



2Investigate

User Guide



INV_BC_006a

4th Edition, March 2005

Copyright © 2002-5, 2Simple Software/think ICT Ltd.

info@2simple.com

www.2simple.com

2Investigate User Guide



Copyright ©2002-3, 2Simple Software/thinkICT Ltd.
All Rights Reserved.

www.2simple.com
info@2simple.com

Copyright Notice

The software described in this document is a proprietary product from 2Simple Software and is furnished to the user under a licence for use as specified in the licence agreement. The software may be used or copied only in accordance with the terms of the agreement.

No part of this document may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated into any language without the written permission of 2Simple Software Ltd.

Trademarks

- 2Simple, 2Simple Software, 2Simple logo, 2Investigate are trademarks of 2Simple Software.
- Microsoft and MS Windows are trademarks of Microsoft Corp.
- Acrobat Reader is a trademark of Adobe Systems Inc.
- Lotus Screencam is a trademark of IBM Corp.

All other trademarks and registered trademarks mentioned in this document are the property of their respective owners.

Third (UK) Edition, June 2003

© 2002-3, 2Simple Software Ltd.

Author: Sean Naghibi, 2Simple Software Ltd.

Portions by Tony Gordon, 2Simple USA

INV_UG_006a

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

2Investigate

Table of Contents

Chapter 1	Installing 2Investigate	4
Chapter 1	System specification	9
Chapter 2	Getting Started with 2Investigate	10
Chapter 3	Creating a new Database	14
Chapter 4	Opening an Existing Database	21
Chapter 5	Working with Cards	23
Chapter 6	Viewing a Database	31
Chapter 7	Modifying a Database	34
Chapter 8	Finding, Sorting and Grouping	38
Chapter 9	Graphing and Charting	46
Chapter 10	Database Statistics	51
Chapter 11	Making Reports	53
Chapter 12	Menu Commands	57
Chapter 13	Teacher Options Menu	63
Chapter 14	Lotus Screencam Help	68

Chapter 1

Installing 2Investigate & Technical Details

Installation for stand-alone machines

1. Put the CD in the drive

2. If nothing happens click 'Start' - 'Run'

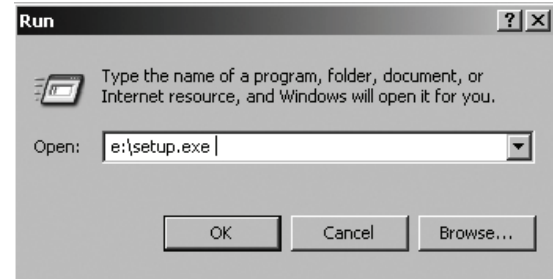
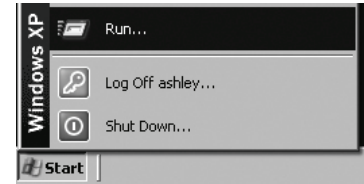
3. Type D:\setup.exe

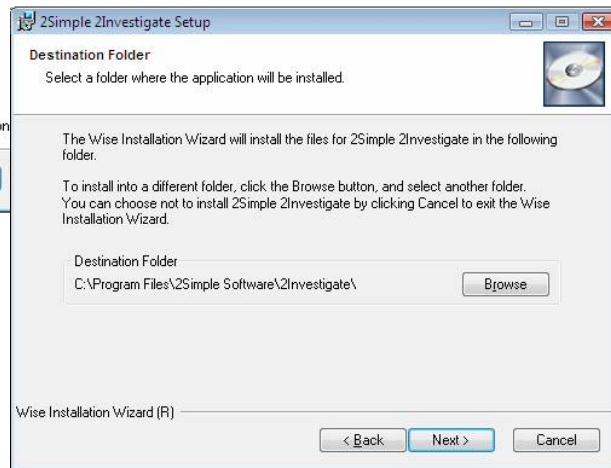
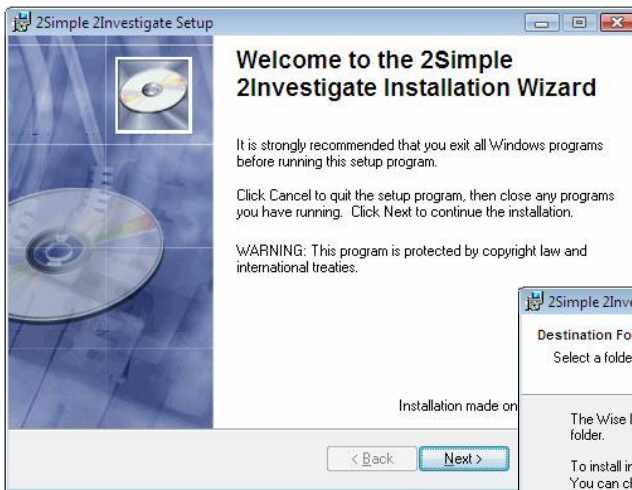
(If your CD drive is drive E, type e:\setup.exe etc).

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 2Investigate.





Installation - Networks

2Investigate is designed to work on ALL networks. Please refer to www.2simple.com/support for more detail on the instructions below as well as other useful support info. For further help, please contact us via our website or email support@2simple.com

Three ways to install 2Investigate on a network:

1) Use the MSI included on the cd to allocate the program across all machines on a network.

This is our recommended method for installing across a network for all 2Simple programs, and has the benefit of not needing to go to each machine to install the software (unlike methods 2 and 3). You can download detailed instructions for this from our support website. The MSI is designed for Windows 2000 and 2003 domain architecture, with Win 2000+ clients.

2) Install on each local machine.

This may be the best option if you have a small number of computers or do not have a Windows 2000 / 2003 domain architecture.

3) Install on server only.

While this method is supported for 2Investigate, it can be time-consuming as it is still necessary to visit each machine and install certain files locally (see below). Note that this method is not possible for all 2Simple programs – see our support site for more information.

- Install the software on the server and create shortcuts to the program for the clients.
- On each local machine run the appropriate "DLL installer" (available from our support site).

Sharing databases across a network

2Investigate allows students working in a networked environment to share information concurrently. This means that many people can have the same database open at the same time. When this happens, any changes to the database made by anyone will be seen by all the others, as it happens (in "real-time").

To use this feature you need to have a network which allows users access to a shared network drive. For example, if the P drive is a shared network drive, you could store your 2Investigate shared databases on P:\2Simple\2Investigate. These folders **MUST** be fully read-and-write accessible for all users.

(Note: 2Investigate is not a server-based database application; ie the data is not managed centrally by a single database server.)

If you have any difficulties with installation (or any other technical queries) please do not hesitate to contact 2Simple on 020 8203 1781 or email support@2simple.com, or visit the support section of our website by going to www.2simple.com and clicking on support.

System Requirements

The minimum and recommended specifications are set out below:

System	Minimum	Recommended
• Operating System	Windows 95	W95, 98, Me, NT4 (SP-3), 2000 or XP / Vista
• Memory	16Mb RAM	64Mb or greater RAM
• Hard-disk space	96Mb	96Mb or greater
• Display	640x480 pixels, 16 colours	800x600 pixels, True Colour (32bit)
• Sound	none	Microphone and speakers

Includes MSI for WIN2000, other MSIs available on request.

Chapter 2

Getting Started with 2Investigate

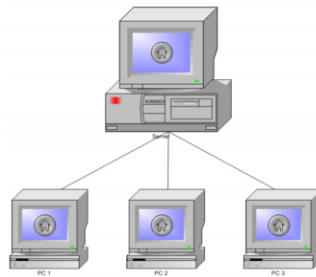
2Investigate

2Investigate is an innovative database program that demonstrates the concept of a "Database" in a visual manner. The program allows you to setup a database and maintain, organise or classify the information in a number of formats, and all of this is undertaken in a manner that lets the user "see" the relationships between the information elements being gathered in the records.

