



PUB\_BC\_005 14 May 08



# 2Publish+

## User Guide

# Introduction

---

2

*“The original 2Publish was written almost 10 years ago. Since then we have had wonderful feedback from children and teachers using the program all over the world.*

*We’ve tried to include as many of your ideas and suggestions as possible in 2Publish+, together with many new features and approaches, whilst still keeping the program as simple as possible.*

*We hope you and your pupils find it relevant, useful and even more enjoyable than the original!”*

**Max Wainwright**  
**2Publish+ designer and developer**  
**Jan 2008**

*In the new version of 2Publish+ we have added a number of great features - such as automatic resizing of text for all screens, and automatic numbering across multiple pages in the Multi screen. See the Appendix for a full list.*

**May 2008**

# Contents

page

Installation - Networks & stand-alone machines.....	4-5
Getting started .....	6
Printing, saving, tools etc.....	7
Opening and Saving.....	8
Setting Fonts.....	9-10
Webcam.....	11
Importing Pictures.....	12
Row 1 - Simple, Circle, Table, Shapes, Postcard, Booklet.....	13-18
Row 2 - Comic-Strip, Card, Multi, Layouts, Newspaper, Anywhere.....	19-24
Row 3 - Certificate, Posters, Display, Leaflet, Borders, My Layout .....	25-30
General Tips - Alt & Shift.....	31
Teacher Options.....	32-34
Using the training videos.....	35
System Requirements.....	36
Further Technical Information.....	37
Appendix - New Features.....	38
About 2Simple.....	39
Copyright Information.....	40
Contacting 2Simple.....	41

**Whilst this manual provides help in using 2Publish+, we recommend you also**

# Installation - Networks

4

2Publish+ is designed to work on ALL networks. Please refer to [www.2simple.com/support](http://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](mailto:support@2simple.com).

## Three ways to install 2Publish+ 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.

Most 2Simple programs also require Adobe Flash Player on each machine. An install for this is located on the cd but it is preferable to install the latest version from [www.adobe.com](http://www.adobe.com).

### **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.**

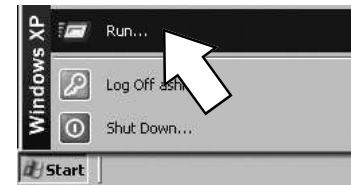
While this method is supported for 2Publish+, it can be time-consuming as it is still necessary to visit each machine and install certain files locally (see below). Note that this method is not possible for all 2Simple programs – see our support site for more information.

- 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).
  - Install Adobe Flash Player (available on the cd or from [www.adobe.com](http://www.adobe.com))

## Installation - stand-alone machines

5

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

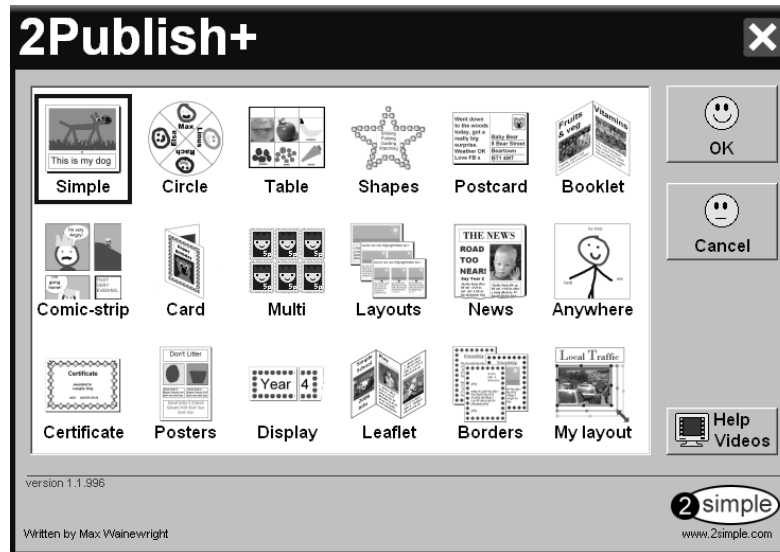


3. Type **D:\setup.exe**  
(If your CD drive is drive E, type e:\setup.exe etc).



4. Click OK.
5. Follow the instructions on screen to complete the installation.  
***This will install your software and add a link from the 'start menu' to 2Publish+.***

# Getting started



Choose a screen then click OK.

You can choose the best place to start by watching the videos.

# Printing, saving, tools etc

New Print Open Save Undo Redo Text Edit Webcam Minimize Close



- New:** Click on the blank white sheet to start a new picture or choose a new template.
- Print:** Print your picture.
- Open / Save:** Allows pupils to store and retrieve their work.
- Undo:** 'Undoes' the last thing you drew or typed.
- Redo:** 'Undoes' an 'Undo' command.
- Text Edit:** Change the font, colour and size of text.
- Webcam:** Activates your webcam if you have one connected, allowing image capture.



These symbols appear at the bottom left corner of every screen, under the felt tips. Clicking on them allows you to switch between simple felt tips and more advanced drawing and painting tools (*below*).

## Advanced drawing and painting tools

- |                       |  |  |                    |
|-----------------------|--|--|--------------------|
| Felt tip              |  |  | Pencil             |
| Runny paint           |  |  | 'Furry' brush      |
| 'Impressionist' brush |  |  | Splash brush       |
| Filled rectangle      |  |  | Outlined rectangle |
| Filled ellipse        |  |  | Outlined ellipse   |
| Straight line tool    |  |  | Fill tool          |



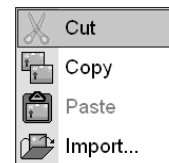
Colour swatches



Brush size selector



Click to switch back to simple felt tips.



**When the advanced drawing and painting tools are selected**, if you right-click with your mouse over an image field, you have the option of cutting, copying, pasting and importing images.



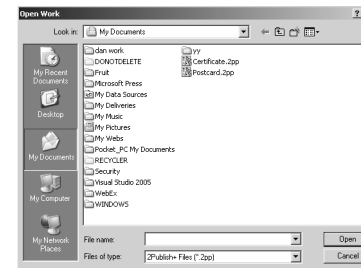
Easily change font size using these 2 buttons on the bottom left corner.

## Opening and Saving

8

When you click Open or Save within the first 5 screens (*Simple, Circle, Table, Shapes, Postcard*), you will get a “simple” dialog box which does not allow browsing to other folders. Nonetheless, if you click on the “more...” button on the bottom right you will then get the “standard” dialog box which does allow folder navigation.

