

JUNIOR VIDEO TOOLKIT

User Guide

1st Edition, October 2002

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Junior Video Toolkit User Guide



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About this User Guide

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1st Edition Oct 2002
Author: Sean Naghibi

Table Of Contents

• Introduction.....	1
• Installing Junior Video Toolkit.....	2
• Lotus® ScreenCam® Quick Help.....	4
• System Requirements.....	5
• Technical Support.....	6
• Contacting 2Simple Software.....	8
Chapter 1 (2Investigate).....	9
• Getting to know 2Investigate.....	10
• Using 2Investigate.....	11
• Starting a New Database.....	15
• Starting a New Database with Wizard.....	16
• Opening a Database.....	24
• Add a Card.....	25
• Delete a Card.....	26
• Design a Card.....	28
• Arrange Cards.....	32
• Find Option.....	34
• Sort Data.....	38
• Group Cards.....	39
• Make Graph.....	40
• Make Reports.....	41
• Statistics.....	43
• Add/Recording Sound.....	45
• Teacher's Options.....	48
Chapter 2 (2Paint+).....	52
• Getting to know 2Paint+.....	53

• 2Paint+ Toolbars.....	55
• Colour Picker.....	59
• Starting a New File.....	61
• Opening a File.....	62
• Saving a File.....	63
• Photo Editing Options.....	65
• Grid Option.....	75
• Teacher’s Options.....	76
Chapter 3 (2Graph+)	79
• Getting to know 2Graph+.....	80
• 2Graph+ in detail.....	82
• Toolbar in detail.....	83
• Data Entry.....	84
• Pictograms.....	87
• Sort Data.....	88
• Teacher’s Options.....	90
Chapter 4 (2Question+)	92
• Getting to know 2Question+.....	93
• 2Question+ in details.....	95
• Teacher’s Options.....	97



Welcome and thank you for choosing Junior Video Toolkit. We hope you enjoy using them and exploring the opportunities which these programs offer.

Junior Video Toolkit is suite of 4 new applications designed & aimed at Key Stage 2 level pupils. It comprises of 4 new applications. These are:

- 2Investigate
- 2Paint+
- 2Graph+
- 2Question+

As the user of these products you have the benefit of free technical support and the opportunity to make your views count. Our technical support is free and for the lifetime of the products and is available from our web site, our online forums or by phone, fax or mail to our offices. Update patches of products are available free of charge whenever they are available.

We are proud of our reputation for excellent customer service so we hope you received this product promptly and that you enjoy using it. If you have any suggestions or ideas on how to make this program even better or even any comments about our products or our services, please do let us know. We welcome and appreciate your feedback, good or bad. Many features of this version have resulted directly from customer feedback.

Details on how to contact us are provided in **Contacting 2Simple Software.**

Free Updates

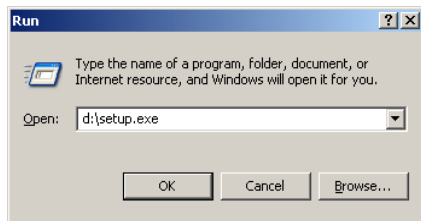
Here at 2Simple we continually work to improve our software. As part of this effort, we develop updates and fixes to recognise issues and faults and release them for customers. On a regular basis, we combine many of these fixes into a single package and make the package available for you to install on your computers. These packages are called Update Patches. You can download them from our web site whenever they become available.

Junior Video Toolkit is supplied on CD-ROM. On this CD-ROM you will also find additional resources and tools such as Adobe® Acrobat® Reader.

Installing Junior Video Toolkit

If the "Autorun" feature on your computer is enabled, The CD-ROM menu should start automatically. It is designed to be simple to use and gives you all the options to install the software. However if this feature is disabled, follow the instructions below.

- 1:** Place the Junior Video Toolkit CD in your CD-ROM drive.
- 2:** From the "Start" button choose the "Run" option.
- 3:** Type **d:\Setup.exe** in the box which appears. If your CD-ROM drive is assigned to a different drive letter then replace the **d** with the appropriate letter.



- 4:** Follow the on-screen instructions to install Junior Video Toolkit onto your computer. There is a video in the CD menu which demonstrates how to install the software.

2 | Installation

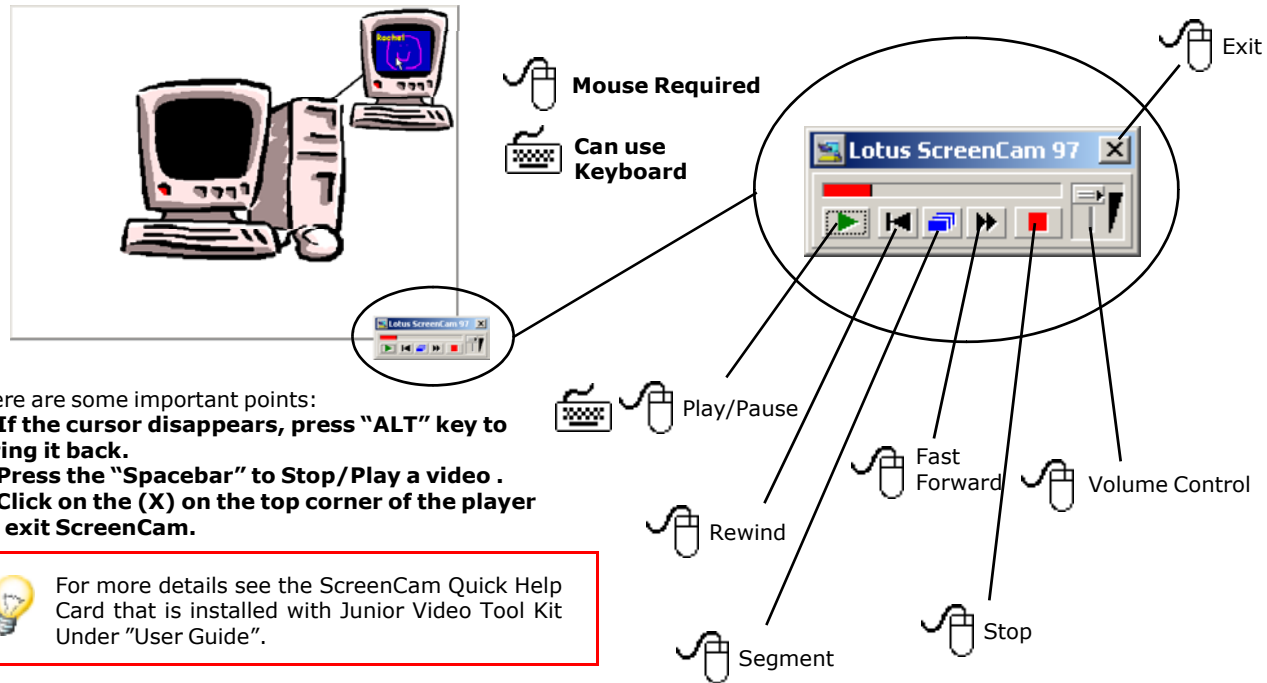


If you wish to use 2Investigate on a network, depending on the number of machines involved, you will need to install 2Investigate on each machine.

Uninstalling Junior Video Toolkit

Should you need to uninstall Junior Video Toolkit for any reason you can do so easily by clicking "Start" then choose "Settings" and finally "Control Panel" and choose the option "Add/Remove Programs". There you will find Junior Video Toolkit listed in there. Select it and choose to uninstall it.

Junior Video Toolkit comes with many video tutorials which are made with Lotus® ScreenCam®. It is important that you become familiar with this tool as it plays a major role in teaching all the aspects of the Junior Video Toolkit. Here is a typical example of a ScreenCam® video in action.