2Investigate uses electronic records or "cards" to store information. Each card can have a number of fields that define the information stored in each "card." The fields can be text, numeric or a pull-down list of defined answers.

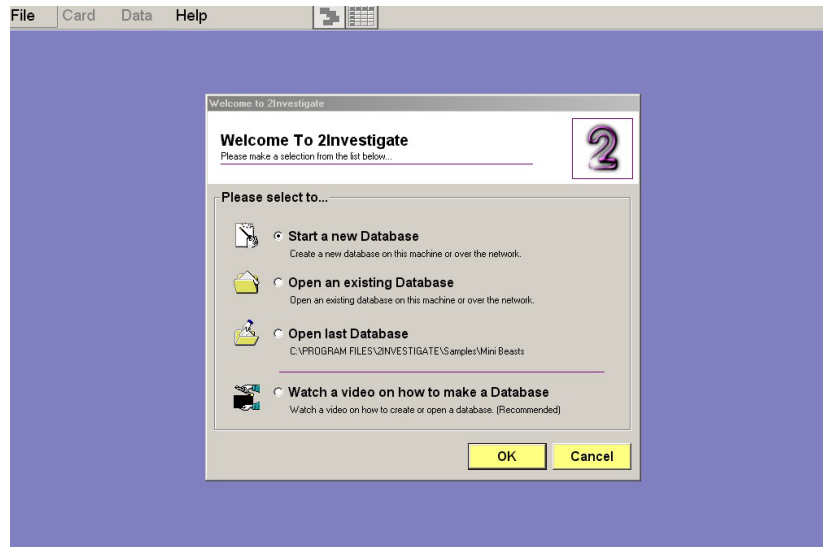
The information stored in 2Investigate databases are not simple "records" but are presented as graphical format "cards." The user entering information can create graphics to illustrate each card, or import graphics from an external source. In addition, users can also add a sound file to each card, or record of brief oral description.

In addition, 2Investigate allows sharing of information with other users in a networked environment. When two or more workstations run 2Investigate at the same time and share access to the same database file on a network, they will see a "shared" view of the information, and can see the changes or additions being made by others in "**Real-time**" (as it happens).



2Investigate

Start 2Investigate using the Icon on the desktop, or from the **Start | Programs | 2Simple Software | 2Investigate** menu. Once the program is launched, you will see:

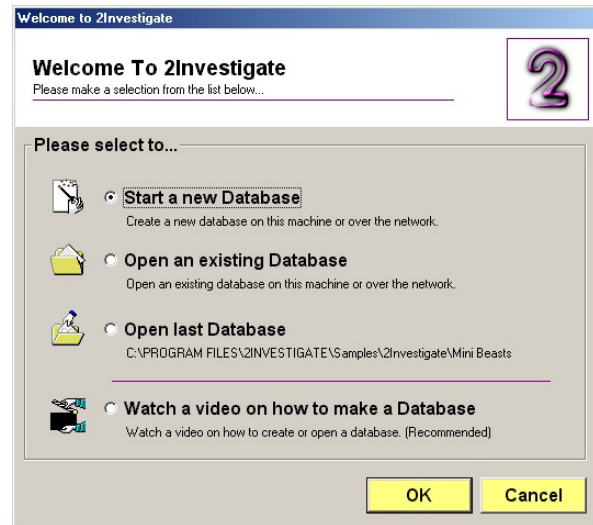


2Investigate

When 2Investigate initially loads, you will be presented with this menu:

You are given 4 choices. These are:

- **Start a new Database**
This option will load a 3 step Wizard which will assist you creating your Database.
- **Open an existing Database**
This option will allow you to open a database that has already been created either on the host machine or over the network. This is explained in the next chapter.
- **Open Last Database**
This option will allow you to open the last database used.
- **Watch a video on how to make a Database**
If you are having difficulty, or simply want to know how to use 2Investigate to setup and use a database, you can watch a video tutorial on making a simple database. This option is highly recommended if you are a new user.



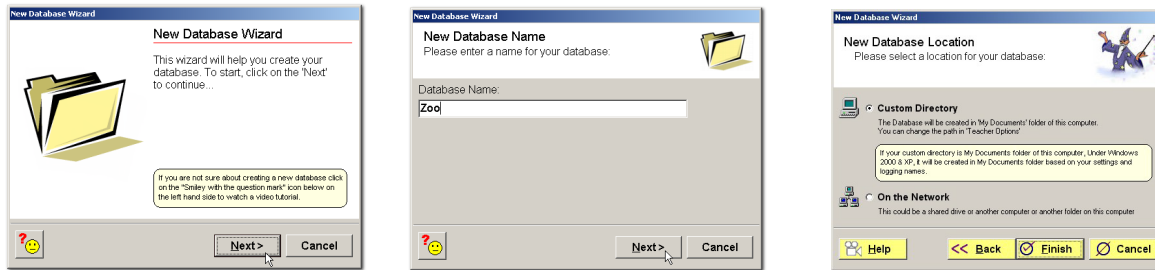
Chapter 3

Creating a New Database

Creating a New Database

Starting a New Database Using the Wizard

Once you have chosen to create a new database, you will be presented with a 3-Step Wizard as seen below:



- Once the Wizard starts, click on "Next" to continue ...
- Now enter a name for your Database (choose something that is easy to remember)
- You can choose to save the file in one of two locations (if you are not sure, check the **Custom Directory** option and click **Finish**)

Custom Directory

This option will create & save your new Database in "**My Documents**" folder of the host computer.

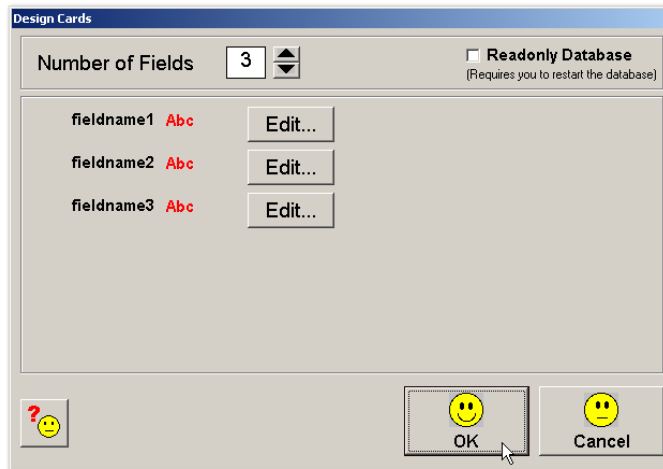
On the Network

This option will give you more flexibility by allowing you to save your Database on another computer, drive or folder.

Creating a New Database

Once you click finish, the **Number of Fields** box will open.

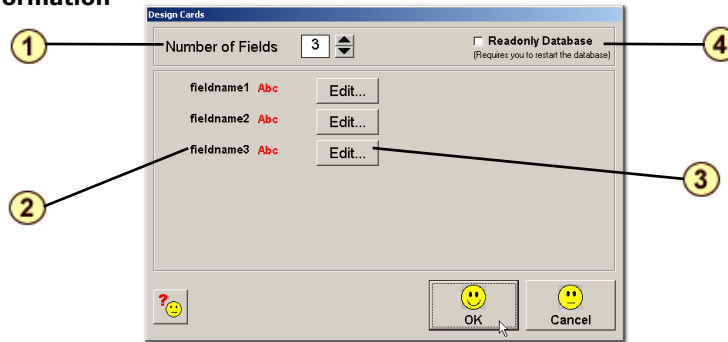
You can define up to 12 fields for each entry in a database. Sometimes, you will only need a few fields; for more complex tasks, you might need all 12!




