



## Features Guide

**FableVision**<sup>®</sup>  
LEARNING  
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## Introduction

### What is Max's Toolbox 3?

Max's Toolbox 3 is an early childhood interface to Microsoft® Office suitable for children in grades K through 5. The flexibility of the programs makes them suitable for teaching children of all capabilities.

The suite of three products—**MaxWrite** for Microsoft® Word, **MaxShow** for PowerPoint®, and **MaxCount** for Excel—gives teachers a platform for incorporating technology across a wide range of subjects and lesson plans.

Max's Toolbox 3 sits within the Microsoft® Office environment and uses child-friendly lessons and features to give young students productive and creative ways to learn skills they will use throughout their school years and beyond. Since all the documents created with Max's Toolbox 3 are actually Microsoft® Office documents, they can be shared with anyone who has Microsoft® Office.

**MaxWrite** has easy-to-use icons and special tools that make it fun and easy for students to express themselves on the printed page. MaxWrite also includes easy-to-use templates for invitations, cards, and letters.

**MaxShow** encourages children to create fun, powerful presentations with their own sounds and pictures.

**MaxCount** gives young students an easy, attractive way to learn about numbers, charts, and graphs.

Max's Toolbox 3 contains creativity and management tools not available in Microsoft® Office.

- **MaxPaint** is a fun and engaging drawing program that works easily with all three programs.
- **MaxRecorder** is a customized audio recording and creativity tool built into MaxShow.

In addition, Max's Toolbox 3 includes a set of powerful Management Tools that allow teachers to customize features and content for the needs of each student.

## System Requirements

The following system requirements are mandatory for Max's Toolbox 3:

- Microsoft® Windows® XP SP 2 with 512Mb RAM or Microsoft® Windows® Vista with 1Gb RAM or Microsoft® Windows® 7 with 1Gb RAM
- Microsoft® Office 2007 or Microsoft® Office 2010

The following systems requirements are the recommended minimum for Max's Toolbox 3:

- Intel Pentium III 500Mhz or higher for Windows XP SP 2
- Intel Pentium III 800Mhz or higher for Windows Vista
- 1 gigahertz (GHz) processor or higher for Windows 7
- Minimum 1000 x 600 and 24 bit color
- CD-Rom Drive
- Windows Media Player for Insert Movie feature
- Sound card and speakers for text to speech feature
- Microphone for recording feature
- 380Mb Available Hard Disk Space for Complete Installation.

## Checking your version of Office

If you are not sure what version of Office you have, follow the steps below.

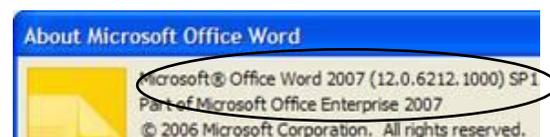
1. Launch Microsoft® Word.
2. From the Help menu, choose About Microsoft® Office Word.

Note: If you're using Office 2007, click the Office Button. Then, click the Word Options button. In the Resources section, click the About button.

If you're using Office 2010, click the File tab, and choose the Help option.

3. Look for the version number at the top of the About Microsoft Office Word dialog box.

In the example below, the user has Office 2007 SP1.



## Shared Features in MaxWrite, MaxShow, and MaxCount

MaxWrite, MaxShow, and MaxCount share many common features.

### Starting a Max's Toolbox 3 application

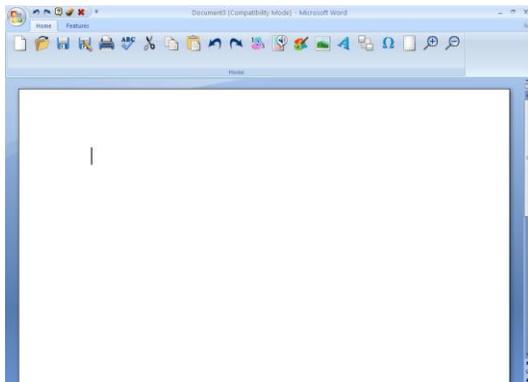
MaxWrite, MaxCount, or MaxShow can be started by either:

- Double-clicking the desktop shortcut.
- 
- Opening the relevant Microsoft® application and then clicking the Max's Toolbox shortcut button on the Home ribbon.
  - Selecting **Start Menu, Programs, Max's Toolbox 3** and then clicking the appropriate program.

### Interface

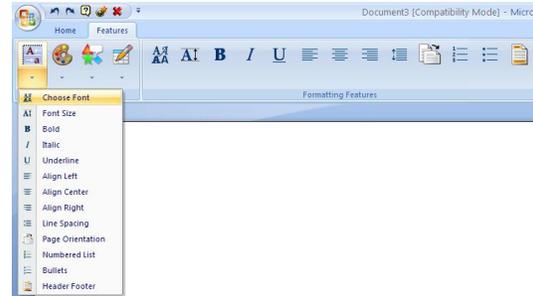
The simple bright interface allows for easy access to all Max's Toolbox 3 features using the new Office 2007 ribbon system.

Max's Toolbox 3 consists of a Home tab and a Features tab. The Home tab displays the most common features for MaxWrite, MaxCount and MaxShow. The Features tab displays additional application-specific features and "split buttons" that users can click to display additional feature groups (e.g. clicking the Tables button displays the tables features group on the ribbon.)



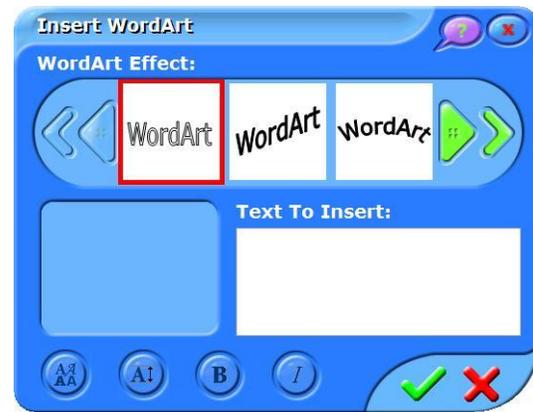
A split button enables you to perform two actions:

- Clicking the group button displays the associated features in a new group to the right.
- Clicking the arrow below the group button displays the features in a drop down menu.



### Dialogs

The dialogs use common controls and navigation arrows to easily access features, content, and documents.



The navigation buttons  Previous Item button,  Next Item button,  First Item button, or  Last Item button allow easy navigation through lists of items.

The  Close button in the top right hand corner of the dialog closes the dialog without performing any actions.

Each dialog provides online help. If you need help at any time, just click the  Help button.

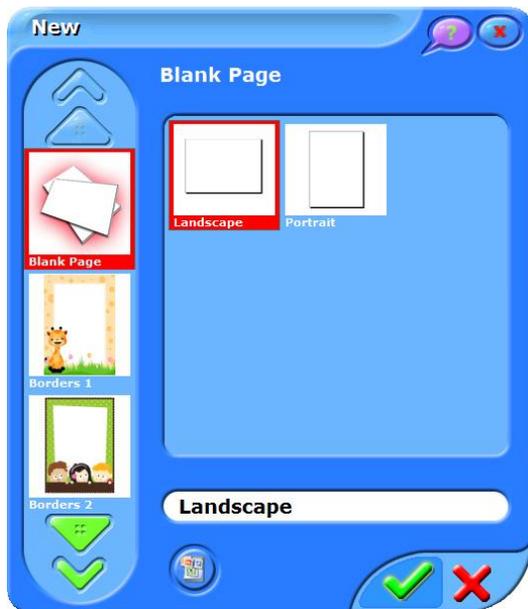
## Creating a New Document

The New feature allows you to create a blank document or a document based on customized templates such as a card, an invitation, or a letter.

The New feature is located on the Home tab.

### To create a new document:

1. Click the  New button. The New dialog box will be displayed.



2. Select a template category (such as Borders 1).
3. Select the desired template (it now has a red border around it).
4. Click the  OK button.