4 | Lotus® ScreenCam® Quick Help

To get the very best from Junior Video Toolkit there are number of factors to take into account.

System Requirements

Junior Video Toolkit has been written to get the best possible performance from you computer. However, in order to provide the versatility you need it is possible to try to do more than some lower specification Windows machines can really cope with Junior Video Toolkit and will slow down.

The following requirements are what we recommend inorder to run Junior Video Toolkit smoothly:

• Hardware

- Minimum required machine: Pentium® II
 - At least 64 MB of RAM (Memory)
 - Sound Card is highly recommended as it will be needed to watch the video tutorials and sound feaues in 2Investigate
 - Network Connection
 - The minimum requirements for the screen resolution is 800x600. Although we recommend 1024x768 16bit (High Colour)
- You will find it cumbersum and difficult to use Junior Video Toolkit in any resolution lower than 800x600.

• Software

Junior Video Toolkit runs on the following platforms:

- Windows® 95
- Windows® 98 SE
- Windows® ME
- Windows® NT 4.0 (SP3)
- Windows® 2000
- Windows® XP

Save Yourself a Phone Call

2Simple Software is pleased to provide free lifetime technical support for its products. To help us to maintain this service free of charge please try to solve your own problems before you call. Things you could try first are...

- Read the relevant sections in the User Guide and search for any related subject.
- Watch the video tutorials as they provide an excellent overview of the product.
- Try to repeat your problem. Work through it again checking what you are doing and that you are not missing any steps out or moving too quickly to notice an error message.
- Ensure you do not have too many applications running at the same time as this may cause "Out of memory" error message and cause the program to crash.
- In case of printing problems, try to print from different packages such as WordPad or Paint to see if you have the same printing problem. Make sure your printer is installed correctly. Junior Video Toolkit is designed to print on most Windows compatible printers but there are some printers that may not print correctly or at all.
- If you are not able to play any sound files or the video tutorials are without sound, do check you have a sound card or it is installed correctly or your speakers are not muted.
- Make sure you have plenty of disk space as this could slow down your computer considerably.
- In case of running 2Investigate over a network, make sure you have full access on the drives & folders that you are going to work on and that are shared and 2Investigate is installed on each machine that is going to run 2Investigate.

When You Call

If you cannot solve a problem you can contact us, we will be able to assist you better if you can be at your computer with Windows & Junior Video Toolkit running and that you have the following information at hand...

- The exact wording of any error message you received.
- What version of our software you are running (you can find this on the toolbar of the program as well as in the "About" section of "Teacher's Options").
- The version of Windows® you are running.
- The type of processor (486, Pentium®, II, III or higher), the amount of RAM (Memory) and free disk space that your computer has.
- Sound Cards (You can obtain this information from the Control Panel) of your Windows® Operating System.

Contacting 2Simple Software

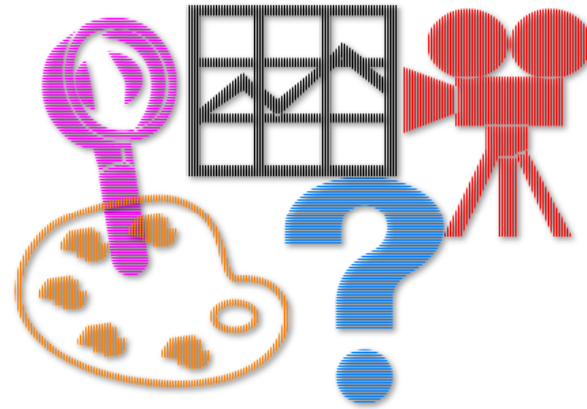
You can contact us for technical support or provide feedback and suggestions for this product as follows:

- **Mail:** 2Simple Software 3-4 Sentinel Sqr, Brent St. Hendon, London NW4 2EL United Kingdom
- **Internet:** www.2simplesoftware.com
- **E-Mail:** support@2simplesoftware.com
- **Tel:** +44 (020) 8203 1781
- **Fax:** +44 (020) 8202 6370

International Support

Technical support may also be available in your country from our distributors. Please check our web site for details of our distributors and agents across the world.

2 Investigate



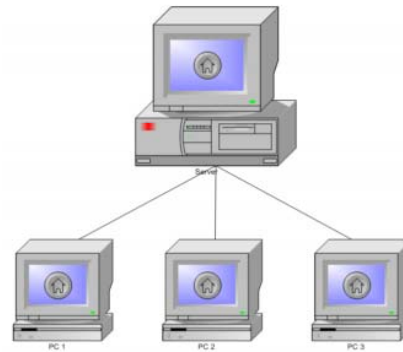
Getting to know 2Investigate

What is 2Investigate?

2Investigate is new innovative program demonstrating the concept of the "Database" visually and in real time. This program allows you to put together a database of a particular subject, visually maintain it and see its effect in real time. What's more, this concept goes a step further by running on a network of computers. (See the figure below).

2Investigate can be run at the same time. Once all the users decide on a topic they create a database . We have represented the database in the form of a cat here. If and when the other 2 workstations run 2Investigate at the same time and open the same database over the network, they will equally see the same database and can then update it simultaneously and see the change in "**Real-time**" (as it happens). In the next few pages of this chapter we will go through the steps of creating a database from scratch.

2Investigate can be used to create stand alone databases on just about any subject. It is a powerful tool that visualises the process of a database creation from scratch.



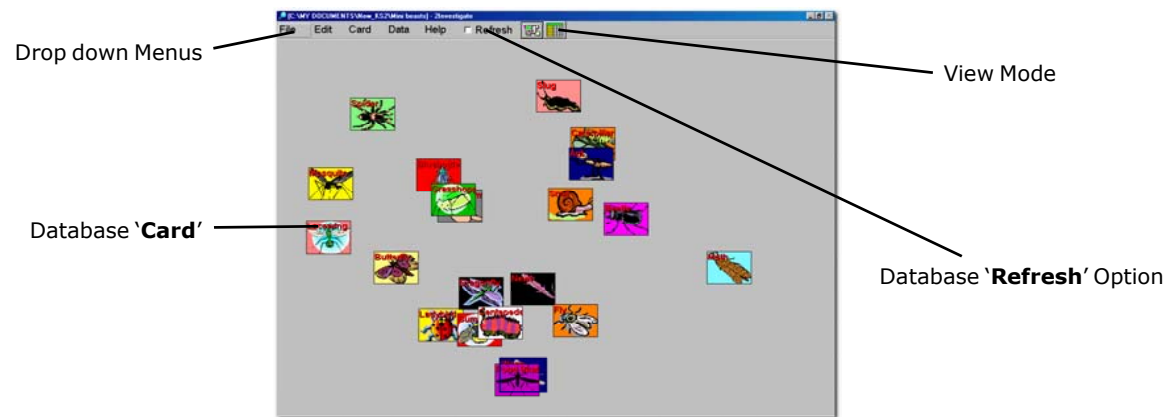
Using 2Investigate

Now that you have installed 2Investigate, let us take you through the program and see how everything works.

Launch 2Investigate from your program menu. This should be something like:

Start>Programs>2Simple Software>Junior Video Toolkit> 2Investigate

Once the program is launched this is what it would look like. Let us explain all the parts of 2Investigate in detail:



2Investigate has a very simple and uncluttered interface making it very easy to use. All the drop down menus are large and easy to understand. Let's look at the parts indicated above:

1. Drop down menus

Like any Windows program, 2Investigate has Drop down menus to allow the user to operate the software. The difference is they are larger to give a better and easier view and appear less intimidating for pupils.

2. Current database

When you open an existing database or create a new one, its name will appear in the program's main title bar.




The above screen shot displays the full path of a database that is located at:

C:\My Documents...

the database is called "**Mini beasts**".

