



2Connect

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User Guide

CON_BC_005

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Introduction

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In a nutshell, 2Connect is a concept mapping and planning tool that will help anyone that has ever suffered from 'blank page syndrome' and thought "Help, what can I write about when all I have is a title and a sea of empty space to fill?!"

2Connect is a simple way to put ideas on a page, the connections are made for you as fast as you can type them or use the on screen keyboard to type onto a whiteboard - then or later you can add sound, images and get a clear mind map or "word shower" on the screen. This is powerful working on its own, though the collaborative possibilities are fantastic as this is a networkable program where ideas instantly update on other machines so in no time a sea of words appear on the screen.

You can also open any word processor program and you get a view of both the 2Connect and the text processor at the same time. This by itself is useful for writers who need to be reminded of early thought process. Each word, idea or phrase can be extracted from 2Connect and placed instantaneously into your word processor. This simple feature captures the true innovation of 2Connect, allowing the user to transport a piece of work from draft to finished composition effortlessly! 2Connect also allows the individual(s) to record a sound to accompany a word, attach a piece of clip-art and /or create their own image. The recording process allows the user(s) to listen to their original planning and thoughts whilst simultaneously writing their final draft or creating their very own multi-media presentation thus providing an invaluable aid to budding writers!

Overview

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2Connect is a concept mapping and planning tool which will help children in Key Stages 1 & 2 organise their thoughts and write.

2Connect as a simple concept map

As a start, 2Connect is a simple way to put ideas on a page. The connections are made for you as fast as you can type them. You have the options to add sound, images and get a clear concept map on the screen.

2Connect as a digital voice recorder

The ability to record your voice with the words and play it back while working in another application is intended to help support and guide a writer and remind them of their ideas.

2Connect as a collaborative tool

This is powerful on its own though the collaborative possibilities are fantastic when used on a network. Children can see their ideas instantly update and appear on all the other machines in real time.

2Connect as a word bank

Children can then make the connection between their ideas and their writing. Simply connect 2Connect with any other writing application such as MS Word, 2Publish or 2Create A Story and click on a word in the concept map to insert it instantly into your text.

2Connect as a research tool

Refine your research as you drag and drop key points straight from the internet into your concept map.

2Connect as a project planner

You can even export the concept maps into a format that 2Create converts ready for multimedia projects to be completed.

2Connect in presentation mode

Open and close ideas on your concept map as you present them to your audience.

2Connect is a tool that will help you draft, plan and write anything.

System Requirements

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Operating System: Windows 2000 / XP / NT (SP-3+) / Vista
Processor: Recommended Pentium II, 500MHz
Memory: Minimum 64MB RAM
Hard Drive: 60 MB min
Display: Minimum 800x600, 16 bit High Colour (Recommended 1024 x 768)
CD-ROM Drive Required for Installation
Standard Mouse, Keyboard
Printer
Speakers and sound card
Microphone (for audio notes)

WIN2000 MSI included on disc. Other MSIs available on request free of charge.

2Connect is designed to work on ALL networks. You can find clear installation instructions on the CD and we provide full support on our website: www.2simple.com/support

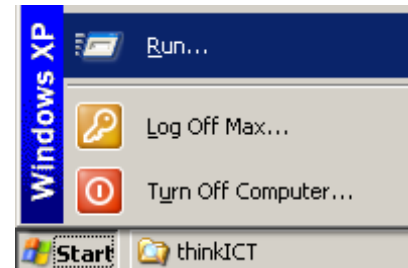
If you need help with a specific installation, please do not hesitate to contact us via our website or email us at support@2simple.com

As networks differ from one another, we can and will help you when needed. If any of our instructions do not work, please do contact us as we want to provide accurate information and we rely on your feedback to help us get it right.

Installation

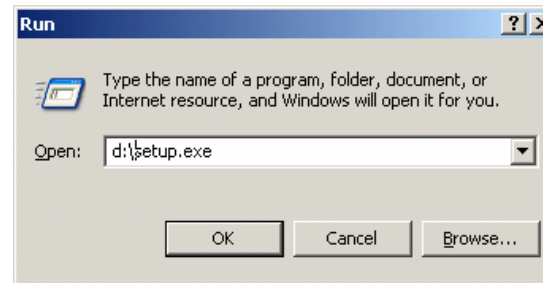
5

1. Put the CD in the drive
2. If nothing happens click **'Start - Run'**



3. Type **D:\setup.exe**
(If your CD drive is drive E
Type e:\setup.exe etc)

4. Click OK.

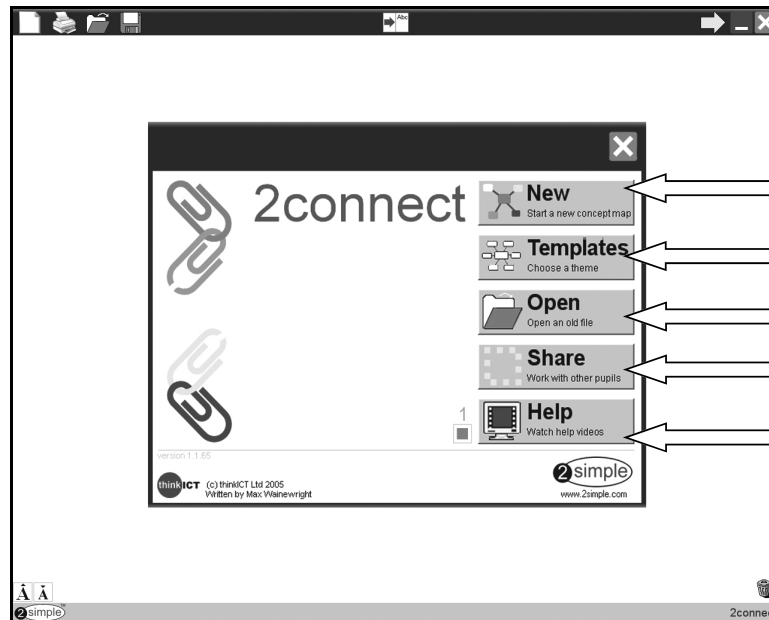


5. Follow the instructions on screen to complete the installation.
This will install your software & add a link from the 'start menu' to 2Connect

