

The School Speller is flexible in order to meet a wide variety of needs and technology styles. Consider, for example, a teacher who prefers that spell-checking be a separate step and that words be looked up in a traditional dictionary. The *School Speller Tools Disk* could be used to spell-check and print a double-spaced rough draft of a file with the unrecognized words marked in the file and a list of those words printed after the file. Students could then look up the words and make corrections on the rough draft before continuing to word process the file.

Students enjoy using *The School Speller* because it allows them to make decisions about handling misspelled words. They also appreciate the ease with which they may see a list of suggested spellings when they have misspelled a word.

The School Speller consists of two disks, the *School Speller Dictionary Disk* and the *School Speller Tools Disk*. *The School Speller Manager* (a separate product not included in this package) allows the teacher to combine speller records in order to look at the most frequently misspelled words for a whole class. *The School Speller Manager* also lets the teacher control how the *Dictionary Disk* works. These three disks are explained in the Overview section (pages 3-5).

This manual contains a complete program description of the *School Speller Dictionary Disk* and the *School Speller Tools Disk*, a question and answer section, disk drive set-up suggestions, and lessons to use when introducing *The School Speller* to students. Before teaching *The School Speller* to students, the teacher should become comfortable with the program. The following sequence may be helpful:

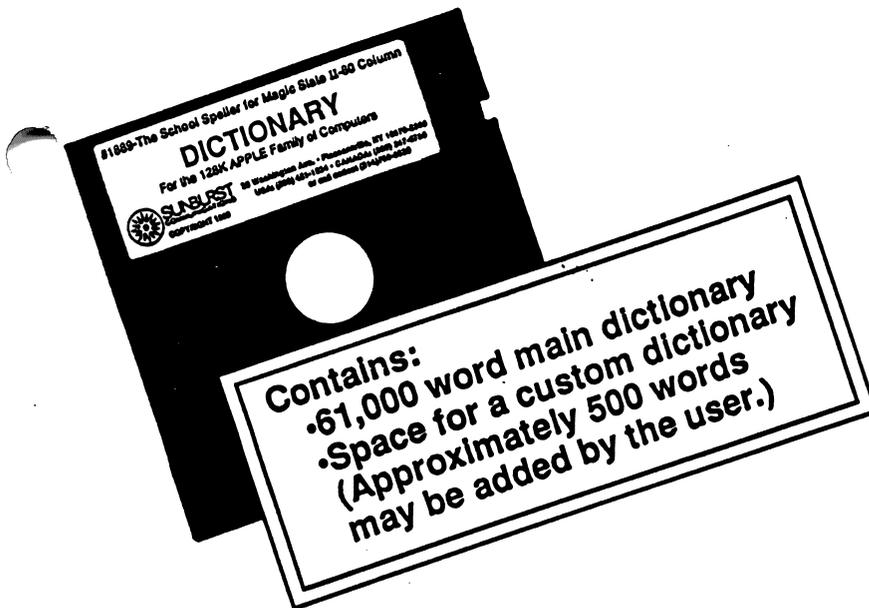
1. Read through the program description of the *School Speller Dictionary Disk* (pages 6-10).
2. Use the *School Speller Dictionary Disk* to spell-check files on a *MAGIC SLATE II* data disk. (This will allow you to accumulate some speller records and to add words to the custom dictionary.)
3. Configure your *School Speller Tools Disk* to work with your computer equipment (pages 11-12).

4. Read the program description of the *School Speller Tools Disk* (pages 13-22).
5. Try using the features offered on the *School Speller Tools Disk* .
6. Read "*School Speller Questions and Answers*" (pages 23-28) and "*Disk Drive Set Up Suggestions*" (pages 29-32).
7. Introduce *The School Speller* to your students. (A suggested method is outlined on pages 33-44.) Be sure they are very comfortable with the *Dictionary Disk* before you present the *School Speller Tools Disk*.

The School Speller is designed to work with an Apple IIgs, Apple IIc, or 128K Apple IIe. If you need assistance in operating your computer, see the "*Working With Your Computer*" section of this Teacher's Guide (pages 47-48). You can also call Sunburst Communications toll free at (800) 431-1934; in Canada call (800) 247-6756.

SCHOOL SPELLER DICTIONARY DISK

One *Dictionary Disk* for each student is recommended to keep custom dictionaries individualized.



The *School Speller Dictionary Disk* is used with a *MAGIC SLATE II* data disk.

- As the *Dictionary Disk* is used, **Speller Records** (a list of misspelled words and what they were changed to, as well as words added to the custom dictionary) are collected on the *MAGIC SLATE II* data disk.
- Two commands, **⌘-C** and **⌘-L**, access the *Dictionary Disk* features from the *MAGIC SLATE II* data disk.

⌘-C

Options:

School Speller

Check whole file

Check file from cursor on
Count words in file

➔ **Check whole file or Check file from cursor on** highlights unrecognized words and offers choices:

Page001 Line002 Column001 File:HWLES

I am currently doing research on whales. It is a fascinating topic. There are many books and articles about whales available at the public and school libraries. Once I have the report written, I will use it for a speech in my science class.

File:HWLES

Hard not recognized.
~~XXXXXXXXXXXX~~
 Retype word
 Add word to dictionary
 Skip word
 Skip word (whole file)

Suggested Spellings
~~XXXXXXXXXXXX~~
 fabricating
 fabricating
 fashioning
 fastening

Use arrows or first letter to select and press RETURN.

Checksp II

➔ **Count words in file** gives a total word count:

Page001 Line001 Column001 File:HWLES

I am currently doing research on whales. It is a fascinating topic. There are many books and articles about whales available at the public and school libraries. Once I have the report written, I will use it for a speech in my science class.

Your file contains
44 words.

Press RETURN to continue.

⌘-L

➔ **Look up the spelling of one word at a time.**

Page001 Line001 Column002 File:BEGINNING

Sometimes it is hard to remember how to spell a particular word. It is very handy to use *The School Speller* to check my spelling.

School Speller
"Remember"
is in the dictionary.

Press RETURN to continue.

TYPEWRITER - Use CTRL-E for Insert, ⌘-I for help.

or

Page001 Line001 Column001 File:BEGINNING

Sometimes it is hard to remember how to spell a particular word. It is very handy to use *The School Speller* to check my spelling.

Hard not recognized.
~~XXXXXXXXXXXX~~
 Retype word
 Add word to dictionary
 Skip word

Use arrows or first letter to select and press RETURN.

TYPEWRITER - Use CTRL-E for Insert, ⌘-I for help.



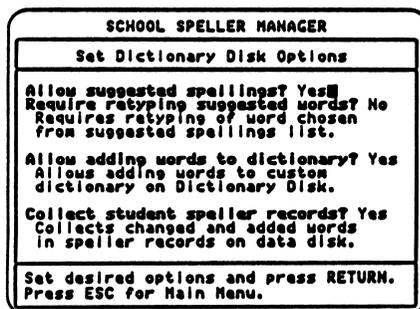
SCHOOL SPELLER MANAGER DISK

(A separate product not included in this package)

One *School Speller Manager Disk* for each teacher is recommended.

The *School Speller Manager Disk* is used with *MAGIC SLATE II* data disks and *School Speller Dictionary Disks*. The Main Menu options are:

- **Set Dictionary Disk options**
Allows you to customize the *Dictionary Disk* and control how *The School Speller* works.



- **Make Dictionary Disk**
Allows you to make multiple customized copies of the *Dictionary Disk*.
- **Check and Print files**
Allows you to spell-check and print word-processing files with the unknown words marked and printed after the file.

- **Speller Records**
Allows previously collected speller records to be edited, printed, deleted, or grouped. Grouping speller records can show which words a whole class most often misspells.
- **Custom Dictionaries**
Allows you to edit, print, erase, create, or merge custom dictionaries. Useful for noting trends in word use and adding custom dictionary words for a specific area of study.
- **Utilities**
Allows you to catalog a disk, delete files, copy files or disks, make a data disk, or set configuration.
- **Quit**
Allows you to use another disk or to turn off the computer.

PROGRAM DESCRIPTION

SCHOOL SPELLER DICTIONARY DISK

The *School Speller Dictionary Disk* enables students to spell-check a *MAGIC SLATE II* file, to count the words in the file (⌘-C), or to look up a word (⌘-L). The commands (⌘-C and ⌘-L) are available from the *MAGIC SLATE II* editing screen. When these commands are used, the *School Speller Dictionary Disk* is accessed. The *Dictionary Disk* contains a 61,000 word main dictionary and room for a 500 word custom dictionary.

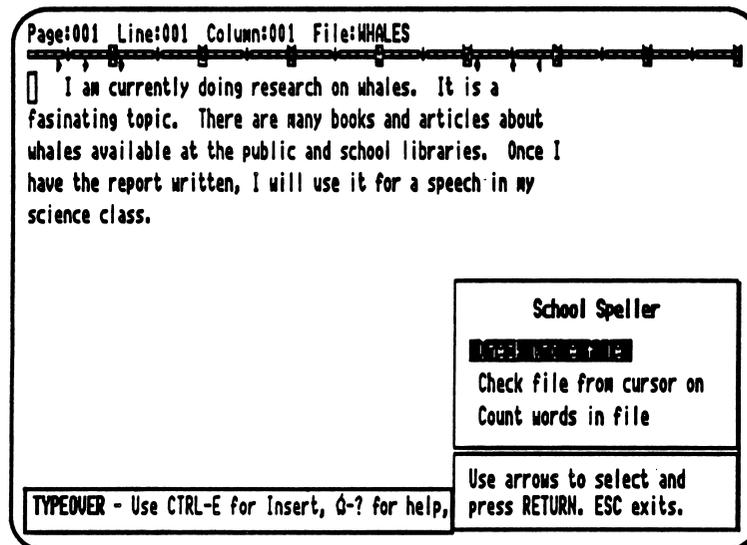
Before using the *School Speller Dictionary*, have students:

1. Boot *MAGIC SLATE II*. (Load the *MAGIC SLATE II Disk* into the computer.)
2. Remove the *MAGIC SLATE II* disk when the Main Menu appears and replace it with a data disk containing their word-processing files. (If using two drives, leave the *MAGIC SLATE II* disk in Drive 1 and insert the data disk in Drive 2.)
3. Load an existing file and select EDIT to see that file or select NEW to begin writing a new file.

CHECK A FILE (⌘-C)

Once a file has been written using *MAGIC SLATE II*, that file can be spell-checked for unrecognized words. It is a good habit to save a file both before and after spell-checking.

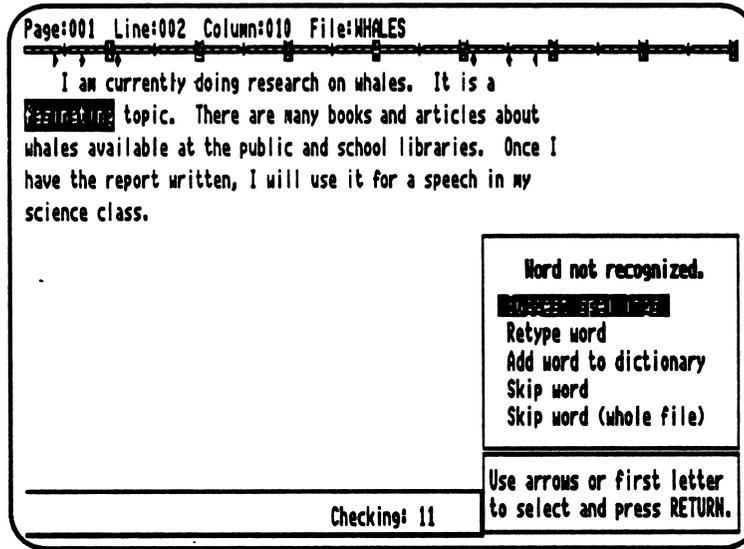
- To use the Check file feature, students remove their data disk and replace it with the *School Speller Dictionary Disk*. (If they are using two drives see "*Disk Drive Set Up Suggestions*" pages 29-32.)
- When students press ⌘-C, they will see this menu:



Check whole file

When students select "Check whole file," the *School Speller Dictionary* will begin scanning the file for unrecognized words. (The cursor does not need to be moved to the beginning of the file.)