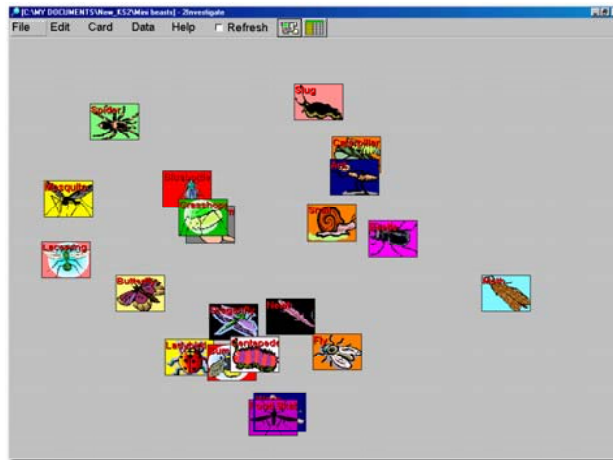
3. View Mode

2Investigate allows you to view a database in two modes which can be setup via these buttons ():

- I. Card
- II. Table

Card Mode:

This mode allows you to see your database which consists of a group of cards based on a topic of your own choice. You can freely move the cards around. (See next page)



Card Mode

	Beast Name	Wings	Habitat	Legs
1	Wasp	Yes	On flowers/plants	6
2	Bluebottle	Yes	On flowers/plants	6
3	Butterfly	Yes	On flowers/plants	6
4	Ladybird	Yes	On flowers/plants	6
5	Earthworm	No	Underground	0
6	Newt	No	Under logs/stones	4
7	Pond Skater	Yes	On water	6
8	Mosquito	Yes	On animals	6
9	Moth	Yes	On flowers/plants	6
10	Grasshopper	Yes	On flowers/plants	6

Table Mode

Table mode:

As the name suggests, this mode will transform your database and put it in a table format which consists of cells and rows. (Seen above)

In the next few pages we shall explain these features in more detail.

4. Database 'Card'

This refers to the individual cards that make up a database. Here is an example:



Each card will have a Title (in this case Lion is the name of the subject) and an image to represent the contents. You can either draw the image within 2Investigate, import external images or drag-and-drop images from the web.

5. Database 'Refresh' Option

This option is used to update all the changes you make to your database and see the changes on other machines working on the same database. This option can be disabled in 'Teacher's Options'.

Starting a new Database

Now that you are familiar with 2Investigate's menus and general look and feel, it is time to get started with actually creating a new database.

Launch 2Investigate from its menu and you will be presented with a menu like this:

You are given 3 choices. These are:

- **Start a new Database**

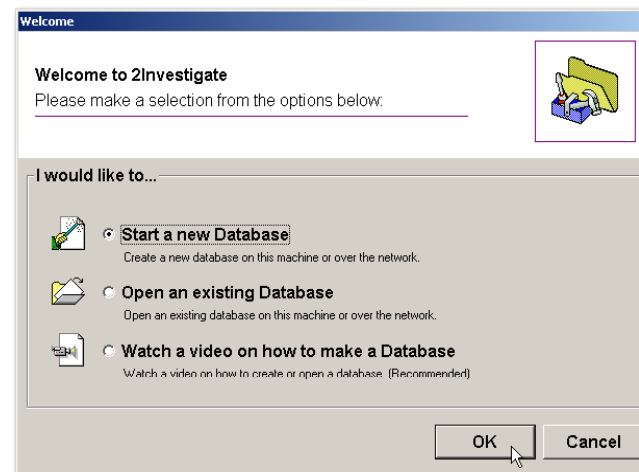
This option will load a 3 step Wizard which will assist you creating your Database. This option is explained in the next few pages.

- **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.

- **Watch a video on how to make a Database**

Should the above options prove to difficult to follow, you can watch a video tutorial on how it is done. This option is highly recommended if you are new to the concept of 2Investigate.

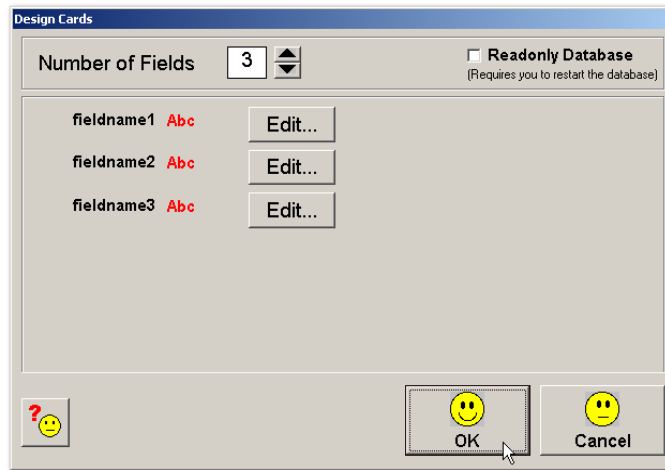


Starting a New Database Using the Wizard

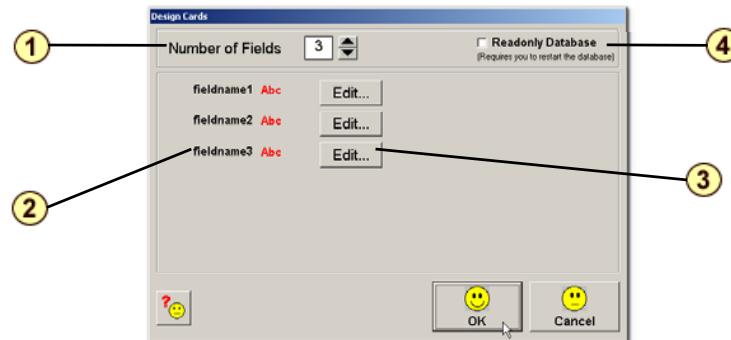
Once you have chosen to create a new database, you will be presented with a 3 Step "Easy to follow" Wizard as seen below:



- Once the Wizard starts, click on "Next" to continue...
- Now enter a name for your Database
- Now you have two choices here:
 - **On this computer**
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.



Now that you have given your database a new title, it is time to give it a setting. In other words how the data should be represented in it. As seen in the screen shot above a new dialog will appear to do just that. We have numbered the important sections of it which we will go through now.



This dialog will allow you to set your database's options and settings:

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.

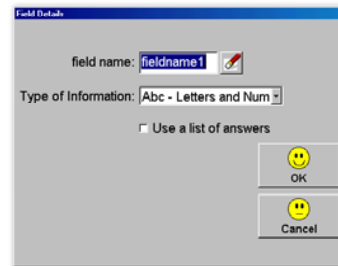
2. Field names

Now that you have decided on the numbers of fields in your database, you can now decide what to put in these fields.

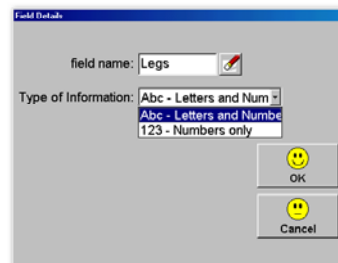
fieldname1	Abc
fieldname2	Abc
fieldname3	Abc

3. Editing the field names

The value for each field name changes by pressing the (**Edit...**) button. The following dialog will appear allowing you to edit the fields.



Let us enter a value for this field for example "Legs":



2Investigate needs to know what type of data the information needs to be. There are 3 choices:

- **Abc - Letters and numbers**

This means the field type could contain letters or numbers. In this case "Name" consists of only letters. For example 'Lion'.

