

User Guide

2Handwrite



Contents

Introduction

Using 2Handwrite

- Getting started
- Starting a new page
- Pen selection
- Recording and Playback Controls
- Record
- Playback
- Looping
- Speed control
- Drawing Pen
- Saving writing
- Creating and saving templates
- New and Clear
- Paper Styles
- Videos

Using 2Handwrite in Literacy

The Teacher Options

- Screen Positions
- Pen Sizes
- Recording and Playback
- Background colours
- Miscellaneous
- Short Cuts

FAQ - Frequently Asked Questions

- Screen Positions
- Pen Sizes

Technical information

- The software

Introduction

2Handwrite enables teachers, using an Interactive Whiteboard (IWB), to demonstrate clearly the process of letter and word formation.

Teaching handwriting using traditional boards

Traditional boards such as a chalk or white boards enable teachers to record the product of their writing but the important part is the process of formation of writing. Usually when this important part of the teaching occurs the teacher will be facing and 'talking to' the board and obscuring the view for some children.

A powerful aid to teaching

This software allows the teacher to record the writing and then play back the process giving opportunities to emphasise key points etc. whilst facing the whole class or group and giving all children a clear view.

Encouraging involvement

Of course children too can use the board, recording and playing back their writing. They can check their own letter formation in an engaging and highly interactive way.

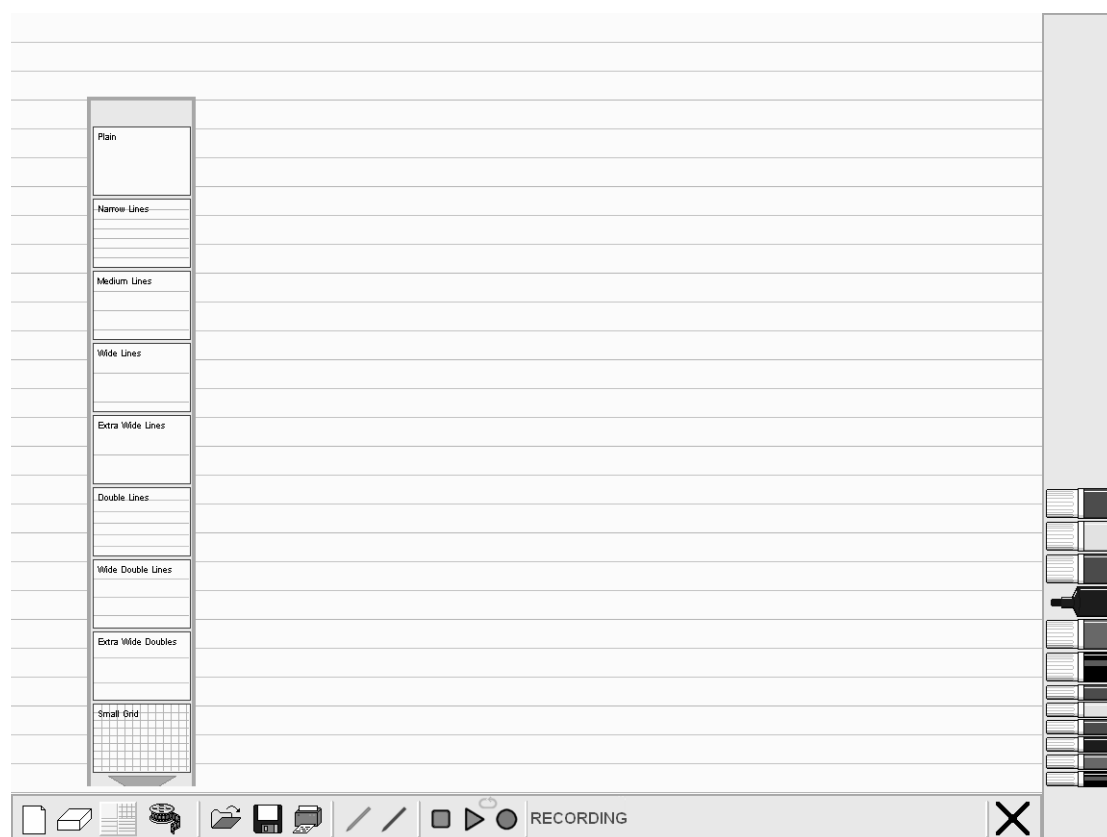
Beyond Literacy

The software can be used for work in other subjects such as Numeracy and Art.

Using 2Handwrite

Getting started

Once 2Handwrite has been loaded on to the IWB simply click on the desktop icon to open the software. A writing window, together with the surrounding menu buttons will be shown.