Remember: The fields need to align with the information you intend to collect. You can name each field (the fieldname can be up to 16 characters in length), to match the data to be collected. For example, in a database about zoo animals, you might have fields for animal, type, number of legs, living environment, etc.

Creating a New Database

Setting the Field Information

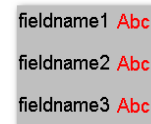


1. Number of Fields

This option allows you to set the fields within your database. By default there are 3 fields but you can increase or decrease the value by using the  buttons. You can have up to 12 fields.

2. Field names

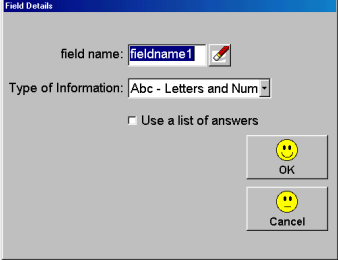
Now that you have decided on the numbers of fields in your database, you can decide what information is to be gathered in each field. Choose Field names that will indicate exactly what information you want students to enter into the card. For example, in a Zoo database, you might have fields for **Name** of animal, number of **Legs**, where it **Lives**, etc. A field name can be up to 16 characters in length.



Creating a New Database

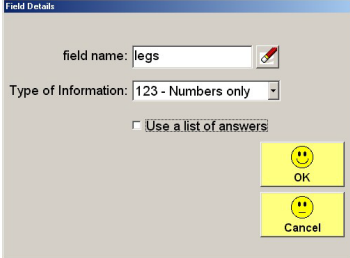
3. Entering field names

The value for each field name can be entered by clicking the **Edit...** button. The following dialogue box will appear allowing you to edit the fields.



A dialog box titled "Field Details" with a blue header bar. It contains a text input field labeled "field name:" with the text "fieldname1" and a small edit icon to its right. Below this is a dropdown menu labeled "Type of Information:" with the selected option "Abc - Letters and Num". There is a checkbox labeled "Use a list of answers" which is currently unchecked. At the bottom right, there are two buttons: "OK" with a yellow smiley face icon and "Cancel" with a yellow frowny face icon.

Let's enter a value for this field, for example, 'Legs':

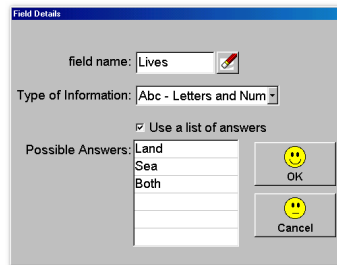


A dialog box titled "Field Details" with a blue header bar. It contains a text input field labeled "field name:" with the text "legs" and a small edit icon to its right. Below this is a dropdown menu labeled "Type of Information:" with the selected option "123 - Numbers only". There is a checkbox labeled "Use a list of answers" which is currently unchecked. At the bottom right, there are two buttons: "OK" with a yellow smiley face icon and "Cancel" with a yellow frowny face icon.

Creating a New Database

3. Entering Field Names (Continued)

Investigate allows you to select the format of the data to be entered by the students. There are three choices:



The screenshot shows a dialog box titled "Field Details". It has a "field name:" label followed by a text box containing "Lives" and a small icon. Below that is "Type of Information:" with a dropdown menu showing "Abc - Letters and Num". A checkbox labeled "Use a list of answers" is checked. Under "Possible Answers:", there is a list box containing "Land", "Sea", and "Both". To the right of the list box are two buttons: "OK" and "Cancel", each with a yellow smiley face icon.

- **Abc - Letters and numbers:**
This means the field can contain letters or numbers. For example, in a Zoo database, you could enter '**Lion**.' This field setting would also allow numbers to be entered as well. If you are not sure what data is to be entered, this is a good setting to use.
- **123 Numbers only:**
This means the field can only contain numbers.
- **List of answers**
This allows the use of predetermined selections. For example, a database about a zoo might have answers that an animal could live on '**Land**' or in '**Water**' or '**Both**.'

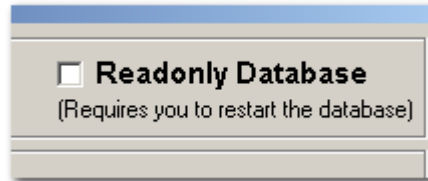
Once you have entered your selection, click **OK** to continue.

Creating a New Database

4. Read Only Database

By selecting this option you can make the Database "**Read only**". This means once this Database has been saved and opened once again, the "**Delete Card**" option will be disabled thus preventing the students from deleting any cards from this Database. However they can still add or edit cards within the database.

This setting is useful in a multi-user setting where many students are entering data, and you do not want inadvertent deletions.



Automatic Saving

When you name your database, it is automatically saved. As new cards are added, or the database is edited, the changes are saved automatically.

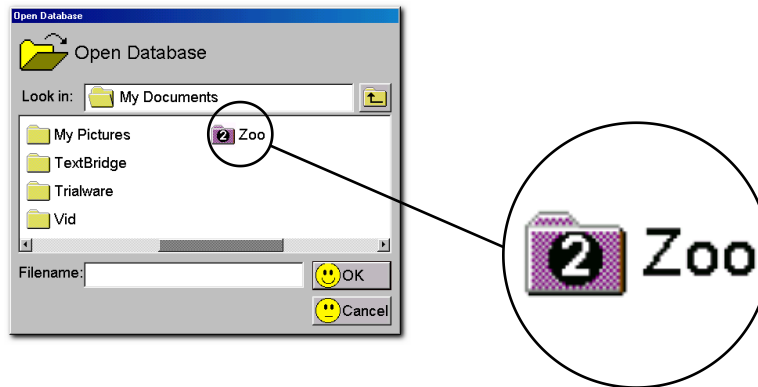
Chapter 4

Opening an Existing Database

Open a Database

As well as creating a database, you can open an existing 2Investigate database.

To open an existing database, click on **File | Open**



Select the drive and the folder where the saved work will be found, and you will see a 2Investigate database icon and the database name. Select it and click on **OK**, and your database will open in 2Investigate.

Opening one of the many sample databases will allow you to try out the sorting and classifying features found in the next chapters: click on **File | Open | Samples | 2Investigate**

Chapter 5

Working with Cards

Adding, Editing, Deleting and Using Sound

Working with Cards

2Investigate uses 'cards' to collect information that is then stored in a database. Each card can have up to 12 fields or characteristics. Each field name can be up to 16 characters long.

The fields will have already been created when the database was setup. The type of information users are to enter in each field can be defined by the person setting up the database.

Data entered can be **text** or **number** or **selected from a pull down list of answers**.

This chapter will show you how to add, change, illustrate and make your cards speak!

Here is an example of a Database "Card" as it will be displayed on-screen



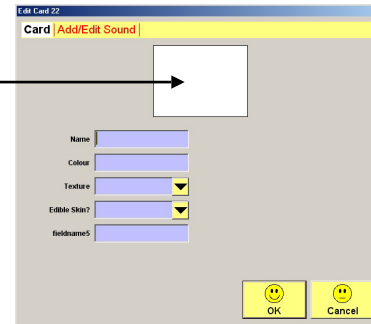
Each card will display the entry in the first field and an image (if created or imported).

Working with Cards

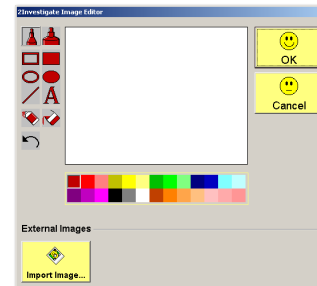
Let's start by adding a card to a database:

Select **Card | Add Card** from the menu:

Click on the white rectangle to access the drawing feature (or to import an image - importing details on next page).