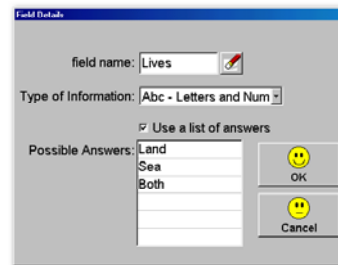
- **123 Numbers only**

This means the field type can only contain numbers. In this case "Legs" would only consist of numbers. e.g. "4" for number of legs.

- **List of answers**

This means there are fields that are not preset and generic. In other words, there are only a few possible choices/answers. For example:

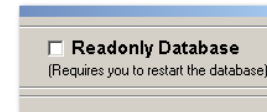
our lion could live on "Land". However since our database was about animals in a Zoo, there are more possible answers. **Land, Sea or Both.**



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

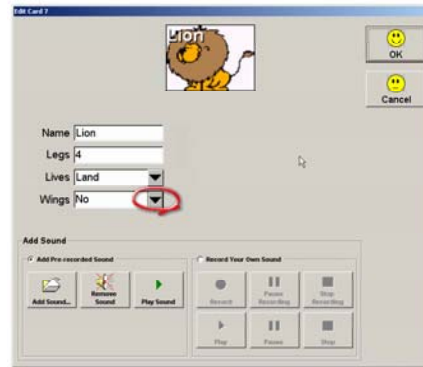
4. Read Only Database

By selecting this option you can make the Database that you are creating in to a "Read Only" one. This means once this Database has been reopened, the "Delete Card" option will be disabled thus preventing the pupils to delete any cards from this Database. However they can still add or edit cards within it.



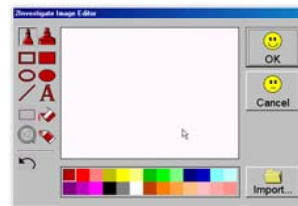
Now that we have set up the fields in our database, it is time to add the cards or subjects to our database.

Select **Card** | **Add Card** form the menus:

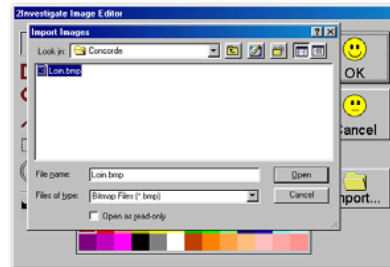


Enter the animal details such as **Name, Legs, Lives**.

Click on the box below the settings to draw or import an image to go with the details entered in the boxes.



2Investigate has a built in Paint tool which allows you to draw images for your database. It also allows you to import external images (i.e. Clipart from the web). Click on "Import" to use an external image...

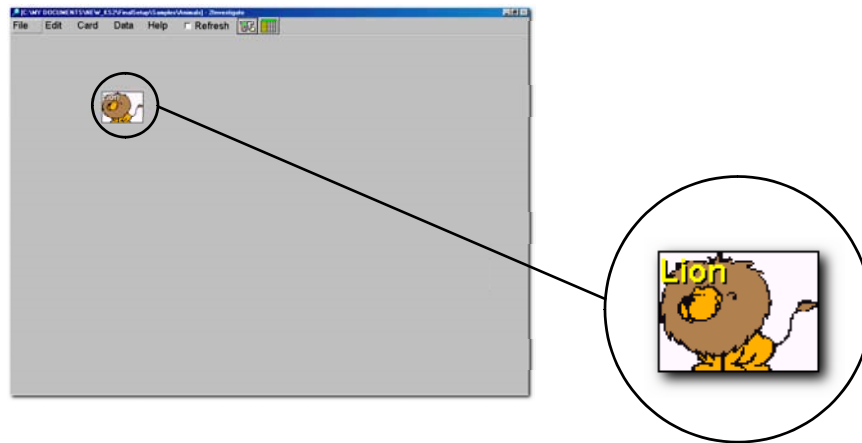


and let us import our little lion...



Click on OK to continue.

Here is our very first animal in the Zoo database, The Lion. 2Investigate enables you to import variety of image formats such BMP, WMF, GIF & JPG formats. You can repeat the same process to add more cards to your database. 2Investigate has a limit of **99** cards per database.



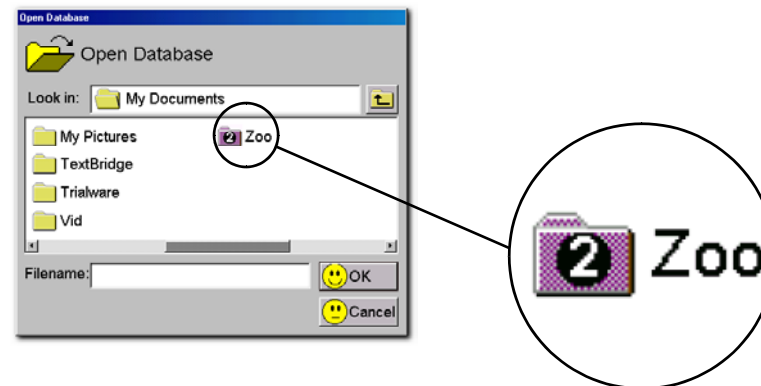
For best results, we recommend you use the WMF format. You can use most paint programs to convert your images to WMF format.

Opening a Database

As well as creating a database, you can open an existing 2Investigate database. What's so good about 2Investigate is that the moment you create a database and add cards, it is automatically saved and you don't have to worry about saving your work.

To open an existing database, click on:

File | Open



Select the drive and the folder in which you have saved your work and once 2Investigate has found it, it will represent it with a different icon to mark it as a database as seen above. Simply select it and click on OK.

Once you have done this, your database will open in 2Investigate.

24 | 2Investigate



Unlike any standard Windows program, 2Investigate databases consist of a collection of images and accompanying .2cd files. Finally there is a .2db file which contains all the information about your database. Do NOT alter any of these files manually. If you wish to edit them in any way, do it through 2Investigate. Otherwise your database may become unusable.

2Investigate has some very useful features which enable the user to manipulate the cards within the database. These features are:

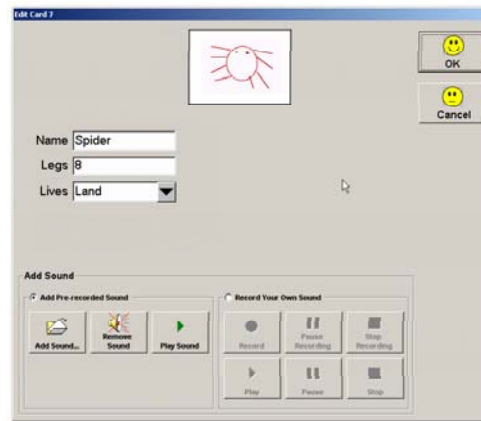
- Add a new Card
- Delete a Card
- Design a Card

Or even rearrange the cards on the screen.

Let's take you through each step...

Add a new Card

Click on **Card | Add Card**:



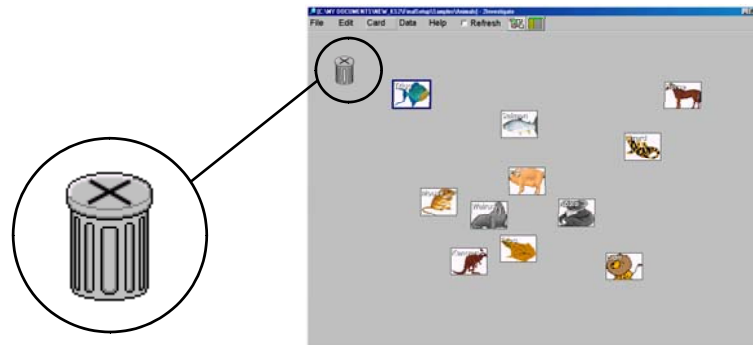
Enter the settings for your card and click on OK when ready.