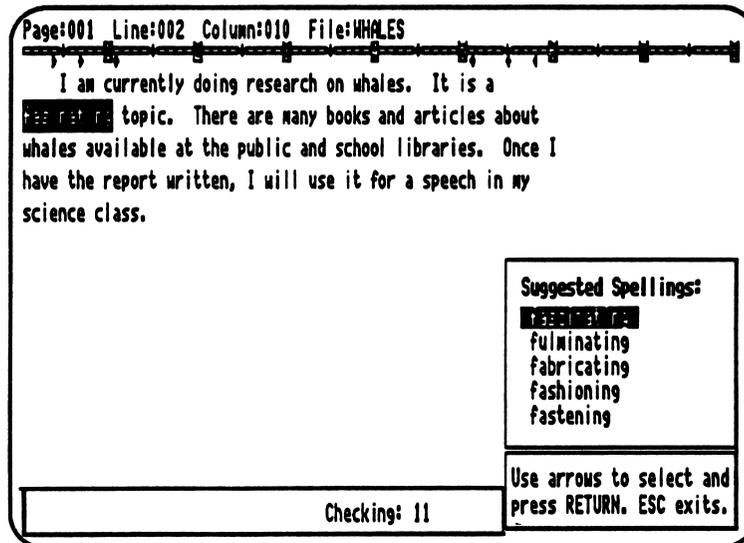
- When the *School Speller Dictionary* locates an unrecognized word, the word will be highlighted. (Highlighted words are not always misspelled. For example, a proper noun could be highlighted if it is not in the dictionary.)
- Students will see the options and select one by using the arrows or the first letter of their choice:



Suggest spellings

When students select "Suggest spellings":

- They will see a list of words that resemble the highlighted word and use the arrows to select the correct word from the list. For example:



- Once a word is selected, it will automatically replace the misspelled word in the file and the *School Speller Dictionary* will continue checking the file.

Retype word

If a student knows the correct spelling (for example, in the case of a typographical error), "**Retype word**" should be selected. The prompt will say:

```
Retype word and press RETURN.  ESC exits:  
□
```

- After the word is retyped, it will be spell-checked again. If it is recognized, it will automatically be replaced in the text. The *School Speller Dictionary* will then continue to check the rest of the file.
- If the word is still not recognized, the *School Speller Dictionary* will highlight the word again. It should be retyped (until it is recognized), looked up using "**Suggest spellings**," skipped, or added to the custom dictionary.

Add word to dictionary

At times a correctly spelled word will be highlighted by the *School Speller Dictionary* as unrecognized. This occurs when a file contains words that are not in the dictionary (for example, proper nouns or technical terms). If desired, the word may be added to the dictionary. You may wish to suggest that students use a traditional dictionary to be certain the word is correct before adding it to the custom dictionary. When a word is added to the dictionary, it is placed in a special section referred to as the "custom dictionary." The custom dictionary on each *Dictionary Disk* can hold approximately 500 words.

- To add the word to the custom dictionary, students select "**Add word to dictionary.**"
- The word will be added to the custom dictionary. (The *School Speller Tools Disk* is used to view the custom dictionary. See page 18.)

Skip word and Skip word (whole file)

The skip word options should be used if students are sure that an unrecognized word is spelled the way they want it to be, but they don't want to add it to their custom dictionary. For example, if the word is an invented word like "Kungies," or if they have intentionally misspelled a word.

- To leave an unrecognized word as it is, students select "**Skip word.**" The *School Speller Dictionary* will remove the highlight and continue checking the file.

- If the word will occur again in the file, and students want to prevent the *School Speller Dictionary* from highlighting it again, they should select "Skip word (whole file)." A limited number of words may be held in the "Skip word (whole file)" list. This list is held in the computer's memory. When students select NEW or LOAD, the words in the skip word list will be erased. When this list is full, the "Skip word (whole file)" will no longer be listed in the option choices.

Check file from cursor on

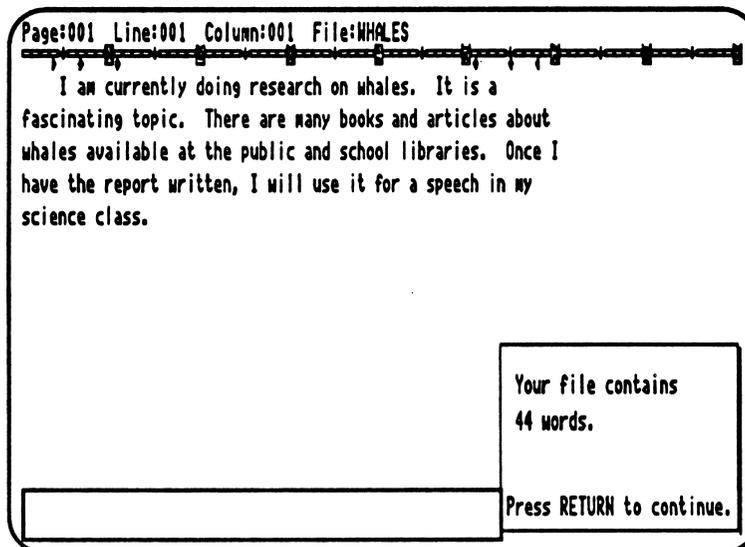
When students select "Check file from cursor on" after pressing ⌘-C:

- The file will be spell-checked as explained above, but it will be scanned from the current location of the cursor rather than from the beginning of the file.

Note: Once a file has been spell-checked, it should be saved on the data disk. Remind students to always select QUIT when they are ready to stop working with *MAGIC SLATE II* files. That way, if they have forgotten to save a corrected file, the prompt will remind them to do so.

Count words in file

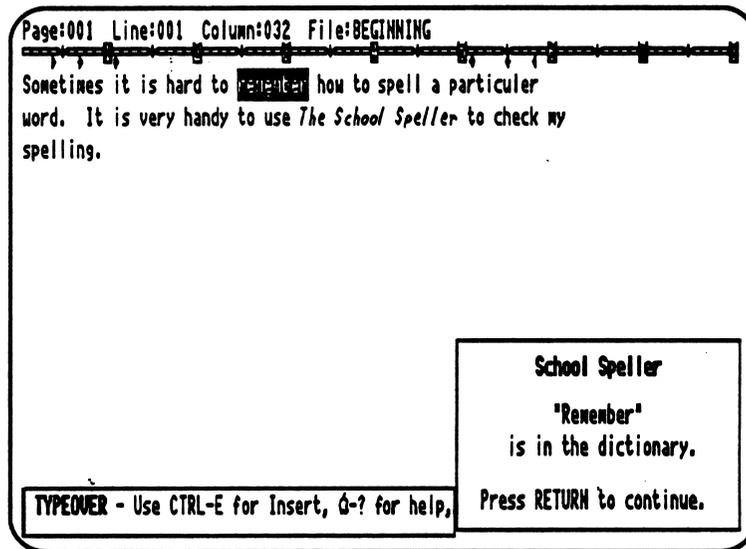
This option will count and display the total number of words in the file. (The cursor may be located anywhere in the file when this option is used.) For example:



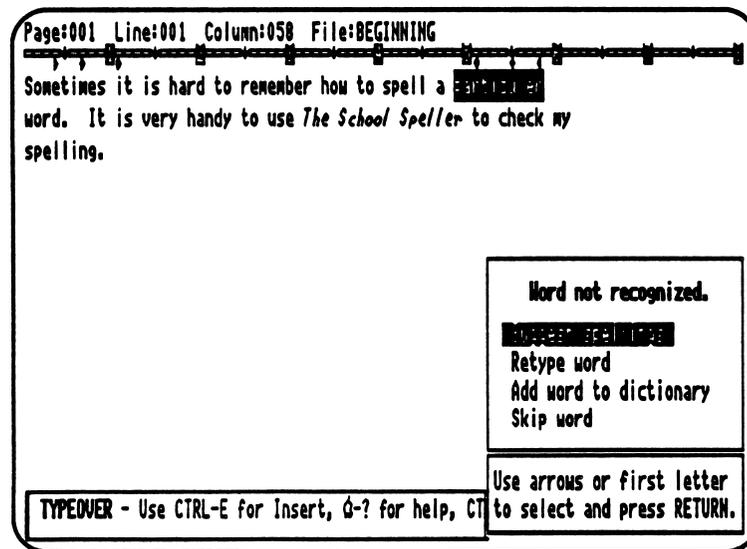
LOOK UP WORD (⌘-L)

Students follow the procedure below if they wish to look up the spelling of one word:

- Place the cursor on any letter of the word.
- Insert the *Dictionary Disk*.
- Press ⌘-L.
- The prompt will tell students if the word is in the dictionary. For example:



- If the word is not in the dictionary, the following options will be offered:



- The options above function as previously explained on pages 7-9.

SCHOOL SPELLER TOOLS DISK CONFIGURING THE DISK

Before using the *School Speller Tools Disk*, it must be configured. The steps to configure the disk are explained below:

1. Remove the write protection from the *School Speller Tools Disk* (remove write-protect sticker on a 5.25 inch disk or slide the write-protect tab closed on a 3.5 inch disk).
2. Put the *School Speller Tools Disk* in the disk drive.
3. Turn on the monitor.
4. Turn on the computer and hold down CONTROL while you press T as the program begins to load into your computer.
5. You should see a title screen and then a Configuration Menu. (If you see the Main Menu instead, press CONTROL-T to see the Configuration Menu.)
6. **PRINTER/CARD/SLOT SETTING** is already highlighted so just press RETURN.
7. **PRINTER TYPE** is already selected so press RETURN.
8. Select your printer from the list and press RETURN.
9. Choose **INTERFACE CARD** from the Printer/Card/Slot Menu and press RETURN.
10. Select your printer interface card from the list and press RETURN. (If your card is not listed, you might try selecting Generic [new], Generic [8-bit], or Generic [7-bit].)
11. You will see: "**Printer card slot: 1.**"
If your printer interface card is in some other slot, change the number to that slot's number. (If you selected an Apple IIc or Apple IIgs port, you won't be asked about the card slot.) Press RETURN.
12. Choose **TEST CARD AND PRINTER** and press RETURN.
13. After checking your printer, press RETURN to print a test.

School Speller Tools 80 Column printer test:
This should be bold and underlined.

