

Writing Tools Training Guide

High Tech Center Training Unit

**Of the California Community Colleges at the
Foothill-De Anza Community College District**

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AlphaSmart Pro Keyboard

Publisher:

Intelligent Peripheral Devices
20380 Town Center Lane, Suite 270
Cupertino, CA 95014
408-252-9400
<http://www.alphasmart.com>
info@alphasmart.com

Retail Cost: \$ 249.00**System Requirements:**

This keyboard is compatible with the following computers:

Macintosh: Apple IIGS, Macintosh Classic, LC, II, Quadra, PowerBook, Centris and Performa models and Power Macintosh models.

PC Machines

PC AT, PS/2, 286 models, 486 and Pentium models

Description:

AlphaSmart® Pro is a portable inexpensive, battery operated keyboard with a small LCD screen which displays text as it is typed. about 160 characters of text (4 lines by 40 characters) can be displayed at any one time. Text entered can be transferred to a PC or Mac computer for formatting and printing. Each keyboard comes with two cables, one for connecting to a PC and one for connecting to a Mac. The keyboard runs 60-200 hours on just two AA alkaline batteries. Its advanced electronics allow approximately 60-200 hours of battery life. Data is saved automatically, and a long-lasting lithium battery protects your students' work--even when the unit is turned off.

Four keyboard layouts are available: QWERTY, left-handed, right-handed and regular Dvorak. It also supports a sticky keys function and a key repeat control. Eight different users can have a file on the keyboard.

Recommended Uses

This keyboard is a cost effective alternative to having portable computers for dysgraphic students to check out and take to class for note-taking.

Notes:

BookWise Edge ver 3 (win 95)

Publisher:

Xerox Imaging Systems
9 Centennial Drive
Peabody, MA 01960
(800) 248-6550 or (508) 977-2000
www.xerox.com

Retail Cost: \$ 5995.00**System Requirements:**

BookWise 3 will run on any IBM PC 386 or greater with 8 MB RAM and 20 MB of free disk space. BookWise 3.0 is supported on both Windows platforms. A scanner and sound card are necessary if the Reading Edge is not used with BookWise. See the "Notes" section at the end of this guide.

Description:

BookWise Edge is BookWise software running on a PC attached to the Reading Edge scanner which also serves as the synthesizer source. BookWise software alone can be installed on a PC which is attached to a regular scanner and a compatible sound card used as the speech synthesizer source. BookWise is a PC-based interactive system which scans books and other printed materials, converts the text to synthesized speech, highlights the text, and reads it aloud. Bookwise recognizes almost any printed text, including faxed, typewritten, laser-printed and photo-copied materials, and the program recognizes almost every type style from size 8 to 72 points.

BookWise is able to:

- Read at a syllabic, word, phrase or sentence level
- Read at different speeds
- Adjust speech loudness
- Edit scanned text

Recommended Uses:

BookWise is recommended for students who will benefit from a multisensory approach to reading: hearing and seeing.

Basic Use:

1. Turn on Reading Edge and place material to be scanned in scanner.
2. Tap the Select Input key of reading keypad until "Receive ScreenReader input" is heard.

3. Turn on computer; select BookWise from the menu
4. Click the **Scan** icon to start scanning.
5. Give file a name and save the text file; text will appear on-screen.
6. Begin automatic reading by clicking the **Green Arrow** icon.
7. It is possible to edit this scanned text.
8. Explore the menu options for other available settings (e.g., colors, font and size of text, etc.)

Notes:

Pricing:

BookWise System 1 (Includes BookEdge Scanner; BookWise 3.0; read/scan software, and PC DECTalk synthesizer with speakers.)	4,790.00
BookWise 3.0 Read/Scan station software with PC DECTalk speech	2,095.00
BookWise 3.0 Read/Scan station software	895.00
BookWise 3.0 Read station software with PC DECTalk synthesizer	1,695.00
BookWise Read station software	495.00

Creative Writer Ver 1.0 (Mac)

Publisher:

Microsoft Corporation (Headquarters)
One Microsoft Way
Redmond, WA 98052-6399
(800) 426-9400
www.microsoft.com

Retail Cost: \$ 29.95**System Requirements:**

Apple Macintosh Plus or higher; recommend system 7.0 for color display; 4 MB memory; 8 MB available hard-disk space; printer. Will import images in PICT format or Fine Artist format; sound import requires AIFF or AIFC format. Plain text files can be imported as well as files from Microsoft Word and Works.

Description:

This entry level program allows the user to create graphics-filled text for fun or for reports. Designed for children, it is relatively easy to use.

Recommended Uses:

For students wanting to learn about the basics of computer-based document production, this program is a nice introduction. Because the program is network friendly, it can be installed on a server; only one machine may use the program at a time, although it may be installed on many machines.

This program has icon-based menu bars; clicking on an icon provides spoken context-sensitive help or directions. The icons are very intuitive and appropriate.

Notes:

Dragon NaturallySpeaking (1.0) (Win)

Publisher:

Dragon Systems
320 Nevada Street
Newton, MA 02160
(800) 825-5897
www.dragonsys.com

Retail Cost: \$350.00 approx.

System Requirements:

Microsoft Windows 95 or newer, or Windows NT, 133 MHz or faster, 32 mb. RAM for Windows 95, 48 mb. RAM for Windows NT.

All systems require a sound board, Currently, the following soundcards have been tested and certified for Dragon **NaturallySpeaking:**

Sound Blaster 16 PnP (Creative Labs, Inc.)
Sound Blaster AWE32™ PnP (Creative Labs, Inc.)
Sound Blaster AWE64™ PnP (Creative Labs, Inc.)
Sound Blaster AWE64™ Gold PnP (Creative Labs, Inc.)
Audiotrix™ Pro (MediaTrix Peripherals, Inc.)
Ensoniq™ SoundScape™ VIVO 90 (must be purchased directly from Ensoniq, Corp.)
Ensoniq™ Audio PCI (32-bit) (Ensoniq Corp.)
ExpertMedia Med 3240 with OPTi chip set (Expert Media)
Turtle Beach™ Tropez Plus (Turtle Beach Systems).

Description:

Dragon NaturallySpeaking is a speaker dependent, continuous speech recognition system. The active vocabulary size is 30,000 words with a 230,000 word dictionary which allows for accurate word prediction and spelling. Text can be dictated at around one-hundred words per minute. At the present time, the system accommodates only one voice profile per computer.

Recommended Uses:

This program is recommended for persons with repetitive strain injury or moderate to severe physical disabilities.

Basic Use:

Dragon NaturallySpeaking must be individually trained by each user. Training is accomplished through use of the General Training program. Creating a voice profile and completing the training process takes about 45 minutes. Unlike previous versions of Dragon Dictate which were always used in combination with other programs, often, word processors, NaturallySpeaking works within its own dedicated word processing environment and is intended for text dictation rather than applications control. When using NaturallySpeaking, the following steps are taken:

1. Load NaturallySpeaking from the Programs menu.
2. Activate the microphone by pressing the numeric keypad + key.
3. Begin speaking clearly and distinctly in short phrases with brief pauses between each phrase.
4. If a phrase or word selected by NaturallySpeaking is incorrect say **"Correct"** and the **word or phrase** to be corrected.
5. If the correct phrase or word appears in the suggestion list, say **"Choose"** and then the number of the desired phrase or word in the selection box.
6. If the desired phrase or word does not appear in the selection box, say **"Spell That"** and begin spelling the word using the letters of the alphabet. Generally, the correct phrase or word will be identified after the first one or two letters have been spoken. When the desired phrase or word appears, say **"Choose"** and the number of the phrase or word.

Intermediate Use:

Users can insert punctuation marks by saying the name of the mark, (i.e. **"period"**, **"comma"**, **"question mark"**). A variety of options exist for selecting text. Saying **"Select"** then **word, line, paragraph** or **document** selects a portion of text which can then be edited or formatted in a number of ways. (See attached Quick Reference Guide)

Notes:

Speaking distinctly and in short phrases will dramatically improve recognition performance. Saying "Thank you for your letter" brief pause "inviting me to the opera" brief pause "next Saturday night." will work better than saying the whole sentence.

NaturallySpeaking

At a glance, here are all the voice commands grouped according to when you can say them.

