



PuzzleMaker  
Grade2-3



PuzzlePlayer  
Grade2-3



PuzzleMaker  
Grade4-5



PuzzlePlayer  
Grade4-5

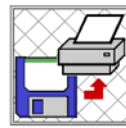
## Getting Started

**PuzzleMaker** lets you create **crossword** puzzles, **word search** puzzles, and **jumble** puzzles. You can print the puzzles you create, or you can save them for your students to complete on the computer. **You can also edit any of the vocabulary words and their clues in a puzzle database, or you can add your own words up to 2000 words per database.**

1. Click on the appropriate icon in the **Language Arts** folder
2. Click on the opening screen to display the **Main Menu**.



Click this button to create a new crossword, word search, or jumble puzzle. Then, you can print it or save it to a disk.



Click this button to open any puzzles you already created. After you open a puzzle, you can print it, edit the instructions, or save the puzzle file in a different location.

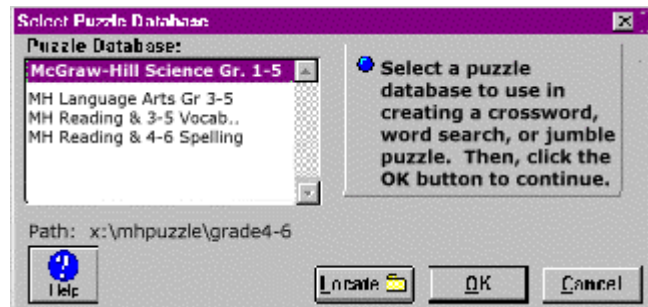


Click this button if you want to edit or delete any of the vocabulary words in a puzzle database. You can also add new words.

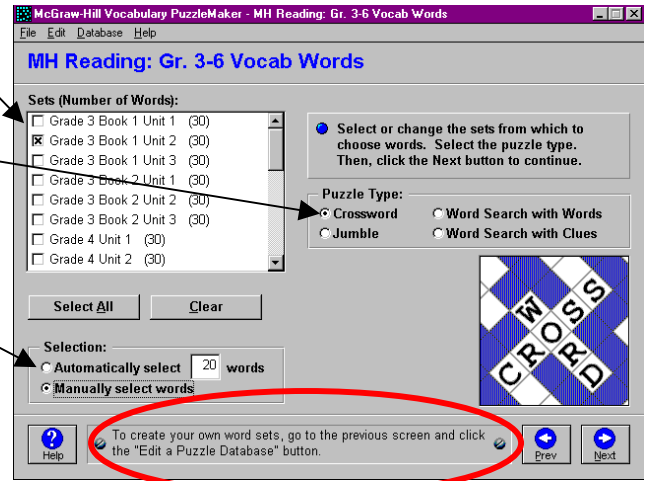
## Creating a New Puzzle

Creating a puzzle adds it to the school server where it is accessible to all students using **PuzzlePlayer**. Deleting a puzzle file permanently removes the file from the server.

1. Choose **Create New Puzzle** from the **Main Menu**.
2. The **Select Database** screen will appear. Select a puzzle database from the list. Click the OK button



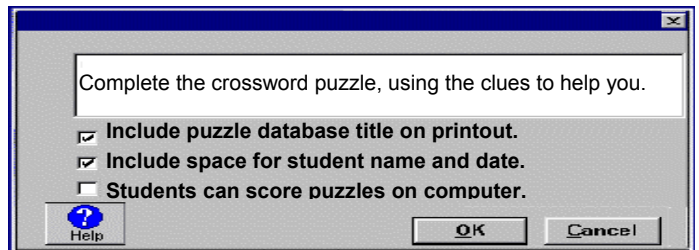
3. Choose the set(s) of words you want to use.
  - You can choose more than one set of words, but each puzzle has a word limit noted in the Selection box.
4. Choose a puzzle type (**crossword**, **word search with words**, **word search with clues**, or **jumble**).
5. Set the selection method--**automatic** OR **manual**.
  - If you choose **automatic**, you must enter the number of words.
6. Click the **Next** button to proceed to the **Word Selection** screen.



7. Identify the words you want to include on a puzzle. Click in the check box next to a word to select/unselect it. The words that appear in the list match the sets you selected on the previous screen.
  - In the **manual selection mode**, identify the puzzle words.
  - In the **automatic selection mode**, words will already be marked.
  - In both **manual** and **automatic** modes, you can change any of the words.
  - The minimum number of words is 5
  - Maximum is 20 for **crossword** and **word search** puzzles.
  - The maximum is 10 for **jumble** puzzles.

8. Click the **Next** button on the **Word Selection** screen to display the puzzle.
  - When many of the words selected are long (greater than 10 letters) and you choose to include the maximum (20) words, **PuzzleMaker** may have difficulty constructing a crossword or word search puzzle. Either select different, shorter words or choose fewer words for the puzzle.
9. Click **Instruct**. (instructions) button to change the puzzle instructions.

- If you check **Students can score puzzles...**, the computer will display green checks (for correct) and red X's (for incorrect) as the students fill in answers.
- Students can change answers as they work.



10. Save puzzle for students to be able to complete it at the computer,
  - Click **Save As** button
  - Enter a puzzle name. This is the title students will see. You may capitalize and use spaces.
  - Enter a file name (maximum of 8 characters, no spaces).
  - Save puzzles in the **X:\mhpuzzle\** drive. (The program defaults to this drive.)
  - Later, you can reopen a puzzle to print it or to change the puzzle's instructions.

11. Click the **Print** button to print the puzzle.
  - Choose to print the puzzle, the answer key, or both.
12. Choose **Exit** from the **File** menu to quit the program, OR  
Click the **Prev** (previous) button to move back through the previous screens. Then, you can select a different type of puzzle, choose different words, or edit the puzzle database.