If you click Open or Save within any of the other screens, you will be taken directly to the standard dialog box.

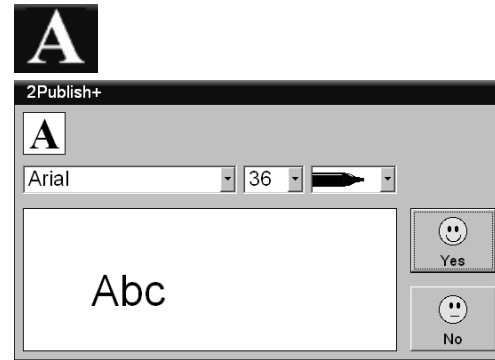




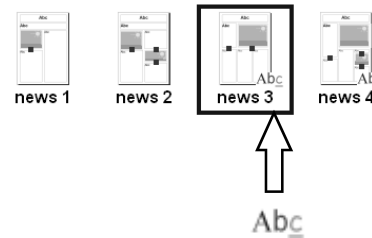
# Setting Fonts

The first series of screens - *Simple, Circle, Table, Shapes, Postcard, Booklet, Comic-Strip, Card, Multi, Layouts, first 2 Newspaper screens, Certificate, Small Leaflet* - provide a simple method of setting fonts. Click on the "A" button at the top of the screen and choose from 5 fonts (which are customisable from the Teacher Options), and change the size and colour. The changes will apply to the *entire* text block.

*Anywhere* and *Display* have slightly different methods for changing font settings but again the changes will apply to the entire text.



The last series of screens - *Last 2 Newspaper screens, Posters, Big Leaflet, Borders, My Layout* - provide a more comprehensive method of setting fonts. You can set text to be **bold**, *italic* and underlined, as well as choose between different alignments. You have a wider choice of fonts, and you can choose to format individual words or letters rather than the entire block of text. These screens are marked with a multi-coloured "Abc" on the bottom right corner, to differentiate them from the first series of screens.



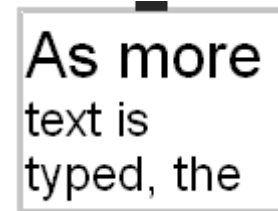
## Auto-resizing fonts

10

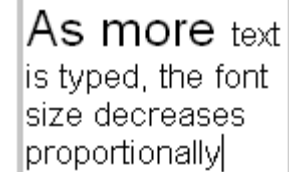
One of the unique features of 2Publish+ is auto-resizing of fonts.

When you type text, if you reach the end of the box while typing and you nevertheless continue to type, the text will automatically resize to be smaller, to fit into the box. This means that you don't have to take the time to manually amend the text size to fit into the space provided - it is done for you automatically!

This now works even for the last series of screens, where you can have words with different font sizes within the same box - the different size fonts will automatically decrease in size as required, and remain in proportion with each other.



As more  
text is  
typed, the



As more text  
is typed, the font  
size decreases  
proportionally

## Webcam

11

When you click on the webcam icon to import an image from your webcam, you can choose to import your image with one of five effects applied to it.

Choose from normal, black and white, sepia, pure monochrome and colourised.

Click on the spanner icon on the bottom right of the box to choose which webcam to use from the dropdown menu that will appear (if you have more than one webcam connected to your computer).

The webcam can be used in any location where you can use the painting tools (except the anywhere screen).



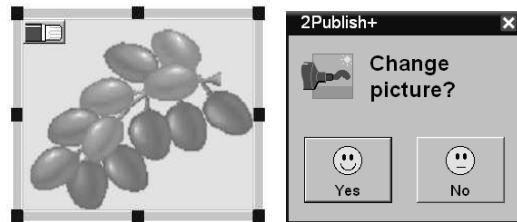
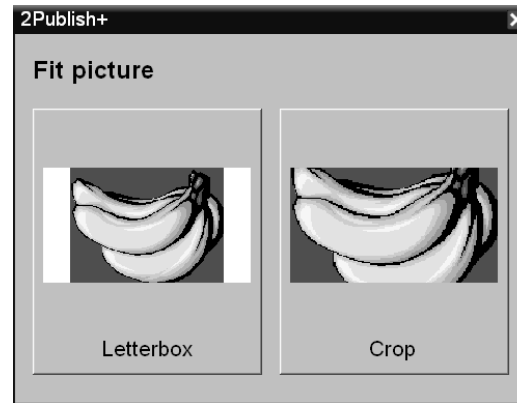
# Importing Pictures

When you import an image, you are given two choices:

**Letterbox** - This will import the entire picture, but since the area you are importing into might not exactly match the proportions of the image, there will usually be some blank space left on either side of the picture (or at the top and bottom).

**Crop** - This will import part of the picture (and crop the rest) in order to keep the proportions correct but at the same time ensure that the entire space is filled in by the imported picture.

On **My Layout** screen, there is an additional import option; if you right-click the canvas and choose import (instead of importing into an already-created image box), a small red felttip appears on the top left corner of the picture. You can then resize the imported picture by dragging the square blue handles. You will not be able to use the felt tips to paint on the picture until you click on the small red felt tip. If you click on the red felt tip, you will be asked if you want to "change the picture". If you click yes, the red felt tip will disappear and you will be able to edit the picture. If you resize the box, the picture will no longer automatically resize.



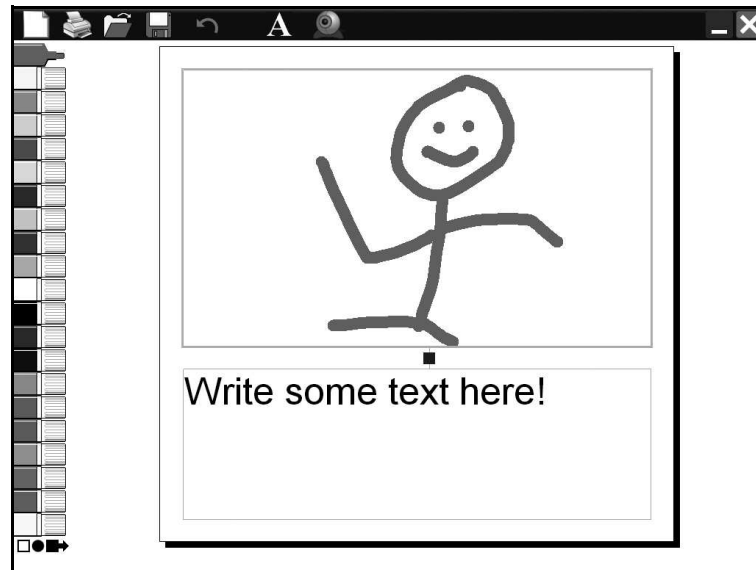
## Simple screen

13

Combine text and pictures.