Getting started

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1. Click **Start—Programs—2Simple Software—2Connect**
This will open the 2Connect main screen (below). Choose one of the five options, or wait a few seconds to watch an introductory video



Click here to start a new 2Connect project

Open a 2Connect template

Open an existing 2Connect project

Share work with others

Watch a help video

Creating A Concept Map

New project Print Open Save

Click here to edit idea boxes.

Click to go to text screen

```
graph TD; Food[Food] --- Chocolate[Chocolate]; Food --- Fat[Fat]; Food --- Potato[Potato]; Food --- Carbohydrates[Carbohydrates]; Food --- Chicken[Chicken]; Food --- Protein[Protein];
```

Click on screen to create new idea boxes. Type your words into them.

To link idea boxes, You can drag one idea box over another and a link will form between them.

Or, place the cursor at edge of idea box and a pencil icon will appear. Drag the pencil over to the box you wish to link to.

Click here to make words and pictures in idea boxes bigger or smaller.

When you type a word, suggested clipart will appear. Click on the image you want to use and it will be inserted into the idea box.

Drag idea boxes over dustbin icon to delete them

Creating A Concept Map

8

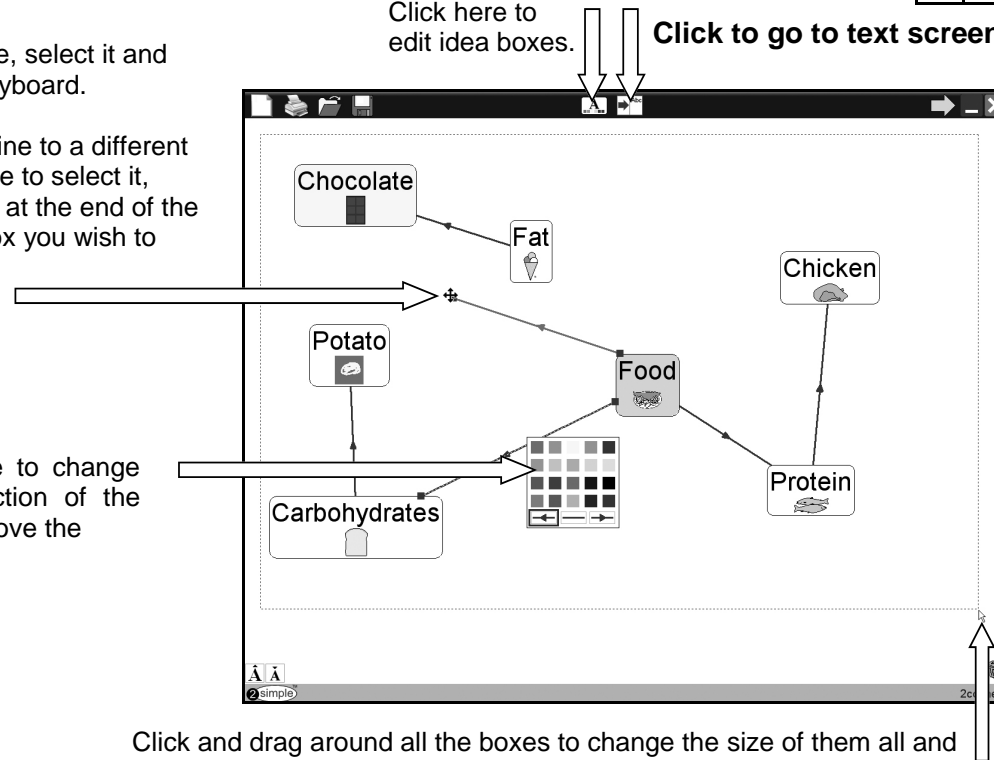
To delete any linking line, select it and press Delete on your keyboard.

To re-link one end of a line to a different idea box, click on the line to select it, then click on the square at the end of the line and drag it to the box you wish to link it to.

Right-click on a line to change its colour, the direction of the arrowhead or to remove the arrowhead.

Click here to edit idea boxes.

Click to go to text screen



Click and drag around all the boxes to change the size of them all and to move all the boxes and links around on the screen