Delete a Card

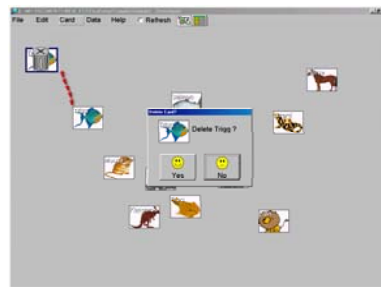
You can delete a card(s) from your database.

Simply click on **Card | Delete Card**:

26 | 2Investigate



As seen in the above screen shot, a dustbin 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 with the arrows below:



Notice that once you move the card behind the dustbin, you will be prompted with the message box to confirm your deletion. Repeat the same process if you wish to delete more cards.

To get rid of the bin simply click on the dustbins lid marked with X (As shown on the right):

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.



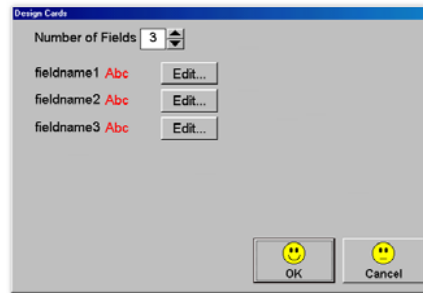
Design a Card


You may want to modify the settings in your existing database. Let's say we want to add an extra field in our "Zoo" database. If you remember we had the following fields in the "Zoo" database:

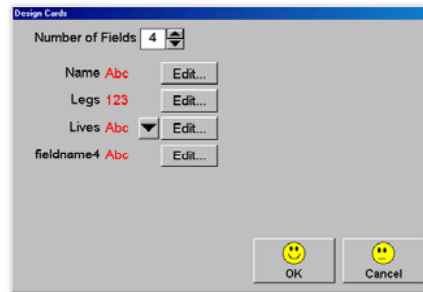
- **Name**
- **Legs**
- **Lives**

Now we are going to add a new field to our database called "**Wings**". To qualify for this field our candidate has a choice from the following answers, "**Yes**" or "**No**".

To achieve this click on **Card | Design Cards**



Click on the  in the "Number of Fields" section to add a new field to the database.



Click on the on the () button.

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

- A text field labeled "field name:" containing the text "Wings".
- A dropdown menu labeled "Type of Information:" with the selected option "Abc - Letters and Num".
- A checked checkbox labeled "Use a list of answers".
- A list box labeled "Possible Answers:" containing the text "Yes" and "No".
- Two buttons on the right: "OK" (with a smiley face icon) and "Cancel" (with a sad face icon).

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

The type of answer we are expecting would be a combination of letters and numbers or just letters. Since we are require a unique answer we tick the "Use a list of Answers"option.

Use a list of answers

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

When ready, click on OK.

Notice (on the screen shot below), a new button will appear next to the new field which contains a possible choice of answers. (Circled).

When ready click on **OK**.



Now that we have added a field to our database let's edit the cards within our database.



We picked the Lion again. Notice that the new field (circled on the previous page) will give a new choice, however due to the nature of the field, we are limited by two possible answers: **Yes** or **No**.



2Investigate will allow you a maximum of **12** fields per database.

Arrange Cards

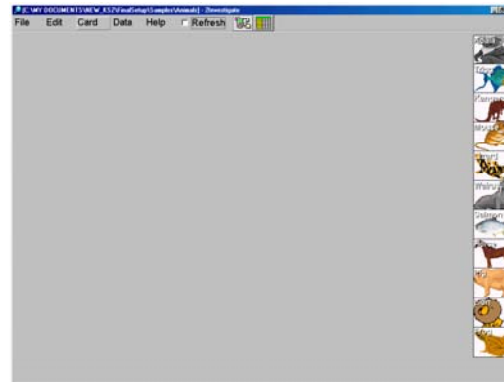
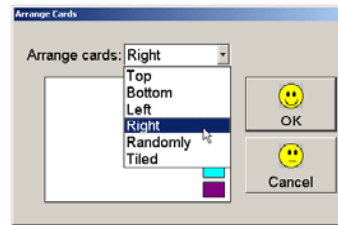
For display and presentation purposes, you may want to rearrange the position of the cards within your database. To do this, Click on:

Card | Arrange Cards

You will be presented with a dialog box which will allow you to arrange cards on the screen in 6 different ways:

- Top
- Bottom
- Left
- Right
- Randomly
- Tiled

This option is useful to keep track of all the cards on the screen and to clear the work area so it is cleared.

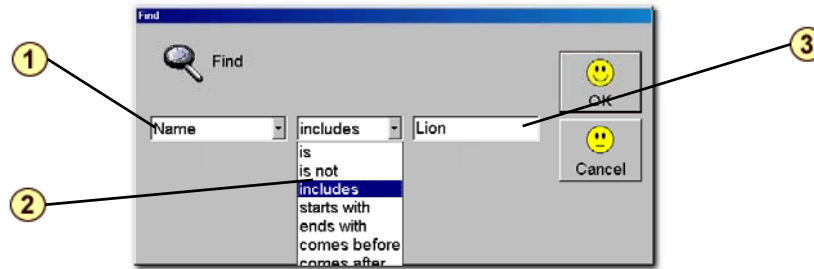


As seen above, the cards have been arranged on the right.

Find Option

2Investigate allows you to do a search on the subject (cards) within your database. You can group the cards based on your original settings. Let us try to make an example based on our "Zoo" database.

To do this, click on **Edit | Find** from the menu to make the "Find" dialog box appear.

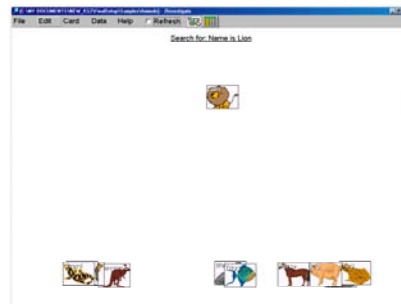


The Find box consists of 3 sections: (Marked with numbers at the top)

1. The drop down menu will contain the settings derived from the settings in the card. If you remember we chose **Name, Legs** and **Lives**.
2. We can mix and match expressions with our settings in section 1. These are:

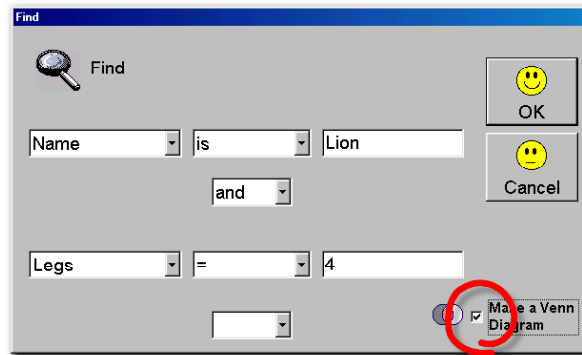
- Is
- Is not
- Includes
- Starts with
- Ends with
- Comes before
- Comes after

Finally we put the name of the subject in the box marked as 3.



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

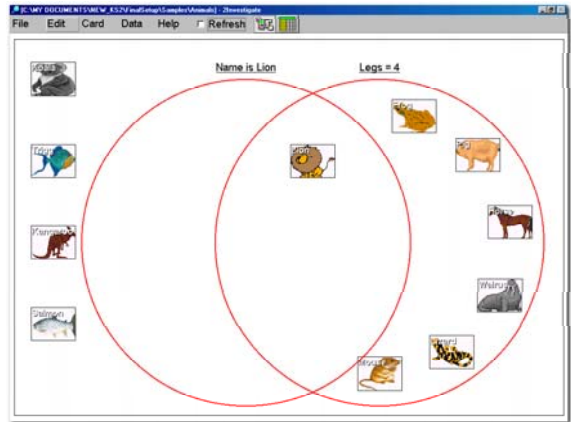
We can go a step further and create more combinations based on our original settings:



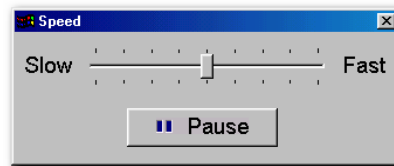
Our expression would look something like this:

Name is Lion and Legs = 4

Now we can make it into a "Venn Diagram". Simply make your selection and click on 'Make Venn Diagram' check box (Circled above).