Draw pictures using the felt tips or other drawing tools, import images from your computer or capture images from a webcam (you can use all these methods in any image box on any screen in 2Publish+).

*Drag the small purple square up or down (it is located between the image and text boxes). This gives you more space to paint or more space to write, as required. This unique feature provides flexibility and structure at the same time, while also being very easy to use.*



# Circle

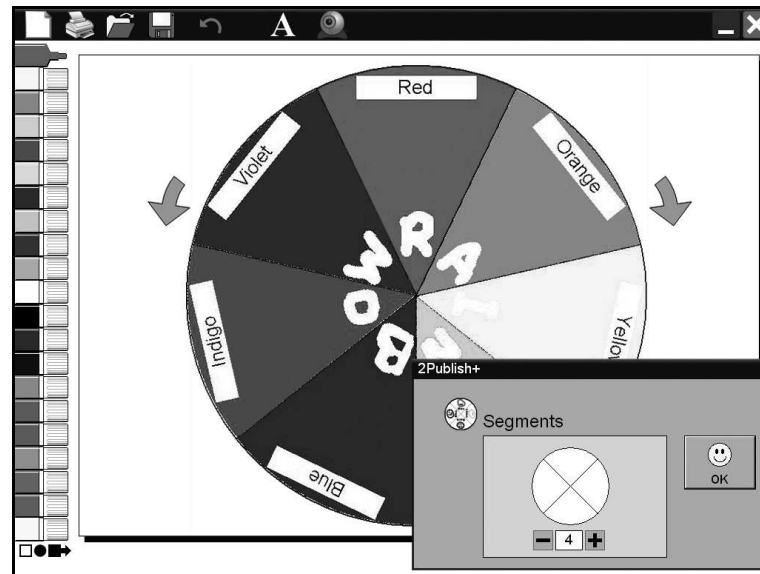
14

Create a rotational picture.

Choose the number of segments you want in your circle and click OK.

Add pictures and a text header to each segment.

Only the segment at the top of the circle is editable. Click on the green arrows to rotate your circle or simply click on any segment to bring it to the top.



# Table

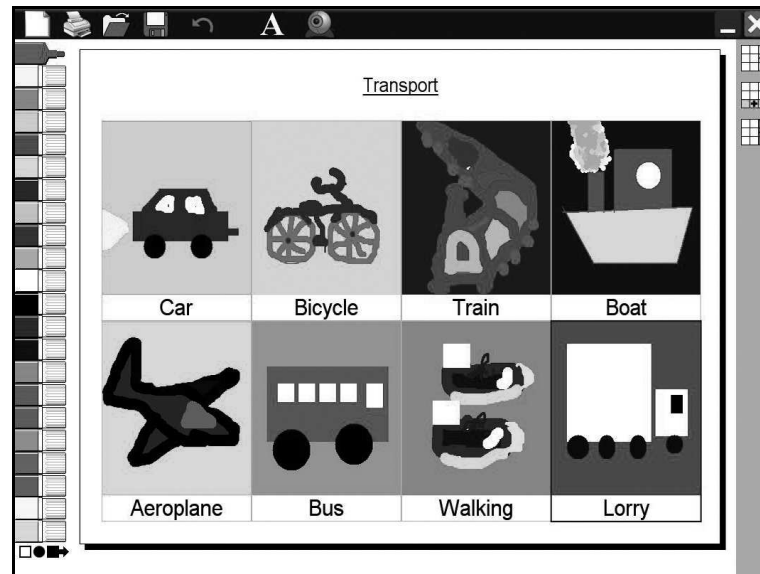
15

Create illustrated tables.

Use the grid icons in the grey bar on the right to change the number of rows and columns.

Add pictures and a text label to each cell, as well as a title at the top.

When you click the "A" button to change font styles, note that there is an "All" tickbox which, if ticked, will apply the chosen font style for all cells at once (this is also available in Circle and Postcard screens).



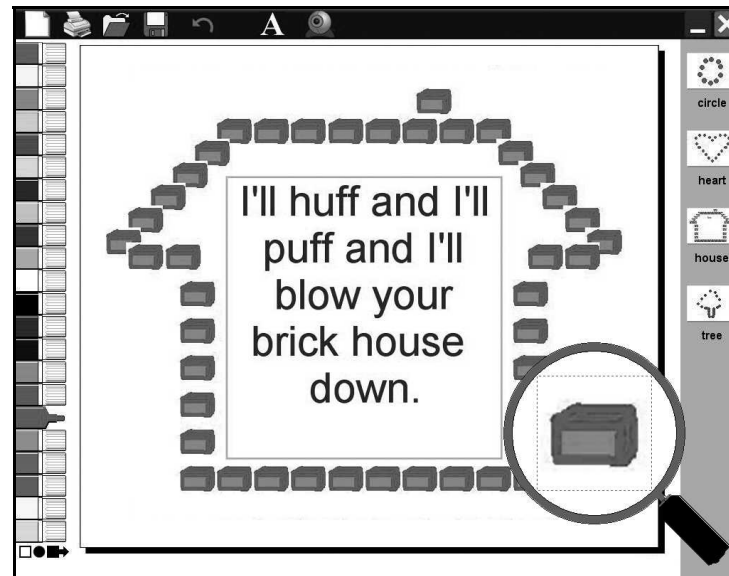
# Shapes

16

Create decorative borders and add text to them.

Choose a shape template from the grey bar on the right, then in the magnifying glass add a picture. Click on the screen to apply your border to the frame.

Write your text in the frame inside the shape.