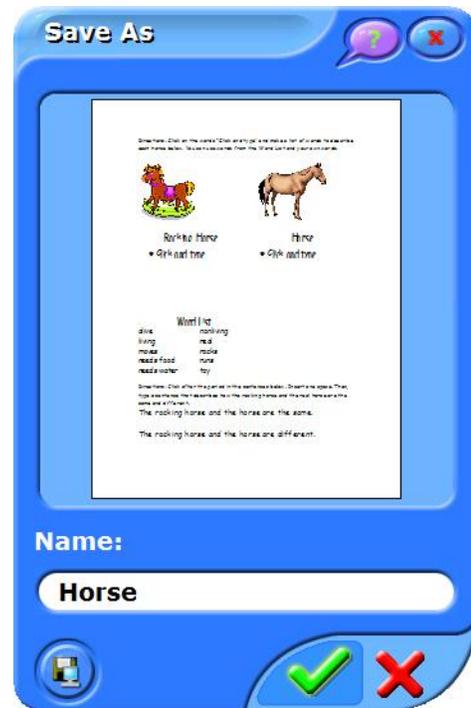
## Saving a Document

The Save feature will save a new document to your designated folder. You can also save documents to an alternate location using the Save As button.

The Save feature is located on the Home tab.

### To save a newly created document:

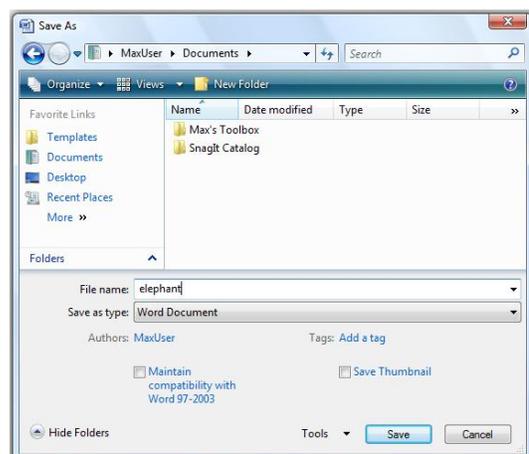
1. Click the  Save button. The Save As dialog box will be displayed.



2. If you wish to give your document a name, type a word in the text box, e.g., Horse. Giving the document a name is optional; if no name is given, a sequential number is given to the document. By default, the file is saved to the user's designated folder, which is usually My Documents/Max's Toolbox 3/Work.
3. Click the  OK button.

### To save a newly created document to an alternate location:

1. Click the  Save button. The Save As dialog box will be displayed.
2. Click the  Office "Save As" button. The Save As dialog box will be displayed.



3. Give your document a name by typing it in the File name text box.
4. Change the Save in location to the desired location and then click **Save**.

#### Saving a document that has already been saved:

1. Click the  **Save** button and your changes will be automatically saved.

#### Saving an existing document with a new name:

1. Click the  **Save As** button and the Save As dialog box will be displayed.



2. If you wish to give your document a name, type a word in the text box, e.g., Horse 2.
3. Click the  **OK** button.

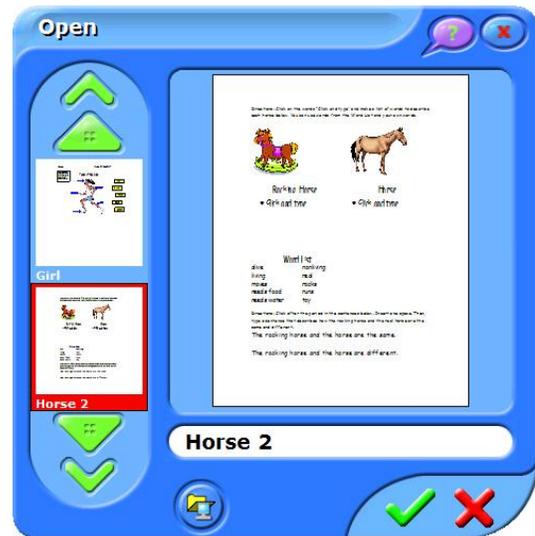
#### Opening a Document

The Open feature allows you to open existing documents from your designated folder. You can also open documents from an alternate location by using the Office "Open" button.

The Open feature is located on the Home tab.

#### To open a document:

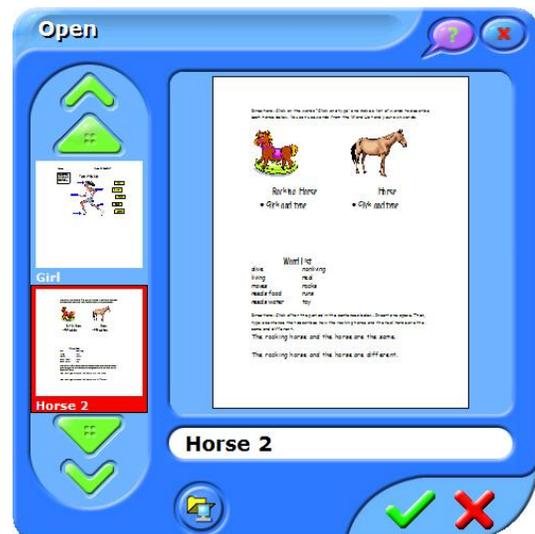
1. Click the  **Open** button. The Open dialog box will be displayed.



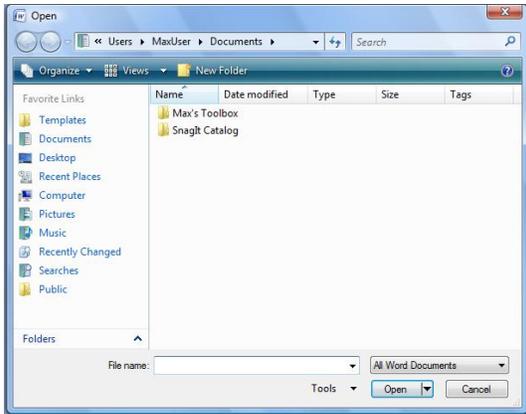
2. Select a document category.
3. Select the desired document (it now has a red border around it).
4. Click the  **OK** button.

#### To open a document from an alternate location:

1. Click the  **Open** button. The Open dialog box will be displayed.



2. Click the  **Office "Open"** button. The Open dialog box will be displayed.



3. Change the Look in location to the location of the file you wish to open and then select the document.
4. Click the **Open** button.

## Opening an Activity Document

The Activities feature is located on the Home tab.

When you click the <sup>1 2 3</sup> **Activities** button the following dialog box will be displayed.



1. Select a category of activities using the navigation buttons.
2. Select the desired activity (it now has a red border around it).
3. Click the  OK button.

You can add additional activities to the activities folder in C:\Programs Files\Max's Toolbox 3\Content\Activities.

Each category of activities must consist of up to 4 of the same type of templates (.xlt, .pot, .dot). Category preview images must be 99 x 99 pixels, named the same as the category folder and in bitmap format i.e., Science - Body.bmp. Each template preview image must be 99 x 99 pixels, named the same as the template with the extension and in bitmap format i.e., Boy Level 1.dot.bmp.

## Printing a Document

The Print feature is located on the Home tab.

To print a document:

1. Click the  **Print** button. The Print dialog will be displayed.



2. Select a printer (it now has a red border).
3. Select what you wish to print:
  -  **All** - prints all the pages in the document
  -  **Selection** - prints text that is selected in the document
  -  **Current Page** - prints the page that the insertion point is on. (Only applicable in MaxWrite)
  -  **Pages** - prints the pages requested in the from and to text boxes
4. Click the  **OK** button to print your document.

## Applying Text Color Effects

The Color Effects features allow you to change the color of text and add text effects.

The Color Effects features are located on the Features tab.

To display the Color Effects Features:

Click the  **Color Effects** button. The Color Effects Features are displayed.



To change the Font Color:

The Font Color feature allows you to choose a font color.

1. Select text within your document.
2. Click the  **Font Color** button. The Font Color dialog box appears.



3. Select a color from the color palette.
4. When you have selected a color, the color is displayed in the  color circle.
5. Click the  **OK** button to accept the color.

 The **Random Color Letter** feature randomly changes the color of each letter in your selected text. Just select your text and then click the **Random Color Letter** button to apply this effect.

 The **Random Color Words** feature randomly changes the color of each word in your selected text. Just select your text and then click the **Random Color Words** button to apply this effect.

## Formatting Text

The Formatting features allow you to change the style of text, change page orientation and add headers and footers.

The Formatting features are located on the Features tab.