Starting a new page

Your first menu option, page style, will automatically be shown. You can select a paper style for the work. The selection allows for plain paper or a range of other familiar writing paper styles. There are graded line widths to allow for smaller or larger writing. All other menu selections will need to be made by selecting the icons on the control panel.

Pen selection

A range of pen types and colours are provided in the basic menu option. These give a useful selection of colours and writing line widths. If other pen sizes are needed then go to the 'teacher options' section to customise the range.



Recording and Playback Controls



There are three main icons: stop on the left, play in the middle and record on the right that control recording and playback. Above and between the play and record icons is the looping icon.

Record

2Handwrite can be made to default to either stop or record mode when you start it up (see Teacher Options for how to change between one and the other). In the record mode all writing actions made in the writing window will be recorded and can then be played back. You will notice that the record icon button is bright red circle. To cancel the record, click on **stop**. The record button changes to grey. When in record mode then the word **RECORDING** appears next to the controls as an extra reminder.

Playback

Clicking on the **play** icon will play back your writing. You will also notice that clicking on this button brings another icon, the speed control, to the menu. Clicking **play** during playback will pause the playback and the **play** icon changes to the **pause** icon.



Click **play** again to continue with the playback.

Looping

Clicking on the looping icon will toggle this feature on or off. When it is on the looping icon will turn red and drawings will continuously play back until either the **stop** icon is clicked or looping is switched off.



Speed control

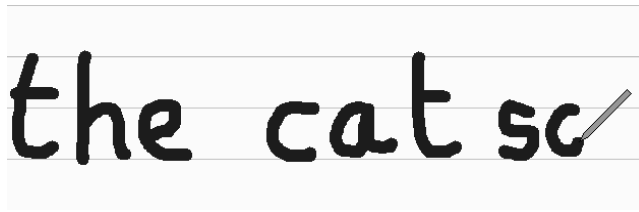
This appears only during playback (or when playback is paused) and will control the speed of the playback. The default setting is for real time playback speed but this can be slowed down or speeded up if appropriate. Click and drag the vertical blue bar left or right.



Drawing Pen



The left pen icon controls whether or not a 'drawing pen' is displayed during playback.

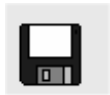


Here are two stages of playback showing the pen 'drawing' the text.

The second pen icon turns on the **pen delay** – this makes the playback delay for a short while just before a new line is drawn. During this delay the pen colour changes to red. This is helpful if a child is physically following the playback on an IWB as it gives them time to locate and position their finger or marker against the red pen.

Saving writing

By clicking on the disk icon your recording can be saved.



The page type, pen colour, and actions will all be saved for later use or reference. Some teachers may wish to form a bank of examples to demonstrate or use. Because of the wide variety of handwriting styles and letter formations used in schools we have not included a bank for your use. It is a good idea to create a 'whole school' bank of letters, onsets, rimes etc to be saved and used on each board in the school. Remember to give a clear and precise name to each saved section.

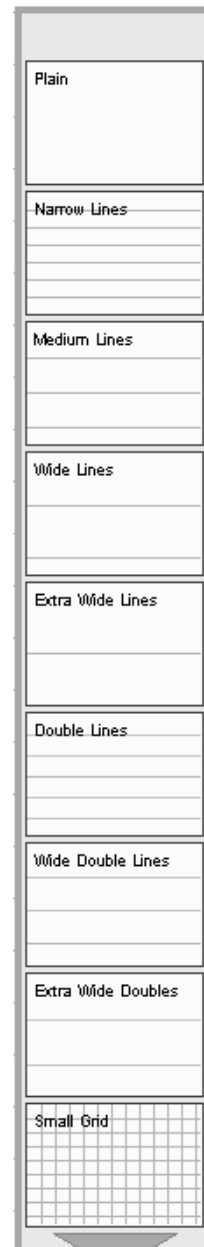
Creating and saving templates

Sometimes teachers will want to form a 'template' for a letter with clues about the start point and beginning line direction for letter formation but without the playback facility. In this case, on a blank page, click on the **stop** icon first, draw your 'template' and save it.

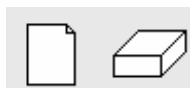


Teachers may also want to create a dual template. For example, in the picture below, the letter **a** on the left has been drawn in **stop** mode and another on the right has been drawn in **record** mode. This will mean that children can see the fully formed letter on the left while, during playback, they can see how it is

constructed. Here, the playback is about halfway through and the **pen** has been turned on.