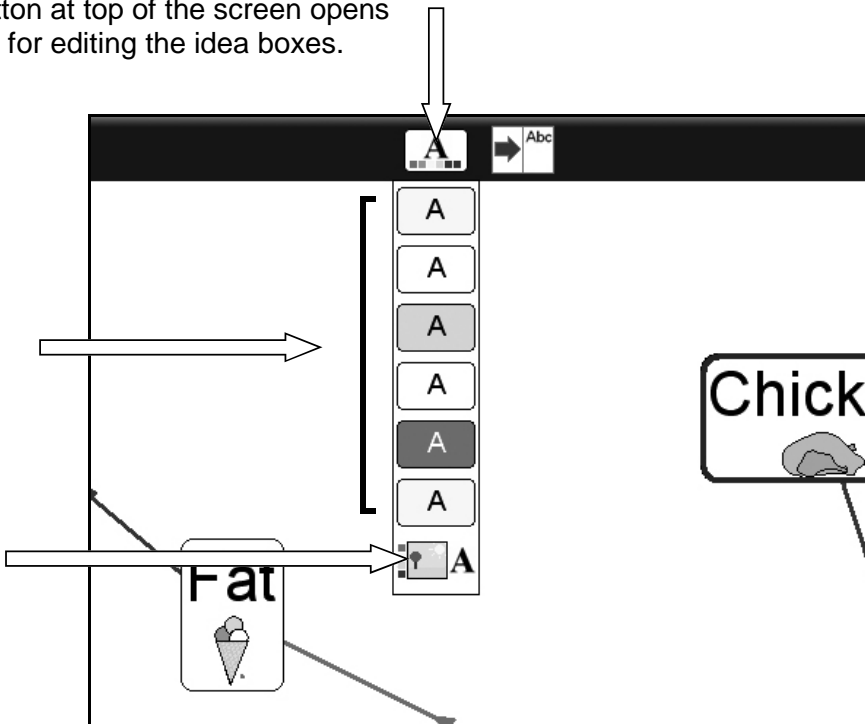
Editing Idea Boxes

Clicking on this button at top of the screen opens a drop-down menu for editing the idea boxes.

Click on these buttons to change the fill colour of the selected idea box.

Click here for more advanced editing options.

You can also edit any idea box by double-clicking or right-clicking on it.



Editing Idea Boxes - 'My Picture'

10

Click here to import an image.

Click here to select a different clipart image for the idea box.

You can click and type here to change the title of the idea box

Choose a coloured felt tip and draw on the image

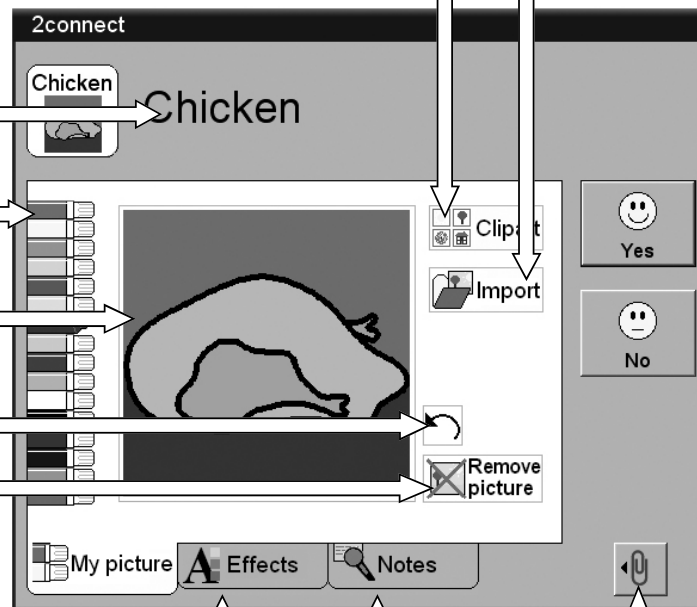
Double-click inside the drawing area to fill with the selected felt tip colour

Click to undo last image drawn

Click here to remove the picture.

Click here to link to a file in any other program

Click on these tabs for more editing options.

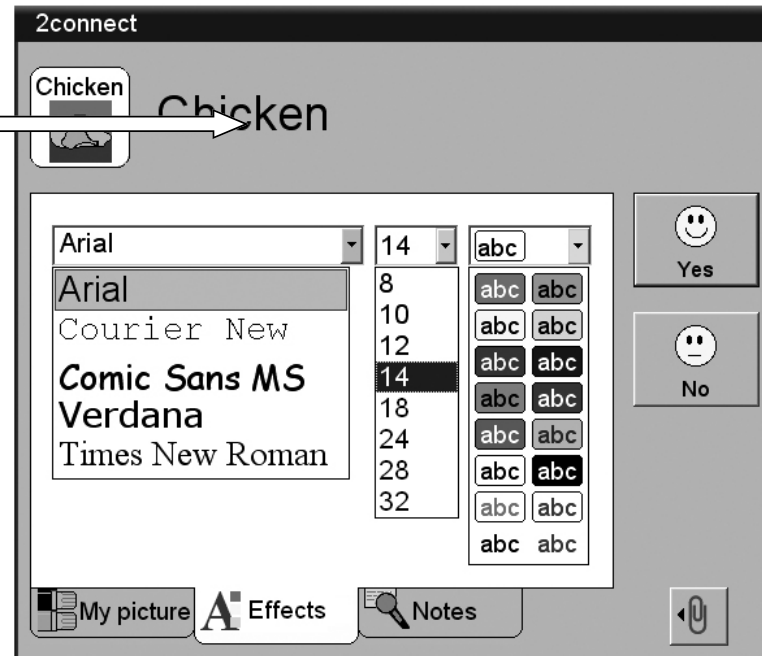


Editing Idea Boxes - Effects

1 1

You can click and type here to change the title of the idea box

From here you can change the font, font size and fill colour & style of the selected idea box.



