

## **Tutorial Two: Working with ideas in Writing View**

In this tutorial you will open the diagram you created in the previous tutorial and work with it in Writing View. You will learn to do the following:

- Open a project in Writing View
- Work with ideas
- Look up a word in the Word Guide
- Change the look of text
- Hide the lined paper and change the prefix style
- Save your project, print it and publish it in a word processor

## Opening a project

1. On the **File** menu, choose **Open**.

–or–

From the **Kidspiration Starter**, click the **Open a File** button.

2. Open the folder where you saved the file from the previous lesson.



3. In the list box, click the file you saved from the previous lesson, and then click **Open**.

## Switching to Writing View

While you have been working in Picture View, Kidspiration has been building a written project using the ideas in your diagram.

- To view your ideas in Writing View, click the **Go to Writing View** button.

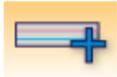


In Writing View, the ideas in your diagram are organised from top to bottom, with your main idea—All About Me—at the top. Each idea appears on its own piece of lined paper. Symbols at the beginning of each idea help emerging readers develop word-meaning skills.



## Adding an idea

You can add a new idea in Writing View as easily as you added a new symbol in Picture View.

1. On the **Writing** toolbar, click the **Add Idea** button .
2. Type the word **Dad** in the new idea.

This is what your project looks like now:



## Changing the level of an idea

There are many ways to organise ideas in Writing View. The Move Left and Move Right buttons on the Writing toolbar change the level of an idea in the hierarchy.

- On the **Picture** toolbar, click the **Move Right** button  two times.

Now the outline looks like this:

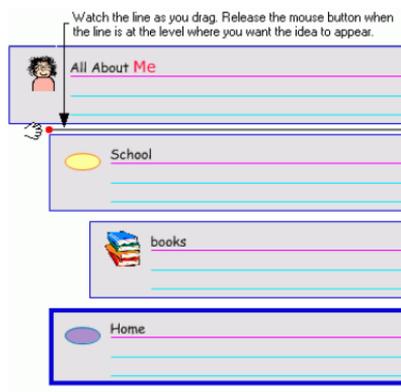


## Changing the order of ideas

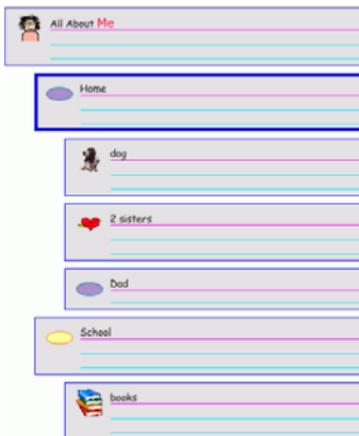
You can also change the order of ideas by dragging and dropping.

1. Select the *Home* idea.
2. Point to the left or top edge of the idea. When the  appears, drag the idea above the *School* idea.

While you drag, the idea remains in the original position until you release the mouse button. You can see where the idea's new location will be by watching the black line as you drag. When the line is at the level you want the idea to appear, release the mouse button.



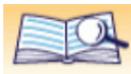
Now the project looks like this:



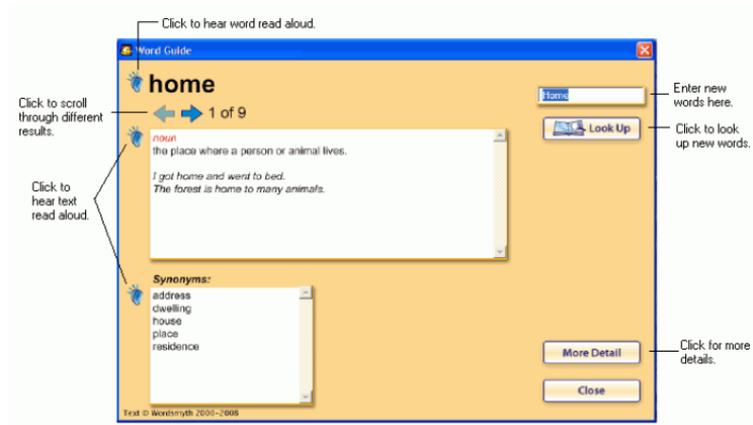
## Looking up a word in the Word Guide

You can look up words in the Word Guide in both Picture View and Writing View. The Word Guide contains definitions, parts of speech, synonyms and more.

1. Click somewhere in the *Home* idea and select the word **Home**.
2. Click the **Word Guide** button on the **Picture** toolbar.



The Word Guide dialogue box will open.