Global Commands

Microphone Off
Go to Sleep/Wake Up
Click (Menu or Button Name)
Move Left/Right/Up/Down 1-20
Move Left/Back/Right/Forward 1-20 Characters
Move Up/Down/Back/Forward 1-20 Lines
Select Next/Forward/Previous/Back Character
Select Next/Forward/Previous/Back Lines
Delete Next/Forward/Previous/Back Character
Delete Next/Forward/Previous/Back 1-20 Characters
Undo Last Action
Undo That
Copy All to Clipboard
Paste That
Switch to Next/Previous Window
Switch to Next/Previous Window
Switch to NaturallySpeaking
What Can I Say
Give Me Help
Give Me Help on (Topic)

Editing Commands

Go to Top/Bottom
Move Left/Back/Right/Forward/a word
Move Left/Back/Right/Forward/ 1-20 words
Move Left/Back/Right/Forward/ a paragraph
Move Left/Back/Right/Forward/ 1-20 paragraphs
Move to/Go to
 Top/Start/Beginning/End of line/Paragraph
 Document/Selection
Select Word/Line/Paragraph/Document
Select Next/Forward/Previous/Back Word
Select Next/Forward/Previous/Back 1-20 words
Select Next/Forward/Previous/Back Paragraph

Select Next/Forward/Previous/Back 1-20 Paragraphs

Set Font (Face/Size/Style)

face = Axial, Courier, Courier New, Times,
Times New Roman

size = 4-120

style = Bold, Italics, Plain, Plain Text,
Regular, Underline

Dictation Commands

New Line/Paragraph

Tab Key

All Caps

All Caps On/Off

Caps

Caps On/Off

No Caps

No Caps On/Off

No Space

No Space On/Off

Correction Commands

Scratch That

Correct That

Correct text

Select text

Select Again

Spell that abc

All Caps That/Selection

Cap That/Selection

No Caps That/Selection

Correction Dialog Box Commands

Choose 1-10

Select 1-10

Select Line

Select Next/Forward/Previous/Back Word/Character

Select Next/Forward/Previous/Back 1-20 Words/Characters

Move Left/Back/Right/Forward a Word/Character

Move Left/Back/Right/Forward 1-20 Words/Characters

Move to Top/Start/Beginning/Bottom/End of Line

Go to Top/Bottom
Go to Top/Start/Beginning/Bottom/End of Line
Cut That/Selection
Delete That/Selection
Delete Next/Forward/Previous/Back 1-20 Words/Characters
abc = Letters a-z, numbers 0-9 apostrophe, dash,
hyphen, space bar, Cap, question mark,
slash
other punctuation marks (say with a brief pause)

End Note Plus (Win)

Publisher:

Niles & Associates, Inc.
800 Jones Street
Berkeley, CA 94710

Retail Cost: \$ 129.00**System Requirements:**

EndNote Plus is a 32-bit application and runs under the following operating systems: Windows 3.x, Windows 95 or NT 3.5 or later for Intel processors. If running in Windows 3.x the program requires Win32s, which is installed automatically if needed. The program will not run under the OS/2 operating system.

Hardware requirements: an IBM PC or compatible computer with a 386/DX/25 MHz processor (or higher) and a minimum of 4 MB of RAM (8 MB recommended); a hard drive with at least 5.5 MB free space (6MB if using the ADD-in for Microsoft Word or WordPerfect; at least 5.5 MB or virtual memory (6 MB if using the add-in for Microsoft Word or WordPerfect); a mouse.

Description:

EndNote is a bibliographic database program used to manage references and create bibliographies. The new Add-in now enables users to complete all of their bibliographic tasks, such as inserting citations and creating bibliographies, using commands in WordPerfect's and Word's Tools menu.

This new version of EndNote is designed to work with Microsoft Word 6, 7 and Word 97. It also works with current versions of WordPerfect and integrates seamlessly into these word processors. In addition, version 2.3 includes the ability to print directly from EndNote.

Recommended Uses:

Although EndNote can be used to support complex research projects, it also can be used simply. In its simplest use, the program provides an easy way for students to learn about organizing reference information. In a project, when all reference information has been gathered and entered into an End Plus library, it is not hard to place citations in text or to automatically format a bibliography.

Basic Use:

To Add a Reference Item in a Microsoft Word document:

Start

1. Open End Note from the **Tools** menu.
2. Close the open window by clicking on the close box.
3. Select Open from the **File** menu.
4. Give this file a name; End Note will automatically add a **.enl** extension.
5. Set the directory for saving: In location list box, click on **Program Files**, then **End Note**, then **Examples**.

Enter References

1. From the End Note **References** menu, select **New. A New Reference** sheet appears.
2. Fill in the data.
3. Close the data window; the reference automatically appears in the open library window.
4. Continue to add references following the same process.

Adding references to Text

1. To add a reference citation to text in a document, place the cursor at the end of the word where the reference is to go. Tap the **Spacebar** once.
2. Toggle to the End Note screen and select the reference to be inserted. Use the keyboard command Alt-2 to have End Note insert a text reference in the document.
3. Toggle back to the Word document and position the cursor at the location of the next citation site.
4. Continue adding references to the document in the same manner.

Add Bibliography

1. Position the cursor at the place where the bibliography is to go. To format the bibliography, go to the Word **Tools** menu and select **Format Bibliography**. Select the desired style from the Style list box and then click **Format**.

Notes:

An example of text containing references and an abridged bibliography. The bibliographic text was entered by End Note. All formatting was done by End Note.

Sample Text:

These are books of life: the stories of two siblings (Norris, 1962; Norris, 1965). The son referenced is the father of two daughters, Rebecca (Norris, 1993), Audrey (Norris, 1994), and a son, Jack (Norris, 1994). The daughter referenced is the Auntie.

Bibliography

- Norris, A. (1994). *Hi, There*.
Norris, G. (1962). *The Beginning of Life*.
Norris, J. (1997). *Well Hello*.
Norris, M. A. (1965). *Another Beginning*.
Norris, R. (1993). *Hello* .

Hand Writing Fonts (Mac/Win CD-ROM)

Publisher:

Expert Software, Inc.
800 Douglas Road
Coral Gables, FL 33134

Retail Cost: \$10.00**System Requirements:**

A PC computer with a CD-ROM drive, Windows 3.1 or Windows 95, VGA or SVGA, 4 MB RAM or more. A Macintosh with 68020 CPU or higher, System 7 recommended, 5 MB RAM, CD-ROM drive.

Description:

This hybrid disc contains 300 TrueType fonts created from real handwriting samples. Fonts represent male and female script, and cursive as well as formal printing styles.

Recommended Uses:

Use of a handwriting font for some documents may provide students with dysgraphia, or who are physically disabled and unable to write, with a sense of being able to create personal messages

Basic Use:

1. Once the program is installed, open it from the **Program Menu**.
2. Launch the **Font Browser**.
3. Select fonts to be installed; the program suggests no more than 10. Make a list of font names.
4. Close the **Font Browser**.
5. Move the highlight to a font name and click the **Install** button.
6. Repeat the process until all desired fonts have been installed.
7. Close the **Hand Writing Fonts** program.
8. From the **Start Menu**, select **Settings** and then **Control Panel**.
9. Double Click on the **Fonts** panel in order for it to update and recognize the just-installed fonts. The fonts will now be recognized by other applications (e.g., Word).

Notes:

Examples:

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This is a. Sa.rypte ok Brocils -Coo+, 315-4110

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Tki3 L5 a Sample Of Dave's fomL. **375-4-110**

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Inspiration 5.0 Educational Edition (Win)

Publisher

Inspiration Software Inc.
7412 SW Beaverton Hillsdale Highway
Suite 102
Portland, OR 97225
(800) 877-4292
www.inspiration.com

Educational Cost \$89.00

System Requirements

386 processor or higher, 8 MB RAM, Windows 95, VGA or better video

Description

Inspiration is an application that assists users to express thoughts effectively by integrating easy-to-use diagramming and outlining. Concepts entered can be viewed as a chart or as text by easily switching from one view to the other.

Inspiration is based on the visual creativity concepts of mind-mapping and clustering. Mind-mapping comes from the work of Tony **Buzan and his book, *Use Both Sides of Your Brain***. Mind-mapping is used for memory retention, note taking, and creative thinking. Clustering is a creative writing technique presented by Dr. Gabriele Rico in her book, *Writing the Natural Way*. Clustering is non-linear, visual and has a free form style that assists the user in associating thoughts and reducing the barriers to creative thinking.

Recommended Uses:

Inspiration can be used for brainstorming and creating a visual representation (diagrams, charts and plans) of thoughts through the use of symbols that hold each concept and associated linking ideas. In text, the same concepts and ideas can be represented through outline topic levels. The program design allows for easy organizing, rearranging, prioritizing and adding of details, which enable the user to create a dynamic document.

Basic Use:

The following activity will take the user through initial steps of creating a visual outline.

Main Idea and Sub-Categories

enter: The Role of Pets

click on: an arrow in the shape palette

type: a source of income
click on: The Role of Pets
click on: an arrow in the shape palette
type: provides company

To Do Rapid Fire

press: enter (from the keypad)
type: for children
press: enter
type: for the sick
press: enter
type: for the elderly
press: enter

To Create Different Shapes

click on: provides company
click on a shape from shape palette

To Delete Links

click on: arrow from Role of Pets to Source of Income
press: delete key

To Draw Links

select: The Role of Pets
position pointer on diamond-shaped handles at the top
click and drag the link to the Source of Income symbol
(to delete link, select it and delete)

To Edit Diagram or Outline

click and drag items anywhere

Adding Text to Link

type: As **mentioned in the news**

To Change Text Font and Style

select: text in any box
go to: the FORMAT menu

select: FONT
select: font choice

For Rushwriting

select: any shape
double click: upper left corner rectangle, write notes

To View on One Page

from VIEW menu: choose "fit to window"

To See in Outline Format

from VIEW menu: choose outline

To Print on One Page

choose from FILE menu

Notes:

The most recent version of Inspiration will export files in html format. If the user has Inspiration 4.0, the most recent update is downloadable from the Inspiration Web site. (www.inspiration.com/updatewin.html)

Microsoft Word 97 (Win)

Publisher:

Microsoft Corporation (Headquarters)
One Microsoft Way
Redmond, WA 98052-6399
(800) 426-9400
www.microsoft.com

Retail Cost: \$ 339.00

System Requirements:

Computer with 486 processor or greater
Microsoft Windows 95 or later, and a 1.2 Mb or greater floppy disk drive
Hard drive with at least 8 MB space available and 35 MB for complete installation
At least 8 MB RAM
VGA Monitor or better resolution
Mouse
CD-ROM drive

Description:

Word is a powerful document processing environment. This version includes the basic features of several applications users generally think of as separate from their word processor, e.g., charting with the graph function, graphics with a draw function, mathematical equation writing with an equation editor, and built-in spell check, grammar check, and thesaurus.