# Postcard

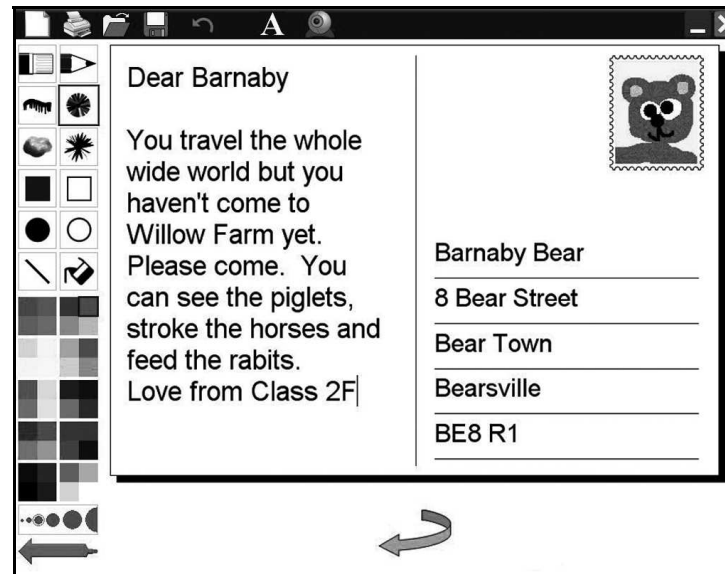
17

Create your own postcards.

Write a message on your postcard, add a picture on the stamp, and fill in the address.

Click on the green arrow to flip your postcard over. Now add a picture to the other side.

When you print, it will print both sides on a single A4 sheet which you can fold half-way to create your final postcard.



# Booklet

18

Create a simple folded booklet.

Add pictures and text to each section.

*Use the small purple squares* to adjust how much space you need for the pictures and text.

*Click the small green arrows* at the page corners to flip your pages over.

When you print, it will print all 4 sides on a single A4 sheet which you can fold to create your final booklet.



# Comic-Strip

19

Create a simple comic-strip.

Choose a layout, then click OK.

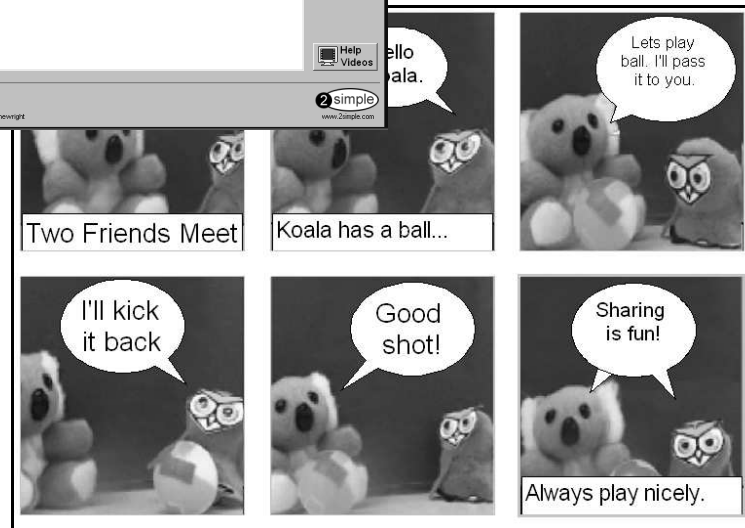
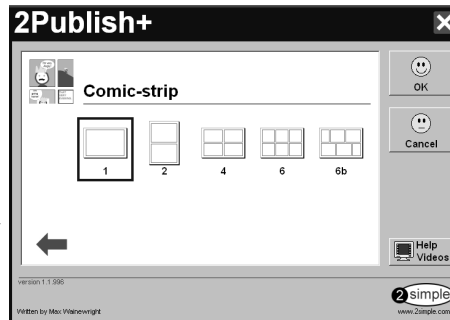
Add a picture in each frame.

Drag speech bubbles / thought bubbles / text squares from the grey bar on the right and add text in them to create a dialogue.

Resize the bubbles using the purple square. Use the blue square to point the bubbles in the right direction.

You can drag bubbles between different frames in your comic strip. You can also delete them by dragging them to the dustbin icon (bottom right).

Click inside a bubble and then hold down "alt" or "shift" and drag your mouse to select portions of text.



# Card

20

Create a greeting card.

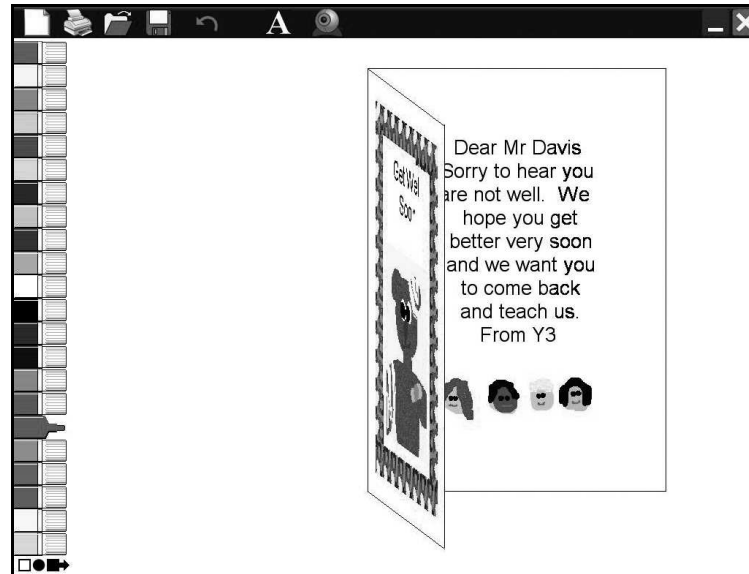
Use the magnifying glass to create a border on the first page.

Add pictures and text to each page.

*Use the small purple squares* to adjust how much space you need for the pictures and text.

*Click the small green arrows* at the page corners to flip your pages over.

When you print, it will print all 4 sides on a single A4 sheet which you can fold to create your final card.



# Multi

21

Create multiple cards, play bank notes, invitations, tickets, stamps etc.