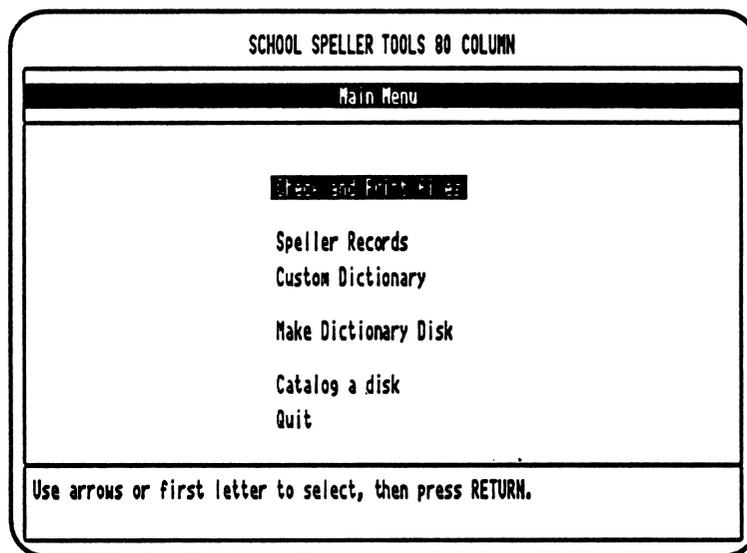
14. When the test is complete, you will see the Printer/Card/Slot Menu again. Choose **BACK TO CONFIGURATION MENU** and press RETURN.
15. Select **DRIVE SETTING** from the Configuration Menu and press RETURN.
16. Select **One Drive, Two Drives, or Other Devices**, (depending on your equipment) from the Configuration Menu and press RETURN. (For more information about drive set ups, see pages 29-32.)
17. Choose **EXIT TO MAIN MENU** and press RETURN. The settings you chose will be written on your *School Speller Tools Disk*. These settings will stay until you change them through the Configuration Menu.
18. Remove the disk from the drive and replace the write protection. **DO NOT REMOVE THE WRITE PROTECTION AGAIN UNLESS YOU WANT TO CHANGE THE CONFIGURATION OF YOUR DISK.**

PROGRAM DESCRIPTION

SCHOOL SPELLER TOOLS DISK

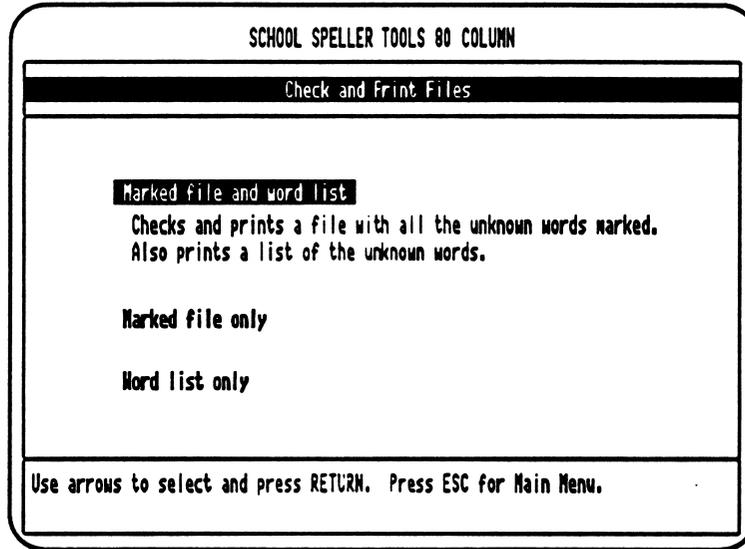
The *School Speller Tools Disk* allows students to spell-check and print files, to work with speller records, to edit or print their custom dictionaries, to catalog a disk, and to make *Dictionary Disks*. The *School Speller Tools Disk* must be configured to your specific printer and drive settings. (See pages 11-12.) Once students boot the *School Speller Tools Disk*, they will see the Main Menu.

MAIN MENU

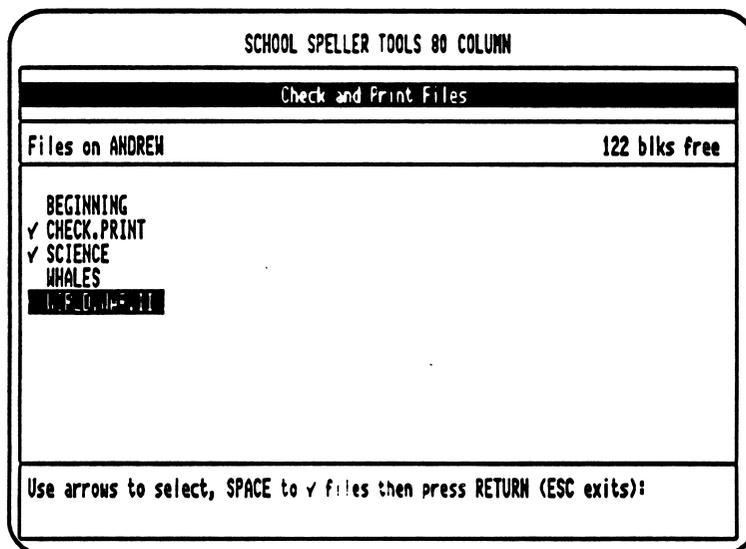


Options are selected using the arrows or the first letter of the option (for example, "S" for Speller Records).

CHECK AND PRINT FILES: Students may wish to have a print-out of a file with the text spell-checked. This is useful for both teacher and students when the curriculum includes language-based spelling instruction or simply as a rough draft. Students may spell-check a file and print that file with unrecognized words "marked" (underlined and/or printed in bold type depending on the printer used). When "Check and Print files" is selected, the following options are offered:



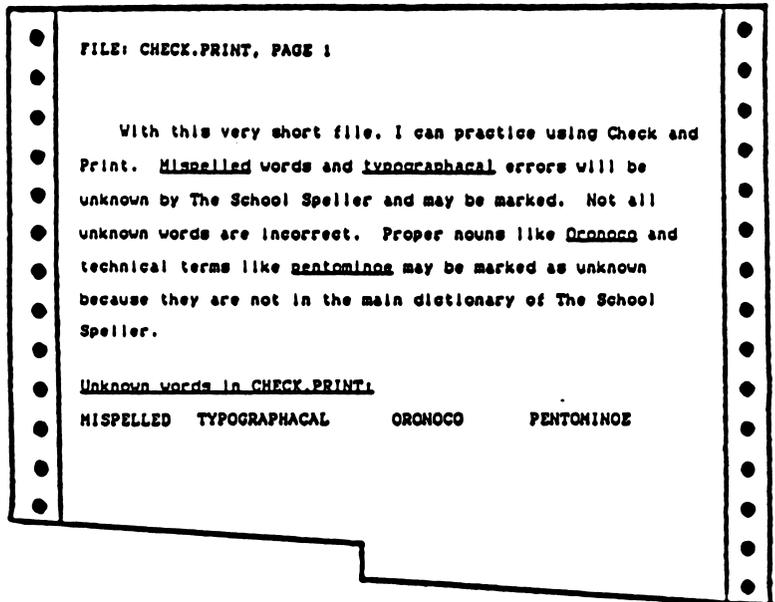
- Students select how they wish their files to be printed. They will need a *Dictionary Disk* and their *MAGIC SLATE II* data disk with the file(s) they wish to check and print. (As students use this option, they will be prompted when to insert the disks.) One or more files may be checked and printed at the same time. For example:



- The file will be printed according to the student's choice.

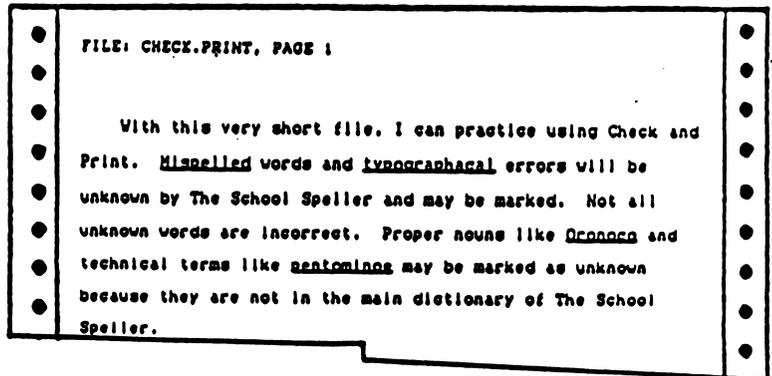
Marked file and word list

This option will print the file with the unknown words marked, and a list of these unknown words will be printed after the file.



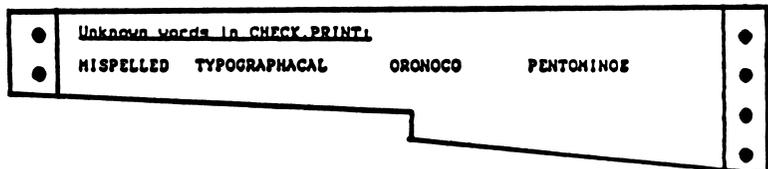
Marked file only

This option will print the file with the unknown words marked, but the list of unknown words will not be printed after the file.

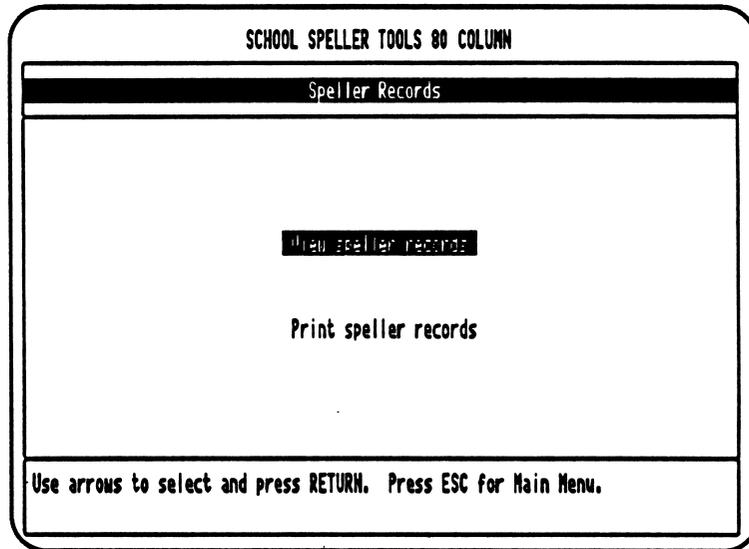


Word list only

This option will print the list of unknown words in the file. The file itself will not be printed.

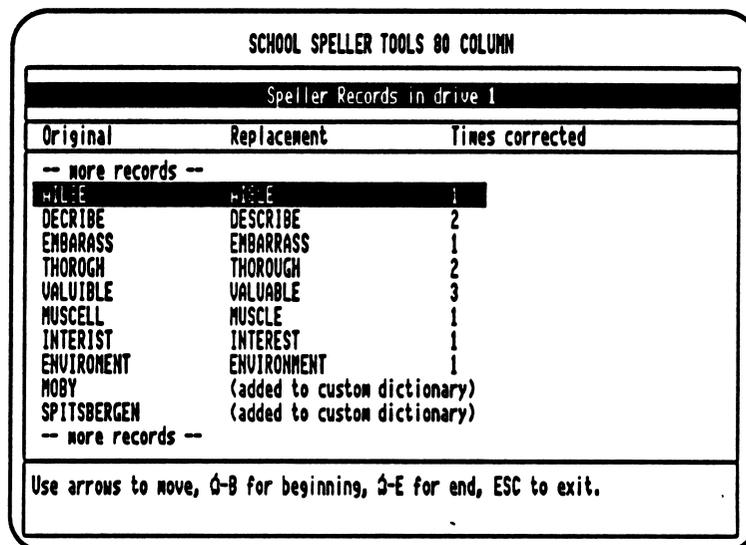


SPELLER RECORDS: As students use the *Dictionary Disk* to spell-check a file or to look up words, unrecognized words will automatically be collected in Speller Records on their data disks. Speller Records also show how the students dealt with the unrecognized words (corrected or added to the custom dictionary) and how often each unrecognized word was used. (Conditions under which speller records will not be collected are explained on page 17.) To view or print these speller records, from students' data disks, students select "Speller Records" from the *School Speller Tools* Main Menu. They will see:



View speller records

This option allows students to view the speller records that have been collected on their data disks. For example:



Print speller records

This option allows students to print the speller records that have been collected on their data disk. The corrected words will be printed separately from the words added to the custom dictionary. For example:

Original word	Replacement	Times corrected
PARTICULER	PARTICULAR	1
FASINATING	FASCINATING	1
ABSENSE	ABSENCE	5
OCURANCE	OCCURRENCE	1
ACCROSS	ACROSS	3
ACCROS	ACROSS	1
BELEIF	BELIEF	2
CERTAINLLY	CERTAINLY	1
LISTINER	LISTENER	1
AILSE	AISLE	1
DECRIBE	DESCRIBE	2
EMBARASS	EMBARRASS	1
THOROUGH	THOROUGH	2
VALUIBLE	VALUABLE	3
MUSCELL	MUSCLE	1
INTERIST	INTEREST	1
ENVIROMENT	ENVIRONMENT	1
CZECOSLOVAKIA	CZECOSLOVAKIA	2
HUNGERY	HUNGARY	1
REGIM	REGIME	2
MUSOLINI	MUSSOLINI	1
ACUIRE	ACQUIRE	2
MARRAGE	MARRIAGE	2
SUCCEED	SUCCEED	1
SINCERLY	SINCERELY	3
TECHNICUE	TECHNIQUE	1
VISABLE	VISIBLE	1
EXHASTED	EXHAUSTED	1
SOPHAMORE	SOPHOMORE	1
SURPRIZE	SURPRISE	1
Total unique words: 30		
<u>Words added to custom dictionary:</u>		
MOBY		
ROROUALS		
BALEEN		
PROVINCETOWN		
EXPOS		
ASTROS		
LAKERS		
HAWKEYES		
HELROSE		
KIBOSH		
FREEBASE		
BATHAN		
HUNDREDWEIGHT		
HEMILIAGREENS		
BETATOWN		
BAZELERON		
JAJA		
Total added words: 18		

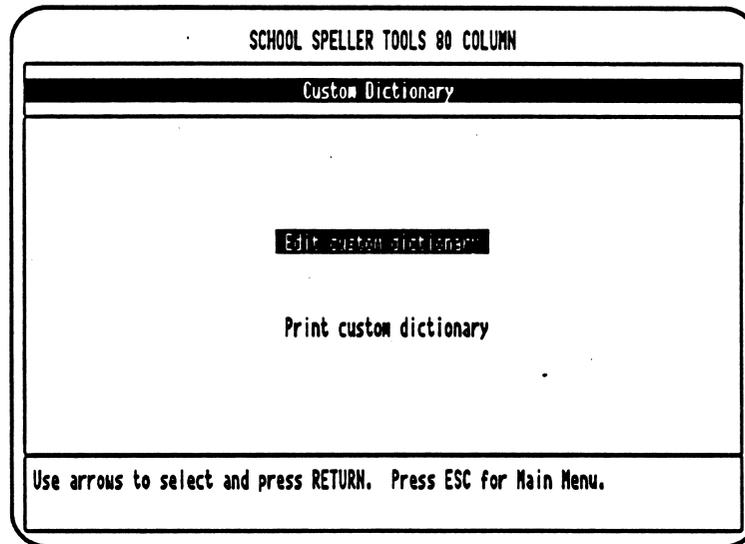
Note: There are four conditions under which speller records will not be collected.

1. The student's data disk has less than five blocks of free space left on it.
2. The Speller Records file has exceeded 25 blocks.
In the two cases above, students would see the prompt below and would need to make a new data disk. If you have a *School Speller Manager*, you could use it to delete the speller records, and the students could continue using the same data disk.

No room to collect more speller records.
Press RETURN to continue.

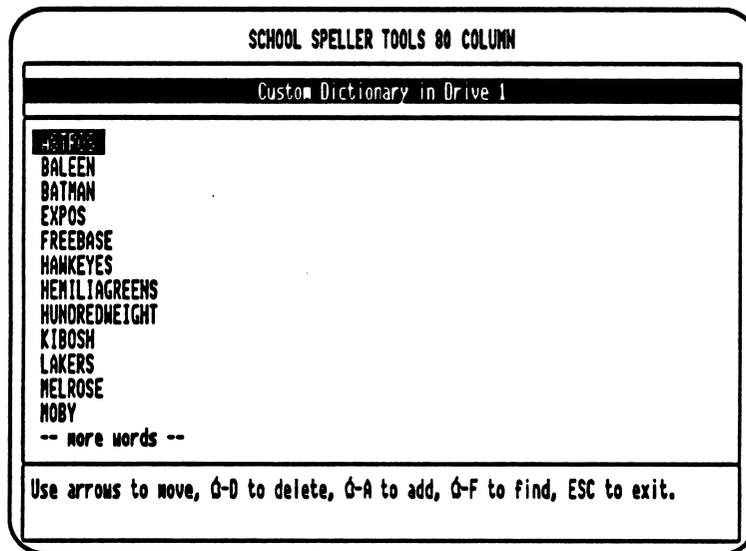
3. The teacher used *The School Speller Manager* to disable the option of collecting speller records.
4. The student's data disk is write protected.

CUSTOM DICTIONARY: When students want to view, edit, or print a list of the words they have added to their custom dictionaries, they select "Custom Dictionary" from the *School Speller Tools* Main Menu. They will see:



Edit custom dictionary

This option allows students to view and edit their custom dictionaries. They may delete, add, and find words. For example:

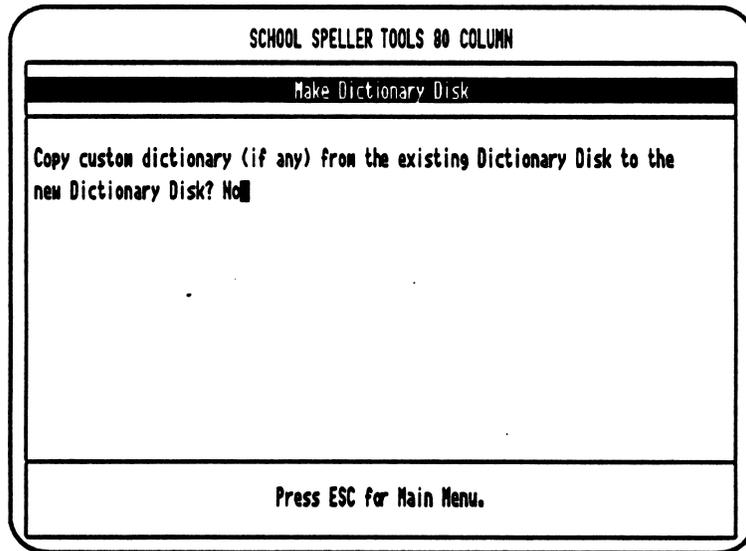


Print custom dictionary

This option allows students to print the words in their custom dictionaries. The words will be printed alphabetically. For example:

<u>Custom dictionary:</u>			
ASTROS	BALEEN	BATMAN	BAZELERON
BETATOWN	EXPOS	FREEBASE	HAWKEYES
HEMILIAGREENS	HUNDREDWEIGHT	JAJA	KIBOSH
LAKERS	MELROSE	MOBY	PROVINCETOWN
RORQUALS	SPITSBERGEN		
Total unique words: 18			

MAKE DICTIONARY DISK: Students may make a copy of the *School Speller Dictionary Disk*. A new copy can be made on a 5.25" disk or a 3.5" disk or added to an existing 3.5" disk such as a *MAGIC SLATE II Disk*. (It is recommended that two disk drives be used. Students using one drive will have to switch disks several times.) Once students select "Make Dictionary Disk" from the *School Speller Tools Main Menu*, they will be asked:



- Students decide if they want the custom dictionary copied along with the main dictionary.
 - They would answer "yes," for example, if the teacher added a special list of words to the custom dictionary, and the students want that list of words to be in the custom dictionary of the new disk.
 - They would answer "no," for example, if the custom dictionary contains words from a specific area of study which they will no longer need. This option allows them to start with an "empty" custom dictionary on their new disk.
- Students will be asked to indicate the source drive (where they will place the disk they will copy FROM) and the destination drive (where they will place the disk they will copy TO). If they are putting the dictionary onto an existing 3.5" disk with enough room, they will be asked: "Copy dictionary files to destination disk ("DISK.NAME") without erasing the disk first? Yes." If there is not enough room, they will be asked if they want to destroy the existing disk.
- Students using one disk drive will start by inserting the source disk. They will be prompted when to switch disks.

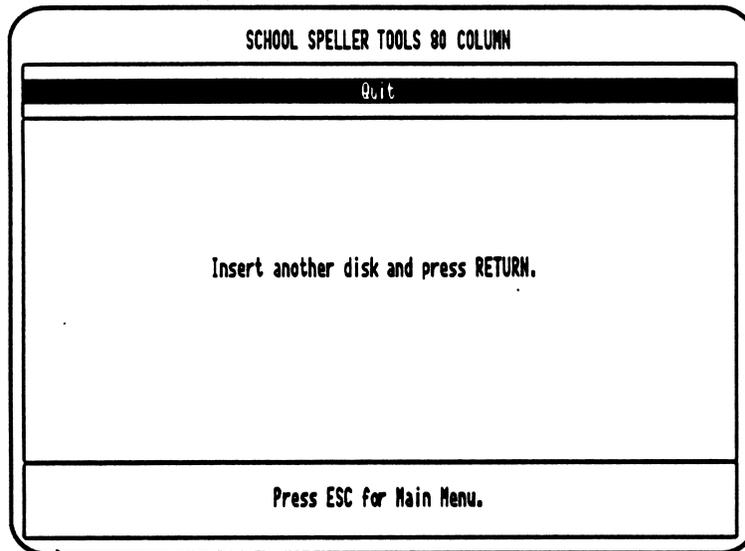
CATALOG A DISK: To see a list of files saved on a *MAGIC SLATE II* data disk, students select "Catalog a disk" from the *School Speller Tools* Main Menu. This feature is helpful if students have several data disks because it allows them to quickly see the contents of each disk. Students select a drive and insert the data disk. They will see a list of files on the data disk. For example:

SCHOOL SPELLER TOOLS 80 COLUMN				
Files on ANDREW		9 files, 122 blocks free.		
NAME	TYPE	BLOCKS	MODIFIED	CREATED
MS2.EDIT80	BIN	50	8/Dec/88	<No date>
MS2.PRINT80	BIN	44	8/Dec/88	<No date>
MS2.UTILS80	BIN	36	8/Dec/88	<No date>
BEGINNING	WPF	3	<No date>	<No date>
SPELL..RECS..	BIN	3	27/Dec/88	<No date>
CHECK.PRINT	WPF	3	<No date>	<No date>
SCIENCE	WPF	3	<No date>	<No date>
WHALES	WPF	3	<No date>	<No date>
WORLD.WAR.II	WPF	3	<No date>	<No date>

Press RETURN to continue.

] If you chose to copy *MAGIC SLATE II* program files when you made the data disk, these will be listed along with the word-processing file names.

QUIT: When completing work with any program, students should always use "Quit." This is a good basic computer habit to establish. When students are ready to quit working with the *School Speller Tools Disk*, they select "Quit" from the Main Menu. They will see:



At this point they can remove the disk and turn off the computer, printer, and monitor, or they may insert another disk.

SCHOOL SPELLER QUESTIONS AND ANSWERS

CAN THE SCHOOL SPELLER FIND ALL OF MY MISTAKES?

Once you have used *The School Speller* with a few files, you will see just how helpful it can be. It is important, however, to understand its limitations.

The School Speller should be used as a part of the proofreading process. Students need to learn that *The School Speller* is an aid to, but not a substitute for, careful proofreading. When a student accidentally types the word "it" and meant to write "is," *The School Speller* will not highlight the misused word, because it is a correct word. *The School Speller* also will not know that you have used the wrong homonym if you write "to" when you should have written "two." Examples such as these should be discussed or demonstrated with students to emphasize the steps in using *The School Speller* and proofreading the file.

The School Speller cannot totally replace a traditional dictionary. For example, if students ask for suggested spellings and then are unsure which one actually has the meaning they are trying to express, they may need to look in a traditional dictionary.

The School Speller may not be able to suggest the correct word in every circumstance. The "Suggest spellings" option is dependent on students using the correct first letter of the word. If the wrong first letter is used, the "Suggested Spellings" list will not give them the correct word.