Recommended Uses:

Word can be used to accomplish nearly every word processing task. This Windows version adds ease of use to its list of powerful features. For students with learning or cognitive disabilities, the menus and icons of the graphical user interface may be more intuitive and thus easier to use. Built-in interactive spell check, autocorrect, thesaurus, and grammar check should also help these students. For students with physical disabilities, having an equation editor and draw function built-in should also prove to be very useful. Students with mild visual disabilities will benefit from having larger print available within the program by changing the size of the type or using the zoom feature. All users will like the extensive on-line help.

Basic Use:

1. Start up Word by choosing it from the **Start Menu**.

2. From the **Help** menu, choose **Microsoft Word Help**. The paperclip agent appears with some suggestions.
3. Type a topic of interest into the text field, then click **Search**. The help topic or topics the agent thinks you might want to look at are listed.
4. Pick a topic by clicking on it and follow the directions. Many topics include wizards that walk the user through a tutorial.

Intermediate Use:

Real-Time Spell Check Function

When this option is selected, Word puts a wavy red line under any word not in its dictionary. The user can right click on an underlined word to see what list of suggested correct words the program has selected. If the correctly spelled word is present, clicking on it will automatically cause it to replace the misspelled word. To turn on this function in Word do the following:

1. From the **Tools** menu select **Options**.
2. Click on the **Spelling & Grammar** tab.
3. Under the Spelling area, check the box next to **Check spelling as you type**.

Grammar Checker

The use of a grammar checker may be helpful for students with some prior knowledge of grammar rules and writing style conventions. However, for students not able to benefit from grammar checker use, creating a custom grammar check profile for them is a consideration. It is possible to turn off or on every feature within the grammar check program. Perhaps only one grammatical rule could be checked, that of subject-verb agreement. Students could work in instructor-created text especially constructed to effectively trigger the grammar checker. This focused activity could have a two-fold benefit: students could experience a grammar checker working efficiently, and they might also learn more about subject verb agreement—either from the activity itself or from actively reading all the **Explain** screens if their reading levels allow it.

How to Customize the Grammar Checker

1. From the **Tools** menu select **Options**.
2. Click on the **Spelling & Grammar Tab**.
3. Make sure the **Check spelling as you type** function is not checked; keep the use of the Spell Check as a dedicated activity. From the Grammar section, select the box next to **Check grammar as you type**.
4. Click the **Settings** button to see the grammar checker options.
5. Deselect all grammar and style options except **Subject-Verb Agreement**.

6. Click OK.

The grammar checker now has been modified. The next task is to write text with subject-verb errors which effectively trigger the grammar check rules.

An Auto-Correct Function

When this function is on, Word will automatically correct "adn" to "and" as the user types. Word comes with many common typing errors entered into the autocorrect dictionary. It also is very easy to add one's own personal common typing errors.

Directions for turning on this function and for adding personal choice typing errors:

1. From the **Tools** menu, select Autocorrect.
2. Make sure that **Replace Text as You Type** is selected
3. Enter a frequent typing error into the **Replace** field, and in the With field enter a correctly spelled version of the word.

Outline Function

It is useful for some students to work in the outline mode for pre-writing activities, brainstorming and making a list of related ideas. The outline function allows topics to be dragged, or moved up or in through the tool bar, and students can develop a coherent document structure.

To begin Outline mode, go to the **View Menu** and choose **Outline** view. Note the new tool bar. To return to Normal view, go to the View menu and select **Normal**.

Customize Menu Options

To create a customized menu environment, it is necessary to create a new template and save the modifications to it. Directions for creating a new template follow:

1. From the **File** menu, select New.
2. Check the **Template** radio button in the bottom right, then click OK.
3. Choose **Customize** from the **Tools** menu, then click on the **Menus** tab.
4. Select File in the **Categories** window.
5. Click on the first option in the **Commands** window, noting the automatic action occurring the buttons in the right side of the window. If a command is currently installed, the **Remove** button highlights. If a command is not installed, the Add button highlights. Use those buttons to add or remove commands.
6. Click other menu categories and make desired changes in the same way.

7. Save the file (with no text) with a filename and .dot extension.
8. To use the new template, select New from the file menu. The New window appears. Double click on the new template.

- **Use Word Document Templates or Wizards**

Microsoft Word comes with many useful document templates. They can be accessed through the New dialog box. Also accessible from this dialog box are numerous "Wizards" which lead the user through customization processes for different document types.

Notes:

Middle School Grammar (Win CD-ROM)

Publisher:

Pro One Software
P.O. Box 16317
Las Cruces, NM 88004

Retail Cost: \$ 10.00**System Requirements:**

A multimedia PC running Windows 3.1x or Windows 95.

Description:

This is a straight-forward drill and practice collection of activities. The academic level of the program provides an excellent review of very basic grammatical understandings. The title is a misnomer; "Introduction to Basic Grammar" would perhaps have been a more appropriate title. There are self-help tutorials in 53 subject areas (e.g., verbs (agreement, tense, etc.), and over 550 practice problems and samples with step-by-step explanations. All text can be read with JAWS for Windows 2.0 using the JAWS cursor.

Recommended Uses:

This program is useful for any student needing a review of basic grammar concepts. For students with reading difficulties, use of the screen reader, JAWS for Windows 2.0, will provide an auditory version of all text.

Basic Use:

1. Open the program from the **Program Menu**. Set options for sound from the menu
2. Choose one of the subject areas by moving the highlighted bar to the desired topic and press **Enter**. The eight topic areas:
 - **Nouns and Pronouns**
 - **Verbs**
 - **Adjectives**
 - **Adverbs and Interjections**
 - **Phrases**
 - **Clauses and Conjunctions**
 - **Agreement**
 - **Punctuation**
3. Once a topic has been selected, a sub-table of contents appears. Select the video option for a brief listing of the topics covered by the content activities.
4. Select the desired topic.

5. Begin the lesson. Note that it is possible to go up to the **Tool Bar** and take advantage of three different kinds of help: an **Example** button, the **Worked** button which explains the correct answer, and the **Details** button which gives in-depth tutorial information about the exact issue under consideration.

Notes:

The video clip at the end of each major content area is buggy; the user is unable to input the answer to the one question presented.

Multimedia Vocabulary (Win CD-ROM)

Publisher:

Pro One Software
P.O. Box 16317
Las Cruces, NM 88004
1-505-523-6200

Retail Cost: \$ 33.00**System Requirements:**

A multimedia PC running Windows 3.1x or Windows 95; CD-ROM drive.

Description:

This drill and practice disk contains over 1,200 vocabulary words which are usually found on the SAT, GRE, and other standardized tests. In the majority of the drills, clicking on the vocabulary word causes it to be spoken. The words are clearly and accurately spoken. It is possible to customize review sets.

Recommended Uses:

This program is useful for anyone wanting or needing to increase vocabulary proficiency. The study formats are varied, (scrambled, sentence completion, multiple choice, matching) providing an interesting range of activities. The pronunciation of the vocabulary words is excellent.

Basic Use:

1. Launch to program from the **Program Menu**.
2. Five options appear:
 - **Verbs**
 - **Nouns**
 - **Adjectives**
 - **Custom--(design your own test)**
 - **Elements--(study word roots and words derived from them).**
3. Select Verbs by clicking on the **One** button.
4. A list of presentation styles appears:
 - **Multiple Choice**
One word with four possible definitions. Click on the word to hear it pronounced.
 - **Matching**
Drag the letter of the correct word to its definition. The vocabulary word is spoken when clicked.
 - **Sentence**

Click on the button of the correct word.

- **Spelling**

Like a spelling bee, the word is spoken and the user must type it in. Click on the **Ear** button in lower left portion of window to hear word again.

- **Letter Scramble**

The user must drag the letters into correct order. Click **Solve** to have the program form the word, a useful function for learning.