### To display the Formatting Features:

Click the  Formatting button. The Formatting Features are displayed.



### To change the Font:

The Choose Font button displays a list of available fonts to apply to the selected text. You can also choose a font before you begin typing.

1. Select text you want to change.
2. Click the  Choose Font button. The Choose Font dialog box is displayed.



3. To select a font, use the navigation buttons to move through the font list.
4. The font button with a red border shows the font that is being used in the current document.



5. Select the font you want to use (it now has a red border).
6. Click the  OK button to apply the font.

### To change the Font Size:

The Font Size button makes the selected text change to the font size that you have chosen. You can also choose a different Font Size before you type to display all new characters in the new Font Size.

1. Select the text you want to change.
2. Click the  Font Size button. The Font Size dialog box is displayed.



3. When you click and drag the  slider button to the left or right, the size of your font will increase or decrease. The number displayed in the Size text box will indicate the current font size.
4. Alternatively, use the  Decrease button and  Increase button to adjust the font size in 2-point increments.
5. You can also type the size you want directly in the Size text box.
6. Click the  OK button to apply the font size changes.

**B** **Bold** button. Makes selected text Bold, *like this*. Click it again to remove bold formatting. You can also click this button before you type to make all characters Bold.

**I** **Italic** button. Makes selected text Italic, *like this*. Click it again to remove italic formatting. You can also click this button before you type to make all new characters Italic.

**U** **Underline** button. Makes selected text Underlined, like this. Click it again to remove underline formatting. You can also

click this button before you type to make all new characters Underlined.



**Align Left, Align Center, and Align Right** buttons. Makes selected text move to the Left, Center, or Right side of the page. You can also click any one of these buttons before you type to make all new text align to the Left, Center, or Right side of the page.



**Line Spacing** button. Makes selected text single-line spaced, 1.5 line spaced, or double-line spaced. Clicking this button will toggle between the 3 types of line spacing. You can also click this button before you type to make all new text single, 1.5, or double-line spaced.



**Page Orientation** button. Clicking this button will toggle between the Portrait and Landscape page orientations.

## Cut, Copy, and Paste

The Cut, Copy and Paste features are located on the Home tab.



**Cut** button. When you select text and/or a graphic and click the **Cut** button, the text and/or graphic is removed from your document.



**Copy** button. When you select text and/or a graphic and click the **Copy** button, the text and/or graphic is copied.



**Paste** button. To paste the cut or copied text and/or graphic, place your cursor point within the document at the desired location and click the **Paste** button.

## Using Shapes

The Shapes Features allow you to insert and format shapes and callouts.

The Shapes Features are located on the Features tab.

### To display the Shapes Features:

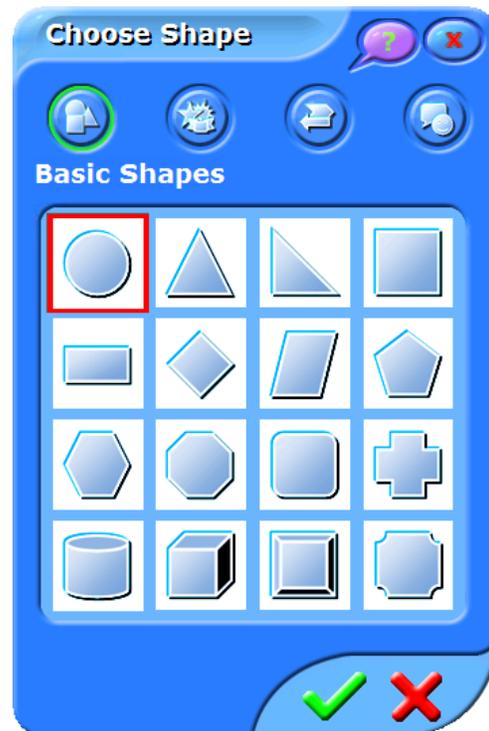
Click the  **Shapes** button. The Shapes Features are displayed.



### To Insert a Shape:

The Insert Shape feature allows you to choose and insert a shape.

1. Click the  **Insert Shape** button. The Choose Shape dialog box appears.



2. There are four categories of Shapes: Basic Shapes, Stars and Banners, Arrows, Callouts and Others. Select the category by clicking on the appropriate category button at the top of the dialog box.
3. Select a shape from the shape palette (it now has a red border).
4. Click the  **OK** button to add the shape to the document.

### Add text to Callouts

You can add text to callouts by:

1. Clicking on the callout in your document.
2. Typing the desired text within the callout shape.

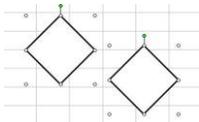
## The Shapes Tools



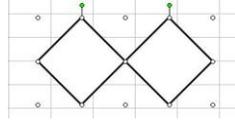
The **Align Top** button aligns the selected shapes with the top-most shape.

1. Select the shapes you want to align by holding down the **SHIFT** key and clicking on each item.
2. Click the **Align Top** button.

**Original position**



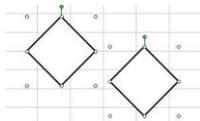
**Align Top**



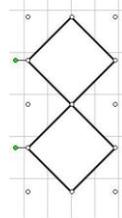
The **Align Left** button aligns the selected shapes with the left-most shape.

1. Select the shapes you want to align.
2. Click the **Align Left** button.

**Original position**



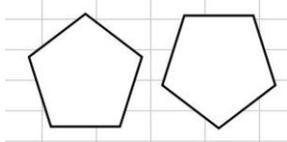
**Align Left**



The **Flip Vertical** button flips the selected shape vertically.

1. Select the shape you want to flip.
2. Click the **Flip Vertical** button.

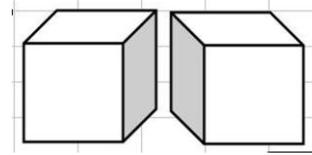
Here you can see what the shape would look like if the Flip Vertical button was clicked.



The **Flip Horizontal** button flips the selected shape horizontally.

1. Select the shape you want to flip.
2. Click the **Flip Horizontal** button.

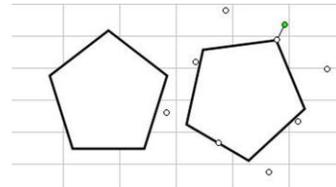
Here you can see what the shape would look like if the Flip Horizontal button was clicked.



The **Rotate Right** button rotates the shape 45 degrees to the right.

1. Select the object you want to rotate.
2. Click the **Rotate Right** button.

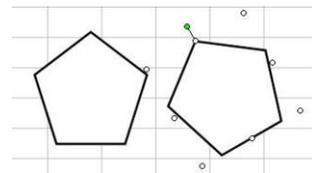
Here you can see what the shape would look like if the Rotate Right button was clicked.



The **Rotate Left** button rotates the selected shape 45 degrees to the left.

1. Select the object you want to rotate.
2. Click the **Rotate Left** button.

Here you can see what the shape would look like if the Rotate Left button was clicked.



The **Resize Shape** button resizes the selected shape by using a slider.

1. Select a shape.
2. Click the **Resize Shape** button. The Shape Resize dialog box appears.
3. Click and drag the  slider button to the left or right to increase or decrease the shape size. The number displayed in the Size text box will indicate the current size of the shape.

- Alternatively, use the  **Decrease** button and  **Increase** buttons to adjust the shape size in 10-point increments.
- Click the  **OK** button to apply the size change.

#### To color the shape line:



The **Shape Line Color** button enables you to change the color and thickness of the shape lines.

- Select a shape.
- Click the **Shape Line Color** button. The Line Color dialog box appears.
- Select a color from the color palette.
- When you have selected a color, the color is displayed in the  color circle.
- Select the appropriate line thickness.
- Click the  **OK** button to accept the color and change the line color.

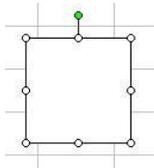
#### To color the shape:



The **Shape Fill Color** button enables you to change the fill color of the shape.

- Select a shape.
- Click the **Shape Fill Color** button. The Fill Color dialog box appears.
- Select a color from the color palette.
- When you have selected a color, the color is displayed in the  color circle.
- Click the  **OK** button to accept the color and change the color of the shape.