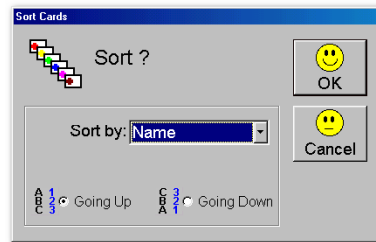


While making the Venn diagram or sorting data, You can control the speed by using the slider that appears in a window during the making of the Venn diagram or sorting data.



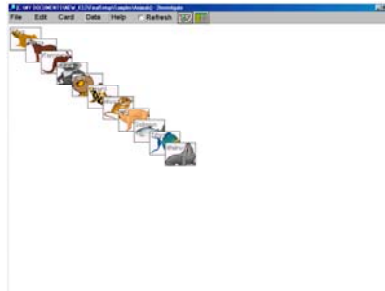
Sort Data

You can visually sort the data visually within the database.



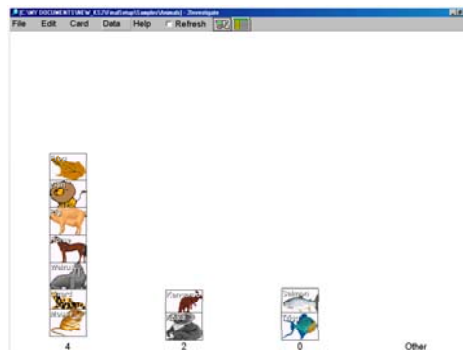
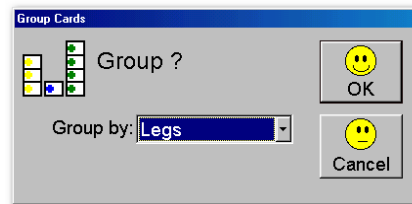
You can sort data based on your settings. In this case, our Zoo database will have **Name**, **Legs** and **Lives** fields that can sort these in two ways:

- Going Up
- Going Down



Group Cards

You can similarly group the cards by order according to database's original settings. In this case we can see that the animals in our "Zoo" database can be grouped by their **Name**, **Legs**, **Lives** fields:



You can group any data depending on the individual fields of the Database.

Make Graph

You can build and print graphs in a variety of formats such as pie charts and 3D bar charts. Simply use the Wizard interface to enter your data, Click on "**Finish**" and your graphs will be ready in few seconds.

To make a graph you need to have a database open, when ready, click on

Data | Make Graph

- Select the fields for your graph to display using the drop down menu.
- Click on **Next** when ready...



- Select the type of graph you want. You have 4 choices:

- Bar Chart
- 3D Bar Chart
- Line Chart
- Pie Chart

When ready, click on **Next** and enter a name for your graph as well as a title for the X & Y axis of your graph. When ready, Click on OK for your graph to be created...

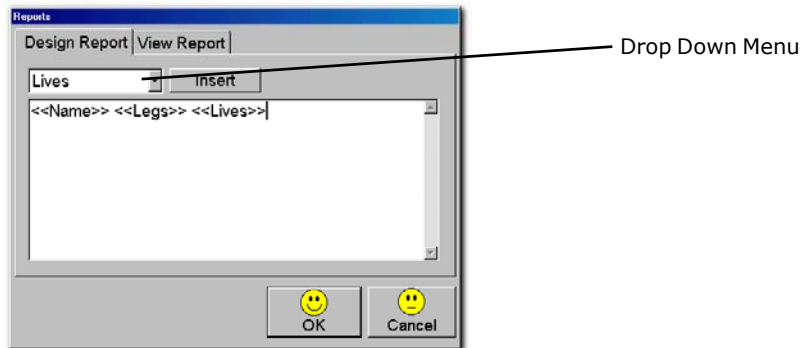
40 | 2Investigate

Make Reports

You can make reports based on the fields of your database. The data can be copied and pasted into any text-based Windows application using 'Copy' and 'Paste' tools.

Let's try it now...

- Click on **Data | Reports**



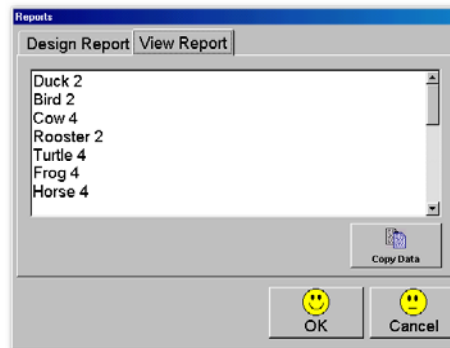
As seen above, our fields are visible in the drop down menu on top of the dialog box (As labelled). There are two tabs, one is called **Design Report** and the other one is called **View Reports**.

- From the **Design Report** tab, select one or all the fields and when ready, click on **Insert** button.



To make Database information user friendly, press the space bar to give a space between each field for example:
You insert <<Name>> <<Legs>> which will look like:
Lion 4 rather than **Lion4**.

When you have inserted all the desired fields, click on **View reports** to see the report. A report is a form of Raw data which can be used for any other purpose.



To use the data, simply click on the **Copy Data** button which will copy the information into the clipboard and simply paste this information into any text based application e.g. NotePad.

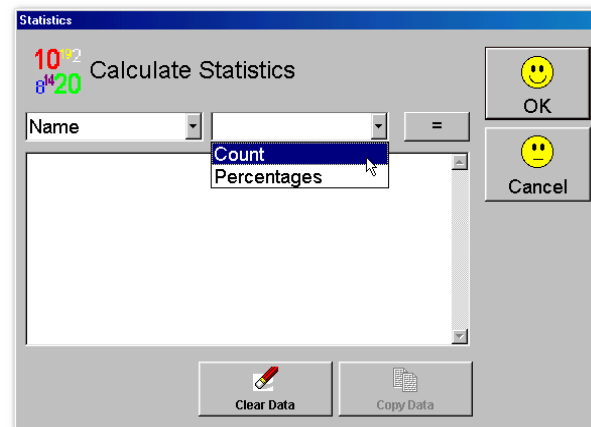
Statistics


With 2Investigate you can calculate the statistics based on your database. They can be calculated in two formats:

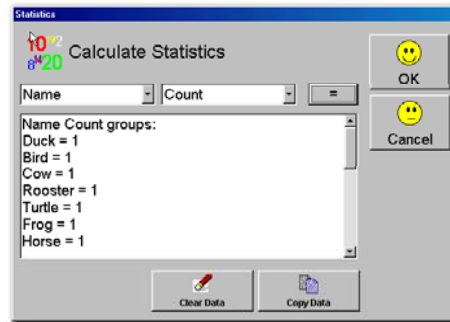
- Count
- Percentages

However when we are dealing with numbers there other formats such as:

- Range
- Minimum
- Maximum
- Total

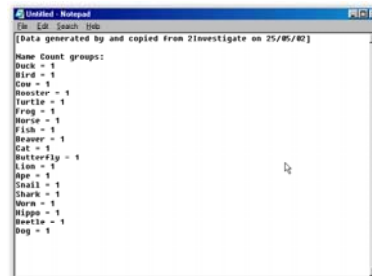


When ready, click on the () button.



