

# Earth: Forces and Formations

## Requirements:

CD is required. ♦ Display must be set at 256 colors. ♦ Work is saved to the “H” drive.

## Login Procedures:

- Type in a unique user ID. (The ID must be less than 8 characters.)
- Click **Ok**

A message will appear if this is your first time. Click **First Time**. Click **Ok**. (If this is not your first time then click **Try Again**)

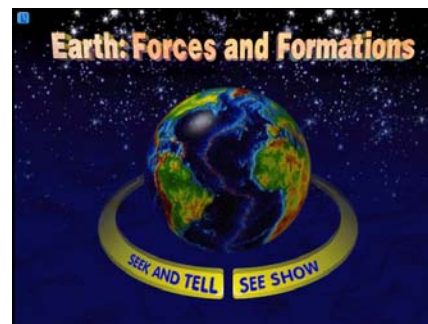
Type in your first and last name and then click **OK**. Your unique ID will be displayed and that is what you will use for this program.



## Title Screen:

After the opening animation, you will see the Title Screen:

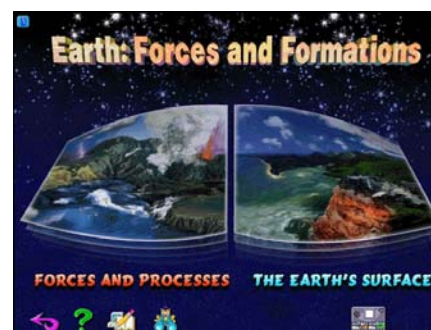
- *Seek and Tell* – Displays the Main Screen
- *See Show* – Students can create and view presentations



## Main Screen:

The two main topics for this software program are

- Forces and Processes
- The Earth's Surface



Options: (Upper left corner of screen) Contains buttons for Glossary, Credits, Folder, Volume and Exit.



Go Back takes you to the previous screen.



Help allows you to obtain information about the screen that is displayed.



See Projects displays suggested projects for your children's presentations.



Find allows you to search for a particular picture either by browsing through miniaturized pictures or by typing a word or the title of the picture you are seeking.

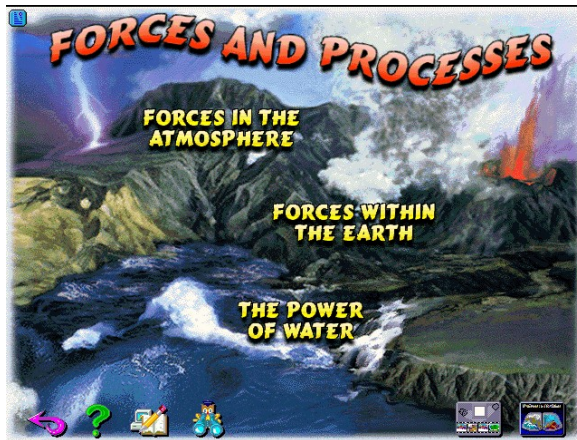


Go to Studio takes you to an area where you can create presentations or shows with the information and pictures from the database.

**Finding Information:** There are two ways to look for items or pictures in the database.

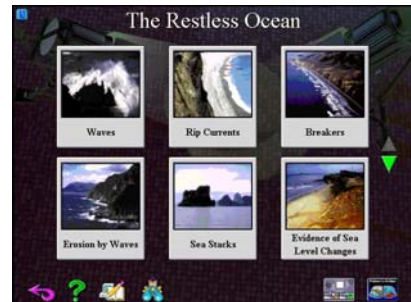
**Browsing:**

1. From the Main Screen, you can choose:
  - Forces in the Atmosphere
  - Forces within the Earth
  - The Power of Water




2. Narrow your topics even further by selecting one of the subtopics.
3. Now you can browse through another set topic options.