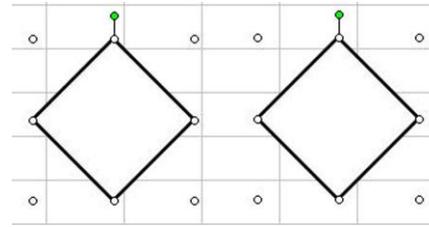
#### Selecting a shape:



- Simply click a shape to select it.

When a shape is selected, you will see handles (circles or squares) displayed around its edges.

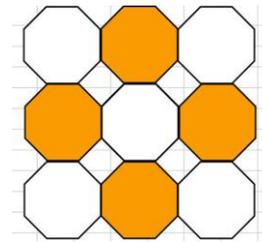
#### Selecting multiple shapes:



- Select a shape by clicking on it.
- Hold down the SHIFT key while you click on other shapes to select them.

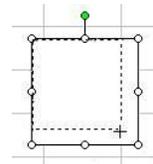
#### Moving shapes:

You can move shapes by clicking on them and dragging or using the Up, Down, Left, or Right arrow keys on your keyboard. When grouping shapes together to make a pattern, use the arrow keys to align all the shapes perfectly.

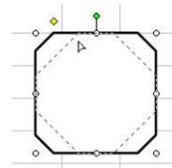


#### Resizing a shape:

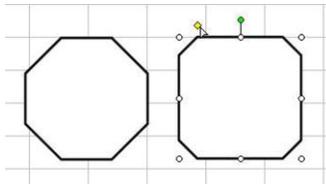
To resize a shape and keep all the sides in proportion, hold down the SHIFT key while clicking and dragging the handles.



#### Changing a shape's outline:



- Select the shape you want to change.
- Point your cursor to the yellow diamond  (your cursor pointer changes to just the head of an arrow). Note that some shapes do not offer this option.
- Click and drag the cursor outwards to change the shape's width.



4. Click outside the shape to set the new width.



The **Draw line** button inserts a line into your document.



The **Draw line with arrow** at one end button inserts a line with arrow at one end into your document.



The **Draw line with arrows at both ends** button inserts a line with arrows at both ends into your document.

### MaxPaint

The MaxPaint feature is located on the Home tab.

MaxPaint allows you to draw your own pictures.

1. Click the  **MaxPaint** button. The MaxPaint dialog will be displayed.



Using MaxPaint to draw:

Select this

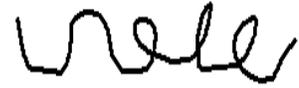


line

To draw this



pen



crayon



circle



square



triangle



diamond



1. Select your color.  Black is selected.

2. When you click and drag the  slider button to the left or right, the thickness of your drawing item will increase or decrease.

3. Select the drawing tool you want.

4. Start drawing on the pad.

Other drawing tools:



The **Fill** button allows you to color in large sections at a time, e.g., you can draw a square



and use the  **Fill** button to change

the middle of the square  to any color you like.

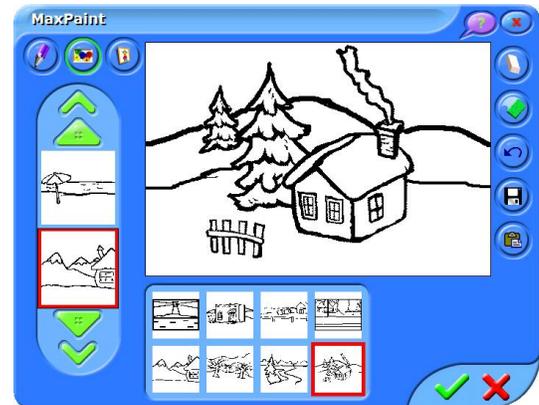


The **Eraser** button allows you to erase a small area.

-  The **Undo** button undoes the last thing that you drew.
-  The **Clear** button clears the drawing pad.
-  The **Save** button saves the drawing into your Personal Clipart Gallery.
-  The **OK** button inserts the picture into your document.
-  The **Cancel** button returns you to your document without inserting picture.
-  The **Stamp** button displays a list of stamps.  
Select a stamp by clicking on the stamp  (it now has a red border). Then, click on your drawing to place the stamp.
-  The **Small Stamp** button changes the size of the selected stamp to small.
-  The **Regular Stamp** button changes the size of the selected stamp to medium.
-  The **Large Stamp** button changes the size of the selected stamp to large.
-  The **Flip** button changes the direction of the stamp when it is placed on the drawing pad.



-  The **Background** button provides a series of available drawings. Select the background that you would like to use and then click on the drawing pad.



### Insert Pictures

The **Insert Picture** feature provides access to more than 850 clipart pictures.

The Insert Picture feature is located on the Home tab.

To insert a picture:

1. Click the  **Insert Picture** button. The Insert Picture dialog box will be displayed.



2. On the left is the category selector and on the right are the pictures you can insert from that category.
3. You can move between the  **Clipart Gallery**,  **Personal Clipart Gallery**, and  **Photo Gallery** by clicking the appropriate button at the top of the dialog box.
4. Use the navigation buttons to view the different categories. If you are within the Personal Clipart Gallery or Photo Gallery, these buttons will view the different clipart or images.

5. Select the category and then select the picture you want to insert by clicking on it (it now has a red border).
6. Click the  **OK** button to insert the picture into your document.

### Inserting Photos

To insert a photo or scanned image into your document, the image must be placed into a specific directory.

You can add photos or scanned images such as bmp, tiff, jpeg, png, and gif files to the scanned images folder in C:\Programs Files\Max's Toolbox 3\Content\Photo Gallery or by using the Content Wizard.

To insert a photo:

1. Click the  **Photo Gallery** button. If you have photos or scanned images on your computer or network, the following dialog will be displayed.



2. Select the image you want to insert into your document.
3. Click the  **OK** button.

### Insert Inline Pictures

The **Insert Inline Picture** feature provides access to more than 850 clipart pictures.

The **Insert Inline Picture** feature is located on the Home tab.

To insert a picture:

1. Click the  **Insert Inline Picture** button. The **Insert Inline Picture** dialog box will be displayed.



2. On the left is the category selector and on the right are the pictures you can insert from that category.
3. You can move between the , **Clipart Gallery**, , **Personal Clipart Gallery**, and  **Photo Gallery** by clicking the appropriate button at the top of the dialog box.
4. Use the navigation buttons to view the different categories. If you are within the Personal Clipart Gallery or Photo Gallery, these buttons will view the different clipart or images.
5. Select the category and then select the picture you want to insert by clicking on it (it now has a red border).
6. Click the  **OK** button to insert the picture into your document.

### Send To Back

When placing pictures, shapes, or callouts within a document, larger objects can completely cover smaller objects. You can use **Send To Back** to correct the object layering.

The **Send To Back** feature is located on the Home tab.

To use **Send To Back**:

1. Select an object, i.e., a picture, shape, or callout.
2. Click the  **Send To Back** button.

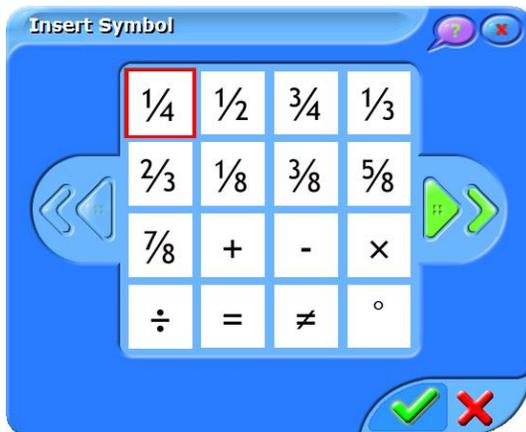
## Insert Symbol

The Insert Symbol function allows you to add a symbol to your document.

The Insert Symbol feature is located on the Home tab.

To insert a symbol:

1. Click the  Insert Symbol button. The Insert Symbol dialog box is displayed.



2. Use the navigation buttons to view the different symbols.
3. Select the symbol (it now has a red border).
4. Click the  OK button to insert your symbol into the document.

## Insert Language Letter

The Insert Language Letter function allows you to add a language letter to your document.

The Insert Language Letter feature is located on the Home tab.