Editing Idea Boxes - Notes

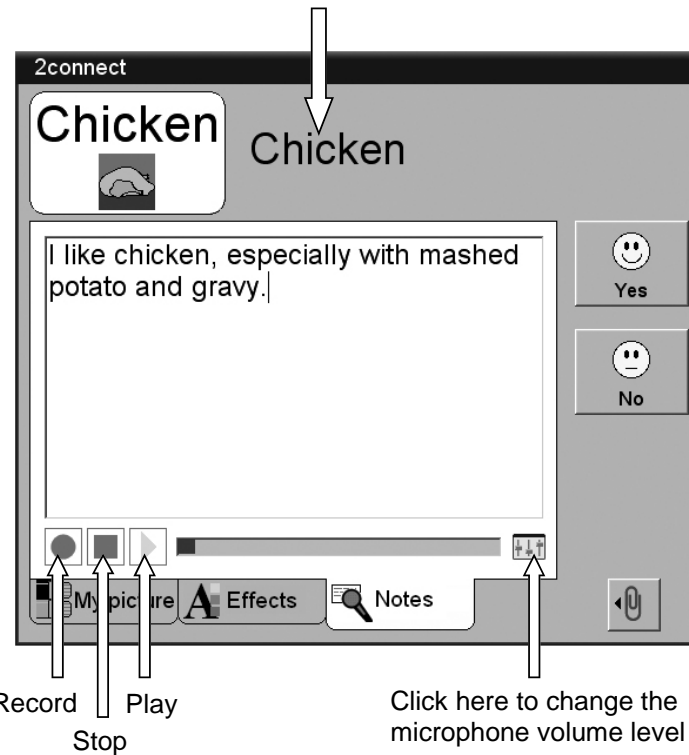
1 2

You can click and type here to change the title of the idea box

Write some notes that will appear when you hover your mouse cursor over that particular idea box.

You can also record audio notes to help remind you of your ideas. You will need a microphone attached to your computer for this, plus some speakers to listen back to your notes.

How your notes will appear on the main screen



The Text Screen

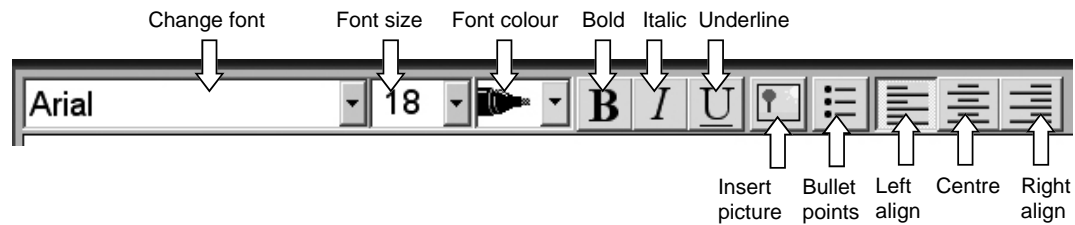
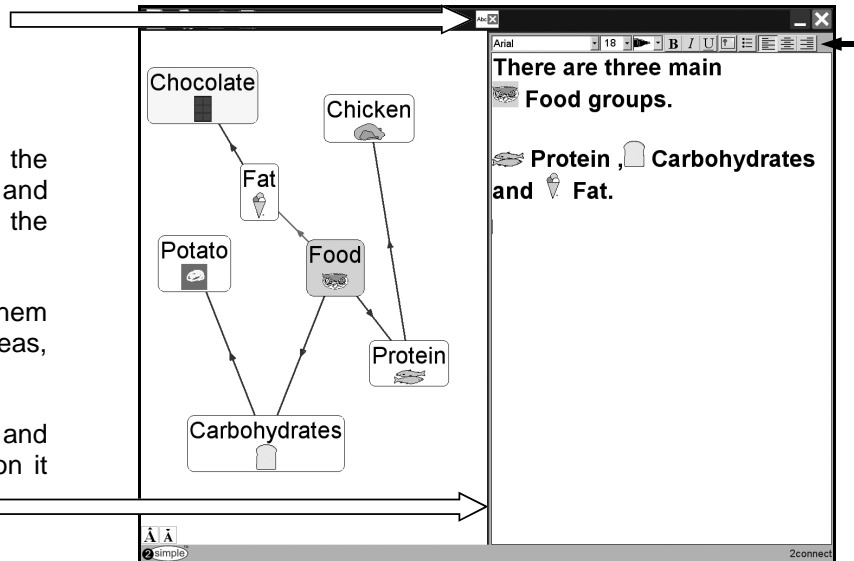
1 3

Click here to return to the main 2Connect screen to edit your concept map.

This is the text screen. Click on the idea boxes and your words and pictures will appear in the box on the right hand side of the screen.

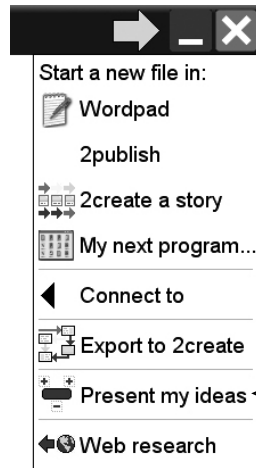
You can edit the words and use them as the building blocks to your ideas, stories and presentations.

Drag on the blue border at the top and side of the text screen to reposition it on the screen.



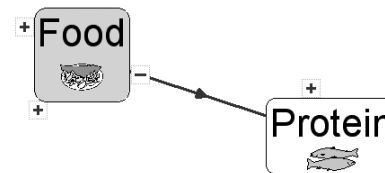
Presenting your ideas

1 4



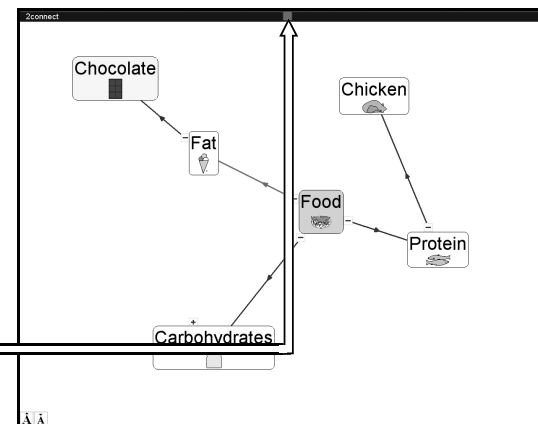
To present your ideas, firstly select an idea box that you wish to use as your central theme or starting point by clicking on it. Next, click on the green arrow at the top right of the main screen to access this drop-down menu, and then click on the 'Present my ideas' option at the bottom to open up a presentation screen.