New and Clear

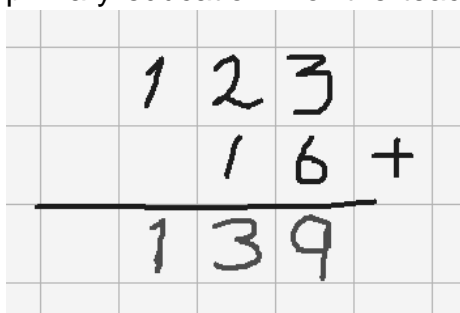


The **New** button will delete the current drawing which, unless it has already been saved will mean that the drawing will be lost. The **Clear** button will just clear the drawing from the screen. If the screen is already clear then clicking the **Clear** button will restore any drawing.

Paper Styles



2Handwrite provides several different 'paper' styles that can be selected from the control panel. These are based upon the types of paper commonly used in primary education. For the teaching of writing skills either the **Double**, **Wide**



Double or **Extra Wide Double** styles can be used – these provide lines in blue and red. The red lines can be used to define a letter's base line as well as the tops of smaller characters such as **a** and **e**, the blue defines the maximum height and limit for descenders on characters such as **y** and **g**. Grids are available for plotting shapes or mathematical exercises as shown left.

Videos



This button displays some videos which guide the user through using 2Handwrite.

Using 2Handwrite in Literacy

Even a quick glance at the Literacy Strategy will reveal the opportunities for the effective uses of 2Handwrite.

In Reception, children are expected to produce a controlled line which supports letter formation and then go on to write letters using the correct sequence of movements. 2Handwrite can help in two ways:

- It allows the teacher to demonstrate clearly the ways in which letters are formed;
- It gives children the opportunity to practise gross motor control without the need to also hold a pencil before they attempt the more refined demands of writing on paper.

In Year 1, children need to form both lower and upper case letters in a script that will be easy to join. Again 2Handwrite will provide ample teaching and learning opportunities. Don't forget that created template sheets can be printed for children to use. Children will also need to link handwriting to spelling activities and 2Handwrite can help here too.

In Year 2 Children will need to consolidate their handwriting work from Year 1 and go on to practise the four basic handwriting joins:

- diagonal joins to letters without ascenders
- horizontal joins to letters without ascenders
- diagonal joins to letters with ascenders
- horizontal joins to letters with ascenders

Saving templates of examples will provide a valuable resource for developing these skills.

They will also need to extend their range of phonic and spelling patterns so 2Handwrite can help here.

In Year 3 children need to ensure consistency in size and proportions of letters and the spacing between letters and words, consolidate work from Year 2 and build up handwriting speed and fluency. 2Handwrite can help here to detect errors that may have slipped into normal usage and help to 'un-learn' bad habits.

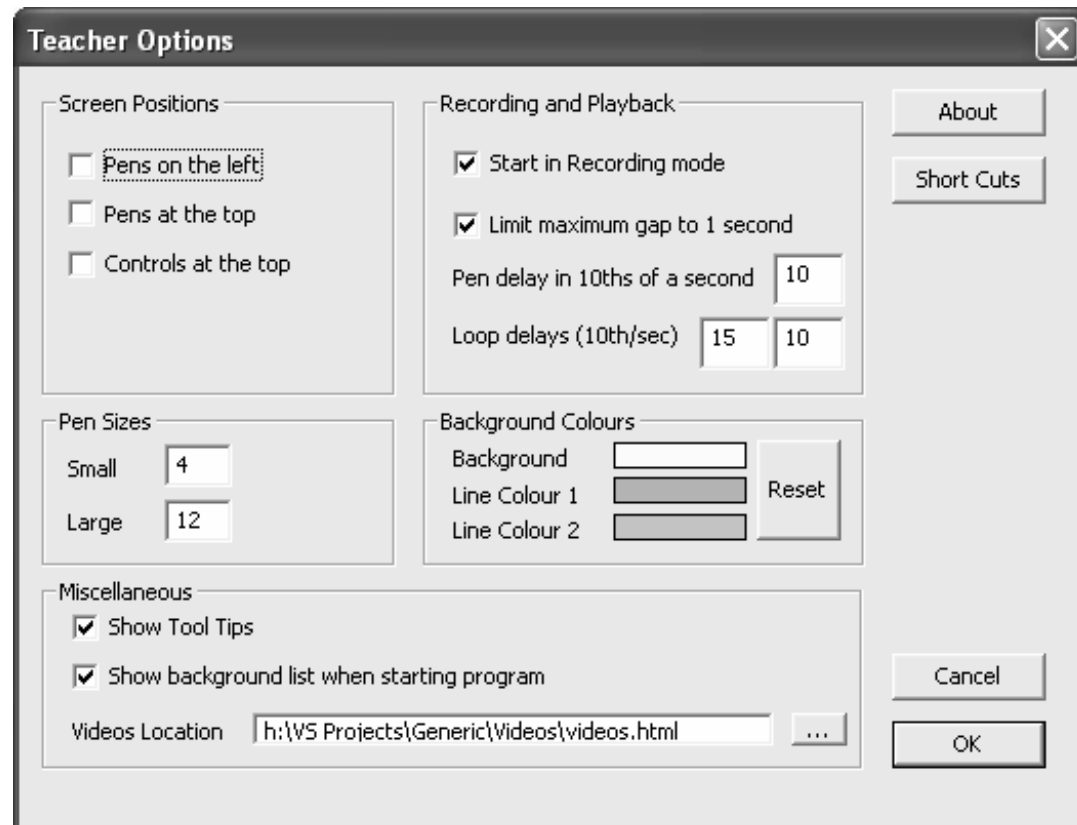
In Year 4 children need to extend their skills range to include printing and use of capitals in, say, poster design. It is also a year in which handwriting skills need to be refined and 2Handwrite will be of particular use in remedial handwriting teaching and analysis.