Notes:

Omni 3000 1.1.1 (Win)

Publisher:

Kurzweil Educational Systems, Inc.
411 Waverley Oaks Road
Waltham, MA 02154
800-894-5374
<http://www.kurzweiledu.com>

Retail Cost: \$ 1995.00**System Requirements:**

- Pentium 75 MHz processor
- 16 MB of RAM required, 32MB recommended
- 1 GB hard disk drive
- 1.44 MB 3.5" floppy disk drive
- CD-ROM drive
- SVGA monitor
- Single-pass color flat-bed scanner, preferably a Hewlett-Packard ScanJet 3p or above
- 16-bit or better sound card
- Microphone, if you wish to use the voice command option
- Full size keyboard with mouse
- Windows 95

Description:

The Omni 3000 is a computer-based reading system that converts printed material into speech. Users can hear printed words spoken aloud as they read them on the computer screen. In addition to reading documents, users can use dictionary and phonetic spelling tools to enhance their reading. Scanned pages appear on the screen as they appear in the original material. As the Omni 3000 reads, it highlights each word and its context. The reading voice, background/foreground colors, and text size are easily adjustable.

Recommended Uses:

The Omni 3000 was designed for sighted users who have difficulty reading. It could be used in any setting where students need access to print materials. It may also serve as a writing environment for users who would benefit from its special features. Because there are many on-screen controls available, it is not as suitable as a reading machine for non-sighted students as the companion product the Omni 1000 which provides easy access for non-sighted users.

Basic Use:

1. Start the Omni 3000. Enter your name if prompted. A window appears with a number of menus, buttons, and combo boxes.
2. Run the mouse pointer over the buttons, pausing over each without clicking and read the tool tips that appear which describe each button's function.
3. To scan a document, place it in the scanner and click the **Scan** button.
4. After the image of the document appears on the screen, resize it to your desired size by choosing a percentage in the **Zoom** box or by clicking on the little arrows on the box.
5. Read the document by clicking on the **Play** button. Notice the **Play** button changes to a **Pause** button to be clicked when you wish to stop reading.
6. To get more information on a word, highlight any word in the document by double-clicking on it. Click on the **Dictionary** button in the toolbar.
7. Click the **Read** button to hear the definitions read aloud. To see a list of words with similar meanings, click **Get Synonyms**.

Intermediate Use:

1. Click the right mouse button in the document to see a context menu of choices to make. This method may prove to be quicker.
2. To select a reading unit, choose from the **Read By** list box either by word, by phrase, by sentence, by line, or by paragraph.
3. To select a reading mode, choose from the **Read Mode** list box. Continuous mode will read until you stop it with a mouse click or clicking on the pause button. If you choose Self-Paced, reading will pause at the end of whatever reading you have selected.

Notes:

outSPOKEN (Mac)

Publisher:

ALVA Access Group, Inc.
5801 Christie Avenue #475
Emeryville, CA 94608
(510) 883-6280
aagi.com

RetailCost: \$495.00

System Requirements:

Macintosh

Description:

At this time, outSPOKEN is the only screen reader for the Macintosh computer. It reads the Macintosh screen display and provides a keyboard alternative to the mouse. Several embossed sheets aid the blind user in understanding the Macintosh screen layout. Instructions also come in Braille.

Recommended Uses:

Used as a screen reader for persons who are blind, it also is useful for students with learning disabilities who benefit from auditory text editing.

Basic Use:

1. outSPOKEN is installed in the system folder. Press **Command** and the **Clear** key on the numeric keypad to turn outSPOKEN on or off.
2. Open a file to be read with a word processor.
3. Using the mouse, place the I-Bar at the beginning of the word or line to be read. Use the following key commands from the numeric keypad.

Basic Commands:

To read a line (I-Bar moves to next)	Two (2) key
To read a line (I-Bar does not move)	Enter key
To read word at I-Bar, move right	Six (6) key

Other Commands:

To move I-Bar to top of document screen	Seven (7) key
To read word, move left	Four (4) key
To read one letter, move right	Shift Six (6) key
To read one letter, move left	Shift Four (4) key

4. It also is possible to read a word by using the mouse to move the I-bar over the word.

Notes:

The Perfect Resume (Mac/Win CD-ROM)

Publisher:

Davidson & Associates, Inc.
P.O. Box 2961
Torrance, CA **90509**
(800) 545-7677
<http://www.davd.com/>

Retail Cost: 39.95

System Requirements:

This hybrid CD ROM will work with Windows 95, Windows 3.1, and the Macintosh operating system. Minimum requirements for the three platforms follow:

Windows 95: 256-color Super VGA graphics, 8 MB RAM, a Pentium machine, double speed CD-ROM with hard drive with at least 6 MB free space; Mouse and printer, Windows-compatible sound card.

Windows 3.1: 256-color Super VGA graphics, 4 MB RAM, 33 MHz 386DX or faster, double speed CD-ROM, Hard drive with at least 6 MB free, Mouse and printer, Windows compatible sound card.

Macintosh: System 7.0 or higher, LC II **machine or higher with 256 color system, 4 MB** RAM, double speed CD-ROM,, hard drive with at least 6 MB free, printer.

Description:

This resume creator, designed by a professional, is a tool for a job seeker to easily create a number of resumes as well as keep track of the job application process. The theory behind the program is that each job application must have a resume which exactly provides information relevant to that particular job. The program incorporates context-sensitive advice from an expert consultant in multimedia format.

Tom Jackson's career development advice is the backbone of The Perfect Resume The video clips of his tips, suggestions, and guidance are organized in extensive help files throughout the program. Whether the issue is deciding what kind of resume would work best, looking for an action word to describe an accomplishment, or drafting a follow-up letter to an interview, Tom Jackson is there to guide the user. The advice is concise and presented in a very understandable manner.

Recommended Uses:

This program could be a useful tool for any student who would benefit being guided through resume development. The multimedia information provides a rich learning environment for students with learning disabilities who would be unable to read written advice or have the patience to attempt to read about strategies for getting a job or developing a resume. The multimedia portion might also be helpful for ESL students: the video clips contain material which could help with the acculturation process.

Basic Use:

1. Open **The Perfect Resume** by selecting it from the Windows 95 program menu. After the program has loaded, the user can select to go to one of the three major components of the program: **Resume Builder, Power Letters, or Job Search Manager.**
2. In order to understand how the resume shell structure works, select **Resume Builder.**
3. Select **Chronological** from the resume type list.
4. Maximize the Resume Builder application by clicking on the maximize button in the top right corner area of title bar.
5. Click on first data area to be filled in. Click on rectangle to trigger data screen.
6. Click the **Expert** button at any time for more information. Information may or may not include video clips.
7. Fill in required information.
8. Follow instructions to completion.

To View Multimedia Sections Only:

1. From the **Main Menu**, select **Help.**
2. Select **Expert Contents** from the **Help Menu.**
3. Select **Video Resume Consultant** from the **Help Links.**

Notes:

SkillsBank 4 (win)

Publisher:**Retail Cost: \$1,245.00**

**Skills Bank Corporation
Park View Center 1
7104 Ambassador Road
Baltimore, MD 21244
(800) 451-5726
www.skillsbank.com**

System Requirements:

Skills Bank 4 will work in Windows 3.1, Windows 95, NT; purchasable as a single-user CD, 5-user lab pack, or as a network version (50-user or unlimited in one building).

Description:

Skills Bank 4 is an all-new version of the basic SkillsBank 3 program. The activities are the same, but the format is different. The program now comes on CD ROM only. Critical thinking strands are incorporated throughout each subject area. The 200 plus topics are contained in 19 subject areas. The program comes contains these basic content areas: reading, language, writing, basic mathematics, intermediate mathematics, and information skills.

Recommended Uses:

Skills Bank software is useful for any student needing a brief, basic tutorial review in major basic skills areas. This new version comes with a complement of in-depth activities which can be purchased. There are two Practice series and a MathCheck starter kit currently available.

Major Components:

Diagnostic and prescriptive pre-tests
Basic skills lessons
Quizzes
Thinking skill lessons

New Features

- Voice and sound guide students through lessons and provide an extra modality for learning
- Lessons on Internet fundamentals are included.
- Mathematics activities have been revised and there are 40 new activities.

- Purchasable Language Practice Series provides 22 add-on lessons with open-ended interactive practice on all concepts in SkillsBank Language Series.
- Purchasable Computation Practice Series features 24 add-on lessons with randomly generated problems in an open-ended interactive setting.
- Enhanced teacher reports
- Purchasable mathematics worksheet generator (MathCheck) which offers add-on libraries of additional math content.

Notes:

Pricing:

Single User Set (Basic Skills)	\$1245.00
5-User Lab Pack	\$2490.00
50-User Net Site	\$4980.00
Unlimited Net Site	\$7470.00

Spellbound (Mac/Win CD)

Publisher:

The Learning Company
6493 Kaiser Drive
Fremont, CA 94555
1-510-796-3030
<http://www.learningco.com/>

Retail Cost: \$ 29.95**System Requirements:**

Multimedia PC with CD-ROM drive; Windows 3.1 or Windows 95; Macintosh version runs on all color Macintosh computers, including Color Classic, Color Classic II; LC series (except original LC); II series (except II); color PowerBook series; Centris series; Quadra series; Quadra AV series; Performa series (except Performa 200); and Power Macintosh series.