Your chosen idea box will appear on screen



Click on the plus symbols to open the links, and click on the minuses to close them again.

Click on the red square at the top of the screen to return to the main 2Connect screen to edit your presentation.



Using 2Connect with other programs

1 5

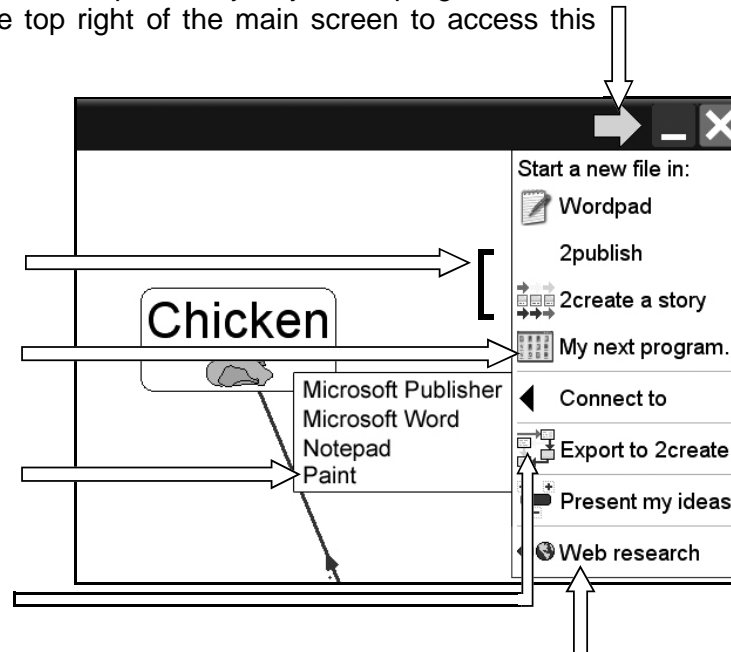
Using 2Connect, you can export your ideas to practically any other program with a cursor. Click on this green arrow at the top right of the main screen to access this drop-down menu

Click here to start a new file using your words and images from 2Connect in your favourite 2Simple programs such as 2Create A Story, 2Create and 2Publish.

Click here to link to your next open program

Clicking on 'Connect to' opens up a menu of the other recently used programs on your computer that you can link to.

Click here to export your ideas to 2Create (if you have it installed on your computer).



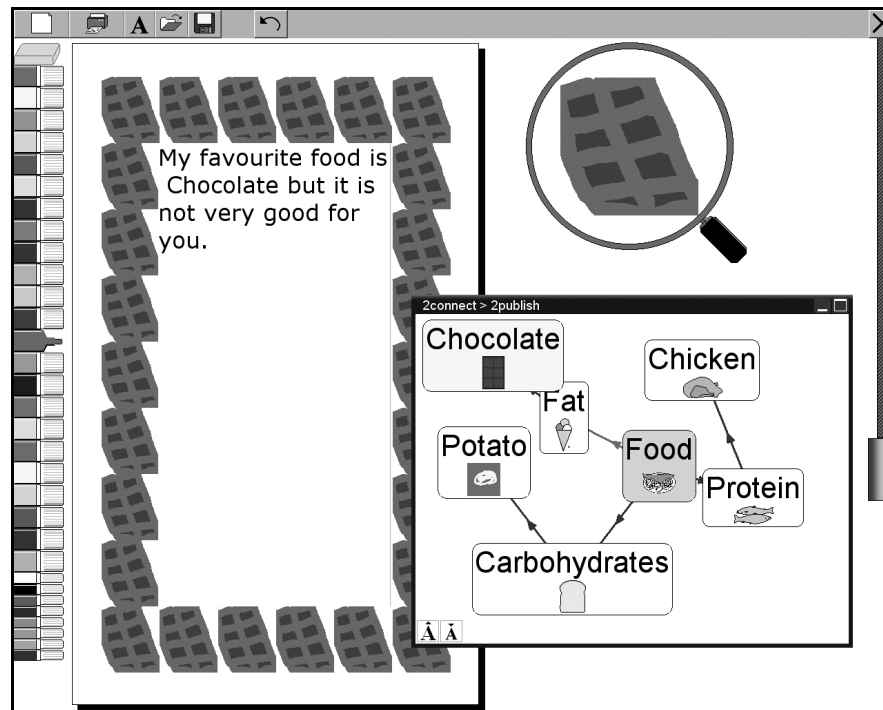
Click here to open up your web browser alongside 2Connect for web research. Select text in the web browser window and drag it into 2Connect

Using 2Connect with other programs

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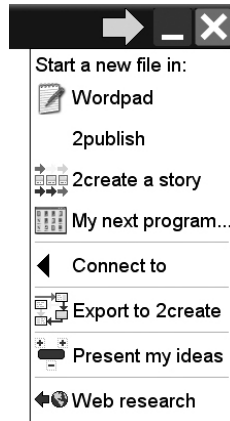
Here as an example we have connected 2Connect to 2Publish.

Clicking on the words in the 2Connect window brings them in to 2Publish where we can edit the text and add images.



