

Kidspiration

Starting Kidspiration

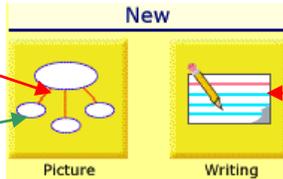
Double click on the Kidspiration Icon on your Desktop



Beginning a New Project

Click here to begin a new picture project

4th and 5th grade start here



Click here to begin a new Writing project

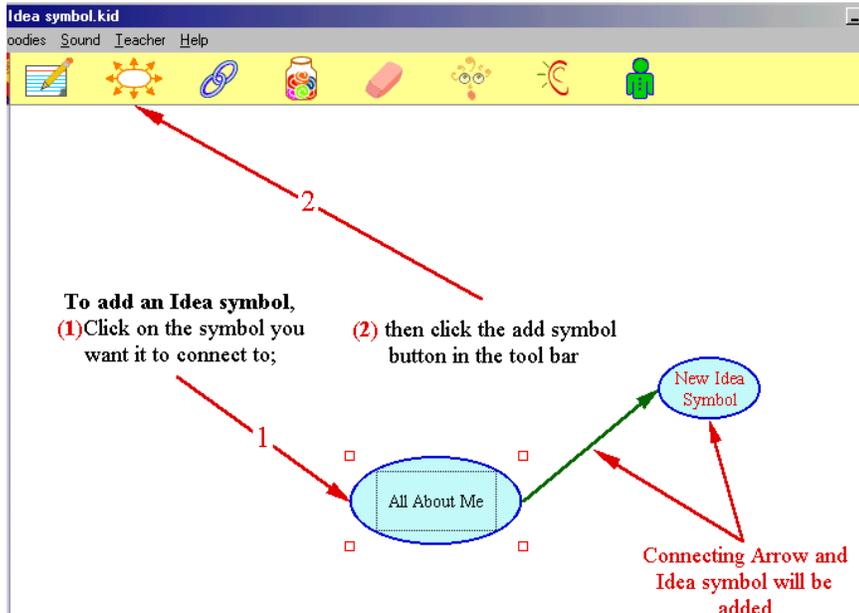
Beginning an Activity

Click on an activity button and then choose your activity from the list that pops up.



2nd and 3rd grade start here

Adding an Idea Symbol



Adding/Changing Text to Idea Symbol

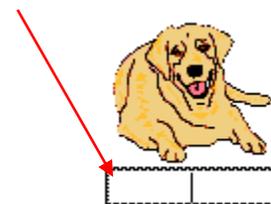
Click twice on the symbol to which you wish to add/change text and a white box will appear inside your Idea symbol.

Start typing.



Adding/Changing Text to a Picture Symbol

- (1) Click on the picture
- (2) Click in the white box below the picture symbol.
- (3) Start typing.



Adding a Picture Symbol

Adding a Picture Symbol

- (1) click on your screen where you want the picture symbol to be inserted
- (2) Find the Picture Symbol you want from the symbol library and click on it

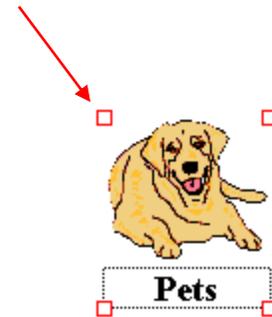
Changing an Idea Symbol to a Picture Symbol

- (1) Click on the Idea Symbol you want to change
- (2) Find the Picture Symbol you want from the symbol library and click on it.

The workspace shows a dog symbol labeled "Pets" and an idea symbol (a dog in a blue oval) also labeled "Pets".

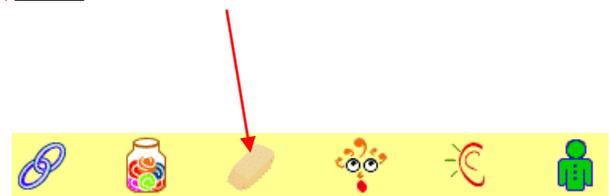
Resizing an Object

- (1) Click on the object.
- (2) Click and drag one of the small red boxes at the corners of the object.
 - * Drag away from the object to enlarge.
 - * Drag to the center of object to reduce.



Erasing/Deleting a Symbol

- (1) Click on the object you wish to delete.
- (2) Click the eraser button in the tool bar.

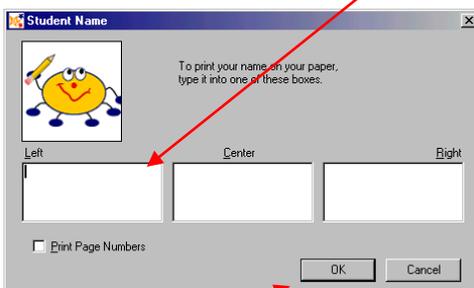


Put Your Name on Your Project

- (1) Click the Student Name button on the toolbar.