Despite these limitations, you will find that in most instances, *The School Speller* will be of great help in checking a file or in looking up words. Students enjoy the control they have when using the *The School Speller*. For example, they can decide whether to try retyping the word or to ask for suggested spellings.

HOW CAN I MAKE FULL USE OF THE SCHOOL SPELLER'S CAPABILITIES?

1. Each student should have a *MAGIC SLATE II* data disk that is not shared. As the student spell-checks (using this data disk and a *School Speller Dictionary Disk*), **speller records are collected on the student's data disk.** If data disks are shared, speller records are not individualized.
2. Each student should have a *Dictionary Disk* that is not shared. **Any words added to the custom dictionary are saved on the *Dictionary Disk*.** If a *Dictionary Disk* is shared, the custom dictionary on it represents a composite of words added by all the students who have used it. Individual custom dictionaries provide a quick way for the teacher to look at unusual words, coined words, or slang that a student is using frequently enough to add to a custom dictionary.

3. The *School Speller Tools Disk* can be shared. It is advisable to have **one Tools Disk at each computer station**. This disk can be used to look at speller records (allowing students to become aware of the words they most frequently misspell). The *School Speller Tools Disk* can also be used to check and print files, to edit and print custom dictionaries, to catalog a disk, and to make a dictionary disk.
4. The *School Speller Manager Disk* (a separate product) may be used by the teacher to combine the speller records of a whole class in order to learn what words are most frequently misspelled. This facilitates language-based spelling instruction, helping students learn to spell words that they are already trying to use when they write. The *School Speller Manager Disk* can also be used to create and add a custom dictionary (for a specific area of study) to all students' disks.

The *School Speller Manager* also allows the teacher to configure the students' *Dictionary Disks* to control how *The School Speller* works. For example, the teacher could disable the suggest spellings option or choose whether students can add words to the dictionary or whether speller records will be collected. Each teacher should have one *School Speller Manager Disk*.

WHAT IS A WORD?

To the *School Speller Dictionary*, a word is a contiguous string of letters. Words may contain apostrophes, but no other characters except letters. (A space, page break, tab or any other character that is not a letter or an apostrophe signals the end of a word.) Except for "I" which is checked for capitalization, words containing only a single letter are ignored.

WHAT ABOUT HYPHENATION AND CAPITALIZATION?

Hyphenated words are treated as two separate words by the *School Speller Dictionary*. The *School Speller Dictionary* ignores case with the exception of the letter "I." If "I" is not properly capitalized in the words "I," "I'm," "I've," "I'd" and "I'll," the *School Speller Dictionary* will highlight them as unrecognized words.

WHAT WORDS ARE IN THE MAIN DICTIONARY?

The main dictionary contains 61,000 words which have been carefully reviewed for usage, frequency, and appropriateness. Words compiled from actual students' word-processing files were included as well. Common forms of most words (such as "ed," "s," "ing") are included. Some common and famous names are included, but often proper nouns will be highlighted as unrecognized. Common technical terms are included in the main dictionary, but very specific and unusual technical terms are not.

WHAT IS THE CUSTOM DICTIONARY?

Space is reserved on the *School Speller Dictionary Disk* for words you or your students wish to add to the dictionary. This is called a custom dictionary. Frequently used proper nouns, technical terms, slang words, or unusual forms of common words, can be added to the custom dictionary. You may also wish to add words specifically suited to a current area of study.

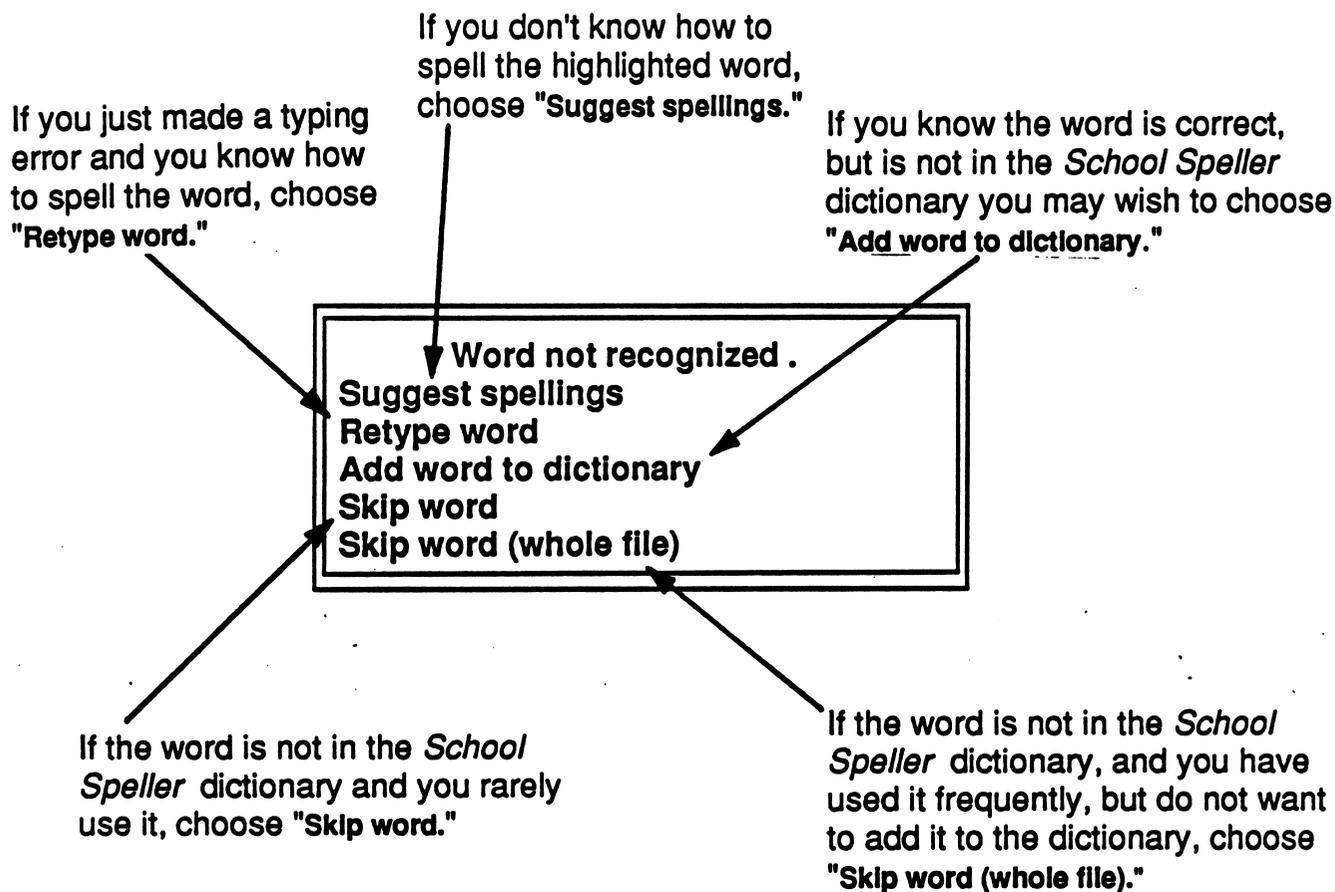
WHAT DO I DO WHEN STUDENTS ADD INCORRECT WORDS TO THEIR CUSTOM DICTIONARIES?

Because students may add words to their custom dictionaries which are incorrect, you will need to periodically examine their custom dictionaries. You may want to use **"Edit custom dictionary"** from the *School Speller Tools Disk* and then delete words which are incorrect. Make a note of these misspelled words and add them to the students' individualized spelling lists. If you notice certain words misspelled on many students' custom dictionaries, it would be helpful to study those words as a class. Also, if you notice a trend in your class to add objectionable or derogatory slang words to the custom dictionaries, you may wish to have a class discussion focusing on appropriateness of word choice.

To help prevent students from adding misspelled words to their custom dictionaries, you may want to suggest that they look up words in a traditional dictionary before selecting the **"Add word to dictionary"** option. *The School Speller Manager* can be used to totally disable this option if you wish.

HOW DO I DECIDE WHICH OPTION TO CHOOSE?

Students appreciate the decision-making control offered by *The School Speller* when an unrecognized word is highlighted. This responsibility tends to encourage students to correct their spelling. The following suggestions may assist you in guiding students who need help making decisions. Most of your students will quickly become aware of these options and make the decisions easily.



WHAT IF I DISCOVER I'VE MISSPELLED A WORD THAT IS USED FREQUENTLY IN MY FILE?

If *The School Speller* highlights a word in the file and you correct it, you may wish to prevent *The School Speller* from pausing every time the word appears. To quickly correct the word every time it is used in the file, press ESC to exit *The School Speller* and use Replace, (CONTROL-R). The fastest way to do this is to use a Global Replace with no prompting which will quickly scan the file for the word and automatically replace it with the correct version. Once the word is corrected throughout the file, you can continue spell-checking the file.

HOW IS THE *DICTIONARY DISK* SET WHEN I RECEIVE IT?

The *School Speller Dictionary Disk* is shipped with certain options set as explained below. These options may be changed using the *School Speller Manager* (a separate product).

SCHOOL SPELLER MANAGER	
Set Dictionary Disk Options	
Allow suggested spellings? Yes <input checked="" type="checkbox"/>	Require retyping suggested words? No
Requires retyping of word chosen from suggested spellings list.	
Allow adding words to dictionary? Yes	
Allows adding words to custom dictionary on Dictionary Disk.	
Collect student speller records? Yes	
Collects changed and added words in speller records on data disk.	
Set desired options and press RETURN. Press ESC for Main Menu.	

(This screen is accessed from
The School Speller Manager Main Menu.)

- ◆ **"Allow suggested spellings? Yes"**
The program attempts to "guess" what word is intended and offers a list of possible words. If this option is set to "No," the student will not be offered a list of suggested spellings.
- ◆ **"Require retyping suggested words? No"** (This will not be available if "Allow suggested spellings" is set to "No.") The suggested spelling will automatically replace the unrecognized word in the file. The student will not be required to retype the word. If this option is set to "Yes," once a suggested spelling is selected, the student must retype the word to match before it is corrected in the file.
- ◆ **"Allow adding words to dictionary? Yes"**
This allows students to create a personalized dictionary on their *Dictionary Disks*. If this option is set to "No," students will not be able to add words to the custom dictionary as they spell-check a file or look up words. (This will not affect adding words when using the *School Speller Tools Disk* or the *School Speller Manager Disk*.)
- ◆ **"Collect student speller records? Yes"**
Words which students have corrected or added to the custom dictionary will be accumulated in speller records on students' data disks. The number of times each unrecognized word was used is also recorded. If this option is set to "No," speller records will not be collected.

HOW DOES THE SCHOOL SPELLER INTERACT WITH FILL-IN FILES, TEACHER PLANNING BOXES, AND STUDENT PLANNING BOXES?

	⌂-L	⌂-C	
	Look up word	Check file	Count words
Files without planning boxes or Fill-in arrows	Checks word	Checks all words	The word count option reports the number of words checked by the check file option. The message "not counting fixed text" is appended to the word count message if any words are skipped as listed in this chart under the check file option.
Make Fill-in	Checks word	Checks all words	
Fill-in	Checks word if cursor is inside ▶◀ Beeps if cursor is outside ▶◀	Checks only words between ▶◀	
Cursor is in a Student planning box but Planner is not turned on	Does nothing	Checks all words in and out of Student planning boxes; does not check words in any Teacher planning boxes if included in the file	
Cursor is in a Student planning box and the Planner is turned on	Checks word	Checks all words in and out of Student planning boxes, does not check words in Teacher planning boxes if they are included in the file	
Cursor is in a Teacher planning box, but Teacher planner is not turned on	Does nothing	Checks all words except words in the Teacher planning boxes	
Cursor is in a Teacher planning box and the Teacher planner is turned on	Checks word	Checks all words	

DISK DRIVE SET UP SUGGESTIONS

WHEN USING *MAGIC SLATE II* AND THE *DICTIONARY DISK*

The charts below and on the following pages suggest set ups for different combinations of equipment. Consider the equipment you have available, whether you use *MAGIC SLATE II* from a 5.25" disk or a 3.5" disk, and whether you want to use 5.25" or 3.5" data disks. Use this information and the brief descriptions below to choose a chart (1-6) that fits your needs.