Exporting to 2Create

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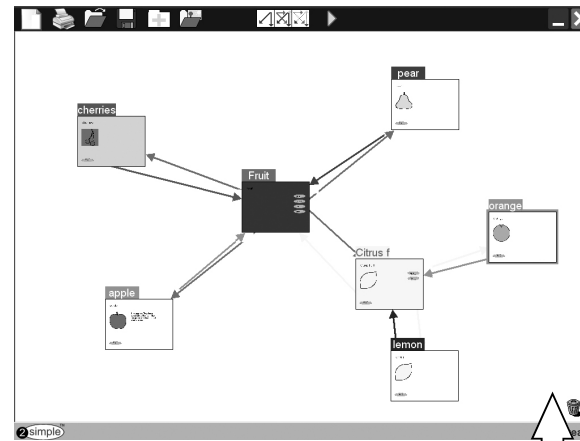
1.

Click on the green arrow at the top right of the main screen to access the drop-down menu, and then click on the 'Export to 2Create' option.

2.



The 2Connect filter box shown here will appear. Click Yes to open the file in 2Create immediately. If you click No you can still open the file directly from 2Create later. Files are automatically exported to your Documents folder but this can be changed - see Teacher Options - General for details of how to do this.



3.

When you open up your presentation in 2Create, you will see that pages with links and buttons have automatically been created for you, and that image and colours have been imported.


Text and audio notes created in 2Connect will have been imported too.

Using 2Connect collaboratively

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2Connect has a powerful collaborative aspect, whereby machines on a network allow users to contribute ideas and instantly see them appear, and users can add and edit their comments and ideas in real time. Here's how to do this:

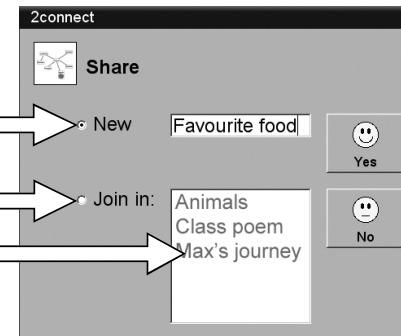
1. Create a shared folder on your network that all can access. You may need a Systems Administrator to do this for you.
2. Hold Ctrl and Shift then tap the letter 'O' to display the teacher options and then click on the Collaborative tab to link to the shared folder for collaborative work. See Teacher Options - Collaborative on page 22 of this user guide for more information on this.

3.  Click on the New Project icon at the top left corner of the screen and then click on the 'Share' button. (See Getting Started on page 6).

4. The 2Connect Share options box will appear.

To start a new 2Connect project, click this radio button and type the name of your presentation into the box next to it .

To join in with a pre-existing 2Connect project, click this radio button and then select the project you want to join in with from the list.



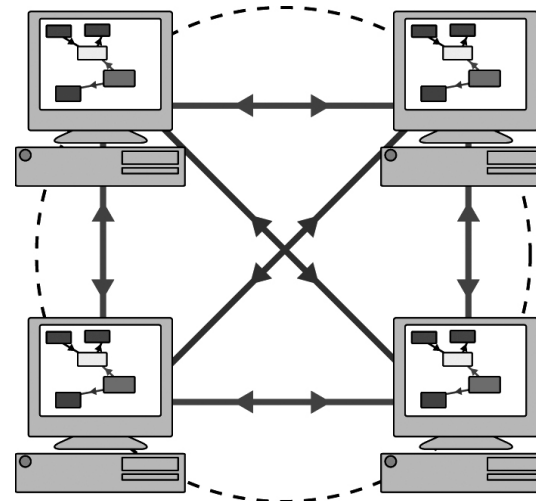
Using 2Connect collaboratively

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When you are in a 2Connect project that is being shared, a moving ring of green squares is shown between the Open and Save icons in the top left of the screen.

Once a 2Connect shared project has been started, children can work on the same concept map at the same time. They can instantly see their ideas appear and update on the other computers in real time.



Teacher Options - General

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Hold Ctrl and Shift then tap the letter 'O' to display the teacher options.



Choose printer.



Choose where to Store files.



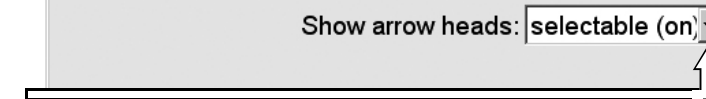
Allow line colour to be changed.



Allow pictures to be imported.



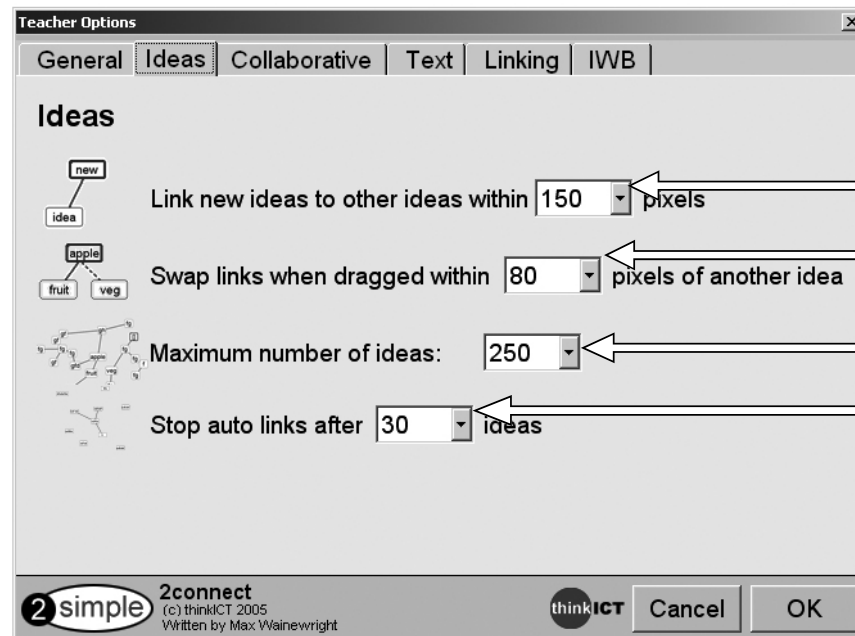
Choose how arrow heads appear.