To insert a language letter:

1. Click the  Insert Language Letter button. The Insert Language Letter dialog box is displayed.



2. Use the navigation buttons to view the different letters.
3. Select the letter (it now has a red border).
4. Click the  OK button to insert your letter into the document.

## Insert WordArt

The Insert WordArt button allows you to add WordArt to your document.

The Insert WordArt feature is located on the Home tab.

To insert WordArt:

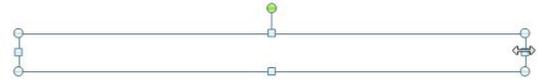
1. Click the  Insert WordArt button. The Insert WordArt dialog box will be displayed.



2. Use the navigation buttons to view the WordArt Effects.

3. Select a WordArt Effect (it now has a red border around it).
4. Click in the **Text To Insert** text box and type your text.
5. Change the **Font** and/or **Font Size** by clicking on the appropriate buttons.
6. Change the font to **B** Bold or **I** Italic by clicking on the appropriate buttons.
7. Click the  **OK** button to add the WordArt to your document.

1. Point to one of the text box handles so your cursor changes to a double-headed arrow.

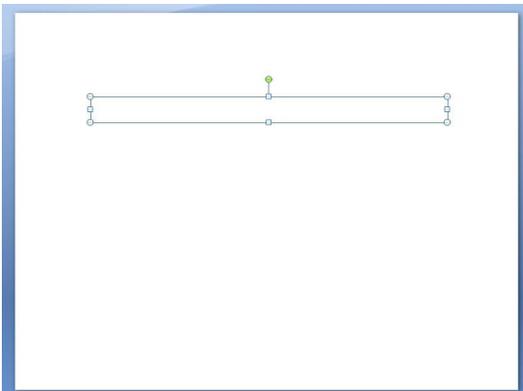


2. Click and drag the handles to change the width or height of the text box.

### Inserting a text box

The Insert Text Box feature is located on the Shapes Feature ribbon.

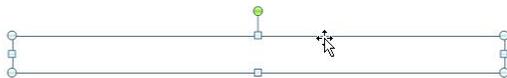
1. Click the  **Insert Text Box** button to add a text box to your slide.



2. You can start typing directly into the text box. The text box will expand its height to display your text.

### Moving the text box

1. Point to one of the edges of the text box so your cursor changes to 4 arrows.



2. Click and drag the text box to a new position.

### Resizing a text box

## Check Spelling

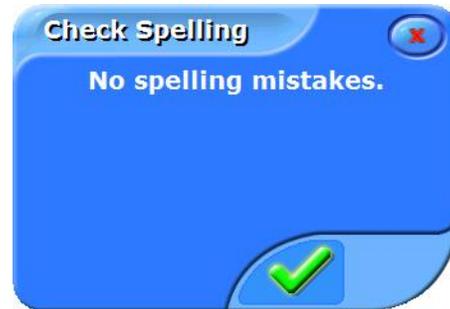
In MaxWrite, the Spelling button allows you to check the spelling within your document.

The Spelling feature is located on the Home tab.

1. Click the  **Spelling** button to check if there are spelling errors.
2. If there are spelling errors in your document, the Check Spelling dialog box is displayed.



3. The spell checker will select a likely replacement word from the suggestions list. Use the  **Up** button,  **Down** button,  **First** button, or  **Last** button to move through the suggested words if the replacement word is not correct.
4. Click the  **Replace** button to replace the incorrect word with the replacement you have selected.
5. Click the  **Ignore** button to leave the word as it is in the document.
6. If there are no spelling errors the following dialog box is displayed.



**NOTE:** To check spelling in MaxShow or MaxCount, press F7 to display the standard Office spelling dialog.

## Reading Text



The Reading feature uses "Peedy" to read the text in the document.

The Reading feature is located on the Home tab in MaxWrite and on the Features tab in MaxShow.

To read the text in the document:

1. Click the  **Reading** button. The Reading dialog box will be displayed.



2. Click the  **Start Reading** button and Peedy will start reading the text from the beginning of your document.

 The **Stop Reading** button will stop Peedy from reading.

 The **Slider** button on the  **Speed Slider** makes Peedy speak faster or slower. Moving the slider to the left will slow down the reading speed. Moving the button to the right will increase the reading speed.



The **Slider** button on the  Volume Slider makes Peedy speak louder or softer. Moving the slider to the left will decrease the reading volume. Moving the button to the right will increase the reading volume.  
**Note: Not available for Windows Vista.**

## Zoom In/Zoom Out

The Zoom In/Zoom Out features provide a close-up view and a complete view of your document.

The Zoom In and Zoom Out features are located on the Home tab.



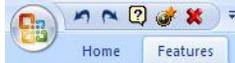
"Zoom in" to get a close-up view of your document.



"Zoom out" to see more of the page at a reduced size.

## Exiting

The Exit feature is located on the Quick Access toolbar.



To exit, click the  Exit button.

## MaxWrite Features

MaxWrite has the following set of unique features.

### Applying Text Effects

You can apply text effects, such as sparkling text, with the Color Effects Features.

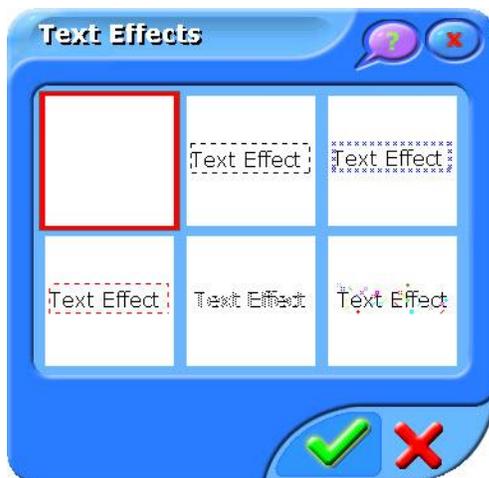
The Color Effects Features are located on the Features tab.

Click the  **Color Effects** button. The Color Effects Features are displayed.



The **Text Effects** feature allows you to apply a visual text effect to the selected text. The text effect does not appear on your printed document. This feature is only available in MaxWrite.

1. Select text within your document.
2. Click the  **Text Effects** button. The Text Effects dialog box appears.



3. Use the navigation buttons to view the different text effects.
4. Select a text effect (it now has a red border).
5. Click the  **OK** button to apply the text effect.

### Numbered and Bulleted Lists

You can add numbered or bulleted lists using the Formatting Features.

The Formatting Features are located on the Features tab.

Click the  **Formatting** button. The Formatting Features are displayed.



#### Numbered Lists

The **Numbered List** button makes selected text numbered like this:

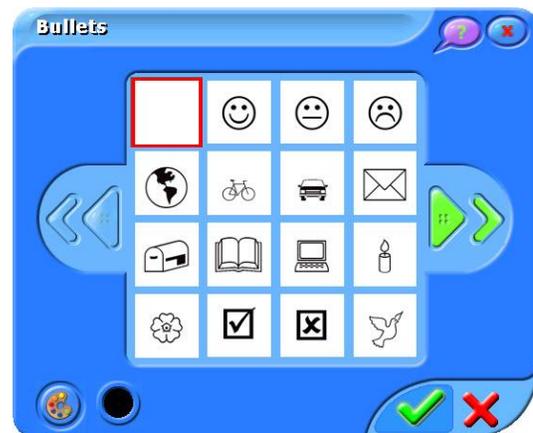
# 1. Numbering

You also can click this button before you type to make all new text numbered.

#### Bullets

The **Bullets** button allows you to apply bullets to the selected text. You can also choose your bullets before you type to display all new text with bullets.

1. Select the text you want to bullet.
2. Click the  **Bullets** button. The Bullets dialog box is displayed.



3. To view the different bullets, click the navigation buttons.
4. Select a bullet style (it now has a red border).
5. Change the color of the bullet by clicking the  **Color** button and selecting a color.
6. Click the  **OK** button to apply the bullets.

## Header and Footer

The Header/Footer button allows you to add text and page numbering to the header and/or footer of a document.

### To add a Header or Footer:

1. Click the  **Header/Footer** button. The Header & Footer dialog box is displayed.



2. Click in the area that you want to add text to.
3. Type your text.
4. Click the  **OK** button to add the header and/or footer.