Description:

This spelling program, although ostensibly designed for children, provides useful activities requires visual discrimination, visual and auditory word recognition, word recall, concentration and problem solving.

Recommended Uses:

For students needing to practice spelling skills, finding different types of drill material may provide students with added incentives for practice. In this particular software, different learning styles can be accommodated during certain phases of the interactive spelling drill program. In some areas of the program activity, it is possible to ask for auditory information rather than visual information. It also is very easy to add words to the vocabulary lists.

Basic Use:

1. Start up the program by selecting it from **the Program Menu**.
2. Enter name when prompted. Click when finished. The Vocabulary screen appears.
3. Move the highlight bar through the list with the **Down Arrow** key. Note that words in the list appear in the right hand side of the screen.
4. Double-click on a list name to select it and automatically move to the begin game screen.
5. Select a spelling activity from the **Spellbinder** screen. Note that it is possible to choose from three: **Word Search**, **Crossword**, or **Flash Card** modes. The fourth option, **Spelling Bee** can be chosen only when the user has accumulated a specified number of points--an incentive to encourage the user to keep working.

How to Add a Customized Vocabulary List

1. Open the **Word Manager** screen by selecting it from the **File Menu**.
2. Click on My **Topic**.
3. Double click on **Create List**.
4. When the empty word list screen appears, give the vocabulary list a name. Add words.
5. Double Click on **Done** when through to go back to the **Word Manager** screen.
6. In order to use the list just made, it is necessary to do the following:
7. Click on My **Topics** to see what word lists appear. Move all word lists associated with My Topics below the **End** bar except for the one just made.
8. To move a word list, double click on it to select it; it turns blue and yellow. Drag this selected item below the **End** line. Double click on the item to de-select it. Repeat the process as necessary.

Notes:

Story Book Weaver Classic Edition(win cd)

Publisher:

SoftKey International Inc.
One Athenaeum Street
Cambridge, MA 02142
1-800-845-8692
<http://www.softkey.com/>

Retail Cost: \$ 12.95**System Requirements:**

Multimedia PC running Windows 3.1 or higher.

Description:

This basic desktop writing environment lets the user construct stories with background scenes, characters and music and sounds. Working in Windows 95, sounds could not be added, although music could be added. It is possible to purchase this over the Internet from the SoftKey CD Outlet

Recommended Uses:

Because this is so easy to use, the program can provide a non-threatening, fun environment for someone just beginning to develop or improve writing skills.

Basic Use:

1. Open the program by selecting it from the **Program Menu**.
2. Click on the blank open book to write a story.
3. It is possible to select from beginning ideas or to begin one's own.
4. Select **New**. The title page construction screen appears. The tool bar along the left margin has tools to make Title, Author and Comment fields on the title page. Then there is a Border tool.
5. Click on the **Title** button and fill in the text field.
- 6 Click on the **Author** button and fill in the text field
7. Click on the **Comment** button if comments are desired.
8. Click on the **Border** button and select a title page border. Click **Done** when through.
9. Click on the Right Arrow at the bottom center of the screen to move to the next page.
- 10.Select the **Background** button and add one or two panels for page graphics.
- 11.Select the **Object** button if persons or objects are to be added to the scene. Click **Done** when through.
- 12.Move to the text field on the page and begin writing text.
13. Click the Right Arrow at bottom center of screen to move to next page.

14. Save work; print work.

Notes:

Student Writing Center (Win)

Publisher:

Softkey International
(The Learning Company)
6493 Kaiser Drive
Fremont, CA 94555
(800) 852-2255
www.softkey.com
www.learningco.com

Retail Cost: \$ 42.95**System Requirements:**

Windows 3.1 or Windows 95; at least a 486 processor or better; VGA display or better; 4 MB of RAM; 8 MB hard disk space; will support color printer.

Description:

This is a desktop publishing productivity tool for the creation and generation of different types of documents: reports, newsletters, journal entries, letters, and signs. The program comes with an extensive library of clip art, letterheads and sign borders.

Recommended Uses:

This easy-to-use program provides a basic introduction to the processes involved in desktop publishing. The basic word-processing attributes of the program are similar to Microsoft Word, allowing students to learn skills to take to Microsoft Word, or students' familiarity with Microsoft Word will allow them easy access to the functions provided by this program. A unique feature of the program is its ability to allow students to create generic types of bibliographic entries. Students fill in dialog boxes and the program converts the information to an acceptably punctuated bibliographic format.

Basic Use:

1. From the Program Manager, double click on the Writing Tools Program Group and then double click on the **Student Writing Center**.
2. Click on one of the document types.
3. Click on the **Tips** button located on the Tool Bar which runs across the top of the document.
4. Explore the Tips section for that document type. Close the document by clicking on the **File** menu and selecting **Close** (or use the hot key **Ctrl F4**).
5. Click the **New** button on the Tool Bar and select another document type.
6. Explore this document style by following steps two through four.

Intermediate Use:

Make a document. There are four document types to choose from:

- **Report**

Create essays, research papers, book reports or stories. This section has the bibliographic tool.

- **Newsletter**

Create multiple-column documents. Insert graphic elements (supports **.wmf**, **.pcx** and **.bmp** file formats) and text wrap occurs. Layout elements include masthead and multiple column options.

- **Journal**

The current date is automatically placed at the top of a new file; a password may be set to keep journal private.

- **Letter**

Create social or business letters; create letters with letterheads; resize Tips text and use this hypertext help to create a letter type.

- **Sign**

Create announcements, flyers, award certificates. Use a color printer for special effects.

Notes:

There are some age-inappropriate sample letters in the Letter Tips section. There is a spell check function which may be used with all documents.

Student Writing & Research Center(win)

Publisher:

Softkey International
(The Learning Company)
6493 Kaiser Drive
Fremont, CA 94555
(800) 852-2255
www.softkey.com
www.learningco.com

Retail Cost: \$ 56.95

System Requirements:

Windows 3.1 or Windows 95; at least a 486 processor or better; VGA display or better; 4 MB of RAM; 8 MB hard disk space; will support **color printer. A Windows-compatible sound card is required to support the multimedia functions** of the encyclopedia.

Description:

Student Writing & Research Center combines and integrates **Student Writing Center** and **Compton's Concise Encyclopedia** to make writing high-quality, thoroughly-researched, and well-referenced reports easier and more exciting than ever. **Student Writing Center**, as a stand-alone, is a desktop publishing productivity tool for the creation and generation of different types of documents: reports, newsletters, journal entries, letters, and signs. The program comes with an extensive library of clip art, letterheads and sign borders.

While writing a report in **Student Writing Center**, students can click on the research icon to bring up a complete 25-volume encyclopedia, 8,000 pictures, more than 75 videos and multimedia presentations, an atlas, timelines, and a dictionary. To take notes or add to their report, students can simply highlight, copy, and paste text and pictures into a Student Writing Center document. The citations and bibliography entries will be added and formatted automatically.

Recommended Uses:

This easy-to-use program provides a basic introduction to the processes involved in writing a research paper and desktop publishing. The basic word-processing attributes of the program are similar to Microsoft Word, allowing students to learn skills to take to Microsoft Word, or students' familiarity with Microsoft Word will allow them easy access to the functions provided by this program. A unique feature of the program is its ability to

allow students to create generic types of bibliographic entries. Students fill in dialog boxes and the program converts the information to an acceptably punctuated bibliographic format. Students can copy material (text, images) from the encyclopedia, or they can paraphrase basic content areas and cite the reference source. This software application could be used for research-paper-creation by students who find it difficult to get to a school library

Basic Use:

1. From the Program Manager, double click on the Writing Tools Program Group and then double click on the **Student Writing Center**.
2. Click on one of the document types.
3. Click on the **Tips** button located on the Tool Bar which runs across the top of the document.
4. Explore the Tips section for that document type. Close the document by clicking on the **File** menu and selecting **Close** (or use the hot key **Ctrl F4**).
5. Click the New button on the Tool Bar and select another document type.
6. Explore this document style by following steps two through four.

Using Compton's Concise Encyclopedia

1. Click on the **Research** button on the Tool Bar of the document window. **Compton's Concise Encyclopedia** loads.
2. Explore the functions of the **Tool Bar** which runs the length of the left margin. As different options of this tool bar are selected, the small windows occupying the rest of the screen change content: text appears in the right half of the screen; the left half of the screen has two windows, one in which graphic images appear, and one in which content searches can be made.
3. Each of the smaller windows has tool buttons in the lower right corner. The content of these buttons varies from context to context, but always available is a **Full Screen** button which enlarges the window to full screen display. The user can always return to the multiple window display by clicking on the **Small Screen** button in the full screen display.

Intermediate Use:

In addition to encyclopedia use, this software program supports all the writing functions available in the stand-alone version of the **Student Writing Center**:

- **Report**

Create essays, research papers, book reports or stories. This section has the bibliographic tool.

- **Newsletter**

Create multiple-column documents. Insert graphic elements (supports **.wmf**, **.pcx** and **.bmp** file formats) and text wrap occurs. Layout elements include masthead and multiple column options.