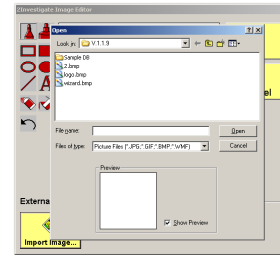


2Investigate has a powerful built-in paint tool that allows you to create an image to suit the card being entered.



Working with Cards

You can import an external image from elsewhere on your computer, or from an external source such as the Clipart on 2Investigate CD-ROM. Click on "Import" to use an external image ...

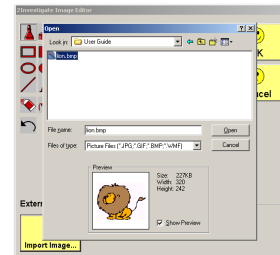


Here is the lion imported from the 2Investigate CD ...

You can import variety of image formats such as BMP, WMF, GIF & JPG formats.

Card Limit

2Investigate has a limit of **99** cards per database.

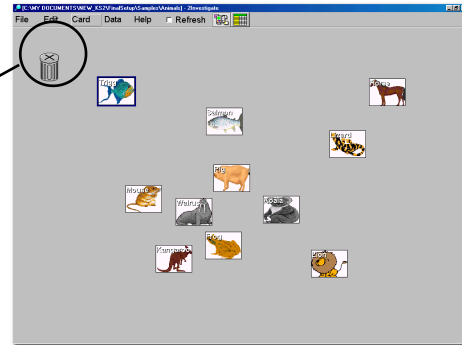
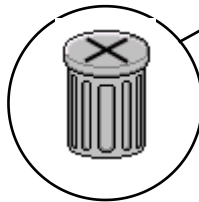


Working with Cards

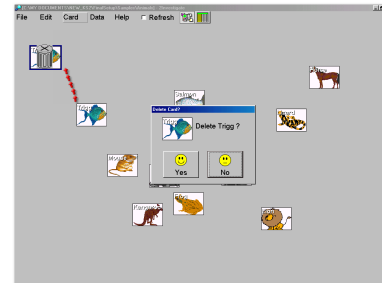
To **Delete** a Card

You can easily delete cards from your database.

Simple click on **Card | Delete Card**:



A dust bin will appear on the top corner of the screen. All you have to do to delete a card is select your card and drag it behind the dust bin as shown.



Working with Cards

Once you move the card behind the dust bin, you will be prompted to confirm your deletion. Repeat the process if you wish to delete more cards.

If the dust bin obscures some cards, you can move the bin anywhere on the screen. Simply **click** on the bin and **hold** the mouse button and **drag** at the same time to anywhere on the screen. To hide the dust bin, click on the **X** on the dust bin.



Working with Cards

Adding/Recording Sound

One of the great features of 2Investigate is the ability to add sound to the cards in a database. You can add sound files to a card, or you can record your own sound within 2Investigate.



For this feature to function, you will need a multimedia-type workstation equipped with a microphone and speakers.

To add **sound** to a new card, create a new card: click on **Card | Add**

When the new card dialogue box opens, you will see a tab that allows you to **Add/Edit Sound**. Click on this tab.

To add **sound** to an existing card:

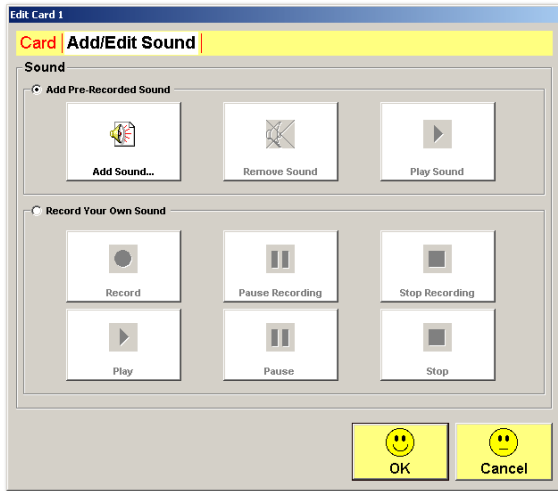
Double click on a card, and the edit box will open allowing you to click on **Add/Edit** Sound tab.

Sound Options:

You have two options for adding a sound:

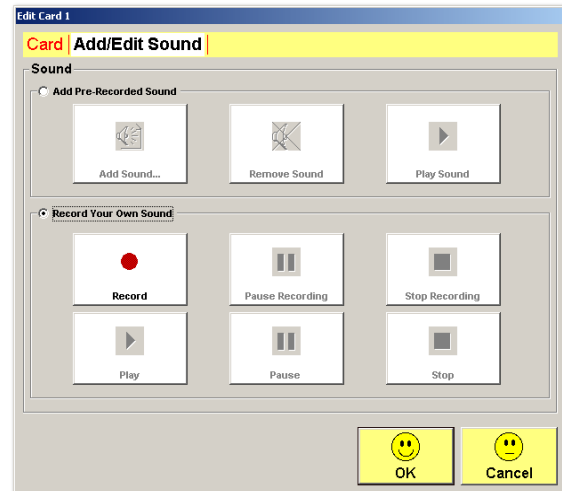
- **Add a Pre-Recorded Sound**
This option requires you to have a sound file somewhere on your computer, a disk or CD-ROM. The file has to be in Windows WAV file format.
- **Record Your Own Sound**
This option allows you to record your own sound provided you have the right hardware on the host workstation.

Working with Cards



To add a pre-recorded sound, simply click on "Add Sound," navigate to the file on your computer, and you can play the sound to see if you are happy with it. When ready click on OK to add the sound.

To remove the sound, click on the button 'Remove Sound.'



To record your sound choose the option "Record your own sound". Simply click on "Record" to start recording. When finished click on "Stop Recording" you can play it back and when you are happy with it simply click on "OK" to add it to your card.

To remove the sound, click on the button 'Remove Sound.'

Chapter 6

Viewing Information

Card or Table View

Viewing Information











The information stored in a database can be viewed in two ways. 2Investigate defaults to the "card" view of information stored. It is possible to view information in a "table" as well.



With a database open, click on the "table" view button on the menu bar to see the information displayed in a table form. This displays the information entered for each field, record by record.

Viewing Information

The field names are shown at the top of the table, and the information for each record is shown. If there are many field names, or a lot of information has been entered, some descriptions may be truncated to fit on the screen. You can view all the information entered by returning to the "card" view, and double clicking on a card.

File Card Data Help 						
		Name	Size (cm)	Food	Information	Home
1		Wels	300	Fish,mammals	Native catfish	Bottom of pond
2		Eels	100	Small fish	Spawn in Atlantic	Pond,lake,river
3		Charr	100	Insects,fish	Sea charr bigger	Ponds,lakes
4		Perch	30	Insect larvae	Shady areas	Clean water
5		Silver Bream	15	Insect larvae	Small schools	Bottom of pond
6		Brown Trout	50	Snails,insects	Young called parr.	Fast water
7		Weatherfish	15	Small animals	Stagnant water	Bottom of pond
8		Stickleback	6	Crustaceans	3 spines on back	Ponds,lakes
9		Goldfish	30	Worms,insects	From China/Japan	Bottom of pond

Chapter 7

Modifying a Database


Modifying a Database

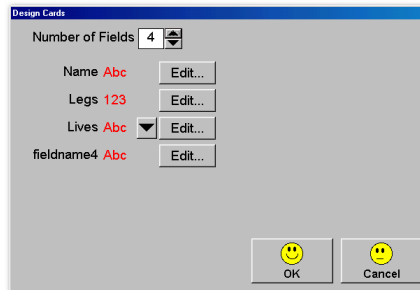
Sometimes you will need to modify the settings of an existing database. This is easily achieved. For example, if we want to add an extra field in our “**Zoo**” database, decide on the additional field that you want to add: for example, we want to add a field for “wings” to our database. Remember we had the following fields in the original “**Zoo**” database:

- **Name**
- **Legs**
- **Lives**

To add a new field to our database called “**Wings**” we:

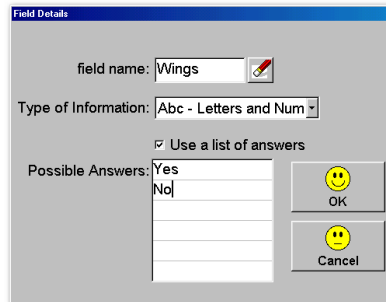
Click on **Card | Design Cards**

Click on the  in the “**Number of Fields**” section to add a new field to the database.