3. Click the **Listen** buttons  to hear the word and other text read aloud.
4. Click the **Next Definition** button  once to see the next results for the word Home. Notice the new definition and additional synonyms.
5. Click the **More Detail** button . Notice the addition of antonyms, word inflections and syllabication, as well as a pronunciation key.
6. Click **Cabin** in the list of synonyms and antonyms and the Word Guide will automatically look up this word for you. Notice the drawing of the cabin associated with the word Cabin.
7. Click the **Close** button to close the Word Guide.

## Adding details to an idea

Notes are a great way to add more information about an idea. You can add as many lines of notes as you wish.

- The notes area is below the top line of the idea. Click in the notes area of the *All About Me* idea, and then type **by Glenna**.



You can type details in the notes area of each idea.

## Changing the look of text

The tools on the Formatting toolbar are used to customise the look of text in ideas or notes.

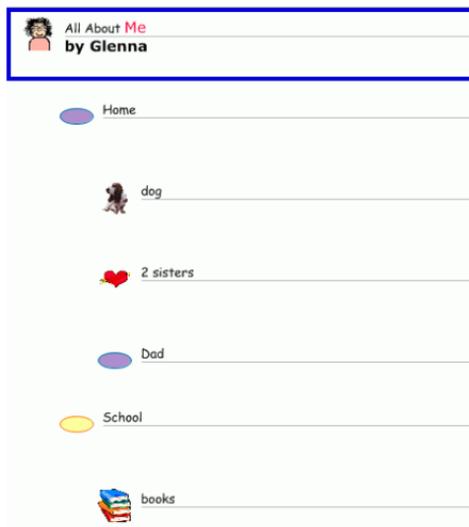
1. Click in the notes area of the *All About Me* idea, and then select the words **by Glenna**.
2. To apply bold formatting to the selected words, click the **Bold** button  on the **Formatting** toolbar.
3. Select the *All About Me* idea.  
Now the text *by Glenna* is bold.

## Hiding the lined paper

Turning off the lined paper gives a writing project the look of a more traditional outline.

- To turn off the lined paper, click the **Hide Paper** button  on the **Formatting** toolbar.

Now the project looks like this:



All About Me  
by Glenna

Home

dog

2 sisters

Dad

School

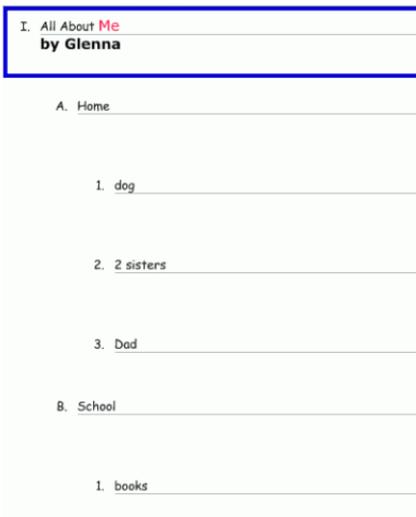
books

## Changing the prefix style

As pupils become more advanced, Kidspiration can be used as a full-fledged outliner with a range of prefix options.

- To change the prefix, click the **Prefix** button  on the **Formatting** toolbar until you see the prefix that you want.

Now the project looks something like this:



The screenshot shows a project outline with the following structure:

- I. All About Me  
by Glenna
  - A. Home
    - 1. dog
    - 2. 2 sisters
    - 3. Dad
  - B. School
    - 1. books

## Saving your work

Remember to save your work!

On the **File** menu, click **Save**.

## Printing your work

You can print your work in Kidspiration.

1. On the **File** menu, click **Print**.
2. In the **Print** dialogue box, click **Print**.

## Publishing your work in a word processor

The Publish tool transfers a writing project to Microsoft® Word, Appleworks® or Scholastic Keys® (Macintosh) or to Microsoft Word and Scholastic Keys (Windows), where you can put finishing touches on your composition.

1. On the **Writing** toolbar, click the **Publish**  button.
2. If necessary, select **Microsoft Word**, **Appleworks** or **Scholastic Keys**, and then click **OK**.

If your computer has only one of these word processing programs, Kidspiration automatically opens the available program.

The selected word processor opens with a new document containing the information in your Kidspiration project.

A graphic of the diagram in Picture View appears, followed by the text, including topics and notes.

You can control how a document is published—for example, you can transfer only the notes in a project—using the Publish Options on the Teacher menu.

3. On the **File** menu, click **Close** to close the word processing document.

## Closing your project and returning to the Kidspiration Starter

Congratulations! You have completed *Tutorial Two: Working with ideas in Writing View*. Close this project and continue to Tutorial Three: Categorising ideas using the SuperGrouper tool.

- To close your project and return to the **Kidspiration Starter**, click the **Go to Starter** button.



When you return to the Kidspiration Starter, you are prompted to save the open project. Click **Yes** to save the project.