- **Journal**

The current date is automatically placed at the top of a new file; a password may be set to keep journal private.

- **Letter**

Create social or business letters; create letters with letterheads; resize Tips text and use this hypertext help to create a letter type.

- **Sign**

Create announcements, flyers, award certificates. Use a color printer for special effects.

Notes:

The following was cut and pasted from the Help section of the encyclopedia by selecting Copy from the main menu, selecting the text, and then pasting the text into a document.

Tableau and Viewers

When you open Compton's Concise Encyclopedia, you see the tableau screen, which frames the four main components of Compton's environment: the path bar that runs down the left edge of the screen, the multimedia viewer in the top left, the article viewer on the right, and the path viewer on the bottom left. The path bar displays the main avenues or "paths" into the encyclopedia's storehouse of information. See the descriptions in this guide for details on how to use each path.

THE PICTURE VIEWER offers pictures in two sizes: the actual picture size and a size that fits within the current window. To view the picture at the largest size available, click on Full Screen and adjust the size to the larger view. Click on Article to see the article that corresponds to the picture. If the cursor changes to a hand holding a handle when you move it over a picture, click and drag, to move other parts of the picture into view. Or click on Size or Full Screen to see the entire picture.

THE MULTIMEDIA VIEWERS--which display videos, slide shows, animations and sounds--have the same kinds of controls as your VCR or cassette player, with the addition of the Rewind to the Beginning button that lets you return to the beginning of a clip instantly. In the video, slide show and animation viewers, click on Size and hold down the mouse button to

select a playback size. At the maximum size, click anywhere to stop the playback.

THE TABLE VIEWER offers a Lock/Unlock Title "toggle" button so you can freeze the first row and column of a table into place. When the titles are locked, column and row headings stay in view while you use the scroll bars to see the rest of the text in the table. The label on "toggle" buttons always shows the available option--not the option that is active. So when the button says Unlock Title, clicking it will unlock the titles so they will move with the rest of the rows and columns.

Other toggle buttons include Full/Small Screen in all viewers and .S./World and Detail/Outline in the Timeline path.

THE ARTICLE VIEWER is the largest of the viewers in the tableau. Here you'll see the text of articles and the icons and cross-references that lead to multimedia and other articles. Use the buttons along the bottom to navigate and manipulate the article text and the viewer. Purple text represents cross-references to other articles in the encyclopedia. Double-click on a purple title to see an article related to the one on screen. To return to the article you were viewing, just click on Backtrack.

Highlight a date in the text of an article and click on the TIMELINE path to see what other events happened in the world at that time. If you encounter a word you don't know while reading an article, double-click on it to see its definition. You can even double-click on another word in a definition to learn its meaning. Double-clicking on any word in any article or caption text leads you to the dictionary.

In the small screen mode, the DICTIONARY AND THESAURUS VIEWER is very simple to use. Double-click on a word in an article or caption to see its definition, or open the dictionary from the path bar, type the word you want defined, and press Enter. In the full screen view, the viewer also features a scrolling list of words to choose from and an alphabetical position bar with a movable selector. Click and drag the selector to move quickly to another part of the dictionary.

OUTLINE displays a list of the article contents including text, multimedia and cross-references. When you select Outline, the article outline appears in the bottom left corner of the tableau. Click on the media selection buttons at the top of the outline viewer to choose the type of list you want to see.

Double-click on items preceded by multimedia icons to learn more about the subject of the article. These items are displayed in the multimedia viewer.

Listings without icons indicate subsections of the article. Double-clicking on a subsection title displays that section of the article in the article viewer.

OPTIONS offers several useful features. Click on Options and hold down the mouse button to see the list of option features. While still holding the mouse button, drag the cursor to highlight the option you want and release the mouse button. Select Bookmark List to see a list of the bookmarks you have placed. Double-click on a bookmark name to go to it. Select Research History to see a list of the articles and multimedia you have opened in your recent explorations through the encyclopedia. Double-click on an item to return to it. Highlight the text you want and select Copy to Idea Search to copy the selected text to the Idea Search path. While holding down the mouse button, highlight Font Size to see a selection of text sizes. Move the cursor to highlight the size you want and release the mouse button. The article text will change to the size you selected.

Select Find a Word, Find Next, or Find Search Highlight to find the next instance of a specific word. If you selected the article from an Idea Search, Find Search Highlight will find the next instance of a keyword from your latest search request.

COPY copies any text you have selected to the Windows clipboard.

PRINT prints the text of the current article.

BOOKMARK places a bookmark in the current section of the article. If you want to create a bookmark for only part of an article, place the sentence or paragraph from where you wish to begin at the top of the window. Your bookmark will be created from that point in the article.

FULL SCREEN enlarges the article viewer to full-screen size.

Works Cited *

"Encyclopedia Help." *Compton's Concise Encyclopedia*. 1995.

(This reference created by the bibliographic tool.)

TextAssist (Win 3.x/95)

Publisher:

Creative Labs, Inc.
1901 McCarthy Boulevard
Milpitas, CA 95035

Retail Cost: \$ Included w/ Card**System Requirements:**

A Sound Blaster card that supports TextAssist, 386SX-25 w/ 4MB RAM, 2 MB hard disk space, Windows 3.x or Windows 95.

Description:

The TextAssist TextReader provides high quality speech output for selected text. Options to change the volume, rate, and pitch of the current TextReader voices are accessible via the TextReader button bar or the System menu. The speech is customizable to the voices of the familiar DECtalk speech synthesizers.

Recommended Uses:

The TextReader application can serve as a proofreader for any user, but is especially useful for those who have difficulty reading.

Basic Use:

1. To launch the Text Assist TextReader, double click on the icon(Win 3.x); in Windows 95, select **Programs, SoundBlaster,** and then **Text Reader.** A button bar appears on the screen. This bar controls the flow of speech similar to a tape player controls. The right arrow is the play/stop button and the button to its right is the pause/resume button. Clicking the larger rectangle against the right end of the button bar activates the volume and rate slider bar, clicking on the small rectangle against the right end of the button bar closes the Text Reader application.
2. Start an application or file containing text to be read.
3. Highlight the portion of the text to be read by selecting the it with the mouse.
4. Click on the Play button of the button bar to hear the text spoken. If no text is highlighted, clicking the start button will cause TextReader to read the entire document.

Notes:

In Windows 3.x it is possible to have a text file read in File Manager by dragging the file icon up to the TextReader button bar.

In Windows 95, it is possible to do the same from Windows Explorer.

textHelp! Ver 2.10 (Win)

Publisher:

Lorien Systems
Enkalon Business Part
25 Randalstown Road
Antrim
Co. Antrim
Northern Ireland
BT41 4LJ
(44) 0 1849 428574 (Fax)
U.S. contact (800) 747-0429
sales@loriens.com
support@loriens.com

Retail Cost: \$ 250.00**System Requirements:**

Windows 3.1x; at least at 386DX processor running at 33 MHz; 4 MB RAM, although 8 is recommended; up to 16 MB free disk space before installation; a Sound Blaster compatible sound card.

Description:

This software program provides students with learning disabilities and dyslexia with specialized tools to make the writing and reading process easier. textHelp! is a free-standing utility which works with other applications. The program speaks text as it be being typed, performs real time spell checking, can suggest phonetically close spellings, will automatically correct words, will support a small magnified viewing area, and provides automatic word prediction as a person types. Although in actual practice any one student generally will only use a few of these features, they all will work together.

Lorien Systems also sells an institutional site license (e.g., \$9,000 for 15,000 users) and all users (staff and students) are free to copy the program

Recommended Uses:

This program is recommended for students who have difficulty spelling, difficulty in reading what they have written, or who have poor recognition ability in differentiating between homonyms. Additionally some students with mild visual disability may benefit from the limited ability of the program to magnify small areas of text, and students with orthopedic difficulties who are unable to key in text rapidly may benefit from *using* this program.

Basic Use:

Starting the Program

1. From the Program Manager Icon, **double -click** on the textHelp! icon. The program (in default usage) puts up a blank word suggestion box.
2. Start a word processing program: e.g., Word for Windows or Write.
3. Depending upon its settings, textHELP! will appear as a small window on top of the document screen or as a small toolbar positioned in the title bar of the major application.
4. The following basic functions can be accessed by hot keys:

Display the Main Menu

It is possible to display the main menu by pressing **Alt-Ctrl-M**. When the tool bar is displayed, it is also possible to click on the Menu button (the last button on the right) to bring up the main menu.

Toggle Word Prediction

Pressing **Alt-Ctrl-P** starts or stops the word prediction function. When the function is invoked, the toolbar moves to the word prediction panel which is positioned on top of the document window.

Using the word prediction function is very easy: watch the panel as keys are entered, enter the number of the word when it appears in the word prediction panel. Press the Spacebar after the word has been entered. The word will be spoken if the speech option has been set up to include word echo.

Toggle Real Time Spell Check

The command **Alt-Ctrl-S** starts and stops the ability of textHelp! to monitor keystrokes as they are entered. If the program detects a word not in its dictionary, or a misspelled word, a spell check window appears on the screen.