Modifying a Database

Click on the **Edit...** button.



The screenshot shows a dialog box titled "Field Details". It contains the following elements:

- field name:** A text box containing "Wings" with a small edit icon to its right.
- Type of Information:** A dropdown menu showing "Abc - Letters and Num".
- Use a list of answers:** A checked checkbox.
- Possible Answers:** A list box containing "Yes" and "No", with several empty rows below.
- OK:** A button with a yellow smiley face icon.
- Cancel:** A button with a yellow frowny face icon.

Enter the Field name as "**Wings**".

Since we can use unique answers, we check the option box:

Use a list of answers

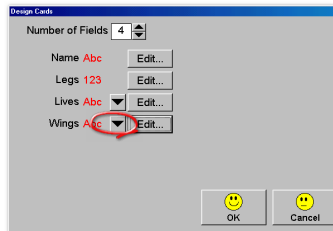
and enter our two possible choices: **YES** or **NO**.

When ready, click on **OK**.

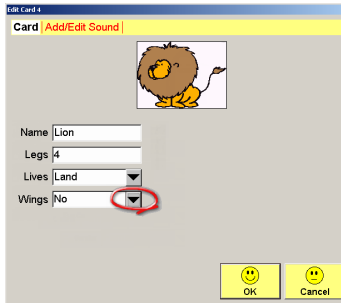
Modifying a Database

Notice that a new button appears next to the new field which contains a possible choice of answers (circled).

When ready click on **OK**.



If you add a new field to a card, the previously entered cards will not have an entry for that field. Users will have to revisit cards already entered to add the new information.



For example, if we pick the Lion, we will see a new field (circled above). We can then update by adding the new information to this card.

Chapter 8

Finding, Sorting and Grouping

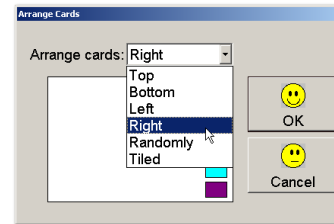
Finding Sorting and Grouping

In this Chapter you will learn how to **Find**, **Sort** or **Group** cards. Let's start with the **Arrange** Command.

Arrange Cards

For display and presentation purposes, you may want to rearrange the position of the cards within your database. To do this, click on:

Card | Arrange Cards

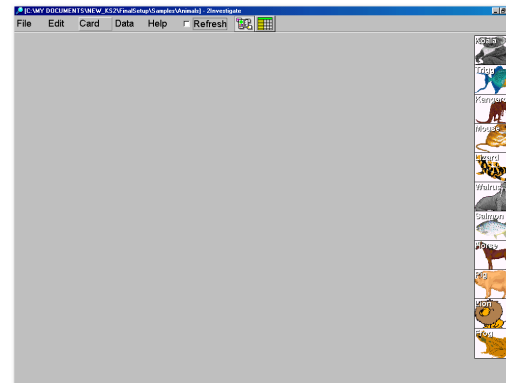


You will be presented with a dialogue box which will allow you to arrange cards on the screen in 5 different ways:

- **Top**
- **Bottom**
- **Left**
- **Right**
- **Random**

This option is useful to keep track of all the cards on the screen once you have many entries.

The example shows **Arrange | Right**

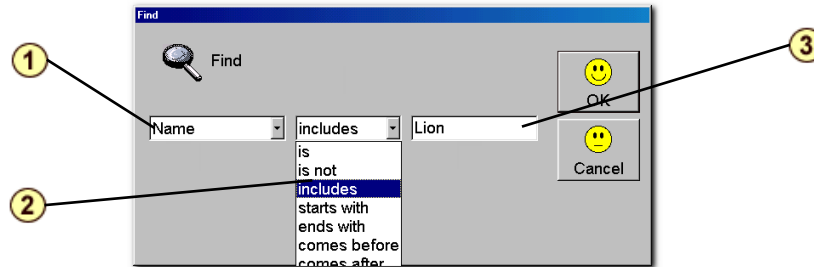


Finding Sorting and Grouping

Find Option

2Investigate allows you to do a powerful search on the cards within your database. For example, to find a card in our “**Zoo**” database.

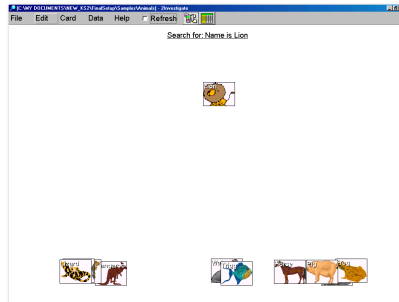
Click on **Edit | Find** from menu and you will be presented with the **Find** dialogue box:



1. The drop down menu will contain the fields settings from the database structure. For example, in our Zoo database, we can choose from **Name, Legs** and **Lives**.
2. The find command allows the use of powerful search terms such as:
 - **Is**
 - **Is not**
 - **Includes**
 - **Starts with**
 - **Ends with**
 - **Comes before**
 - **Comes after**

Finding Sorting and Grouping

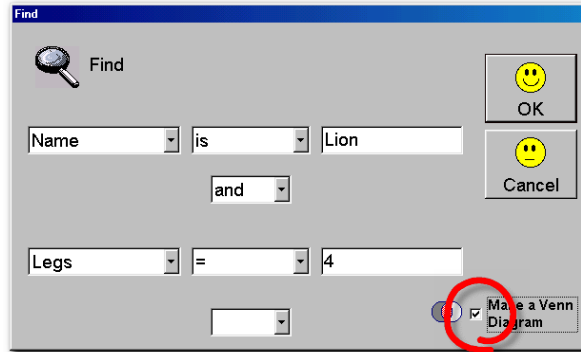
3. Finally we put in the name of the subject. In this case, Lion. Then click OK and the results will be displayed.



For accurate results, please make sure you type the name exactly as it appears in the database otherwise 2Investigate will not find a match.

Finding Sorting and Grouping

We can go a step further and undertake more complex searches by adding additional parameters to the original find command:



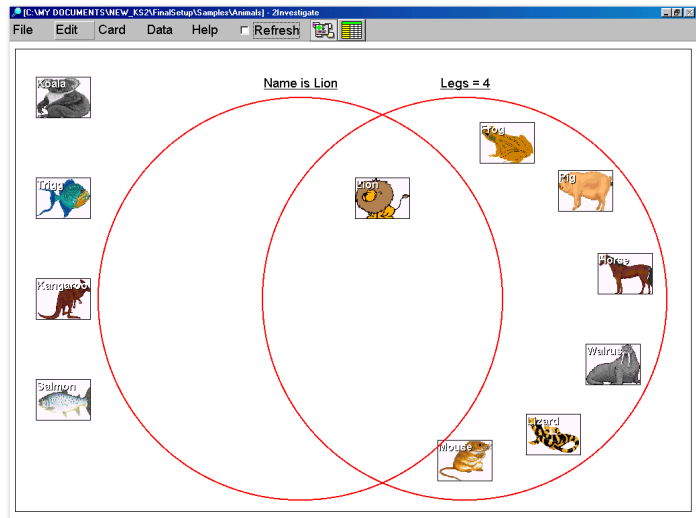
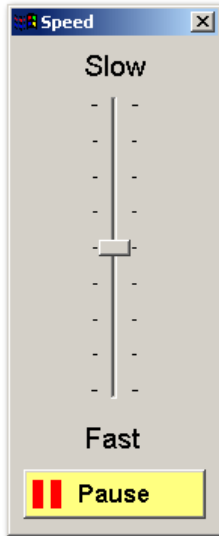
For example, to **Find** using two expressions, we would enter something like this:

Name | is | Lion
and
Legs | = | 4

You can choose to show the results in a 'Venn Diagram.' Simply make your selection and click on **Make Venn Diagram** check box (Circled above).