### To add Page Numbers:

1. Click the  **Header/Footer** button. The Header & Footer dialog box is displayed.
2. Click in the area that you want to add the page number.
3. Click the  **Insert Page Number** button.
4. Click the  **OK** button.

### To format the header/footer:

1. Click the  **Header/Footer** button. The Header & Footer dialog box is displayed.
2. Select the text you want to format.
3. You can make the text  bold,  italic,  underlined, change the  font, or change the  font size.

## Insert Page Border

The Insert Page Border feature allows you to add a picture border to your document.

The Page Border feature is located on the Home tab.

### To insert a page border:

1. Click the  **Page Borders** button. The Page Borders dialog box is displayed.



2. Use the navigation buttons to view the different page borders.
3. Select a page border (it now has a red border).
4. Click the  **OK** button to insert your page border into the document.

## Using Tables

The Tables Features are located on the Features tab.

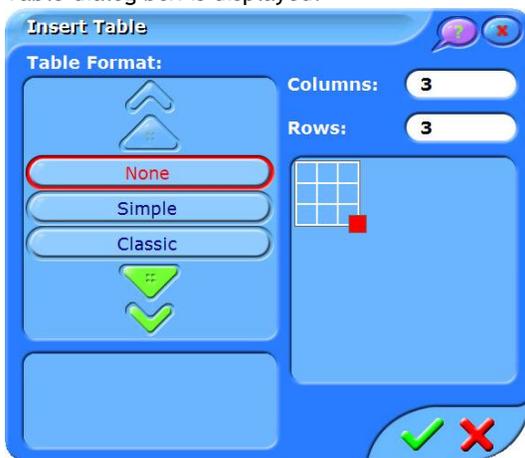
When you click on the  Tables button, the Tables Features are displayed.



### To insert a table:

The Insert Table button enables you to add a table to your document.

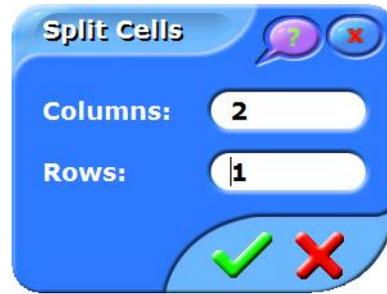
1. Click the  Insert Table button. The Insert Table dialog box is displayed.



2. Use the navigation buttons to view the different table formats.
3. Select a table format (it now has a red border) and the preview area displays how the table will look.
4. Enter the number of rows in the Rows text box and the number of columns in the Columns text box. Alternatively, you can click on the red resize handle in the preview pane and drag the table to increase or decrease the number of rows and columns.
5. Click the  OK button to add the table to your file.

### To split cells:

1. Select a cell.
2. Click the  Split Cells button. The Split Cells dialog box is displayed.



3. Enter the number of Columns and Rows to split the cell into.

4. Click the  OK button .

### To merge cells:

1. Select the cells you want to merge.
2. Click the  Merge Cells button.

### To sort cells:

1. Click in any cell of the table.
2. Click the  Sort Ascending or  Sort Descending buttons.

### To turn gridlines on and off:

1. Click the  Display Gridlines button to turn all gridlines on or off.

### To delete a table:

The Delete Table button enables you to delete a table from your document.

1. Click within the table you want to delete.
2. Click the  Delete Table button.

## Useful Keyboard Shortcuts

The following keyboard shortcuts will provide access to Microsoft® Word dialog boxes and features.

### General

Insert Hyperlink dialog box	Ctrl + K
Spelling and Grammar dialog box	F7
Thesaurus dialog box	Shift + F7

**Font Formatting**

Font dialog box	Ctrl + D
All Capitals	Ctrl + Shift + A
Change Case	Shift + F3
Small Capitals	Ctrl + Shift + K
Subscript	Ctrl + =
Superscript	Ctrl + Shift + =

**Paragraph Formatting**

Indent	Ctrl + M
Negative Indent	Ctrl + Shift + M

## MaxCount Features

MaxCount has the following set of unique features.

### Charts

The Charts Features allow you to graphically chart values from your worksheet.

The Charts Features are located on the Features Tab.

When you click the  **Charts** button, the Charts Features are displayed.



#### To create a chart:

1. Enter information into your worksheet for which you want to create a chart.

For example, enter the following information.

	A	B	C	D	E	F	G
1							
2							
3							
4					Bananas	1	
5					Apples	2	
6					Oranges	3	
7					Pears	4	
8							

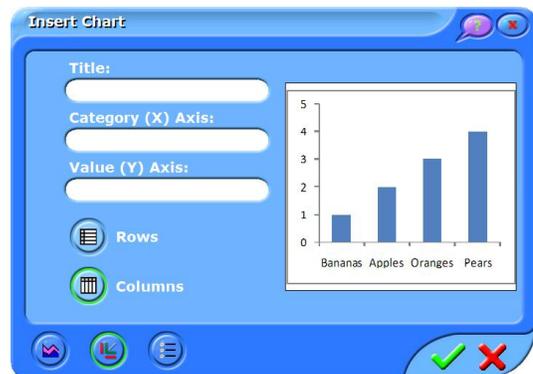
2. Select the cells that contain the data you want to include in your chart.

	A	B	C	D	E	F	G
1							
2							
3							
4					Bananas	1	
5					Apples	2	
6					Oranges	3	
7					Pears	4	
8							

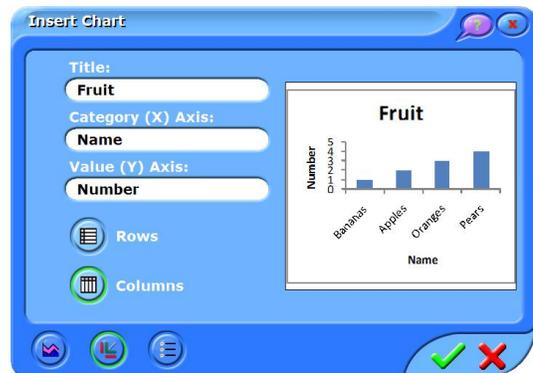
3. Click the  **Insert Chart** button. The Insert Chart dialog box will be displayed.



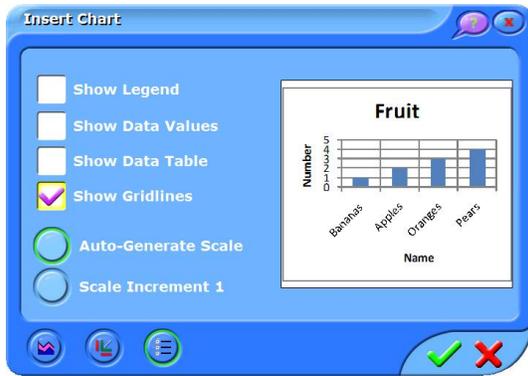
4. Select the type of chart you want to create.
5. Click the  **Chart Labels** button.
6. Enter the chart Title as well as the X Axis and Y Axis labels.



7. Select whether you want to graph the data by rows or columns.

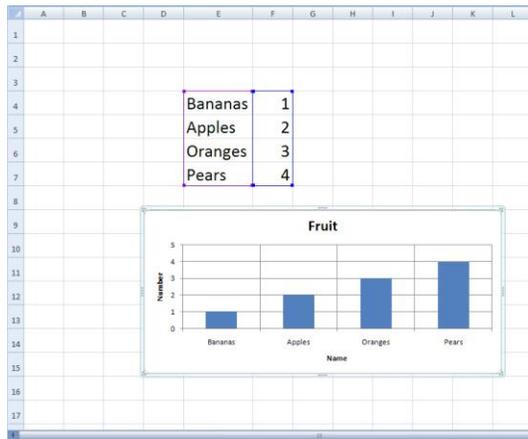


8. Click the  **Chart Options** button.
9. Choose whether to show a legend, data value, data table, or gridlines by selecting the appropriate check boxes.
10. Choose whether to Auto-Generate Scale or Scale Increment 1.



- When you are ready, click the OK button to insert the chart into your worksheet.

In our example, the chart would look like the following picture.



**To format data points:**

Formatting data points enables you to change the color of your chart data or add a picture to your chart.

- Select your chart by clicking on it.
- Click the **Format Data Point** button. The Format Individual Data Points dialog box is displayed.