Using a 5.25" *MAGIC SLATE II* Disk



- Chart 1** With 5.25" data disks; one 5.25" disk drive
- Chart 2** With 5.25" data disks; two 5.25" disk drives
- Chart 3** With 3.5" data disks; one 5.25" disk drive; one 3.5" disk drive

Using a 3.5" *MAGIC SLATE II* Disk



- Chart 4** With 5.25" data disks; one 3.5" disk drive; one 5.25" disk drive
- Chart 5** With 3.5" data disks; one 3.5" disk drive
- Chart 6** With 3.5" data disks; two 3.5" disk drives

1

	Recommended method using a 5.25" <i>MAGIC SLATE II</i> Disk, 5.25" data disks, and one 5.25" disk drive.
Considerations:	Fewest disk swaps
Disks needed:	<p>5.25" <i>MAGIC SLATE II</i> Disk Configure the DATA DISK LOCATION to One Drive.</p> <p>5.25" data disk Use <i>MAGIC SLATE II</i> to make a data disk WITH program files.</p> <p>5.25" <i>Dictionary Disk</i> Use the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to make a <i>Dictionary Disk</i>.</p>
To use:	<ul style="list-style-type: none"> • Boot the <i>MAGIC SLATE II</i> Disk. • Replace it with the data disk. • Swap the data disk for the <i>Dictionary Disk</i> when prompted.

2a

Recommended method using a 5.25" *MAGIC SLATE II Disk*, 5.25" data disks, and two 5.25" disk drives.

Considerations:	No disk swaps
Disks needed:	<p>5.25" <i>MAGIC SLATE II Disk</i> Configure the DATA DISK LOCATION to One Drive.</p> <p>5.25" data disk Use <i>MAGIC SLATE II</i> to make a data disk WITH program files.</p> <p>5.25" <i>Dictionary Disk</i> Use the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to make a <i>Dictionary Disk</i>.</p>
To use:	<ul style="list-style-type: none"> • Boot the <i>MAGIC SLATE II Disk</i>. • Replace it with the data disk. • Insert the <i>Dictionary Disk</i> in the second drive.

2b

Alternate method using a 5.25" *MAGIC SLATE II Disk*, 5.25" data disks, and two 5.25" disk drives.

Considerations:	<ul style="list-style-type: none"> • More data disk space available • Not suitable for multi-loading
Disks needed:	<p>5.25" <i>MAGIC SLATE II Disk</i> Configure the DATA DISK LOCATION to One Drive.</p> <p>5.25" data disk Use <i>MAGIC SLATE II</i> to make a data disk with NO program files.</p> <p>5.25" <i>Dictionary Disk</i> Use the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to make a <i>Dictionary Disk</i>.</p>
To use:	<ul style="list-style-type: none"> • Boot the <i>MAGIC SLATE II Disk</i>. • Replace it with the data disk. • Insert the <i>Dictionary Disk</i> in the second drive. • Swap the data disk for the <i>MAGIC SLATE II Disk</i> to print or to use the Utilities.

3

	Recommended method using a 5.25" <i>MAGIC SLATE II</i> Disk, a 3.5" data disk, one 5.25" disk drive and one 3.5" disk drive.
Considerations:	<ul style="list-style-type: none"> • Custom dictionary is on data disk • No disk swaps
Disks needed:	<p>5.25" <i>MAGIC SLATE II</i> Disk Configure the DATA DISK LOCATION to Other Devices (the 3.5" drive).</p> <p>3.5" data/Dictionary Disk Use <i>MAGIC SLATE II</i> to make a 3.5" data disk WITH program files. Use Make Dictionary from the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to copy the dictionary onto the 3.5" data disk.</p>
To use:	<ul style="list-style-type: none"> • Boot the 5.25" <i>MAGIC SLATE II</i> Disk and remove it if multi-loading. • Insert the 3.5" data/Dictionary Disk.

4

	Recommended method using a 3.5" <i>MAGIC SLATE II</i> Disk, 5.25" data disks, one 3.5" disk drive, and one 5.25" disk drive.
Considerations:	<ul style="list-style-type: none"> • Custom dictionary is on <i>MAGIC SLATE II</i> Disk • Not suitable for multi-loading
Disks needed:	<p>3.5" <i>MAGIC SLATE II</i> Dictionary Disk Configure the DATA DISK LOCATION to Other Devices (the 5.25" drive). Use Make Dictionary from the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to copy the dictionary onto the 3.5" <i>MAGIC SLATE II</i> Disk.</p> <p>5.25" data disk Use <i>MAGIC SLATE II</i> to make a 5.25" data disk with NO program files.</p>
To use:	<ul style="list-style-type: none"> • Boot the 3.5" <i>MAGIC SLATE II</i> Disk • Insert the 5.25" data disk.

5

	Recommended method using a 3.5" <i>MAGIC SLATE II</i> Disk, 3.5" data disks, and one 3.5" disk drive .
Considerations:	<ul style="list-style-type: none"> • Custom dictionary is on data disk • No disk swaps
Disks needed:	<p>3.5" <i>MAGIC SLATE II</i> Disk Configure the DATA DISK LOCATION to One Drive.</p> <p>3.5" data/Dictionary Disk Use <i>MAGIC SLATE II</i> to make a data disk WITH program files. Use Make Dictionary from the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to copy the dictionary onto the data disk.</p>
To use:	<ul style="list-style-type: none"> • Boot the <i>MAGIC SLATE II</i> Disk. • Replace it with the data/Dictionary Disk

6a

<p>Recommended method using a 3.5" <i>MAGIC SLATE II Disk</i>, 3.5" data disks, and two 3.5" disk drives.</p>	
<p>Considerations:</p>	<ul style="list-style-type: none"> • Not suitable for multi-loading; use Chart 5 to multi-load • Custom dictionary is on data disk • No disk swaps
<p>Disks needed:</p>	<p>3.5" <i>MAGIC SLATE II Disk</i> Configure the DATA DISK LOCATION to Other Devices (the second 3.5" disk drive).</p> <p>3.5" data/Dictionary Disk Use <i>MAGIC SLATE II</i> to make a data disk with NO program files. Use Make Dictionary from the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to copy the dictionary onto the data disk.</p>
<p>To use:</p>	<ul style="list-style-type: none"> • Boot the <i>MAGIC SLATE II Disk</i>. • Insert the data/Dictionary Disk in the second drive.

6b

<p>Alternate method using a 3.5" <i>MAGIC SLATE II Disk</i>, 3.5" data disks, and two 3.5" disk drives.</p>	
<p>Considerations:</p>	<ul style="list-style-type: none"> • Not suitable for multi-loading; use Chart 5 to multi-load • Custom dictionary is on <i>MAGIC SLATE II Disk</i> • No disk swaps
<p>Disks needed:</p>	<p>3.5" <i>MAGIC SLATE II Disk</i> Configure the DATA DISK LOCATION to Other Devices (the second 3.5" disk drive). Use Make Dictionary from the <i>School Speller Tools</i> or <i>School Speller Manager Disk</i> to copy the dictionary onto the <i>MAGIC SLATE II Disk</i>.</p> <p>3.5" data disk Use <i>MAGIC SLATE II</i> to make a data disk with NO program files.</p>
<p>To use:</p>	<ul style="list-style-type: none"> • Boot the <i>MAGIC SLATE II Disk</i>. • Insert the data disk in the second drive.

INTRODUCING *THE SCHOOL SPELLER* TO STUDENTS

The following pages suggest a sequence which may be useful when introducing *The School Speller* to your students. It consists of two sections:

TRIAL RUN - PART I

- Introduces the *School Speller Dictionary Disk* to students.
- Utilizes a prepared file named "TRIAL." Students may type this file themselves or the teacher may prepare it ahead of time and copy it onto data disks for students' use.

TRIAL RUN - PART II

- Introduces the *School Speller Tools Disk* to students.
- The *School Speller Tools Disk* must be configured to work with your equipment.
- Before presenting this section to students, be sure they have used the *Dictionary Disk* to check files and words on their *MAGIC SLATE II* data disks. This is necessary to accumulate words in their custom dictionaries and to build up some speller records.
- This part is more general in its approach (than Part I) because students will be looking at words and speller records collected from their own writing.

CLASSROOM MANAGEMENT SUGGESTIONS FOR USE OF *TRIAL RUN*

TRIAL RUN can be used in a variety of ways to introduce *The School Speller* to your students:

- **Large Groups:** The text could be used as lessons in the computer lab with the teacher demonstrating each step, using a computer with a large screen monitor, while students repeat the steps at their computers.
- **Small Groups:** *TRIAL RUN* may be copied to use as a tutorial. (Sunburst grants you permission to do this.) The teacher should demonstrate the procedure to the whole class, then students can practice as time and access to computers allows.
- **Individually:** Students who are familiar with *MAGIC SLATE II* and who read fairly well could use *TRIAL RUN* individually as a tutorial.

Note: These exercises are designed to match the *School Speller Dictionary Disk* as it is shipped (see page 27). If you have used *The School Speller Manager* to change the options offered to your students, you will need to modify the instructions. The directions assume that *MAGIC SLATE II* is set to One Drive. For information on the best drive settings for your system, see pages 29-32.

TRIAL RUN - PART I

SCHOOL SPELLER DICTIONARY DISK

GETTING READY

To practice using *The School Speller*, you will use a file with many errors.

- Put *MAGIC SLATE II* into the disk drive and turn on the computer and monitor. When the Main Menu appears, remove *MAGIC SLATE II* from the disk drive and replace it with a data disk.
- If a file has been prepared for you, LOAD the file named "TRIAL." If you will be preparing the file yourself start a new file named "TRIAL." Type the text below being very careful to leave the mistakes in the writing. Save the file using ⌘-S.

Page:001 Line:001 Column:001 File:TRIAL

This file is ful of mistakkes. It will help me learn how to use The School Speller. My friend Gillian is an excellent speller. I seem to have some truble with spelling, but I am a fairly good tpest.v

In science class, we are studying space. I plan on doing research and writing a report about astronautics.

TYPEOVER - Use CTRL-E for Insert, ⌘-? for help, CTRL-Q for Main Menu.

⌘-C CHECKING A FILE

- Remove your data disk and replace it with the *School Speller Dictionary Disk*.

- Press **␣-C**. The prompt will list your choices:

```

School Speller
Use arrows to select
Check file from cursor on
Count words in file

Use arrows to select and
press RETURN. ESC exits.