Finding Sorting and Grouping

You can control the speed of the **Find** by using the slider that appears in a window while the data is being organised to match the find command.

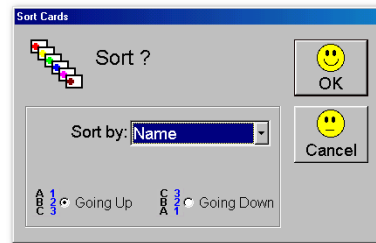


Finding Sorting and Grouping

To **Sort Data** within a database.

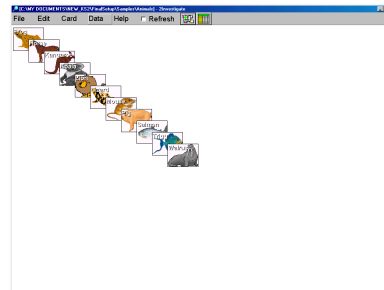
Sorting allows the simple classification of the cards by one field or parameter. This is not to be confused with the more powerful **Find** command that allows many parameters to be considered at the same time.

You can visually sort the data within the database: click **Data | Sort**



You can sort data based on your field settings. For example, our Zoo database will have fields for **Name**, **Legs** and **Lives** and we can sort the information in those fields in two ways:

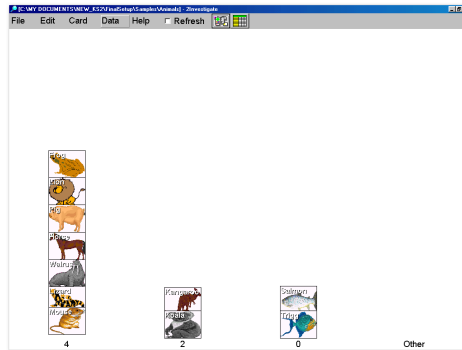
- **Going Up**
- **Going Down**



Finding Sorting and Grouping

Grouping Cards

You can **Group** the cards by field names. In our example, the animals in our “**Zoo**” database can be grouped by their **Name**, **Legs**, **Lives** fields:



Chapter 9

Graphing and Charting

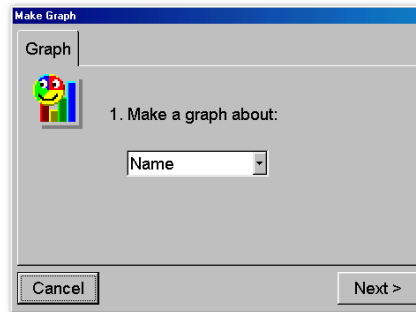
Graphing and Charting

Graphing and Charting

2Investigate allows the creation of graphs and charts in a variety of formats including pie charts and 3D bar graphs. The **Graphing** wizard simplifies this process. Simply select the field you want to graph or chart, add a title, label the axes, and when ready, click on 'OK' and within a few seconds your graph is created on screen.

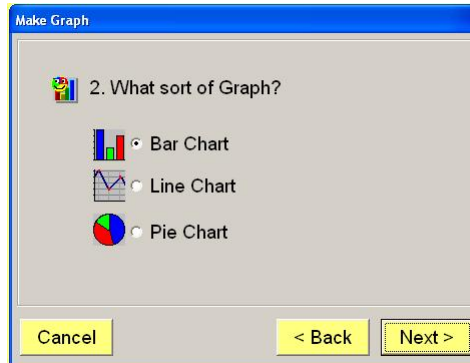
Let's see how this is done. To make a graph or chart, you need to have a database open and when ready click:

Data | Make Graph



Graphing and Charting

Select the field you want to use from the drop down menu.
Click on **Next** when ready...



Select a graph type you want. You have a choice of three types of chart or graph:

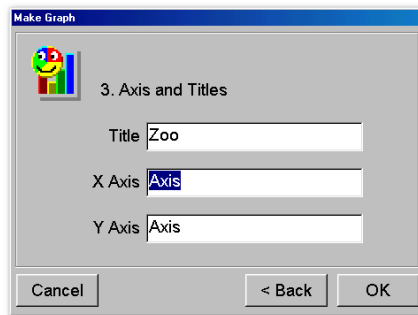
- **Bar Chart**
- **Line Chart**
- **Pie Chart**

When ready, click on **Next**...

Graphing and Charting

Now you can enter a title for your graph as well as descriptions for the X and Y axes of your graph.

When ready, Click on **OK** for your graph to be created...

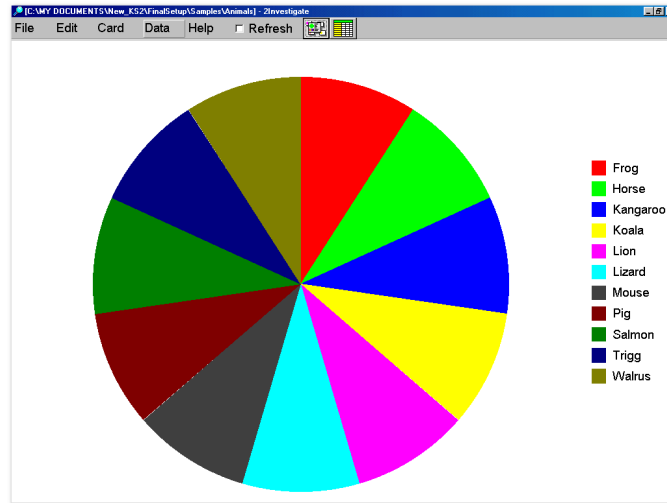


The screenshot shows a dialog box titled "Make Graph" with a small icon of a bar chart and a smiley face. The dialog is at step 3, "3. Axis and Titles". It contains three text input fields: "Title" with the text "Zoo", "X Axis" with the text "Axis", and "Y Axis" with the text "Axis". At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "OK".



Remember: X and Y Axes **cannot** be titled in Pie Charts

Graphing and Charting



Animals database represented in a "Pie Chart"

Chapter 10

Database Statistics

Statistics

You can calculate statistics from the information stored in a database. The output can be seen as a count or a percentage.

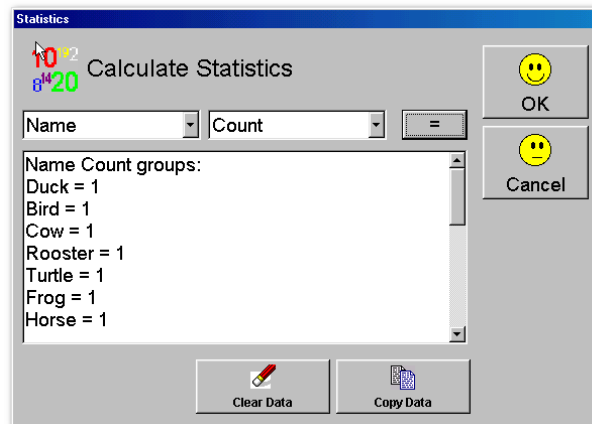
Open a database, and then: click on **Data | Statistics**

This will open a dialogue box where you can select the field that you want to analyse.