- You can change the color of the data point by clicking a **Data Label** button, and then clicking the **Choose Color** button.
- Alternatively, you can click the **Add Picture** button and select a picture from the Clipart gallery.
- Click the **OK** button to apply the changes.

**To display other chart options:**

- Display Data Labels** - Clicking the Display Data Labels button toggles the data labels on and off.
- Display Legend** - Clicking the Display Legend button toggles the chart legend on and off.
- Display Gridlines** - Clicking the Display Gridlines button toggles the gridlines on and off.

## Working with Cells

The Cells Features are located on the Features Tab.

When you click the  **Cells** button, the Cells Features are displayed.



**Merge Cells** button. Merges selected cells together to create one cell.



**Split Cells** button. Splits previously merged selected cells back to the original number of cells.



**Display Borders** button. Applies borders to selected cells.



**Grid Borders** button. Applies border and grid lines to selected cells.



**No Border** button. Removes the border from selected cells.



**Insert Rows** button. Inserts a single row above the currently selected cell.



**Delete Rows** button. Deletes the row containing the selected cell.



**Insert Columns** button. Inserts a single column to the right of the selected cell.



**Delete Columns** button. Deletes the column containing the selected cell.



**Autofit Columns** button. Automatically adjusts the column width to accommodate values within each column.



**Sort Ascending** button. Sorts selected data: text (A to Z), numbers (smallest to largest) and dates and times (oldest to newest).



**Sort Descending** button. Sorts selected data: text (Z to A), numbers (largest to smallest) and dates and times (newest to oldest).



**Currency** button. Toggles the Currency Style in the selected cell between \$ (dollar), £ (pound), JPY (Japanese Yen), and € (Euro).



**Decimal** button. Toggles the value in the selected cell between comma separators, 1 decimal place, 2 decimal places, and no decimal places.



**Date** button. Toggles the value in the selected cell between short date (e.g., 2000-12-31), US short date (e.g., 12/31/00), medium date (e.g., Dec 31, 2000), and international date (e.g., 31/12/00).



**Time** button. Converts the value in the selected cell from a 24-hour time format to a 12-hour time format.



**Wrap Text** button. Toggles between wrapping and not wrapping text within the selected cells.

## Formatting Cells

The Formatting Features are located on the Features tab.

When you click the  **Formatting** button, the Formatting Features are displayed.



**Page Orientation** button. Clicking this button will toggle between the Portrait and Landscape page orientations.



**Rotate Text Left** button. Rotates text within selected cell 45-degrees and 90-degrees to the left.



**Rotate Text Right** button. Rotates text within selected cell 45-degrees and 90-degrees to the right.



**Set Print Area** button. Click this button after selecting a range of cells to set print area.



**Delete Print Area** button. Click the **button to clear the set print area**.



**Fit to Page** button. Click this button to set the scaling so the worksheet prints on one page.

### Using Functions

MaxCount includes a series of simple math functions.

The Formula Bar feature is located on the Home tab.

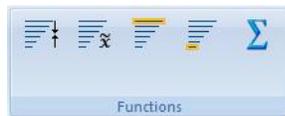
When you click the  **Formula Bar** button, the Formula Bar is displayed.



The Formula Bar is useful when working in MaxCount to see the mathematical formulas of the different functions.

The Functions Features are located on the Features Tab.

Click the  **Functions** button. The Functions Features are displayed.



#### Average function

The Average function calculates the average (arithmetic mean) of the values in a set of cells.

For example, when you have a list of numbers and want to find out the average value of all the numbers:

Select the empty cell at the bottom of your list of numbers.

Click the  **Average** button.

In this example, the average "2.6" is automatically entered into cell B7.

	A	B
1		
2		1
3		3
4		2
5		3
6		4
7		2.6



#### Median function

The Median function calculates the median of the values in a set of cells. The median is the number in the middle of a set of numbers; that is, half the numbers have values that are greater than the median and half have values that are less. Also, when there is an even number of values, the median is the average (mean) of the two middle numbers.

	A	B
1		
2		1
3		3
4		2
5		3
6		4
7		3

To calculate the median value:

Select the empty cell at the bottom of your list of numbers.

Click the  **Median** button.

In this example, the answer "3" is automatically entered into cell B7.



#### Maximum function

The Maximum function returns the largest value in a set of cells.

For example, when you have a list of numbers and want to find the largest value of all the numbers in the list:

Select the empty cell at the bottom of your list of numbers.

Click the  **Maximum** button.

In this example, the answer "4" is automatically entered into cell B7.

	A	B
1		
2		1
3		3
4		2
5		3
6		4
7		4



#### Minimum function

The Minimum function returns the smallest value in a set of cells.

For example, when you have a list of numbers and want to find the smallest value of all the numbers in the list:

Select the empty cell at the bottom of your list of numbers.

Click the  **Minimum** button.

In this example, the answer "1" is automatically entered into cell B7.

	A	B
1		
2		1
3		3
4		2
5		3
6		4
7		1



### Sum function

The Sum function adds all the numbers in a range of cells.

For example, when you have a list of numbers and want to find the total of all the numbers:

	A	B	C	D
1				
2		1		
3		3		
4		2		
5		3		
6		4		
7		=SUM(B2:B6)		

Select the empty cell at the bottom of your list of numbers.

Click the Sum button.

You will see the sum function displayed in your selected cell with a dotted line around the range of cells that are being added up.

Press the Enter key on your keyboard to calculate the sum.

In this example, the answer "13" would be automatically entered into cell B7.

### Useful Keyboard Shortcuts

The following keyboard shortcuts will provide access to dialog boxes and features within Microsoft® Excel.

#### Hyperlinks

Insert Hyperlink dialog box	Ctrl + K
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#### Editing

Select entire worksheet	Ctrl + A
Edit the active cell and position the insertion point at the end of the line	F2
Spelling dialog box	F7

#### Text Formatting

Format Cells dialog box	Ctrl + 1
Apply Percentage Format with no decimal points	Ctrl + Shift + %

## MaxShow Features

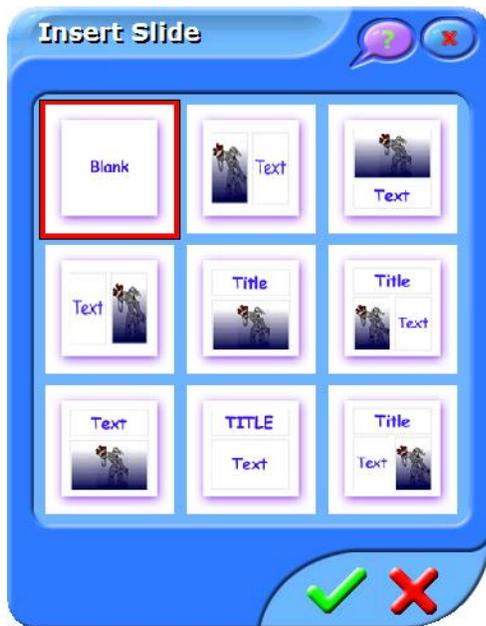
MaxShow has the following set of unique features.

### Working with Slides

#### Inserting a new slide:

The New Slide feature is located on the Home tab.

1. When you click the  **New Slide** button, the Insert Slide dialog box is displayed.



2. Select a slide (it now has a red border).
3. Click the  **OK** button.

#### Deleting a slide:

The Delete Slide feature is located on the Home tab.

1. Make sure that the slide you want to delete is the one that you can see on the screen.
2. Click the  **Delete Slide** button. The Delete dialog box is displayed.



3. Click the  **OK** button to delete the slide or click the  **Cancel** button to leave the slide in your presentation.

#### Duplicate a slide:

1. Make sure that the slide you want to duplicate is the one that you can see on the screen.
2. Click the  **Duplicate Slide** button.

#### Go to previous slide

The Previous Slide feature is located on the Home tab.

Click the  **Previous Slide** button to view the previous slide in your presentation.

#### Go to next slide

The Next Slide feature is located on the Home tab.

Click the  **Next Slide** button to view the next slide in your presentation.

#### Slide Show Navigator

The Play features are located on the Home tab.

When you start a slide show by clicking one of

these **Play** buttons  or , the following set of buttons will be displayed in the bottom left-hand corner of your screen.