```

- This time you will check the entire file for misspellings and typing errors so select "Check whole file" and press RETURN.
- The *School Speller Dictionary* will begin checking your file for unrecognized words (words not in the *School Speller Dictionary*).
- The *School Speller Dictionary* will first highlight the letters "ful." The prompt will say:

```

Page:001 Line:001 Column:020 File:TRIAL
This file is ful of mistakkes. It will help ne learn how
to use The School Speller. My friend Gillian is an excellent
speller. I seem to have some truble with spelling, but I am
a fairly good tpeyst.
In science class, we are studying space. I plan on doing
research and writing a report about astronautics.

Word not recognized.
Use arrows to select
Retype word
Add word to dictionary
Skip word
Skip word (whole file)

Use arrows or first letter
to select and press RETURN.

Checking: 4

```

**Retype
word**

- Let's assume you know how to spell this word, but just made a typing error. Select "Retype word" (by using the arrows or by pressing "R," the first letter of the choice) and press RETURN.
- You will see a prompt with a blinking cursor:

```

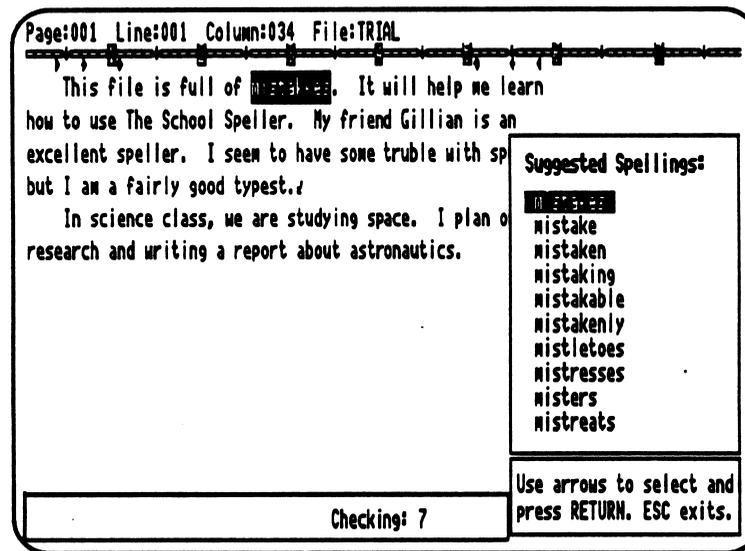
Retype word and press RETURN. ESC exits:
█

```

- Type the word "full" and press RETURN. The word will be corrected in the file. (If you had typed the word incorrectly again, it would be highlighted and you would need to retype it again.)
- The *School Speller Dictionary* will continue to check your file and will stop next at "mistakkes."

Suggest spellings

- This time, pretend you don't know how to spell the word and need some help. "Suggest spellings" is already highlighted, so just press RETURN.
- You will see a list of words with spellings similar to "mistakkes."



- The arrows are used to highlight the correct word. This time the first word on the list, "mistakes" is the right choice so just press RETURN to select it. The word will be corrected in your file and the *School Speller Dictionary* will continue checking.

Skip word

- The *School Speller Dictionary* will next highlight "Gillian." Suppose you know this is the correct spelling of your friend's name, but it is not in the dictionary. Select "Skip word" and press RETURN to continue checking. If you were going to use the name "Gillian" often in your writing, you might choose "Add word to dictionary" or "Skip word (whole file)."
- Correct "truble" and "tpeyst" using "Suggest spellings" or "Retype word."
- The *School Speller Dictionary* will next highlight "astronautics." If you only use this word occasionally, you could choose "Skip word" or "Skip word (whole file)," but pretend you will be using this often because you will be studying space for the next month. Select "Add word to dictionary" and press RETURN. The word "astronautics" is now in your dictionary, and it will no longer be highlighted if you use it in your writing.

Note: When you choose to add words to the dictionary, be sure they are correct. Sometimes it will help to look up a word in a traditional dictionary.

- When the *School Speller Dictionary* is finished checking the file, the cursor will appear at the end of the file.

Save

- Normally you will want to save your corrected file. If you are using one disk drive, remove the *Dictionary Disk* and replace it with your data disk. Press ⌘-S to save the file.

⌘-L

LOOKING UP WORDS

Sometimes when you are writing, you may want to check the spelling of specific words as you go along.

- Start a new file and name it "TEST.WORDS."
- Type the sentence below. (Do not correct the mistake.)

Sometimes in creative writing, my vocabularey is more advanced than my spelling.

- Pretend you are unsure of the spellings of "creative" and "vocabulary" and you'd like to look up the words in your *School Speller Dictionary*.
- Remove your data disk and replace it with the *Dictionary Disk* if you are using one drive.
- Move the cursor onto the word "creative."
- Press ⌘-L. The prompt will tell you:

School Speller
"Creative"
is in the dictionary.
Press RETURN to continue.

- Press RETURN.
- Move your cursor onto the word "vocabularey."

- Press ⌘-L. The prompt will say:

```
Word not recognized.  
SUGGEST SPELLINGS  
Retype word  
Add word to dictionary  
Skip word  
-----  
Use arrows or first letter  
to select and press RETURN.
```

- Select "Suggest spellings" and press RETURN. You should see:

```
Suggested Spellings:  
vocabulary  
vocalularies  
-----  
Use arrows to select and  
press RETURN. ESC exits.
```

- Make your selection and press RETURN. The word will be corrected in your file.

⌘-C

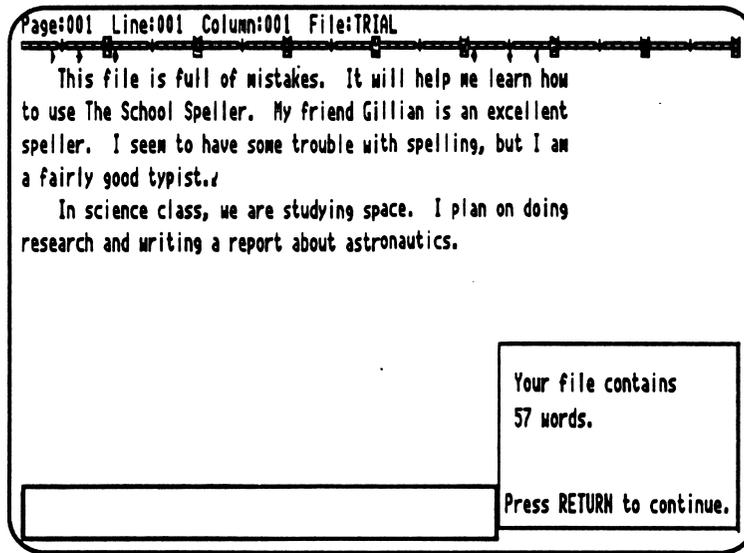
COUNTING WORDS

Sometimes writing assignments ask for a certain number of words. (For example, "Write a report on astronauts using 300-350 words.") You can use the *School Speller Dictionary* to count the words you have written.

- LOAD any file you wish from your data disk. (If you have no others, you can load "TRIAL.")
- Choose EDIT and press RETURN.
- Insert the *Dictionary Disk*.
- Press ⌘-C. Select "Count words in file."

```
School Speller  
Check whole file  
Check file from cursor on  
Count words in file  
-----  
Use arrows to select and  
press RETURN. ESC exits.
```

- Press RETURN and the prompt will tell you the total number of words in your file. For example:



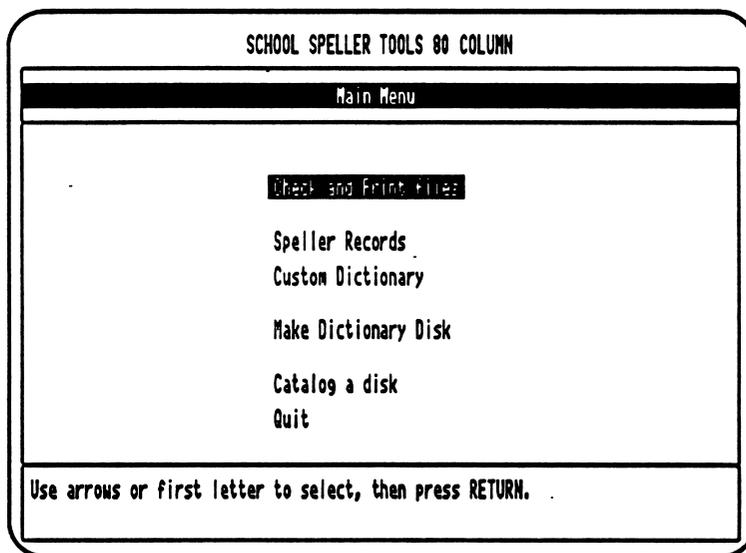
- Press RETURN then CONTROL-Q to return to the Main Menu. Then select QUIT.

TRIAL RUN - PART II

SCHOOL SPELLER TOOLS DISK

THE MAIN MENU

- Put the *School Speller Tools Disk* into the disk drive and turn on the computer. You will see the *School Speller Tools Main Menu*:



- Follow the steps below to try each of the menu selections.

CHECK AND PRINT FILES

- To spell-check a file for unrecognized words and to print that file, select "Check and Print files" from the Main Menu and press RETURN. You will see a list of choices. For now select "Marked file and word list" and press RETURN. This means unrecognized words will be "marked" (underlined and/or bold-faced) and will be listed after the file. Press RETURN.
- You will be asked:
"Print file double-spaced?"
- Answer "yes" and press RETURN.
- You will see: "Check using Dictionary Disk in which drive:" Answer "1." (If you are using two drives, put the *Dictionary Disk* in drive 1.)
- You will see "Print files from data disk in which drive:" If you are using two drives, answer "2," if you are using one drive, answer "1," and press RETURN. (If you are using unlike drives, see "*Disk Drive Set Up Suggestions*," pages 29-32.)

- Insert the data disk into the drive you chose. Press RETURN and you will see a list of the files contained on the disk.
- Use the arrow to select a file you wish to check and print. You need a file that still has some misspelled words in it in order to see how this feature works. (You may select more than one by using the arrows and the Space Bar to √.) Press RETURN.
- After checking the printer, press RETURN. (If you are using one drive the prompts will tell you when to switch disks.)
- Your file will be printed with the unrecognized words marked (printed in boldface, underlined, or both, depending on your printer) and a list of these words printed after the file.
- Once the file is printed, you will see the *School Speller Tools* Main Menu.

SPELLER RECORDS

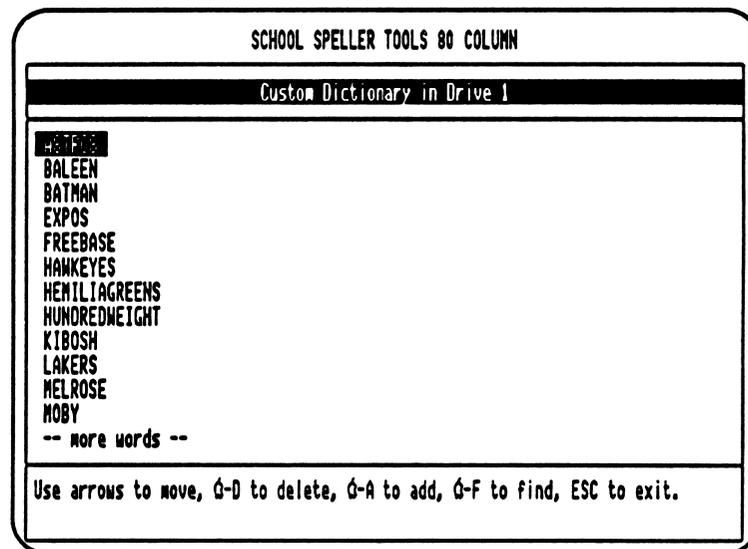
- To view or print speller records that have been saved on your data disk (when you used ⌘-C or ⌘-L), select "**Speller Records**" from the Main Menu and press RETURN. You will have two choices:
 - "View speller records"
 - "Print speller records"
- Select "**View speller records**" and press RETURN.
- Indicate which drive your data disk is in and press RETURN. You will see a list of unrecognized words as they were originally written. You will also see how you dealt with these words (corrected or added to the custom dictionary), and a number indicating how many times this unrecognized word was checked on the disk. For example:

SCHOOL SPELLER TOOLS 80 COLUMN		
Speller Records in drive 1		
Original	Replacement	Times corrected
-- more records --		
WILEE	WILEE	1
DECRIBE	DESCRIBE	2
EMBARASS	EMBARRASS	1
THOROUGH	THOROUGH	2
VALVIBLE	VALUABLE	3
MUSCELL	MUSCLE	1
INTERIST	INTEREST	1
ENVIRONMENT	ENVIRONMENT	1
MOBY	(added to custom dictionary)	
SPITSBERGEN	(added to custom dictionary)	
-- more records --		
Use arrows to move, ⌘-B for beginning, ⌘-E for end, ESC to exit.		