If the data format is text, then the options are limited to **Count** or **Percentage**. If the information is Numeric, then a much wider range of statistics can be derived, including:

- Mean
- Maximum
- Minimum
- Range
- Total

The data can be copied for use in other applications by clicking on the **Copy Data** button.



Chapter 11

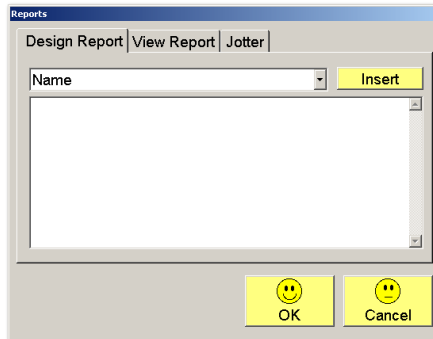
Making Reports

Reporting Information

Making Reports

It is important to be able to take information from a 2Investigate database and use it with other software tools being used by students. Your students can make reports based on the fields in their database(s). The data can be copied and pasted into the 'clipboard' or imported into any text based Windows application.

To start, click on **Data | Reports**

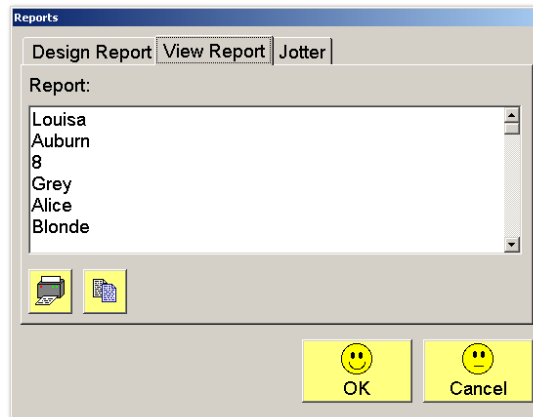


There are three tabs: **Design Report, View Reports & Jotter**. Let us look at the **Design Report** function first:

From the **Design Report** tab, select the fields needed for the report. Each field will need to be **Inserted** by clicking the **Insert** button.

Reporting Information

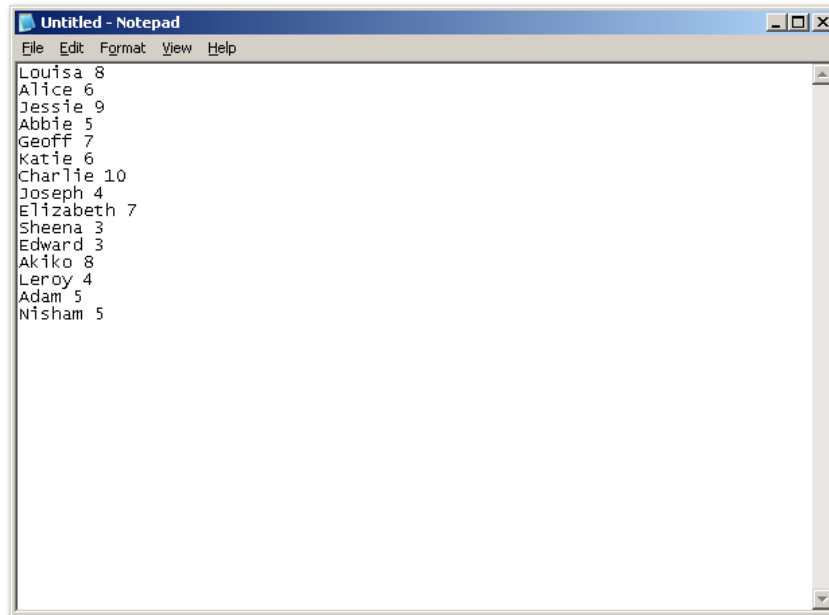
PLEASE NOTE: as you click on the **Insert** field button, the text output from the database doesn't insert spaces between values, so you might find it easier to read if a space is inserted between values. For example: if you insert <<Name>> and then tap the space bar to add a space before inserting <<Eye Colour>> the report will look like "Louisa Auburn" rather than "LouisaAuburn."



When you have inserted all the fields you want, click on **View Reports** to see the report. This will give you a listing as data which can be copied into other programs.

Reporting Information

To use the data, simply click on the **Copy Data** button which will copy the information into the clipboard and all you have to do is to paste it into any text based application: for example, NotePad.



Chapter 12

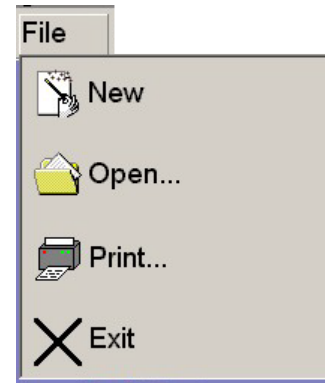
Menu Commands

Menu Commands

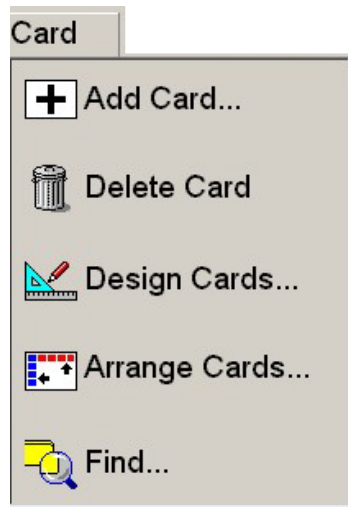
Although all the information in this section can be found in other chapters of the User Guide, this section summarises all the Menu Commands available to the user, organised under the main Menu headings.

The **File** Menu allows the user to:

- **New** - Open a new database. Will open the 'Design a New Database' wizard.
- **Open** - Opens an existing database. Will open a file browsing window allowing the user to select an existing 2Investigate database.
- **Print** - Enables printing of the screen, individual card, or a graph or chart on the default printer. The default printer is set using the teacher options menu.
- **Exit** - Exit the program.



Menu Commands



The **Card** Menu allows the user to:

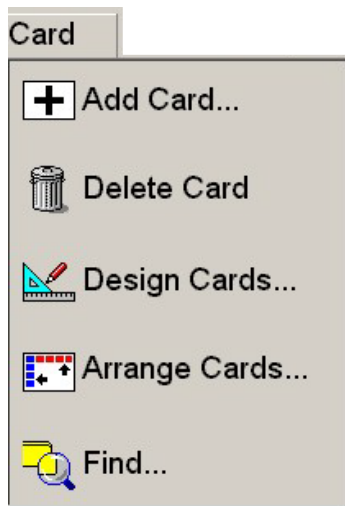
- **Add Card** - Add a card to a database. Allows a new card to be added, and information entered for each field (remember, the fields are setup when a "new" database is created using the **File | New** command).
- **Delete Card** - Delete a card from the database. This will allow the user to delete a card from the database. If the **Read Only** option is set in the **Teacher Options**, then this feature will not be available (the text will be grayed out if **Read Only** is enabled).

If this feature is active, when you click on this Delete Card, a Dust Bin will appear on the desktop (you can move it anywhere by clicking on it, and dragging while the left mouse button is pressed). To delete a card, click and drag it "behind" the bin, and you will be asked if you want to delete the card: click "Yes" and the card will be deleted.

You can "hide" the Bin by clicking on the "X" on the lid.