In order to bring up suggested word list, enter Alt-G or click on the **Suggest** button. Move the highlight through the words, pressing Alt-S or clicking on the **Speak** button to have the word pronounced. Tapping **Enter** when the highlight bar is on the desired word replaces the misspelled word with the correctly spelled word. The command Alt-R will do the same thing.

Speak Selected Text

Entering **Alt-Ctrl-V** causes textHelp! to read any text which has been selected. The only way to stop the speech is to select **Stop Speech** from the main menu (**Alt-Ctrl-M**).

Toeele the Magnification Function (the Zoomer)

The command **Alt-Ctrl-Z** turns on and off the textHelp! magnification function. It also is possible to control the magnification function from the main menu.

Temporarily Stop All Text Help Functions

The hotkey combination **Alt-Ctrl-X** stops textHelp! from processing any keystrokes (However, it will not stop speech already in progress; only the Stop Speech selection from the main menu will do that).

Notes:

Typing Tutor 7 (Mac /Win CD-ROM)

Publisher:**Retail Cost: \$ 49.95**

Davidson & Associates, Inc./Simon & Schuster, Inc.
P.O. Box 2961
Torrance, CA 90509
(800) 545-7677
www.davd.com

System Requirements:

The same disc may be used in a Macintosh or Windows computer.

For PC:

At least a 486 MHz processor with 8 MB RAM; Sound Blaster-compatible multimedia sound card; hard disk with 1 MB free space; at least a 2x CD-ROM drive; Windows 3.1x or Windows 95.

For Mac:

A Power PC or at least an 040 processor with 8 MB RAM; monitor with 640x480 display area; 256-color capacity; at least a 2x CD-ROM drive.

Description:

This multimedia typing tutor evaluates strengths and weaknesses of the typist and then creates customized lessons based on the typist's individual needs. A novel addition is the inclusion of practice sample writings taken from over 100 well-known books. Learning is made fun with video clips which run as a reward after the completion of certain typing tasks. Excellent statistics are kept by the program.

Recommended Uses:

This Davidson product is recommended for any individual desiring to learn or improve typing skills. The program incorporates some newer features: e.g., typing drill embedded in the construction of particular letter types, and provides real-time practice on useful activities.

Basic Use:

For Mac or PC:

1. Double click on the Typing Tutor 7 icon.
2. Register and take an assessment test, or enter the program as a visitor.
3. Follow the lessons suggested by the program, or randomly explore the program as a visitor.

Major Program Components

- **Keys to Success**

Once a practice typing test has been taken, a personalized lesson containing words and sentences is created. Lessons, games and tests are available in QWERTY, two-handed Dvorak, and 10 key setups.

- **Chart Your Progress**

Asses progress with eye-catching, printable graphs after completing time-monitored speed tests.

- **Practice Makes Perfect**

Sharpen typing skills with practice samples from over 100 well-known books, including everything from fiction and biography to sports and humor

- **It's Showtime**

Practice typing with 100 text excerpts then rewards the typist with a video clip related to the subject chosen for typing drills.

- **Arcade-Style Games**

Rescue cities from alien letters and words; solve hidden word mysteries; race against the clock.

Notes:

Ultimate Word Attack (Win/Mac CD)

Publisher:

Davidson & Associates, Inc.
P.O. Box 2961
Torrance, CA 90509
(800) 545-7677

Retail Cost: \$ 29.95**System Requirements:**

Multimedia PC with 5 MB free space; Windows 3.1 or 95; 8 MB RAM.
Macintosh: LC III or Power PC with 5 MB free space; System 7.1 or higher.

Description:

Ultimate Word Attack is a versatile, economical program for spelling drill. This version has 2 CDs and is a hybrid set, meaning that for the same price, you get CDs that will run on a Mac or PC. The activities are the same as those in Word Attack 3, but the presentation and graphics have changed. The vocabulary lists are extensive, and well organized by and within category.

In addition to a presentation activity, there are four activities:

- a tile game where definitions must match an exposed tile
- a crossword puzzle game which uses fill-in the sentence blank or definitions as clues
- a maze game with an arcade-type format
- a hat game with an arcade-type format

Record keeping activities and an easy-to-use authoring component are included.

Recommended Uses:

Recommended for students who wish to work on vocabulary development. Both reading and spelling activities are included in response formats.

Basic Use:**The Main Menu**

There are four basic menus:

- the File menu which accesses student records or authoring activities;
- the Word List menu which controls word list level and the ability to view an entire word list;

- the Activity menu which controls such basic functions as speech, sound, starting and stopping, options;
- the Help menu which provides access to on-screen instructions or on-screen hints.

Program Activities:

Presentation Activity

Begin with this activity in order to familiarize the student with the vocabulary list. If a speech device is included, each word will be spoken as it is introduced visually. There are three levels of difficulty to work in: Study, a passive, activity; **Solve**, an activity requiring the user to enter target word from the keyboard (target word is displayed); or **Complete the Sentence** (user must type in the word from memory).

Tile Activity

The user is challenged to clear the tiles off the screen by matching each word with its definition. The definitions for the words are displayed below the tiles. If one of the words on screen does not match the definition, use the arrows to scroll through the definitions until you are able to make a correct match. A match clears a tile from the screen and uncovers the tile beneath it. Clear all the tiles to win. Double click on a tile to select it.

Crossword Puzzle

In this activity, match each word with its clue. If the highlighted letter box is shared by two words, two clues will appear: one for the across word and one for the down word. To move from word to word, use Tab, arrow keys or click the letter box with the mouse. There three modes of play: clues can be **Definitions, Sentences** or **Mixed--a** combination of clues in definition or sentence form

Maze Game

Move the Mascot Character (M.C.) through the vertical maze before time runs out. This character is to be moved through the maze so that he can eat the word which has its definition displayed at the bottom of the screen. The player needs to figure which word is accessible and then must select its definition (by rotating through the definition list) before the character can be moved to gobble the target word.

Slime Game

This is an arcade-type activity. The object is to help the M.C. throw balls at the word that matches each definition that appears at the bottom of the screen. To play, look at the definition at the bottom of the screen; click at the correct word or use the up or down arrow to move the M.C. directly across

from the word and then press Spacebar. If the word is correct, a slime creature falls from the pipe. The pace of the game is controlled by choosing **Easy, Medium,** or Hard level of difficulty at the beginning of the game.

Editor

The Editor, an easy-to-use authoring tool, allows the user to make new word lists. It is possible to select words already included in the program or to input new words. It is necessary to provide a definition and two sentences in which the word is used. Give the file a name when it is saved. To use this word list, select custom from the Word List menu, and select from the file names displayed.

Stopping

Go to the Activity Menu at the top of the screen and select Stop. Selecting Quit from the File Menu will exit the program.

An Add-On

There is a companion audio CD with 25 vocabulary lists of 11 words each. Each word is spoken, a definition is given and then the word is used in a sentence. Voices alternate from female to male. The words are not a part of the software game, but are listed in the documentation folder. The auditory information could be transcribed into the editor if one wished to use words from the audio CD. This disc could also be used for vocabulary enhancement while commuting.

Notes:

Word Munchers Deluxe (Win 3.x, 95/Mac CD)

Publisher:

MECC
6160 Summit Drive North
Minneapolis, MN **55430-4003**
612-569-1500
<http://www.mecc.com/>

Retail Cost: \$ 14.95**System Requirements:**

This disc supports the Macintosh, and Windows 3.x and 95.

- Specific requirements for the Windows 3.x version: 486/50MHz or higher, 256 SVGA **color display, 4 MB RAM, although 8 recommended, double-speed** CD-ROM, mouse, and sound card.
- Specific requirements for the Windows 95 version: 486/50 MHz or higher, 256 color SVGA display, double-speed CD-ROM, 8 MB RAM, mouse, sound card.
- Specific requirements for the Macintosh: 68040 or higher (Performa 575 or greater), System 7.1 or later, 5 MB RAM (8 recommended), double-speed CD-ROM.

Description:

This program is an expanded version of the original Word Munchers grid game which required students to select words containing a target vowel sound. This model has been increased to include word selection activities related to linguistic elements and tasks. The program is designed for use with a range of ages, and allows the user to choose whether or not to play with "Troggles" (cartoon creatures which chase the player if play is moving too slowly).

The game materials are organized by grade level: grades one through five. The use of "grade level" as the reference for game structure is unfortunate, for the stimulus materials are presented in a relative grade-free manner. For older learners, the term "level one," rather than "grade one" would have been more appropriate.

It is possible to control sound and music options from the menu bar. The only way to stop a game is from the File option on the menu bar.