To use the data, click on the **Copy Data** button. To start all over again, click on **Clear Data** button. Once we have copied the data, we can paste it into NotePad e.g. to save it or edit it.

Data from 2Investigate in Notepad



Adding/Recording Sound

One of the great new features in 2Investigate is the ability to add sound to the cards in the Database. What's more, you can record your own sound within 2Investigate and attach it to your cards.



To record your own sound, You will need to install and run 2Investigate on a machine with a sound card, speakers and also a microphone.

To add sound to your cards, you have two options:

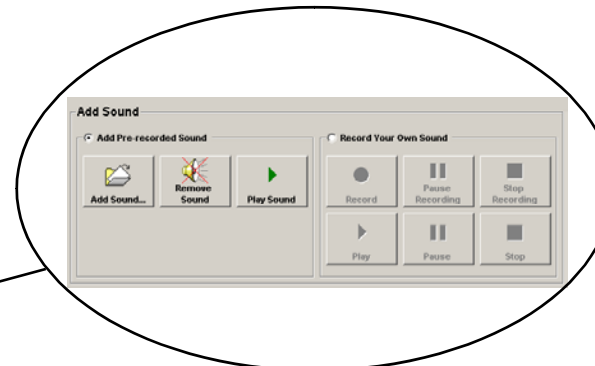
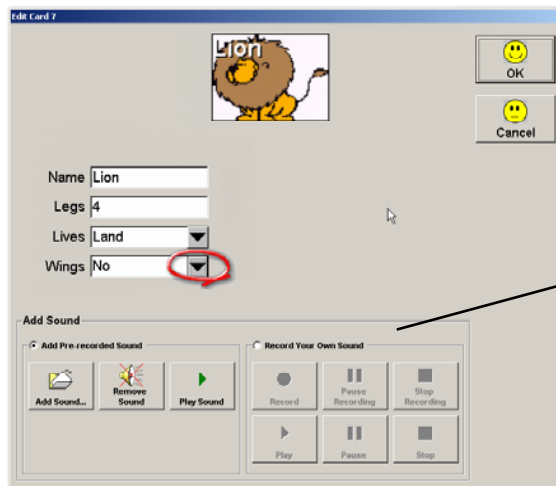
- **Add a Pre-Recorded Sound**

This option requires you to have a sound somewhere on your computer or a disk or CD-ROM. The format has to be (Windows WAV).

- **Record Your Own Sound**

This option allows you to record your own sound provided you have the right hardware on the host PC.

Please refer to the next page for the screenshot of this option in details.

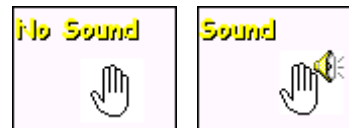


To add a pre-recorded sound, simply click on "Add Sound" and you can play the sound to see if you are happy with it. When ready click on OK and that's all there is to it.

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 ready, click on "Stop" you can play it back and when you are happy with it simply click on OK to add it to your card.

Now that you have assigned a sound to the card, click on "OK" and hover the mouse on top of the card. You will notice a change in cursor.



To playback the sound use the "Right Button" on your mouse on a card with the symbol indicating that it has a sound file attached to it.



Left Button: (Double Click)
To edit a cards settings



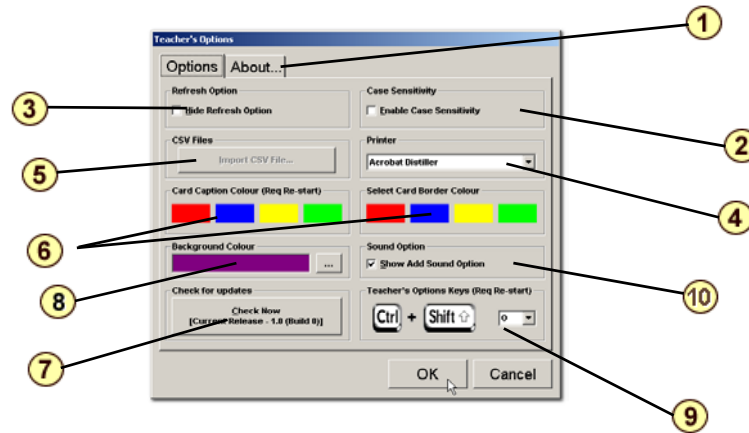
Right Button: (Single Click)
To playback a sound file



You will need to install and run 2Investigate on a machine with a sound card and speakers and also a microphone to record your own sound.

Teacher's Options

This section is designed for teachers (Authorised Users) to configure 2Investigate's extra options according to each individual's needs. Once 2Investigate is installed, simply hold down the following keys to access Teacher's Options:



This option can be configured (See page 51 for more details).

Teacher's Options consist of 10 sections

1. The About Tab

This section has the information on the applications with regards to version and copyright information plus links to the 2Simple Software web site www.2simplesoftware.com.

2. Enabled Case Sensitivity

This option allows you to make database fields ignoring the letter case such as uppercase or lowercase. For example you can make a search on a name **adam** or **Adam** and the result will be the same. However, if this option is selected 2Investigate will treat them differently as if they were two different names.

3. Hide the "Refresh" option

By ticking this option you can hide the **Refresh** tick box thus preventing pupils from misusing this option.

4. Printer Option

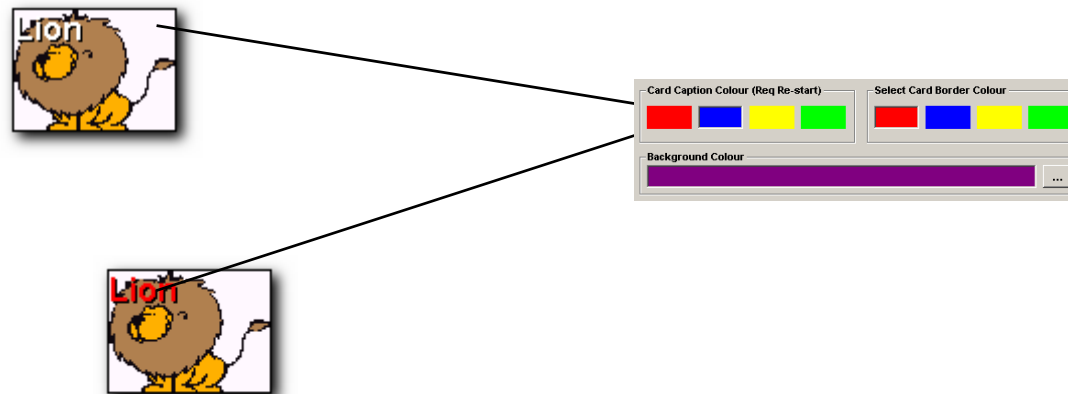
This drop down box will list all the available printers installed on your machine. You can select a printer from here so that all your work in 2Investigate will be printed to the selected printer.

5. CSV Import Utility

This is an add-on to 2Investigate which creates 2Investigate Databases from CVS files. CSV Import utility is NOT included in Release 1.0.0. It is planned for future releases. Check our web site for updates.

6. 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. 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.



Furthermore there is an option to allow you to change the colour of the card borders to match 2Investigate's background to suit your preference.

7. Check for Updates

This option will allow you to check the 2Simple Software web site for program updates. This option requires an Internet connection.



8. Program Background Colour

This option will allow you to change 2Investigate's background colour to your preference.