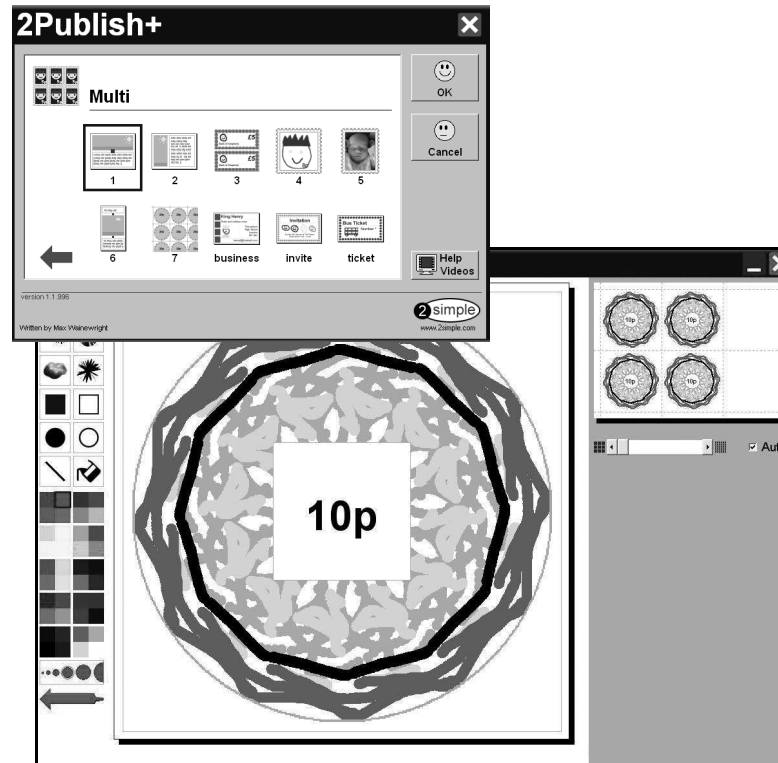
Choose a template and click OK.

Add pictures and text to the appropriate boxes.

In the grey bar on the right is a slider which allows you to adjust the number of copies to be printed.

The tick box marked 'Auto' allows your designs to automatically update on the right-hand preview as you change them. Otherwise, you must click with your mouse on the right-hand preview to update your design.

**TOP TIP!** Pressing **shift key + 6** (i.e. "A" ) in any of the text fields will activate automatic numbering - perfect for raffle tickets etc! See the teacher options for printing this across multiple pages.



# Layouts

22

Create various layouts and signs.

Add pictures and text as required.

*Use the small purple squares to adjust how much space you need for the pictures and text.*



# Newspaper

23

Publish your own newspaper.

Choose a template.

Then, give your paper a name and add a headline.

Add pictures and text as required.

*Use the small purple squares to adjust how much space you need for the pictures and text.*



# Anywhere

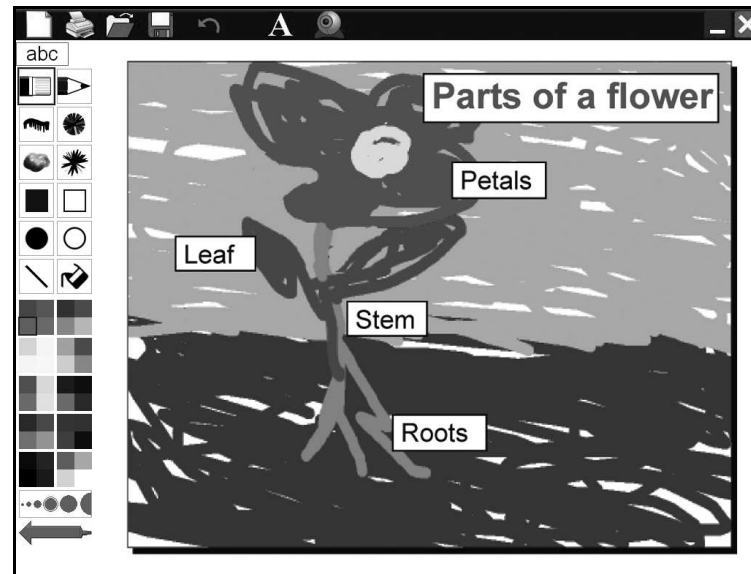
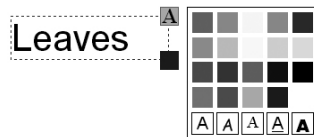
24

Create simple labelled diagrams.

Select landscape or portrait.

Add a picture to the blank canvas.  
Add labels by clicking on the “abc” box at the top left. Then click anywhere on the canvas and type.

To edit a label, select it with your mouse. An “A” button will appear at the top right of the label - click it. A small palette will appear, giving you the option to change the font, font colour and style.



To resize a label, click and drag on the small blue square on the bottom right corner of the label. To reposition the label, click and drag anywhere inside the label box.

Click inside a label and then hold down “alt” or “shift” and drag your mouse to select portions of text.



# Certificate

25

Create your own certificates.

Select landscape or portrait.

Create a decorative border by clicking in the magnifying glass and adding a picture. Click on the screen to apply your border to the frame.

Add text and pictures as required.



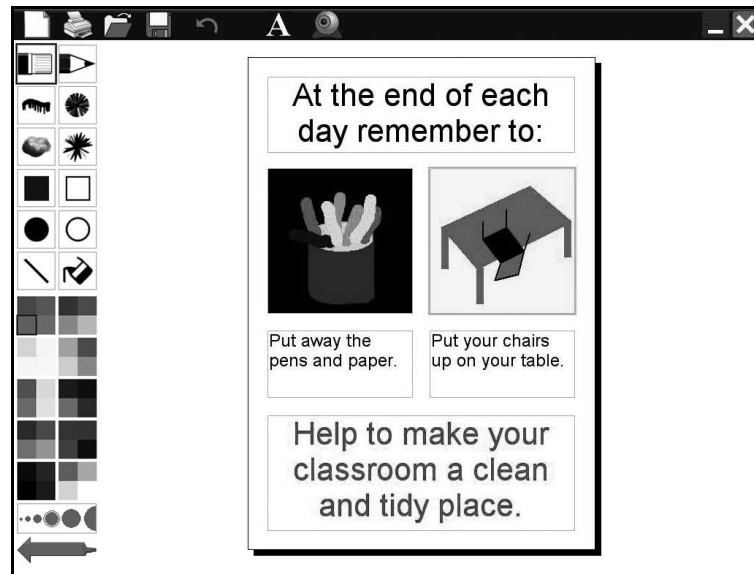
# Posters

26

Create your own posters.

Select a template.

Add text and pictures as required.