NOTE: Depending on the puzzle database, some puzzles may include "multiple part" words. In such instances, these words appear without the space or punctuation. For example, "acid rain", "sales tax", and "laissez-faire" would appear as "acidrain", "salestax", and "laissezfaire", respectively.

### Deleting a puzzle file

Deleting a crossword, word search, or jumble puzzle files permanently removes the file from server.

1. On the **Puzzle Selection** screen, highlight the puzzle that you want to delete.
2. Pull down the **File** menu and choose the **Delete Puzzle** option.
3. Confirm that you want to delete the file.

### Opening an Existing Puzzle

After you create and save a puzzle, you can reopen it to print it, change the instructions, or save the puzzle to a different location. Other editing is not possible.

1. Choose the option to **open an existing puzzle** from the **Main Menu**.
2. Select a puzzle from the list and then click the OK button. The program displays the puzzle on your screen.  
If no puzzles appear in the list, use the **Locate** button to navigate to the **X:\** drive.
3. Click the **Instruct** (instructions) button to change the puzzle instructions.
4. Click the **Print** button to print the puzzle, the answer key, or both.
5. Pull down the **File** menu and choose **Open Puzzle** to open a different puzzle.
6. Choose **Exit** from the **File** to quit the program, OR  
Click the **Prev**. (previous) button to go back to the **Main Menu** where you can choose to create a new puzzle or edit a puzzle database.

## Adding, Editing, and Deleting Words from the databases

You can change any of the vocabulary words, clues, or sets in a puzzle database. Or, you can add your own words up to 2000 total words. **Any changes will be made to the databases on the school server.**

1. Choose **Edit a Puzzle Database** from the **Main Menu**.
2. Select a puzzle database from the list and then click the OK button.
  - **PuzzleMaker** will display a dialog box from which you can choose a database. If nothing appears in the list, use the **Locate** button to change the location (directory/folder) to **X:\ mhpuzzle**
3. Click the **edit**, **add**, or **delete** button to change the database.
  - While working with a puzzle database, you can sort it by word, clue, or set name. If you need to locate a specific word, you can use the **Find** command.
4. Pull down the **Database** menu and choose **Select Puzzle Database** to open a different puzzle database.
5. Choose **Exit** from the **File** to quit the program.
  - If you don't want to quit, you can click the **Prev.** (previous) button to go back to the **Main Menu** where you can choose to create a new puzzle or open an existing puzzle.

NOTE: The **PuzzleMaker** automatically saves any changes you make to a puzzle database. You do not have to select an option to save the changes you make.


## PuzzlePlayer 2-3 and PuzzlePlayer 4-5

Students use the separate program called the **PuzzlePlayer** to complete puzzles on the computer.

### Crossword/Jumble Puzzles

1. Students have only the **PuzzlePlayer** icon.
2. Students can open any puzzles created by any teacher. All puzzles are saved to the **X:\** drive.
  - Click on a puzzle title.
  - Click the **NEXT** button.
  - Enter or verify name in the **Student Name** dialog box.
  - Click the **Instruct** (instructions) button to review the puzzle instructions.
  - Read the clues in the Across and Down lists.
3. To enter a word, click in the appropriate square and begin typing the answer in the grey square or data entry box.
  - You can use the arrow keys to move the data entry box.
  - If the data entry box (grey square) does not appear in the puzzle area, click on the square where you want to type a letter.



- When the data entry box is located at the intersection of two words, you can change the direction by clicking the **Across** or **Down** buttons shown above the clue lists or by selecting the direction from the **Options** menu. These buttons (options) are disabled when the data entry box is not located at a word intersection.
  - While completing a crossword puzzle, press **ENTER** to move to the next word or press **SHIFT+ENTER** to move to the previous word.
4. To erase a letter, move the data entry box (grey square) to that location and press the **Space Bar**
  5. If the teacher turned on the scoring option, a check or an "X" will appear next to the corresponding clue when a word is completed. The program also shows the number of words answered correctly, how many attempts, and the number of words in the puzzle
  6. To save work, click the **Save As** button.
    - Use the controls in the Save As dialog box to navigate to the **H:**\ drive (home directory). (The program defaults to the **X:**\ drive but does not allow students to save their work there.)
    - Enter a file name.
    - Save the puzzle file.
    - Students can save partially complete puzzles to work on at a later time.
  7. Click the Print button to print work. 
  8. If a student is working on a puzzle and wants to open a different puzzle, click the **Prev.** (previous) button to return to the **Puzzle Selection** screen.
  9. When you finish a puzzle, click the **Prev.** (previous) button to return to the **Puzzle Selection** screen or choose to quit the program.

### Word Search Puzzle

1. Select a puzzle if you haven't already opened a word search puzzle.
2. Click the **Instruct** (instructions) button to review the puzzle instructions.
3. Review the clues or words to the right of the puzzle.
  - Depending on the type of word search puzzle the teacher created, either clues or words will appear in the list next to the puzzle.
  - Words in the puzzle area may appear across, down, and diagonally, but not backwards.
4. To select a word, click on the first letter of a word and hold down the mouse button. Drag the mouse to select the letters. Release the mouse button to complete the word selection process.
  - If the scoring option is turned on, a green line will appear around correctly selected words and a check will appear next to those words or the corresponding clues in the list. A red line indicates that a selected word is incorrect.
  - The program will also show you the number of words correctly selected, how many attempted, and the number of words in the puzzle.
5. To erase (or unselect) a word, hold down the **ALT** key and click the word that to unselect. Then, indicate whether or not to unselect the word.
6. Click the Print button to print work.

To quit **PuzzleMaker** or **PuzzlePlayer**, pull down the **File** menu and choose the **Exit** option.