- **Design Cards** - Allows the user to alter the structure of an existing database. If you find that you need additional fields, or need to change the input characteristics of a field, then the **Design Card** command allows you to change the database to meet your needs.
- **Arrange Cards** - Cards can be arranged on screen in a number of ways. Allows you to select from a pull down menu how cards are shown on the screen. Choose from **Top, Bottom, Left, Right, Randomly, Tiled** views.

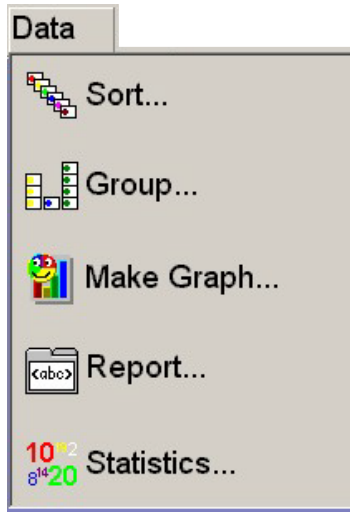
The **Card** Menu (continued):



- **Find** - A powerful search tool that allows the user to search for information using one or more field. A database can store a lot of information, and this information can be organised using many fields. Finding information can be difficult if you cannot search for a number of pieces of information at the same time.

The **Find** command allows searches to be undertaken using sophisticated search command features such as "is", "is not", "includes", and more. In addition, the **Find** Command allows you to search on multiple items using "and" and "or" combination search tools. You can combine up to three levels of search in the **Find** command.

Menu Commands



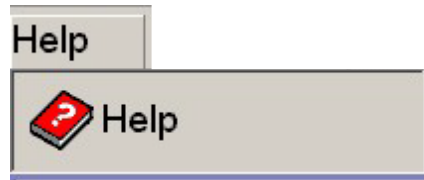
The **Data** Menu allows the user to:

- **Sort** - Sort by field, ascending or descending. Users can select to sort information by field, and then by ascending or descending format. In all cases, a tiled display will result with the cards organised according to the format selected.
- **Group** - View the Cards by number, by field. The **Group** command allows the user to classify or group cards by field. A powerful visual tool for classifying information by a single characteristic.
- **Make Graph** - Create graphs from information stored. Allows users to make graphs organised by field. A simple to use "wizard" guides users through the process of creating a graph. The graph can be titled, as can the axes.
- **Report** - Extract information for use elsewhere. The Report command allows the user to output information, field-by-field, from the database. This information can be copied into other programs.
- **Statistics** - Show statistical information on a database. If the data is text, users can obtain statistical information on count and percentage. If the data is numeric, then a much wider range of statistical information is available such as mean, minimum, maximum, total, etc.

Menu Commands

The **Help** Menu allows the user to:

Help - Find information on program features.



Chapter 13

Teacher Options

Teacher Options

Teachers or authorised users can configure a number of 2Investigate's options according to their needs. To gain access to the options, simply simultaneously press the following keys:



Teacher's Options consist of 12 elements that can be changed. The following pages detail the options and the default settings.

Teacher Options

1. Hide Refresh Option

This feature is used in a multi-user environment, where users can update the database for all users as they enter new data. If you are working in a shared folder environment, you can uncheck this box to enable users to see changes being made across the network. Default is **Hide**.

2. Sound Options

If you are using a multimedia computer, this option allows the user to record sounds on a database card. If you do not have access to a computer-based microphone, or you do not want this feature enabled, then uncheck the box. Default is **Show Add Sound**.

3. Read Only Option

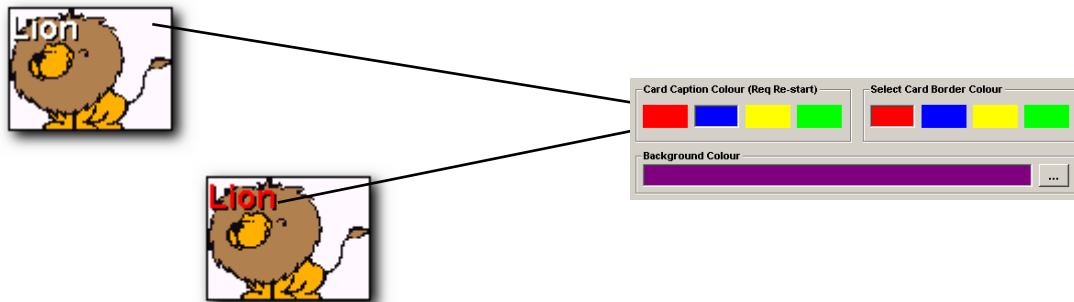
If you want to allow a database to be 'read only' then check this box. Read only allow students to add or edit cards, but not to delete them. This feature is useful if you have many users entering data on similar topics. Default is **Enabled**.

4. Enabled Case Sensitivity

When sorting or classifying information, upper or lower case spelling is accepted. If you need to differentiate between upper and lower case spelling then **enable** case sensitivity. Default is **Not Enabled**.

5. Card Caption/Border Colour

This option allows you to change the colour of the **captions** of each card created in your database. This is a useful option if the colour of the caption blends with the background colour thus making it hard to read the captions. Simply click on the button where you will be presented with a choice of colours. You **WILL** need to restart 2Investigate for changes to take effect.



There is an option to allow you to change the colour of the card **borders** to suit your needs as well. Default not applicable (N/A).

6. Default Printer Selection

This drop down box will list all the available printers installed on your machine. This allows you to select the default printer for 2Investigate.

Teacher Options

7. Change Teacher's Options Keys

When you press CTRL+Shift+O, you launch the Teacher's Options panel. You can change this key by choosing a different letter. You will need to restart 2Investigate for the change to take effect. Default **CTRL+Shift+O**.

8. Set Folder Access Options

You can stop students from browsing other folders by checking this option. Default is **allow browsing**.

9. Set Jotter Options

Allows you to disable print, save or copy. Default is **enabled**.

10. Set Report Options

You can control whether users can print in the report menu with this option. Default is **enabled**.

11. Show Add a Card Reminder

If you do not want the 'add a card' reminder pop-up box to appear, then check this box. Default is **show reminder**.

12. Working Directory

This option allows you to set the working directory where files are stored.

13. About

Shows the version information for the copy of 2Investage being used. Useful if you are reporting a problem.

Chapter 14

Lotus Screencam Help

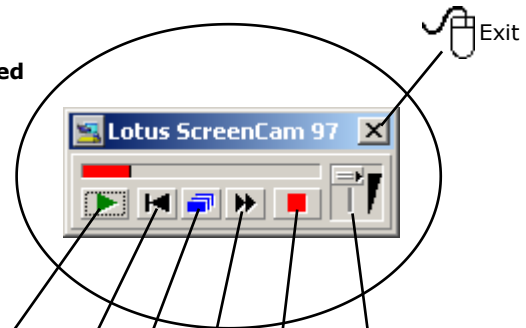
Lotus ScreenCam Help

2Investigate comes with a number of video tutorials which can be viewed with Lotus ScreenCam. It is important that you become familiar with this tool as it plays a major role in teaching you how to use 2Investigate.

Lotus ScreenCam has a very easy to use control panel. You will not see the toolbar on the desktop (it is usually hidden behind the video being Played). You can find the Control Panel on the Windows Program Bar when a video tutorial is playing.

 **Mouse Required**

 **Can use Keyboard**




Important tips:

- **If the cursor disappears, press "ALT" key to bring it back.**
- **Press the "Spacebar" to Stop/Play a video .**
- **Click on the (X) on the top corner of the Player to exit ScreenCam.**

  Play/Pause

 Fast Forward

 Volume Control

 Rewind

 Segment

 Stop



2Simple Software

Enterprise House
2 The Crest
Hendon, London
NW4 2HN

Tel: (+44) 020 8203 1781
Fax: (+44) 020 8202 6370

info@2simple.com
www.2simple.com