Teacher Options - Ideas

2 1

Hold Ctrl and Shift then tap the letter 'O' to display the teacher options.



Set linking distance of idea boxes

Set swapping distance of idea boxes

Set maximum number of idea boxes

This means only the first 30 ideas (in this case) will be linked automatically.

Teacher Options - Collaborative

2 2

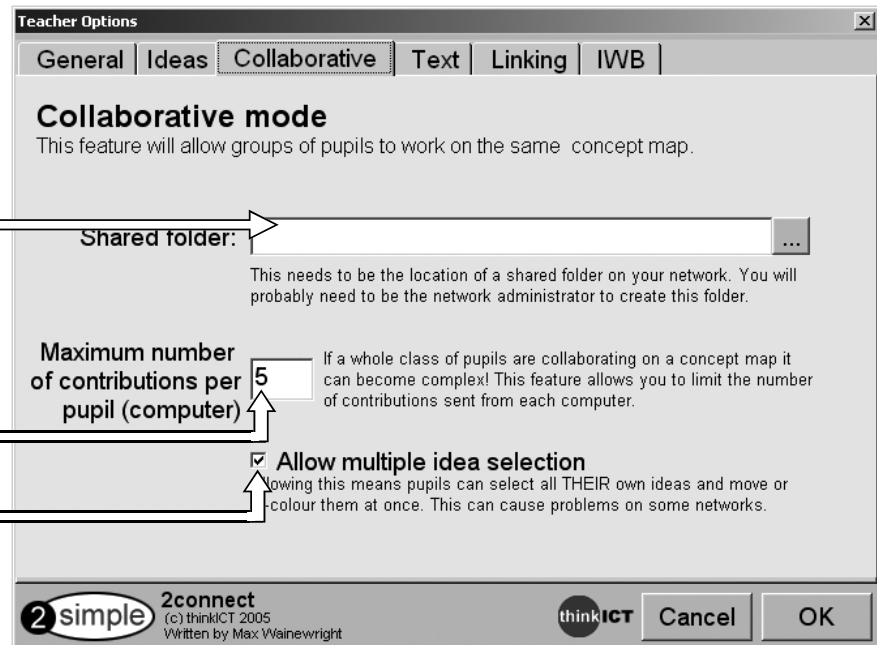
Hold Ctrl and Shift then tap the letter 'O' to display the teacher options.



Choose a shared folder on your network. **You may need an administrator to help you do this.**

Set the maximum number of contributions per pupil to avoid cluttering up the screen.

Allow multiple idea selection.



Teacher Options - Text

2 3

The screenshot shows the 'Teacher Options' dialog box with the 'Text' tab selected. The 'Text and Font details' section is visible, containing a list of fonts, checkboxes for 'Allow all fonts in text window' and 'Show format buttons for text window', and a 'Text window position' dropdown menu. Annotations with arrows point to these elements:

- An arrow points to the font list (Arial, Comic Sans MS, Courier New, Times New Roman, Verdana) with the text: "Choose the 5 default program fonts".
- An arrow points to the 'Allow all fonts in text window' checkbox with the text: "Check to allow all fonts in text window".
- An arrow points to the 'Show format buttons for text window' checkbox with the text: "Check to show formatting buttons in text window".
- An arrow points to the 'Text window position' dropdown menu (set to 'right') with the text: "Choose text window default position on screen".

The dialog box footer includes the '2simple' logo, '2connect (c) thinkICT 2005 Written by Max Wainwright', and 'thinkICT' branding. Buttons for 'Cancel' and 'OK' are also present.

Teacher Options - Linking

2 4

Hold Ctrl and Shift then tap the letter 'O' to display the teacher options.

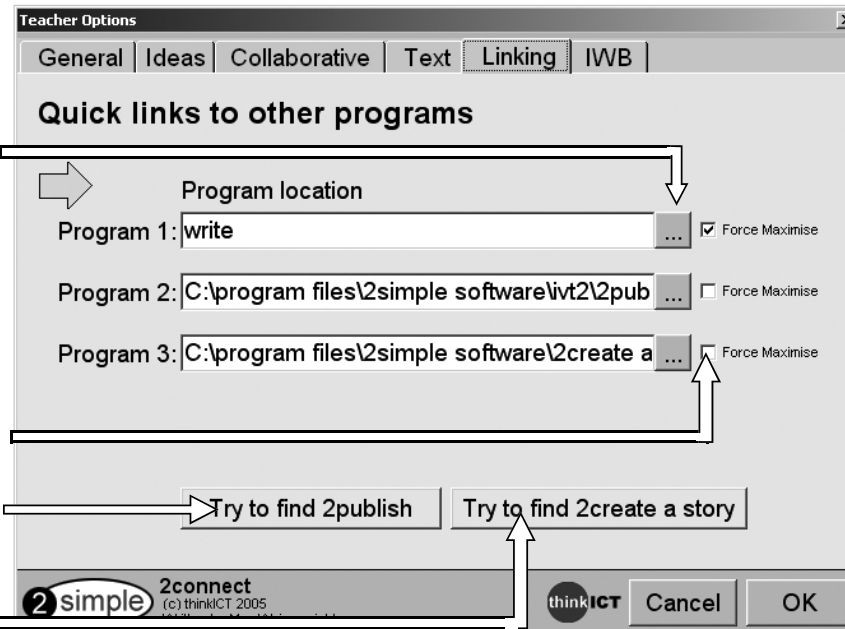


You can easily set the programs that you want 2Connect to link to from here. Click on these buttons to open dialogue boxes and choose the programs you want to link to.