*NOTE: These topics may vary slightly, but are primarily the same for each animal.*



*(If necessary, click on green arrows to the right of the screen to scroll to more categories.)*

**Searching:**

1. Click on Find  at the bottom of any of the main windows.
2. You will have two menu options.



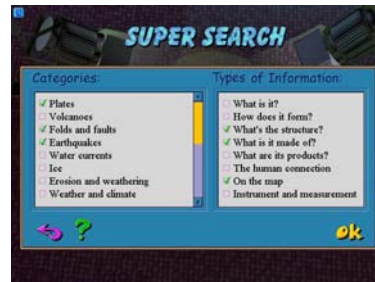
### Word Search:

- Type or select a keyword and click **OK**.
- The program will search the database for all items that include this word.



### Super Search:




- Check the boxes for the specific categories and types of information you are looking for and then click **OK**.
- The program will search the database for all items that include the information that you have selected.






### CREATING A PRESENTATION:



#### Title Slide


1. Select the first slide and click on Look and Write  to type a Title.
2. Click on Write , and then click on the screen to type your title.
3. Click the Go Back  button to return to the studio.

#### Picture Slide

1. Click and drag the picture at the top of the screen to the next frame in the presentation.
2. To add other pictures to your presentation, click the green arrows on either side of the picture at the top to scroll through your choices.
3. To write text on your picture, Click on Look and Write .
4. Click on Write  to replace the text of the database and create your own text to accompany the picture. (NOTE: This will not replace the narration. See the next section for recording instructions.)
5. Click OK when you are done and click on Go Back .





## Recording

Each picture that you place into your presentation contains a narration. If you want to show the picture without the narration, here are the steps to follow.

1. Click on Make Recording  . A control panel appears: 
2. Click on Start Recording 
3. Wait a few seconds to record “nothing”. (Speak into your microphones to record your own narration.)
4. Click on Stop Recording  . (You have just recorded a few seconds of silence.)
5. Click on OK to save your recording.
6. Click on Go Back  once to return to the Studio.


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## Text Frame

1. Click on the next available frame in your presentation.
2. Click on My Words  . The text will not replace the picture; it will be in a separate frame to the right of the picture you selected.
3. Click on Look and Write  .
4. Click on Write  .
5. Type the text you want to appear on top of the picture.
6. Click OK to save your words.
7. Click on Go Back  .


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## Deleting a Frame

1. Click on the frame you want to remove.
2. Click on Erase  .
3. Now the selected frame is no longer part of the presentations.


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## Saving the Presentation


1. Click on  (Choices).
2. Click on Save My Show.
3. Name your work with a filename that is appropriate. Discourage students from using spaces in their file names.
4. Click OK.

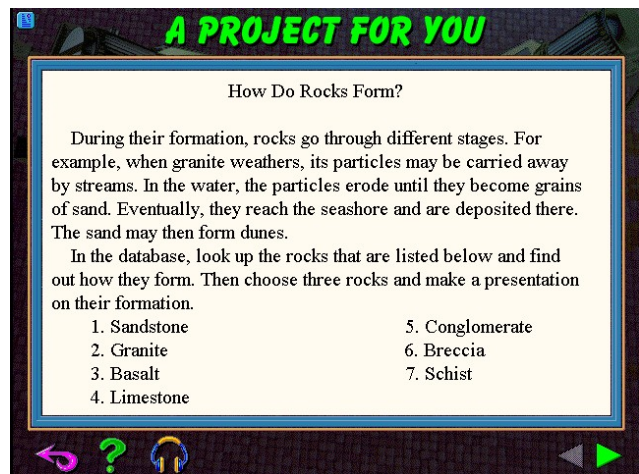
5. Continue working on your presentation or Click on the Main Screen icon  to return to the Main Screen.

6. Click Go Back  to return to the Title Screen.


7. To run your presentation from the Title Screen, click on See Show  .
8. If the first three frames of your presentation do not display, use the up and down arrows on the right to find the name of your presentation and click once on it.
9. Click OK to play the presentation

## Projects:

- Click on the notepad icon  at the bottom on the Main Screen to access the Projects.
- Each project culminates in a presentation created in the Studio.
- The green arrows at the bottom right-hand corner take you to the next project.



## Exiting the Program

1. Click on Options  located at the top left of the screen.
2. Click on the Exit icon.
3. Click on Yes to answer, "Are you sure you want to leave the program."