# Display

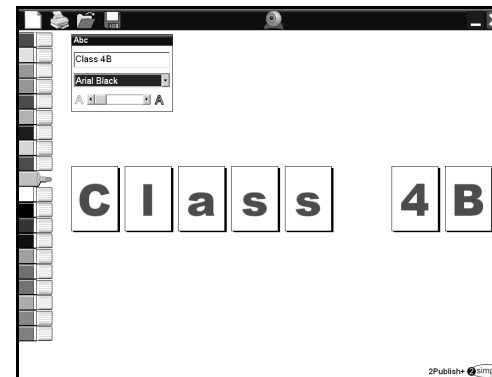
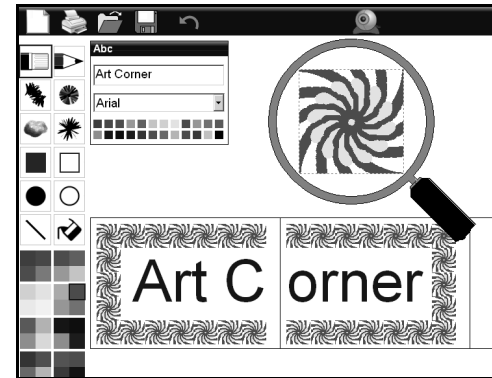
27

Create large signs and banners for class displays.

Choose between **Banner** and **Big Letters**.

**Banner** enables you to create banners with decorative borders by clicking and drawing in the magnifying glass. Type your text at the top left of the screen. You can change the font to any font that is installed on your computer. Once the font field is selected, use the up and down arrows to quickly move between fonts or simply type the first letter of the font name to scroll down to it. You can change the colour of the text by selecting the coloured squares beneath the font name.

**Big Letters** enables you to create larger format banners and signs. Type your text at the top left of the screen. Each letter will print out on a single sheet of A4 paper as outlines that can be coloured in by hand, thus saving on ink. Or you can click on a felt tip to colour in the writing. Right-clicking on a felt tip will change the border colour of your text. You can change fonts in the same way as you would in Banner. Change the thickness of the letter outlines by dragging on the slider below the font menu.



# Leaflet

28

Create a simple folded leaflet.

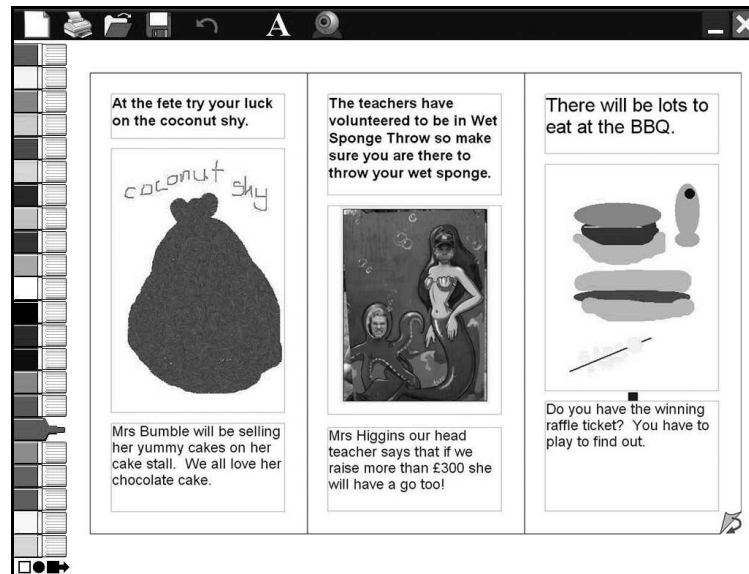
Choose between a big and small leaflet.

Add pictures and text as required.

*Use the small purple squares* to adjust how much space you need for the pictures and text.

*Click the small green arrows* at the page corners to flip your pages over.

When you print, it will print all 6 sides on a single A4 sheet (or 2 A4 sheets for a big leaflet) which you can fold to create your final leaflet.



# Borders

29

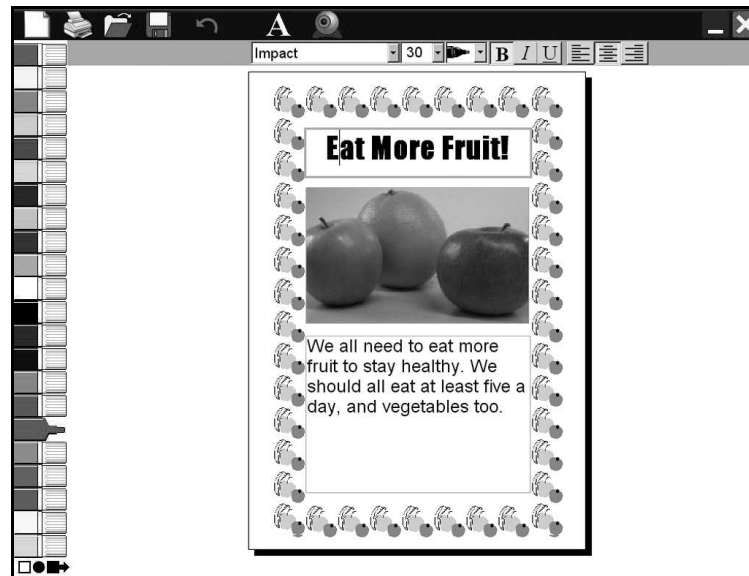
Combine text and pictures with a decorative border.

First, select a template.

Create a decorative border by clicking in the magnifying glass and adding a picture. Click on the screen to apply your border to the frame.

Add pictures and text as required.

*Use the small purple squares* to adjust how much space you need for the pictures and text (not available on all border templates).





# My Layout


30

The My Layout screen gives you greater flexibility to move text and pictures around on the screen.

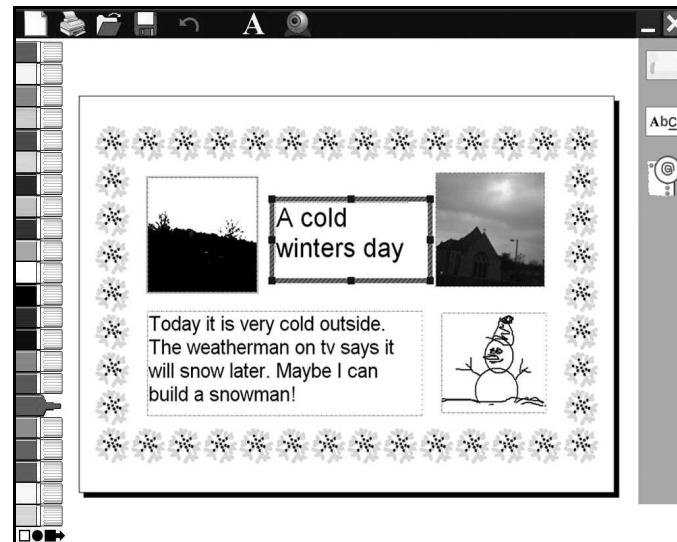
Combine decorative borders, pictures and text.