Checking these boxes will automatically maximise the program windows when they open.

Click here to force 2Connect to try to find 2Publish

Click here to force 2Connect to try to find 2Create A Story



Teacher Options - Interactive Whiteboard 2 5

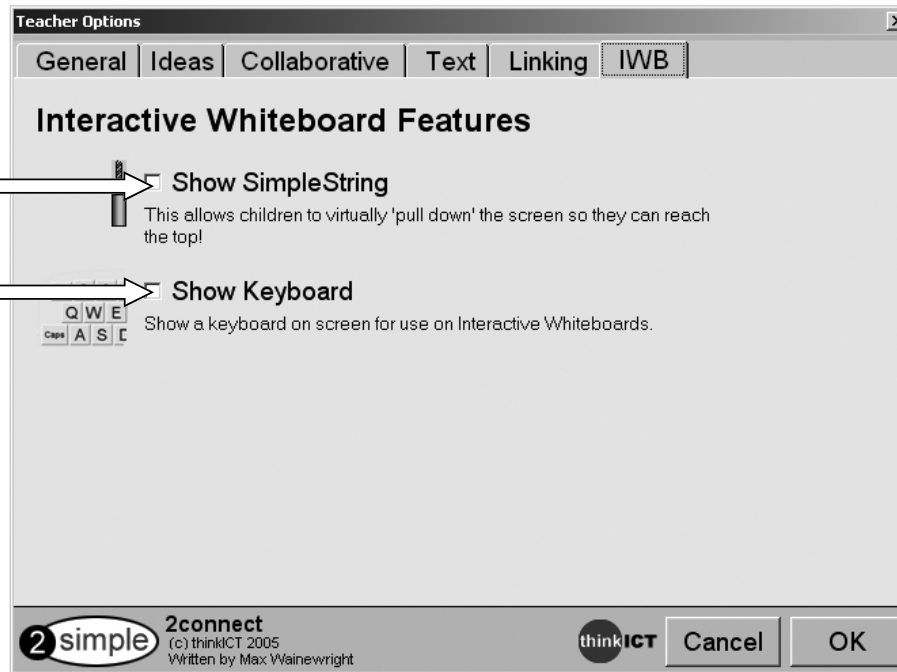
Hold Ctrl and Shift then tap the letter 'O' to display the teacher options.



Show SimpleString feature to allow screen to be 'pulled down'.



Show onscreen keyboard.



Using the training videos

2 6

In addition to showing you how to use the software, the videos are also designed to give you ideas on how to teach particular concepts and skills.

Once the videos have started playing you will see the program being used. To pause or rewind the video use the stop and play buttons and slider at the bottom of the screen:



Click the red exit button to return to 2Connect

Why not use the videos....

...to introduce the start of an activity in the ICT suite? ...as part of an INSET session?

...as a way to remind individual pupils how to do an activity? to learn more!

Copyright Notice

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Developer: Max Wainewright, thinkICT LTD, 2Simple Software Ltd.

Contacting 2Simple

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You can contact us:

For general information: info@2Simple.com

For support issues: www.2Simple.com/support or support@2Simple.com

Tel: (+44) 020 8203 1781

Fax: (+44) 020 8202 6370

You can write to us:

2Simple Software
Enterprise House
2, The Crest
Hendon, London UK
NW4 2HN

Faulty Media

Should the CD ROM develop a fault we will replace it free of charge.

About 2Simple

2 9

All our software is designed on the following principles:

Simplicity of use

The software has evolved in the classroom to meet the needs of very young pupils. It is simple to learn and simple to use. There are no 'wrong buttons' to press.

Transfer of skills

All our software has a common look and feel. It is designed to take pupils from what is familiar towards standard Windows interfaces.

Developed in the classroom for the UK curriculum

The software has been developed to meet the needs of the UK curriculum. It has been tested and refined in the classroom, and has evolved based on research and suggestions from teachers.

Video of ideas for activities

All our software comes with a large number of ideas for use and tutorials. These take the form of short videos which run on the computer and teach staff and pupils to use the software in an appropriate curriculum context.

Emphasis on creativity

Making the software simple allows pupils to focus on the content of their work. Whilst the software is powerful, it is the pupils who are creating, not the computer.

Reading age

Many pupils are held back by complex language in some software packages. Our software uses simple icons and appropriate text, ensuring reading age is not a barrier to ICT learning.

Independent use

The simplicity of the software, combined with the use of video, makes the software ideal for independent use.

2Connect

Thanks to everyone who helped make this product: Abbie, Alex, Ali, Andy, Ashley, Beatrix, Bogi, Caroline, Daniel, David, Dawn, Doyin, Edina, Elliot, Emma, Erika, Fiona, Julie, Katalin, Katie, Kriszta, Lee, Lumi, Martin, Mary, Melissa, Mikee, Nigel, Nina, Petra, Philip, Rachel, Rebecca, Sam, Sean, Sennay, Sharon, Suzy, Tony & Yasi.

Max Wainwright, 2005



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