Other subject links

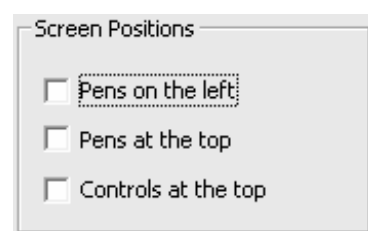
2Handwrite can also be used to good effect in the teaching of Numeracy. It is particularly useful for setting out problems and showing working, which can then be talked through as the solution is developed.

The Teacher Options

The teacher options allow for the fine-tuning and customising of the application. Press the **Ctrl, Shift** and letter **O** keys simultaneously to display these options. When any options here are changed then 2Handwrite will use them next time it starts up.

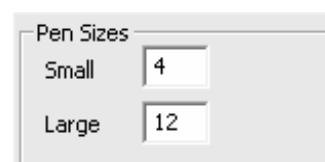


Screen Positions



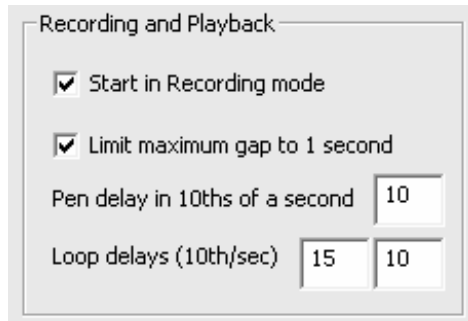
This allows pens and the controls to be repositioned. The pen panel can be positioned left or right (the default) and, for when larger screen resolutions are used, the pens themselves can be positioned at either the top or bottom of the pen panel. The control panel can be positioned either at the top or bottom.

Pen Sizes



The small pens are set to 4 and the large pens to 12 by default. If you require another size simply click into the size box and type in the sizes you require.

Recording and Playback



The first option controls whether or not 2Handwrite defaults to starting in **record** mode. If turned on then the record button will be shown in red else the **stop** button will be fully black.

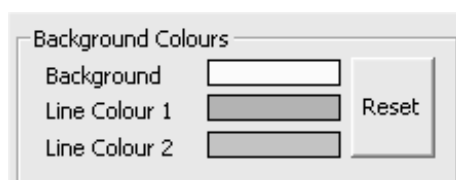
When in record mode a teacher may pause for a while between items they are drawing. Turning the **limit** option on will reduce all of these pauses to maximum of **1 second**.

When the **pen delay** option is used during playback, then the pen will, by default, pause for 1 second. This amount of time can be altered here by specifying the delay in 10ths of a second.

The loop delay values are used when **looping** is turned on. The first controls how long the drawing remains on screen once it has been completed. After this period then screen will blank. The second determines the gap before the drawing is restarted.

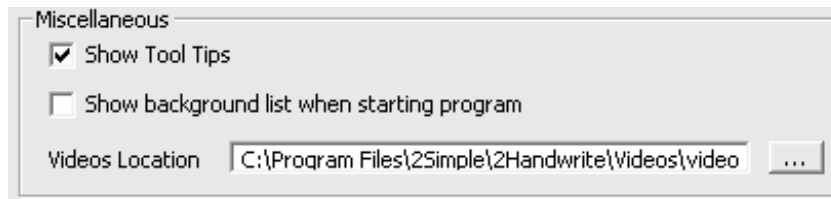
All timings are in tenths of a second.

Background colours



The default background and line colours can be changed as required. Just click on each of the colours and pick a different one from the pop-up menu that appears. Clicking the **reset** button will bring back the default colours.