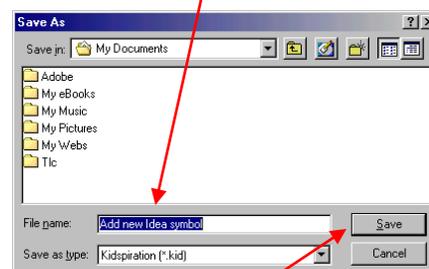
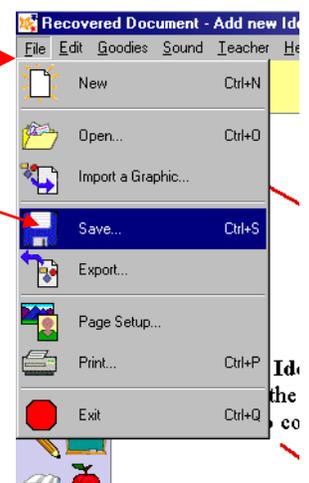
- (2) Type your name in the left hand box.



- (3) Click OK

Saving Your Project/Activity

- (1) Click on the word File at the top left of your screen.
- (2) Click Save in the drop box that appears.
- (3) Type a name for your File in the File Name box.



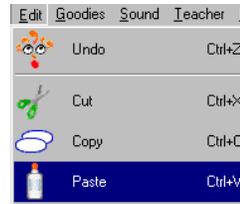
- (4) Click Save.

Importing symbols/pictures from Paint:

- Open the Paint program by clicking Start / Accessories / Paint.
- Create the symbol/picture you want.
- Crop the picture by clicking the select button on the “Color Box” at the left of the screen. Click the outside of your symbol/picture and drag until it is inside the box.



- Select Edit, then Copy from the toolbar.
- Reopen your Kidspiration diagram. Click Edit and Paste



Inserting Graphics From A File:

(You can insert graphics from other programs into a Kidspiration diagram.)

- Click File / Import A Graphic.
- Open the folder where the graphic is located.
- Select the desired file from the list, then click Open.

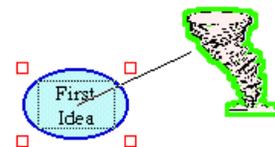
Using Links:

Linking Symbols:

Links show a relationship between ideas.

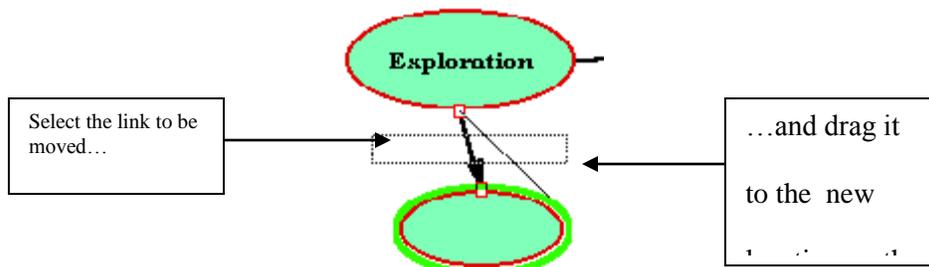
- Click the symbol that you want the link to begin from.
- Click the **Link Symbols** icon. 
- Next, click the symbol where you want the link to end.
- To turn the link off, click the Link Symbols icon on the toolbar.

Link Symbols



Moving Links:

- Click on the link that you want to move.

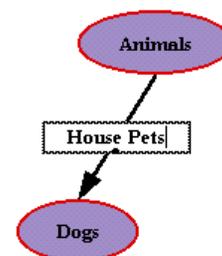


- Drag one end of the link to the new location. If you also want to move the other end of the link, click that end and drag it to its new location. (Links can be moved to different area on its current symbol, or they can be moved to a different symbol altogether.)

Adding Text To A Link:

You can add text to a link to expand on your ideas or to explain the relationship between two ideas.

- Click the link that you want to add text to. A box will appear in the center of the link. This is where the text will be added.
- Click inside the box and type your text.
- You may move the text on a link by dragging the handle (the black dot) on the text box.



Using The SuperGrouper Tool:

A SuperGrouper provides a short cut for grouping symbols. A SuperGrouper is a large symbol that represents a single category/idea. Symbols that correspond with the category are then placed inside the SuperGrouper symbol. For example, you could create four categories; summer, spring, fall, and winter. Then have students put appropriate symbols (snowflakes, sun, etc.) inside each Super Grouper category.