 Click and drag this symbol anywhere onto the canvas to create picture boxes into which you can draw or import images.

 Click and drag this symbol anywhere onto the canvas to create editable text boxes.

 Click on this symbol to create a decorative border. Add a picture inside the magnifying glass, then click on the screen to apply your design.

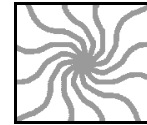
Click and drag on the blue anchor points or borders of your boxes to resize or move them.



## General Tips - Alt & Shift

31

Hold down the "Alt" key while painting on any of the templates to achieve a rotational symmetry effect. The felt tip or pencil tool can be used with this. Try it on a border !

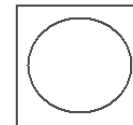


Hold down the "Shift" key and click with your mouse on any template as a quick way to fill any enclosed area with the selected colour.

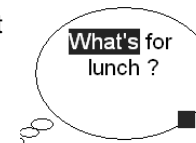


Hold down "Alt" while drawing an ellipse, rectangle or straight line to allow completely free mouse movement.

Hold down "Shift" while drawing an ellipse or rectangle to create a regular circle or square.



Hold down "Alt" or "Shift" and drag your mouse to select portions of text in the Anywhere and Comic-Strip screens.



# Teacher Options - General

32

To access the Teacher Options, hold Ctrl and Shift, then tap the letter 'o'.

## General tab

Show or hide the "SimpleString" which allows children to virtually 'pull down' the screen so that they can reach the top of an Interactive Whiteboard.

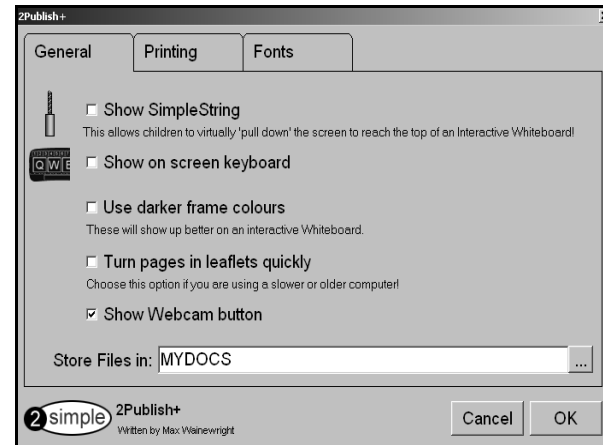
Show or hide the On Screen Keyboard.

Use darker frame colours which will show up better on an Interactive Whiteboard.

Turn pages in leaflets / booklets / cards / postcards quickly - choose this option if you are using a slower or older computer.

Show or hide the Webcam button.

Choose the default location where files will be saved by clicking on the button with the 3 dots on the bottom right (whatever location is chosen, you will always be able to navigate anywhere on the network when you save.)





# Teacher Options - Printing

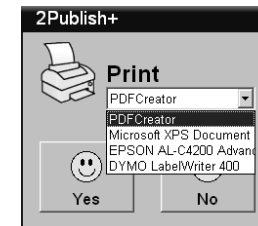
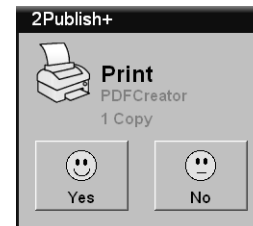
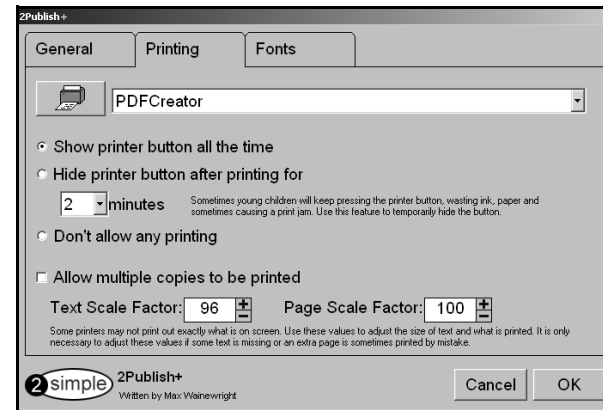
To access the Teacher Options, hold Ctrl and Shift, then tap the letter 'o'.

**Choose which printer to use by default.** Whichever choice you make, you will still have the option of changing your printer when you click print - the print dialog box will show the selected printer in grey. If you click on this it will become a dropdown and allow you to select another printer (see bottom right).

**Choose when to show the printer button** - Choose to show it at all times, hide it after a certain amount of time (to prevent children constantly pressing 'Print' and wasting paper) or to hide it all the time.

**Allow multiple copies to be printed.** If this is selected, when you click print, the print dialog box will show "1 copy" in grey. If you click on this it will become a dropdown and allow you to print multiple copies. In the Multi screen, if you have used the ^ character (Shift + 6), the automatic numbering will span across all the pages printed.

**Text Scale Factor and Page Scale Factor** - some printers may not print out exactly what is on screen. Use these values to adjust the size of text and what is printed. It is only necessary to adjust these values if some text is missing or if an extra page is sometimes printed by mistake.



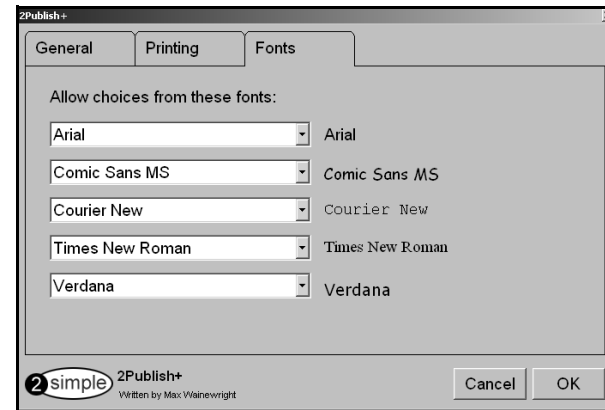
## Teacher Options - Fonts

34

To access the Teacher Options, hold Ctrl and Shift, then tap the letter 'o'.