Miscellaneous

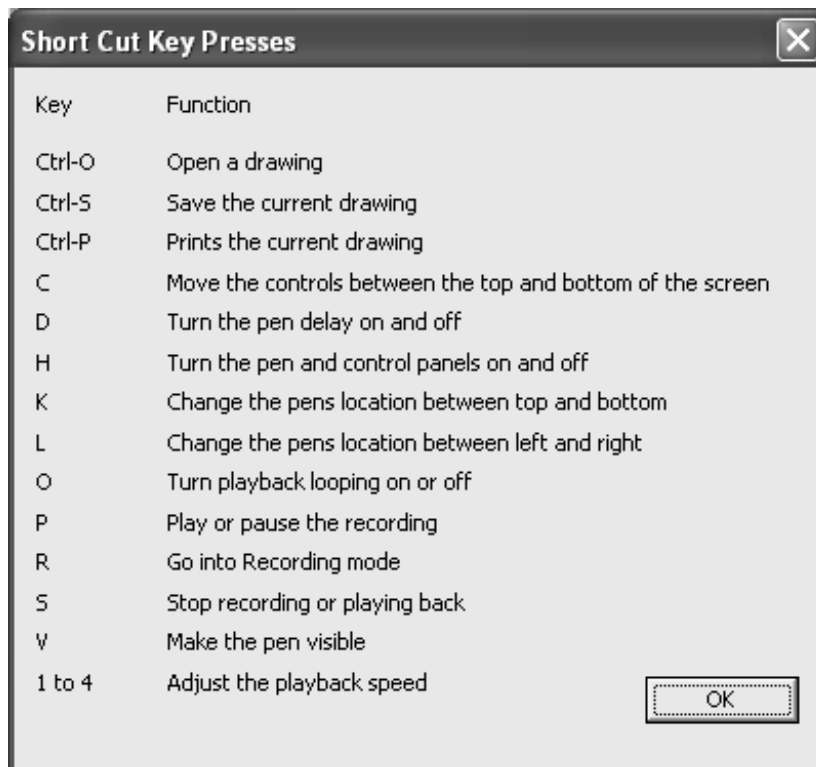


The yellow tool tips that appear when the mouse is moved over the control panel can be disabled if required. Also, the background pattern list that automatically pops up when the program first starts can be disabled. The final field is the location of the video files that accompany the software. The button to the right allows this location to be changed if necessary.

Short Cuts



Clicking the **short cuts** button displays a new window which shows which key presses are available. Most of these duplicate options on the control panel though a few control the pen and control panel positions and visibility.



FAQ – Frequently Asked Questions

Why does my recording play instantly instead of at the speed at which I recorded it?

You have probably started your recording without the record button on. 2Handwrite allows you to make recordings that either appear instantly or play back at the recorded speed. To make recordings that play back at the recorded speed ensure that the red record button is on. 2Handwrite can be made to start up in either mode – see the **teacher options** for more information.

When trying to draw on the screen the lines drawn are very jerky and do not follow the mouse around the screen smoothly.

This is probably a setting on your computer, especially if you are running Windows 95, 98 or Me. To fix it go to your computer's **Control Panel** and double click the **System** icon. Click on the **Performance** tab and then the **Graphics** button. You should see a slider control called **Hardware acceleration** which has four settings from **None** to **Full**. Unless it is already on **None** then try moving it one position to the left. After you click **OK** twice to save the change you will probably be asked to restart your computer. Do this and try **2Handwrite** again. If the new setting still does not fix the problem then try moving the slider further to the left.

Is it possible to draw while 2Handwrite is playing back a recording?

Yes, if your computer can handle it. It may be best to select one of the narrow pens just before starting playback. Note that lines drawn during playback are **not** added to the recording. This effect can be used to allow children to physically follow a shape as it is being drawn. It also temporarily displays their own efforts so comparisons can be made.

Why has an old drawing been merged into my current drawing after I saved the current drawing?

This situation can arise if you do one drawing, clear the screen using the **Clear** icon, do another drawing and then save. This saves both the drawing currently on screen as well as the hidden one. You should always use the **New** icon to remove drawings completely out of memory. The **Clear** icon only removes the drawing from the screen so that it can be redrawn later.

Technical information

The software

This software has been written for Windows 95, 98, 98SE, Me, 2000, XP Home and Professional and Vista. It is not supported on Windows 3.x or Windows NT.

Installing 2Handwrite

2Handwrite 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**

2Simple will provide MSI installations free of charge. An MSI for Windows 2000/2003 servers is included on the disc.

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.

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