Adding A SuperGrouper Category:

- Click on the SuperGrouper icon  and select the shape/picture you want. Your picture will appear on your diagram.
- Select the SuperGrouper symbol and type your title.



Adding Symbols To A SuperGrouper Category:

- Select a symbol from your symbol palette and drag it into your SuperGrouper.

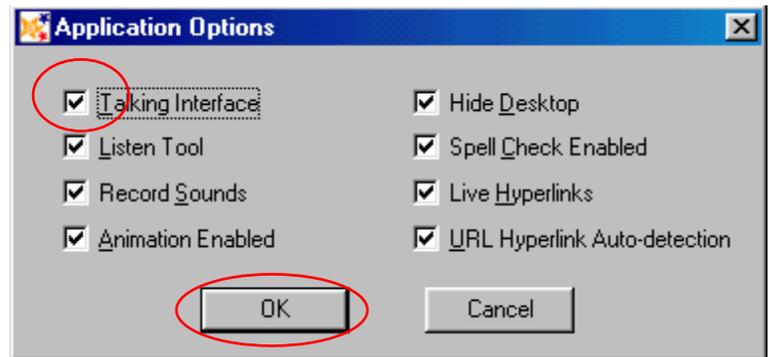
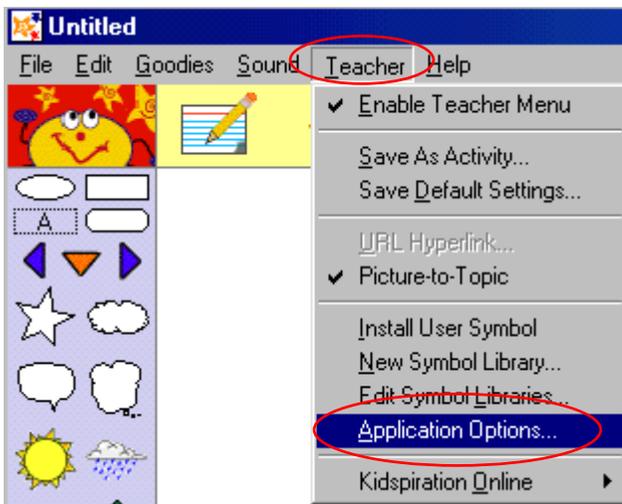
The Talking Interface

The Talking Interface reads aloud the menus and buttons in Kidspiration. This feature can be used to help emergent readers locate the appropriate areas and/or maneuver within the program.

Your version of Kidspiration may already be set with the Talking Interface ON. However, if it is not or it has been turned OFF then follow these instructions to turn ON the Talking Interface:

- Click Teacher on the menu bar
- Select Application Options. (If this option is grayed out, then under this menu select Enable Teacher Menu. Reselect Teacher on the menu bar. There should be several more options now available; select Application Options.)
- In the Applications Options dialog box, click in the box next to Talking Interface.
- Click the OK button

The Talking Interface is now turned ON. To hear the menus and buttons read aloud, hover the mouse over a particular item. To turn the Talking Interface OFF, repeat the same steps you used to turn the feature ON.



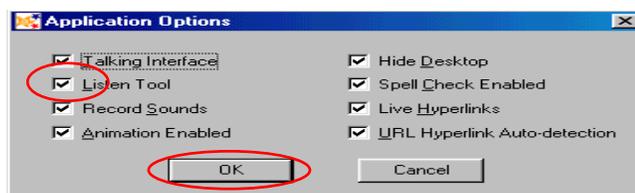
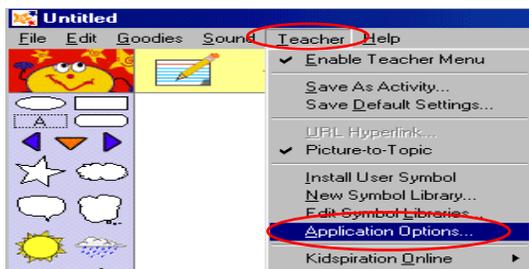
The Listen Tool

When turned ON the Listen Tool will read aloud the words in student projects. It will read text that is added to projects in either Picture or Writing view.

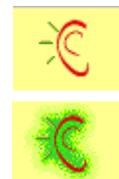
In order for the Listen Tool to be turned ON the feature must first be ENABLED. Your version of Kidspiration may already be set with the Listen Tool enabled. However, if it is not or it has been disabled then follow these instructions to enable the Listen Tool:

- Click Teacher on the menu bar
- Select Application Options. (If this option is grayed out, then under this menu select Enable Teacher Menu. Reselect Teacher on the menu bar. There should be several more options now available; select Application Options.)
- In the Applications Options dialog box, click in the box next to Listen Tool.
- Click the OK button

The Listen Tool is now enabled. To disable the Listen Tool, repeat the same steps you used to ENABLE it.