Recommended Uses:

This program may be useful in facilitating automaticity in the decoding/encoding processes of reading and writing. The small cost of this disc, coupled with its range of linguistic activities structured in the long-popular Word Munchers format, make it a useful addition to a software library. Some activities requiring students to match sounds to objects pictured may be difficult for some persons with visual perceptual difficulties

Basic Use:

1. Double-click on the Word Munchers icon.
2. Select **Play Troggle-Free** and the program will open to the main menu.
3. Select the level of play desired by clicking on the appropriate tab.
4. Select the game content and subject matter by clicking one the topics listed on the left page of the main menu graphic; select or de-select the desired stimulus materials from the right page by clicking the check boxes.
5. Decide whether to have stimulus material topics presented in the order listed or in random fashion by clicking the **In Order/Random** toggle button at bottom of the right page.
6. Click on the Play button at the lower right corner of the screen to begin current game. **Important:** one must double-click a correct item before it is selected.
7. The current game will automatically end when all of the correct items have been selected.
8. To exit a game in progress, go to the File menu and select **New Game**.

Program Content

- Grades One and Two: **Classification:** color, shape, design, class; **Grammar:** naming words, action words, describing words; **Phonics:** initial consonants, final consonants, vowels; **Vocabulary:** rhyming words; **Sentences:** naming words, action words, describing words; and **Challenge:** a random presentation of activity.
- Grades Three and Four: **Grammar:** nouns, action words, adjectives, pronouns, adverbs; **Phonics:** vowels; **Vocabulary:** synonyms, antonyms; **Sentences:** nouns, action verbs, adjectives, pronouns, adverbs; and the **Challenge** activity.
- Grade Five: Identical to structure of levels Three and Four with the exception of the following: **Grammar** and **Sentences** contain the additional stimulus topics of prepositions and interjections.

Notes:

Writer's Helper (Win)

Publisher:

Prentice Hall
P.O. Box 11071
Des Moines, IA 50336-1071
(800) 842-2958
www.prenhall.com

Retail Cost: \$135.00**System Requirements:**

Writer's Helper will run in Window 3.x or Windows 95 computers.

Description:

Writer's Helper is a collection of programs to help writers find and creatively organize ideas, put ideas in writing and evaluate what has been written. Writer's Helper offers an approach to introducing word processing as a tool for writing and language arts to a beginner. Writer's Helper allows students to create a file, save the file to disk and then load it into another word processing program for editing or formatting changes. Then the student may re-enter Writer's Helper with the file to use the revising tools.

Recommended Uses:

This program is useful for all students needing assistance in developing writing skills. A number of state colleges use the program in remedial English classes.

For students with learning disabilities, the program provides structured ways to work on very specific components of the writing process. The program provides activities which:

1. Desensitize students to the writing process and writer's block (free-writing activities).
2. Improve and expand upon a student's creative writing skills and to help a student develop ideas.
3. Develop strategies and practice categorization and organizational skills (trees).
4. Improve spelling strategies through categorization of spelling rules (trees).
5. Improve comprehension of a passage by categorizing information (trees).
6. Develop strategies for distinguishing similarities and differences (comparing and contrasting).

7. Improve analytical skills by viewing information from both sides of the issue (debating an issue).
8. Develop writing skills and strategies for creative writing (five paragraph theme).

The files created by Writer's Helper are designed to be compatible with several word processing programs including WordPerfect. Because the files are compatible with a major word processor, a student may create the germ of the document with Writer's Helper, and write the paper in a supportive writing environment (word processor, on-line spell check, and thesaurus). The student can return to Writer's Helper to run the rough draft of the essay or report through the revising tools. The student then does final editing of the document in a standard word processor.

Basic Use:

This menu driven program is easy to use, and on-screen prompts and context sensitive help are always available. The student moves a highlighted bar across the Main Menu Line to select PreWriting Tools or Revising Tools. A new menu appears across the menu line. From this menu the student chooses the particular activity desired (e.g., Find, Explore, or Organize in PreWriting Tools; Structure, Audience, Checks in Revising Tools). A drop-down menu appears under each topic. Because each program screen is well-labeled, users always know what task they are working on.

Intermediate Use:

Writer's Helper is a set of tools to use with the prewriting and revising components of the writing process. If the Notepad function of the program is used, its dedicated word processor will allow a student to create an entire document in Writer's Helper. PreWriting Tools are designed to help the writer Find a subject, Explore a subject, and Organize information about a subject. The Revising Tools are divided into three categories of analysis: Structure, which proofreads the document; Audience, which evaluates the document in light of the intended audience, and Checks which searches for word errors.

Prewriting Tools:

FIND Tool

1. Starters
2. Idea Wheel
3. Associations
4. Questioner
5. Lists

6. Brainstorms

EXPLORE Tool

1. **Crazy Contrasts**
2. **Three Ways of Seeing**
3. **Audience**
4. **Random Revelations**
5. **Connections**
6. **Teacher**

ORGANIZE Tool

1. Trees
List eight items related to topic.
2. Debating an Issue
List three statements supporting topic position.
3. Structure Guide
This important feature provides outline structure for nine different types of academic reports:
 - a. Biology
 - b. Chemistry
 - c. Clinical Psychology
 - d. Economics
 - e. Education
 - f. History
 - g. Physics
 - h. Scientific
 - i. Sociology
4. Goals
Add two purpose statements to stimulus list given.
5. Compare/Contrast
Compare a similar, more familiar object or subject and list three ways in which they are similar.
6. Outline
Provides a simple outline utility.
7. Develop a Paragraph
This tool leads the writer through the development of a descriptive or argumentative **paragraph**. An example of the prompts which precede the tasks for student writing is listed below. From this example, a student can observe and infer the nature of paragraph structure. The student is then asked to state an assertion about a topic and then must write four sentences of proof to support the assertion. This Develop a Paragraph exercise is a powerful tool because students are prompted through a process of learning about and understanding the structure of paragraphs.

8. Five Paragraph Theme

This unit leads students through the construction of a five **paragraph theme**. **Because the form of an essay depends on the purpose** of the writer, students must first select an appropriate purpose for the essay from a selection of five choices: Describe, Compare, Show how ... has changed over time, Describe the job or function of.... , and describe the importance of.... In this exercise, students are asked to type a word or phrase naming the intended audience of the paper, then to write three sentences which support the purpose (written for a friendly or negative audience) of the document. These sentences can later be expanded to three paragraphs which are the inner body **of a five paragraph theme**.

Revising Tools

STRUCTURE Tool

This tool has nine different checks:

1. Outline Document
2. Paragraph Coherence
3. Paragraph Development
4. List by Sentence
5. Sentence Lengths
6. Category Match
7. Subordinate Clauses
8. Word Frequencies
9. Structure Summary

AUDIENCE Tool

This tool has eight checks:

1. Readability Index
2. Diction Level
3. Transitions
4. Prepositions
5. References
6. "To be" Verbs
7. Sweet or Stuffy

(Based on the results of five analyses, this is an informal evaluation of strengths and weaknesses of writing)

8. Audience Summary

CHECKS Tool

This component has three checks:

1. Usage

2. Homonyms
3. Gender

Notes:

Writing with the Macintosh using Microsoft Word

Authors:

Ann Hill Durin
Kathleen S. Gorak

Publisher:

Course Technology, Inc.
One Main Street
Cambridge, MA 02142
617-225-2595

Description:

This 1991 book is a text for a basic writing class. Its strength is its fundamental premise: use basic features of a word processor to create pre-writing and organizational activities. The book comes with numerous templates designed in and for Microsoft Word 4.0. The High Tech Center (HTCTU) has converted these files to PC format and they work well in Word 95. The HTCTU also uses the template files with Word 5.1 for the Mac.

Recommended Uses:

The text is recommended reading for anyone who is involved in teaching writing or assisting students in the writing process. Ideas to augment existing curriculum abound.

Notes:

In July of 1997, the HCTU checked with Course Technology about the availability of the book. They responded with the comment that they no longer published the book, and it may have been transferred to another publisher.

ACADEMIC

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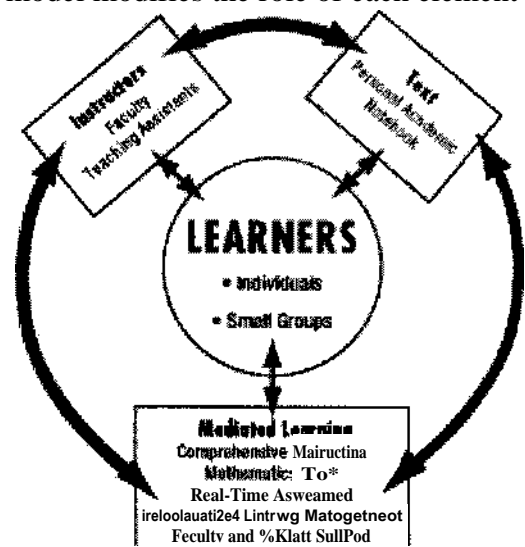
Mediated Learning

A new model of technology-mediated instruction and learning.

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The technology supporting the Mediated Learning approach is a highly effective combination of multimedia instructional software, real-time assessment and feedback, and an advanced Instructional Support System that provides useful information to instructors and valuable guidance to students.

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 - *More flexibility for faculty and students*
 - *Distributed learning over wide area networks*
 - *Better use of resources*
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 - [Mediated Learning Courses](#). Access detailed information about interactive multimedia courses.
 - [Faculty Collaboration](#). Participate in discussions and share ideas with faculty nationwide who are using Mediated Learning to help make students even more successful.
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