Click the   **Arrow** buttons to move forward or backward through the slides.

Click the  **Stop** button to stop the slide show.

#### Loop Slideshow

The Loop Slideshow feature is located on the Home tab.

Click the  Loop Slideshow button.

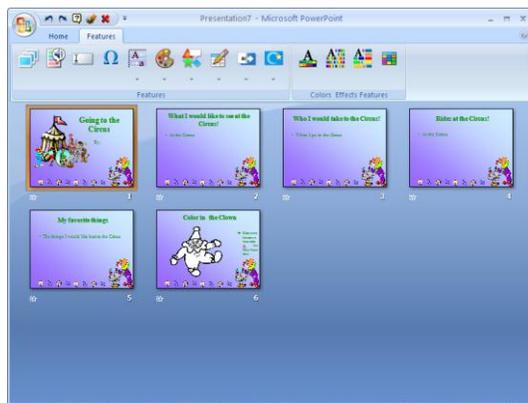


Tick the checkbox to enable the slideshow to continuously loop when a presentation is being run.

## Slide Sorter

The Slide Sorter feature is located on the Features tab.

Click the  Slider Sorter button to display all of the slides in a presentation.



In Slide Sorter view, you can copy, move, duplicate, insert and delete slides. You can also apply slide transitions.

## Applying Slide Transitions

You can apply transitions to slides in either Normal or Slider Sorter view.

The Slide Transitions Features are located on the Features tab.

The  Slide Transitions feature allows you to apply transitions to the slides in a presentation.



A Transition is an effect that is displayed when moving from one slide to another.

 **No Transition.** Click the No Transition button to remove any transitions that have been previously set.

 **Checkerboard Across.** Apply this transition and watch the slides checkerboard across the screen.

 **Dissolve.** Apply this transition and watch the slides dissolve on the screen.

 **Vertical Random Bars.** Apply this transition and watch vertical lines move on the screen.

 **Strips.** Apply this transition and watch horizontal strips move across the screen.

 **Random Transition.** Apply this transition and watch the slides change using random transitions on the screen.

 **Preview.** Click the Preview button to preview the transition and animations of a slide.

## Applying Slide Animations

You can apply animations to text boxes and graphics in either Normal or Slide Sorter view.

If an animation is applied in Slide Sorter view all text boxes and graphics on the selected slide will have the animation assigned.

If an animation is applied in Normal view the animation will apply to the selected text box or graphic.

The  Slide Animations feature allows you to apply animations and motion paths to add a visual effect to the slides in a presentation.

The Slide Animations Features are located on the Features tab.



An Animation is a special visual effect that is applied to text and objects within a slide.

A Motion Path is a path that text or an object follows as part of an animation sequence in a slide.



**No Animation.** Click the No Animation button to remove animations from selected text or objects.



**Fly.** Apply this animation to text or objects and watch them fly onto the screen from below.



**Zoom.** Apply this animation to text or objects and watch them zoom onto the screen.



**Stretch.** Apply this animation to text or objects and watch them stretch on the screen.



**Random Animation.** Apply this animation to text or objects and watch the slides change using random animations on the screen.



**Circle.** Apply this animation to text or objects and watch them move in a circle motion path.



**Heart.** Apply this animation to text or objects and watch them move in a heart motion path.



**Neutron.** Apply this animation to text or objects and watch them move in a neutron motion path.



**Star.** Apply this animation to text or objects and watch them move in a star motion path.



**Preview.** Click the Preview button to preview the transition and animations of a slide.

## Sounds and Movies Features

The **Sounds and Movies** features allow you to record sounds, insert movies and attach sounds to the slides in a presentation.

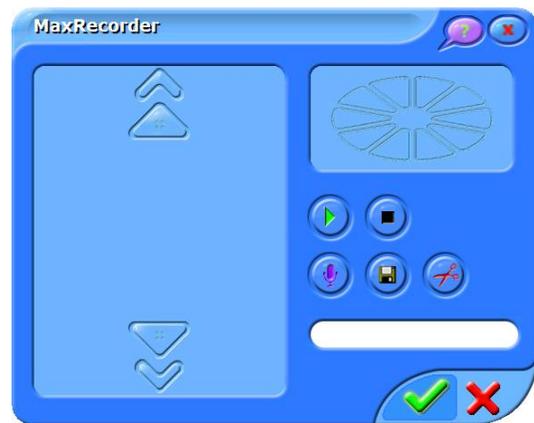
The Sounds and Movies features are located on the Home tab.

## Recording Sounds

MaxRecorder allows you to record sounds if you have a microphone installed on your computer. These sounds can then be added to a picture or text.

### To start MaxRecorder:

1. Click the  **MaxRecorder** button. The MaxRecorder dialog box is displayed.



### Record a sound

1. Make sure you have a microphone plugged into your computer.
2. Click the  **New** button. The  **Record** and  **Back** buttons will be displayed.
3. In the Name text box, type a name for your new recording (if you do not enter a name MaxShow will assign a name for you).
4. When you are ready to start recording, click the  **Record** button. The Counter and the  **Stop** button will be displayed. The Counter shows the recording time remaining. Each recording can be up to ten seconds long.
5. Your recording will stop when you either click the  **Stop** button or run out of time.
6. To play back the recording, click the  **Play** button.

- If you are happy with your recording, click the  **Save** button to store the recording on your computer.



- Use the navigation buttons to view the different recordings.

#### Delete a sound

- To delete a recording, select the recording (it now has a red border).
- Click the  **Delete** button.

#### Attaching a Sound to a Picture or Text

The Sounds function allows you to attach a sound to a picture or text.

#### To attach a sound:

- Select a picture or a text box.
- Click the  **Attach Sound** button. The Attach Sound dialog is displayed.



- Select a sound. You can click the  **Play** button to listen to the sound.

- When you have found the sound that you want to attach, make sure it's selected (so it has a red border).
- Click the  **OK** button.
- To hear the sound that you have attached to your picture, click the  **Run Slide Show** button. When you move your mouse over the picture or text, the sound will play.



The **Insert Sound from File** button enables you to access sounds from anywhere on your PC, network, floppy disk, or CD Rom using the standard Office Insert Picture dialog box.

**Note:** Only wav files can be inserted.

#### Inserting Movies

The Insert Movie feature allows you to attach a movie to a presentation.

#### To insert a movie into a presentation:

- Click the  **Insert Movie** button. The Insert Movie dialog is displayed.



- Select a movie. You can then:
  - Use the  **Play** button to view the movie.
  - Use the  **Pause** button to pause the movie.
  - Use the  **Stop** button to stop the movie.
- When you have found the movie that you want to insert into your presentation, select the movie (it now has a red border).
- Click the  **OK** button.

- When **Auto-Play in slide show** is selected, the movie will play automatically during the presentation. Otherwise, click the movie image while the slide is playing in order to view the movie.

### Insert Background Picture

The Insert Background Picture feature provides access to more than 850 clipart pictures.

The Insert Background Picture feature is located on the Home tab.

To insert a background picture:

- Click the  **Insert Background Picture** button. The Insert Background Picture dialog box will be displayed.



- On the left is the category selector and on the right are the pictures you can insert from that category.
- You can move between the  **Clipart Gallery**,  **Personal Clipart Gallery**, and  **Photo Gallery** by clicking the appropriate button at the top of the dialog box.
- Use the navigation buttons to view the different categories. If you are within the Personal Clipart Gallery or Photo Gallery, these buttons will view the different clipart or images.
- Select the category and then select the picture you want to insert by clicking on it (it now has a red border).
- Click the  **OK** button to insert the picture into the background of your presentation.

### Useful Keyboard Shortcuts

The following keyboard shortcuts will provide access to dialog boxes and features within Microsoft® PowerPoint.

#### General

Insert Hyperlink dialog box	Ctrl + K
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#### Editing

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Select All Objects on a Slide (in Normal View)	Ctrl + A
Select All Slides in a Presentation (in Slide Sorter View)	Ctrl + A
Spelling dialog box	F7
Undo	Ctrl + Z
Redo	Ctrl + Y

#### Font Formatting

Font dialog box	Ctrl + T
Change Case	Shift + F3
Subscript	Ctrl + =
Superscript	Ctrl + Shift + +
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U