- If you have a long list, you can use ⌘-B to move to the beginning or ⌘-E to move to the end.
- You can also print these speller records, but for now press ESC twice to return to the *School Speller Tools* Main Menu.

CUSTOM DICTIONARY

- When you wish to edit or print the list of words you have added to your custom dictionary, select "Custom Dictionary" from the Main Menu and press RETURN. You will have two choices:
 - "Edit custom dictionary"
 - "Print custom dictionary"
- Select "Edit custom dictionary." Press RETURN.
- Indicate the drive in which you will place your *Dictionary Disk*, insert the *Dictionary Disk*, and press RETURN. You will see an alphabetized list of the words you have added to the custom dictionary. For example:



- Practice using ⌘-D (to delete words), ⌘-A (to add words), and ⌘-F (to find words) in your custom dictionary.
- Practice using ⌘-B and ⌘-E to move to the beginning and end of the list. Be sure that you don't leave any incorrect words in your custom dictionary or delete any words that you intend to include.
- You can also print the custom dictionary but for now press ESC twice to return to the *School Speller Tools* Main Menu.

MAKE DICTIONARY DISK

(You should use two drives with this option. If you use one drive, you will be required to switch disks several times.)

- You may make a copy of the *Dictionary Disk* by selecting "**Make Dictionary Disk**" from the *School Speller Tools* Main Menu.
- You will be asked:
 "**Copy custom dictionary (if any) from the existing Dictionary Disk to the new Dictionary Disk?**"
- Answer "yes" if you want your custom dictionary copied onto the new disk along with the main dictionary. Answer "no" if you want to only copy the main dictionary onto the new disk. Then press RETURN.
- You will see:
 "**Source drive:**
 Drive of existing Dictionary Disk to copy FROM."
- Indicate the drive and press RETURN. You will then see:
 "**Destination drive:**
 Drive of new Dictionary Disk to copy TO."
- Indicate the drive and press RETURN. The prompts will instruct you when to insert each disk.
- Once the disk is copied, press ESC to return to the *School Speller Tools* Main Menu.
- Clearly label the new disk.

CATALOG A DISK

- To see a list of the files saved on a data disk, select "**Catalog a disk**" from the *School Speller Tools* Main Menu and press RETURN. You will be asked:
 "**Catalog of which drive:**"

Trial Run - Part II
School Speller Tools Disk

- Indicate the drive you want to use, put the data disk into that drive, and press RETURN. You will see a list of files saved on the data disk. For example:

SCHOOL SPELLER TOOLS 80 COLUMN				
Files on ANDREW		9 files, 122 blocks free.		
NAME	TYPE	BLOCKS	MODIFIED	CREATED
MS2.EDIT80	BIN	50	8/Dec/88	<No date>
MS2.PRINT80	BIN	44	8/Dec/88	<No date>
MS2.UTILS80	BIN	36	8/Dec/88	<No date>
BEGINNING	WPF	3	<No date>	<No date>
SPELL..RECS..	BIN	3	27/Dec/88	<No date>
CHECK.PRINT	WPF	3	<No date>	<No date>
SCIENCE	WPF	3	<No date>	<No date>
WHALES	WPF	3	<No date>	<No date>
WORLD.WAR.II	WPF	3	<No date>	<No date>

Press RETURN to continue.

If you chose to copy *MAGIC SLATE II* program files when you made the data disk, these will be listed along with the word-processing file names.

- After viewing the list, press RETURN to return to the *School Speller Tools Main Menu*.

QUIT

- When you are through working with the *School Speller Tools Disk*, select "Quit" from the Main Menu and press RETURN.
- At this point, you can insert another disk or you may remove the disk(s) and turn off the computer and monitor.

The School Speller

for *MAGIC SLATE II* - 80 Column

Language Arts: Writing, Spelling, and Proofreading

Overview

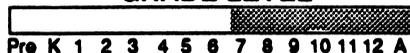
The School Speller for *MAGIC SLATE II* - 80 column is a spell-check program which also includes tools to work with collected speller records and custom dictionaries.



READING LEVEL

7 and up

GRADE LEVEL



TIME REQUIRED

Not Applicable

Curriculum

PREREQUISITE SKILLS

- Keyboarding helpful
- Familiarity with *MAGIC SLATE II* - 80 Column

OBJECTIVES

- Facilitate proofreading
- Encourage revision
- Reinforce correct spelling
- Facilitate language-based spelling curriculum
- Encourage student decision making
- Encourage vocabulary expansion

Courseware

NOTEWORTHY FEATURES

- Use with files from *MAGIC SLATE II* data disks.
- Requires a printer for some features.
- Suggested lesson scripts included in Teacher's Guide.
- Dictionary customized to grade level of the students (7-Adult).
- Collects students' speller records.
- Allows addition of a 500 word custom dictionary.

TEACHER OPTIONS

- See *The School Speller Manager* (a separate product)

RELATED MATERIAL

- *MAGIC SLATE II* - 80 Column
- *The School Speller Manager*

Hardware

- Apple 128K



The School Speller

DESCRIPTION

The program is contained on two disks.

- The *School Speller Dictionary Disk* is used with *MAGIC SLATE II* data disks. It contains a 61,000 word main dictionary and room for a 500 word custom dictionary. Two commands, ⌘-C and ⌘-L access *Dictionary Disk* options: Check whole file, Check file from cursor on, Count words in file, or Look up word. If a word is not recognized by the *Dictionary Disk*, it will be highlighted, and students will have a choice as to how to deal with the unrecognized word. As the *Dictionary Disk* is used, Speller Records (the word as typed, how it was changed or added to the dictionary, and the number of times the word was used) are collected on the data disk.
- The *School Speller Tools Disk* allows you to spell-check and print word-processing files, to view or print Speller Records, to edit or print the custom dictionary, to make another *Dictionary Disk*, and to catalog a disk. The *School Speller Tools Disk* allows the teacher to customize spelling instructions and to evaluate vocabulary choice.

GETTING STARTED

Become comfortable using the *School Speller Dictionary Disk* first. Use it to spell-check files and to look up individual words. This will allow you to accumulate some speller records and build up a custom dictionary. Then use the *School Speller Tools Disk* to work with these speller records and the custom dictionary.

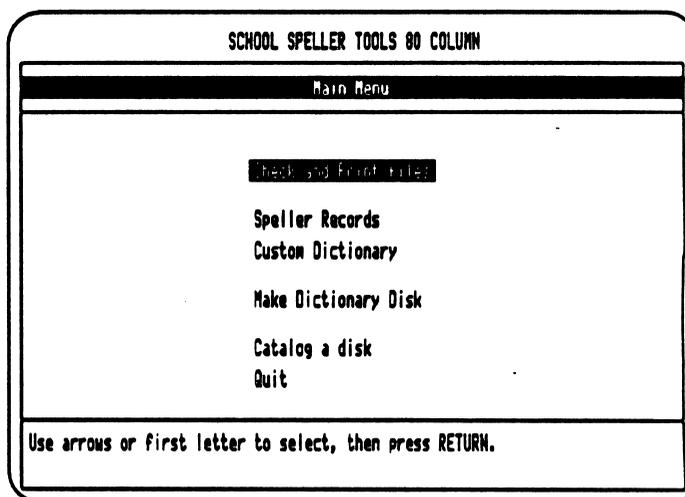
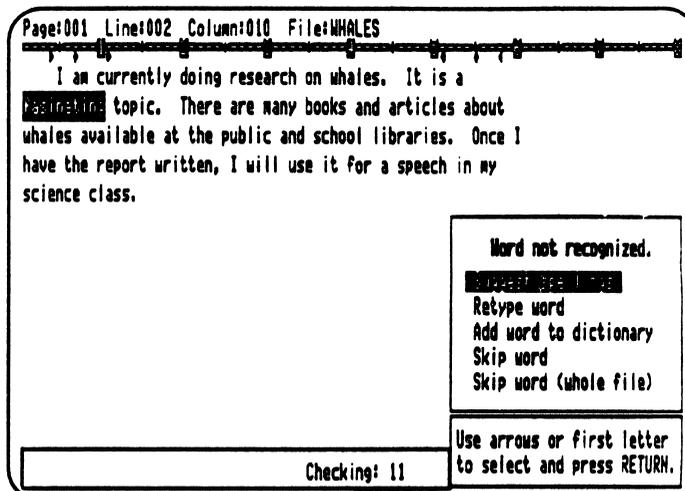
AT THE COMPUTER

Step 1: Read the program description of the *School Speller Dictionary Disk* then use the *School Speller Dictionary Disk* to spell-check files on a *MAGIC SLATE II* data disk.

Step 2: Configure the *School Speller Tools Disk* to work with your computer equipment.

Step 3: Read the program description for the *School Speller Tools Disk* and try using the Main Menu features.

Step 4: Use suggested lessons, "Trial Run" to introduce *The School Speller* to students.



SUGGESTED EVALUATION

- Observe students using *The School Speller*. Determine if they are using it as part of the proofreading process.
- View students' speller records to determine their specific spelling needs.
- View custom dictionaries to evaluate students' vocabulary choice.

SPECIAL KEYS

- ⌘-L - to look up one word.
- ⌘-C - to spell-check a file or to count the words in a file.

APPLE II: WORKING WITH YOUR COMPUTER

TURNING ON THE SYSTEM:

1. Turn on the monitor.
2. Insert the *School Speller Tools Disk* into the disk drive with the label to the right and facing up. (If you are using two drives, put the *School Speller Tools Disk* in drive 1.)
3. Close the door to the disk drive.
4. Turn on the computer. (If the computer is already on, hold down ⌘ - CONTROL - RESET. Then release.)
5. The light on the disk drive will turn on. The title screen, then the *School Speller Tools Main Menu* should appear on the screen.

TURNING OFF THE SYSTEM:

1. Select QUIT from the *School Speller Tools Main Menu*.
2. Remove the disk from the disk drive and return it to its place of storage.
3. Turn off the computer.
4. Turn off the monitor.

Note: Never turn off the computer or RESET the computer from the editing screen. If you must turn off or reset the computer, do so only after selecting QUIT from the Main Menu. You also must switch disks only when you are at the Main Menu unless prompted by the program.

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.

Display:

- The *School Speller Tools Disk* will automatically set your screen to white text on black background.
- When you quit *School Speller Tools*, your screen setting will be restored to the setting you chose before using *School Speller Tools*.

System Speed:

- The *School Speller Tools Disk* will automatically set your system speed to fast.
- When you quit *School Speller Tools*, your system speed will return to its original setting.

To Change the Slots:

- Highlight **Slots** and press RETURN.
- Set **Slot 1 to Printer Port**. If you are using a printer card, set the slot number your printer card is in to **Your Card**.
- Set **Slot 6 to Disk Port**, if you use a 5.25" drive connected to the disk drive port.
- Set **Slot 6 to Your Card**, if you use a 5.25" 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 AND WARRANTY

What happens if a program will not load or run?

Call us toll-free at (800) 431-1934 and we will send you a new disk.
In Canada, call toll-free (800) 247-6756.

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 do 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 disk.

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 a program in the middle to go on to something new?

To use another disk, select QUIT from the Main Menu and follow the instructions on the screen.

Can I copy these disks?

This material is copyrighted. You should not copy the *School Speller Tools Disk*. You may make copies of the *School Speller Dictionary Disk*. Use "Make Dictionary" from the *School Speller Tools Disk* to copy the *Dictionary Disk*. Using other copy programs could result in *Dictionary Disks* that do not work properly.

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

Yes, *School Speller Tools Disk* is designed to multi-load and SUNBURST gives you permission to do so. The *Dictionary Disk* cannot be multi-loaded as it is needed everytime words are checked.