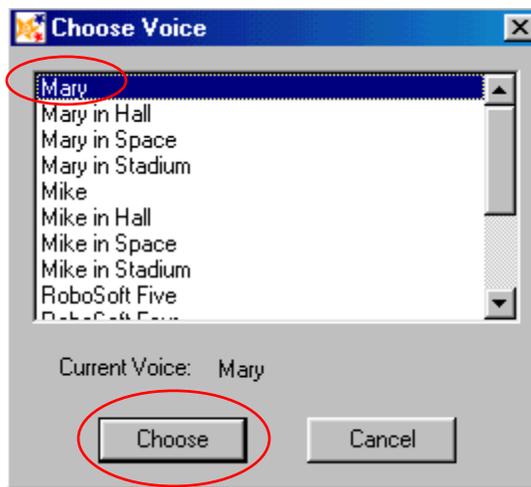
Turn the Listen Tool ON by clicking the Listen button. A green shadow will appear around the button to indicate it is ON. The button will remain ON until you turn it OFF. To turn the feature OFF, click the Listen button again.



To hear a symbol, idea, or text read aloud, click the symbol or idea icon.

You can change the voice used by the computer to read the words.

- Click Sound on the menu bar
- Select Voices
- Select a voice from the list by clicking it
- Click Choose

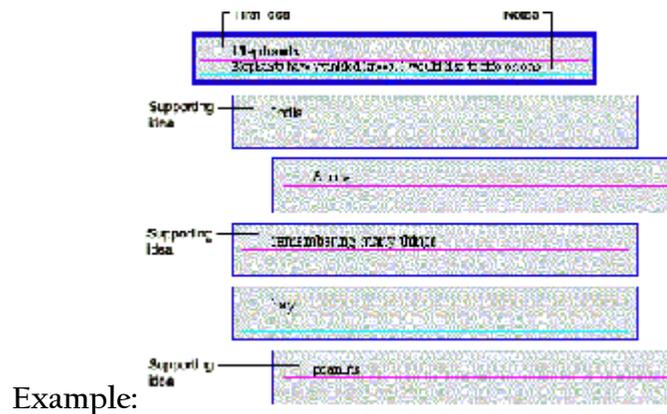


When you change the computer voice for the Listen Tool, the voice for the Talking Interface will be changed as well and vice versa.

Working in Writing View

Writing view allows the student to expand on the ideas they used in Picture view. Each symbol becomes a written idea with a note area for students to write. Some examples for using Writing view are as follows:

- To create a student journal
- To create written lists
- To write a story or report

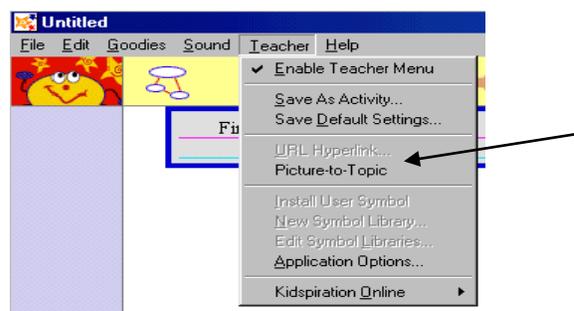


Use the ideas in a diagram from Picture view to begin writing

You can use the ideas from a diagram to begin writing by switching to Writing view. In Writing view, the text that goes with each symbol becomes an idea. If the symbol does not contain text with it, the symbol's label will appear as the idea. This feature is called *Picture-to-Topic*; it helps writers associate words with images. When you return to Picture view, the text added while in Writing view will appear in the symbols.

If you do not want symbol labels to appear as ideas in Writing view, you can turn off the *Picture-to-Topic* feature.

- Click on Teacher
- Click on Picture-to-Topic to uncheck the feature



To use the ideas from a diagram to begin in Writing view

- Add your symbols in Picture view (refer to Picture view instructions).
- Then switch to Writing view, click the Go to Writing button.



To add an idea in Writing view

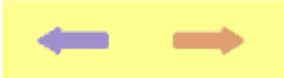
- Click the Add Idea button, and then type your new idea



- If you need to adjust the location of the idea, use one of the following methods:
To move the idea up or down, point the mouse to the left of the idea. When the grabber hand  appears, drag the idea to the desired location.

--or--

To change the level of the idea in the hierarchy, click the Move Left or Move Right button.



To add details to an Idea

- Click in the area below the idea (under the red line), and then type.



Click in the notes area of an idea,
and then type to add details.