The "A" button on the main toolbar allows a choice of 5 fonts only. You can choose which 5 fonts these will be from this tab.

This option only applies to the first series of screens - *Simple, Circle, Table, Shapes, Postcard, Booklet, Comic-Strip, Card, Multi, Layouts, first 2 Newspaper screens, Certificate, Small Leaflet* (see page 9 for more information.)

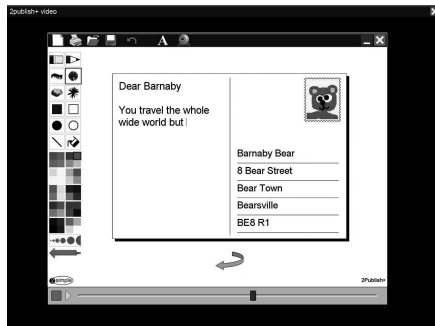


## Using the training videos

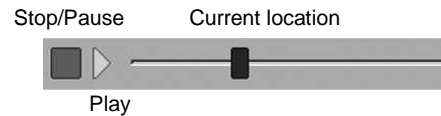
35

The CD supplied contains tutorial videos. If these have been installed then they will be available by clicking the 'Help Videos' button on main 2Publish+ screen.

In addition to showing you how to use the software, the videos also provide you with creative ideas.



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



Click the red X button in the top right corner of the screen to return to 2Publish+

### 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!*

## System Requirements

36

Operating System: Windows 2000 / XP / Vista

Processor: Recommended 2 Ghz

Memory: Recommended 512MB RAM

Hard Drive: 73MB with videos (17MB without)

Display: Minimum 800x600, 16 bit High Colour. (Recommended 1024 x 768)

CD-ROM Drive: Required for Installation

Printer: Optional

Soundcard & speakers: Required to view videos

Mouse, Keyboard: Required

Adobe Flash Player required to view the videos (available on CD-ROM or from [www.adobe.com](http://www.adobe.com))

Adobe Reader required to view the user guide (available on CD-ROM or from [www.adobe.com](http://www.adobe.com))

If you require further help, please do not hesitate to contact our technical support on

**(+44) (0)20 8203 1781** or [www.2simple.com/support](http://www.2simple.com/support), or email [support@2simple.com](mailto:support@2simple.com)

## Further Technical Information

37

### Settings

As with most 2Simple programs, settings in the Teacher Options are saved to a local settings file. For 2Publish+ it is named "2pubplus.ini". This file is stored in the location where the program is installed, ie usually C:\Program Files\2Simple Software\2PublishPlus\. The settings are thus applicable per machine, for anyone who uses that machine (unless the program is installed on the server only, in which case the single settings file will apply across the network.) The ini file does not generally need to be edited manually - making changes to the Teacher Options will save changes to this file once you exit the program. If you make a change in the Teacher Options but it does not get remembered after you exit the program, try log in as administrator, open 2Publish+ and make the change.

### Permissions

2Publish+ requires users to have full permissions to only 2 locations:

1. The location where files are saved.
2. The folder where temporary work is stored, which is by default the user's "environment temp" folder. This is usually C:\Documents and Settings\\Local Settings\Temp\2pubplus. In most cases users will automatically have full access to their own environment temp folder.

## Appendix - New Features

38

The new version of 2Publish+ features the following improvements:

- Autoresize text now applies to all screens, including screens which provide letter-by-letter formatting (see page 10)
- Added option to change font styles for all text fields in a Circle / Table / Postcard at once (see Table page for more info).
- Added right-click “cut” option.
- Added option to import emf / wmf files.
- Added magnifying glass to edit border in card template.
- Shift + drag the mouse will now allow you to select text in the comic-strip.
- If you choose advanced tools then switch to another screen, it stays on advanced tools.
- Translation facility added.
- **Teacher Options**
  - **General**
    - Option to turn pages in Leaflets /Booklets /Cards /Postcards quickly on slower computers.
    - Option to show /hide webcam
  - **Printing**
    - Option to print a page multiple times. In Multi, the automatic numbering will span across all pages printed.
    - Added Text Scale Factor and Page Scale Factor.
  - **Fonts**
    - Choose which 5 fonts appear when you click the “A” button on the main toolbar.

## About 2Simple

---

39

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.

**Videos 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.

## **Copyright Information**

---

**40**

The software described in this document is a proprietary product of 2Simple Software Ltd 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. Information in this document is subject to change without notice and does not represent a commitment on the part of 2Simple Software Ltd. No part of this document may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated into any language without the express written permission of 2Simple Software Ltd.

### **Trademarks**

2Simple, 2Simple Software and 2Publish+ are trademarks of 2Simple Software Ltd. All other trademarks and registered trademarks mentioned in this document are the property of their respective owners.

### **Copyright**

Copyright © 2008, 2Simple Software Ltd. All Rights Reserved.

2Simple Software, United Kingdom  
**info@2simple.com**  
**www.2simple.com**



## **Contacting 2Simple**

---

41

### **You can contact us:**

For general information: **info@2simple.com**

For support issues: [www.2simple.com/support](http://www.2simple.com/support) or email us at: **support@2simple.com**

Tel: (+44) (0)20 8203 1781

Fax: (+44) (0)20 8202 6370

### **You can write to us at:**

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

### **Faulty Media**

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

## **2Publish+**

---

Thanks to everyone who helped to make this product:

Abbie, Andy, Aniko, Ashley, Beatrix, Bogi, Caroline, Chris, Daniel, Daniele, Dawn, Edina, Elliot, Elin, Fiona, Gemma, Ian, James, Jodie, Julie, Katherine, Kati, Katie, Krisztina, Lumi, Marcel, Marcus, Maria, Marjorie, Martin, Mary, Melissa, Mikee, Nigel, Nina, Novah, Philip, Rebecca, Sam, Sennay, Sharon, Suzy, Sylvie & Zsolti

*Max Wainewright, January 2008*



2Simple Software  
Enterprise House, 2 The Crest  
Hendon, London NW4 2HN  
Tel: 020 8203 1781 ~ Fax: 020 8202 6370  
[www.2simple.com](http://www.2simple.com) ~ [info@2simple.com](mailto:info@2simple.com)