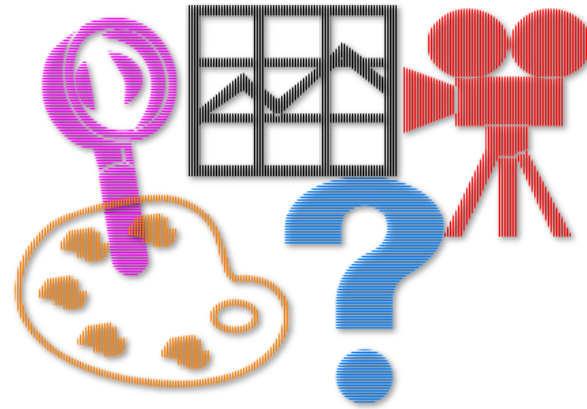
9. Change Teacher's Options Keys

Click on CTRL+Shift+O to launch the Teacher's Options. You can change this option by choosing a different letter. You will need to re-start 2Investigate for the changes to take effect.

10. Show Add Sound Option

This option allows you to hide on show the sound options in the "Edit Card" dialogue box (see page 46) thus preventing the misuse of sound recording option.

2Paint+



Getting to know 2Paint+

What is 2Paint+?

2Paint+ is a painting and photo-editing program for KS2 pupils. It adds lots of exciting and powerful new features, yet retains a simple and easy-to-use interface. It offers a variety of painting, drawing and special effects tools and also includes a powerful interactive help feature.

Using 2Paint+

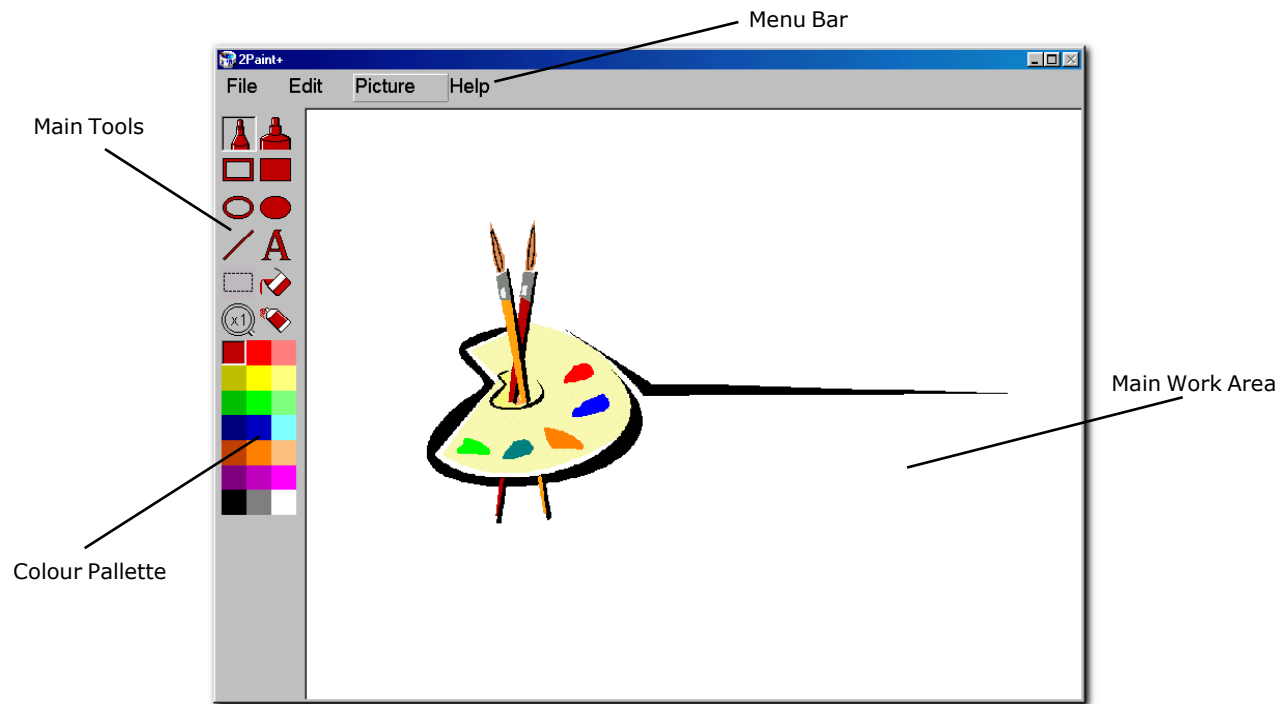
Having installed 2Paint+, let us take you through the program and see how everything works.

Launch 2Paint+ from your "Programs" menu. This should look something like:

Start >Programs >2Simple Software >Junior Video Toolkit >2Paint+

Once the program is launched, it will look like the screen shot on the next page. We shall explain the program's features in detail in the next few pages.

2Paint+ at a Glance



2Paint+ in detail...

Now let us take you through each section in detail. This should help you understand each tool and its function.

Toolbar



Thin Pen Tool

This allows you to draw thin lines, dots freely



Thick Pen Tool

This allows you to draw thick lines, dots freely



Rectangle Tool

This allows you to draw rectangles and squares



Filled Rectangle Tool

This allows you to draw filled rectangles and squares



Oval/Circle Tool

This allows you to draw ovals and circles



Filled Oval/Circle Tool

This allows you to draw filled ovals and circles



Line Tool

This allows you to draw straight lines freely



Text Tool

This allows you to type text anywhere on your drawing



Select Tool

This allows you to select any part of your drawing



Fill Tool

This allows you to fill any part of your drawing with a selected colour



Zoom Tool

This allows you to zoom in & out on your drawing



Spray Tool

This allows you to spray a chosen colour on your drawing freely



Now that you are familiar with each tool, let's see what each tool does in detail:



Thin Pen Tool

This allows you to draw thin lines, dots freely. You can see the effect on the right.



Thick Pen Tool

This allows you to draw thick lines, dots, freestyle freely.



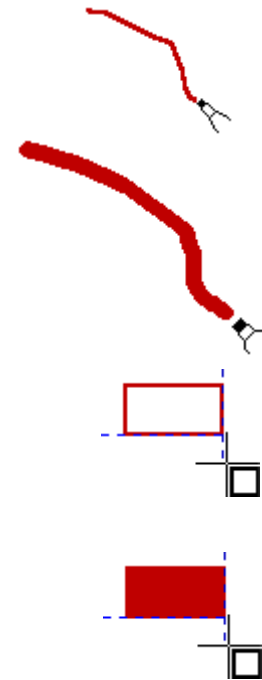
Rectangle Tool


This allows you to draw rectangles and squares.

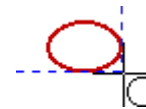



Filled Rectangle Tool

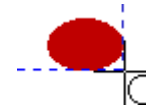
This allows you to draw filled rectangles and squares. The effect is exactly the same as the Rectangle Tool but filled in with a selected colour.




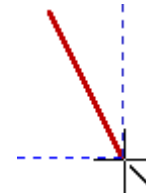
 **Oval/Circle Tool**
This allows you to draw ovals and circles.




 **Filled Oval/Circle Tool**
This allows you to draw filled ovals and circles.



 **Line Tool**
This allows you to draw straight lines freely.



 **Text Tool**
This allows you to type text anywhere on your drawing.
Please Note: once you have finished typing the text, you will need to press the "Enter" key to exit the "Text Mode".

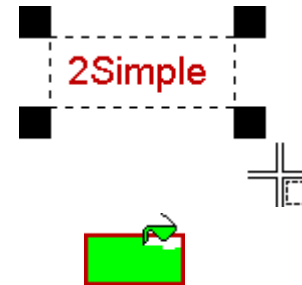
2Simple|





Select Tool

This allows you to select any part of your drawing. To deselect, simply click on the image with the left button of your mouse.



Fill Tool

This allows you to fill any part of your drawing with a selected colour.



Zoom Tool

This allows you to zoom in & out of your drawing. Use the left button of your mouse to zoom in and the right button to zoom out.



Spray Tool

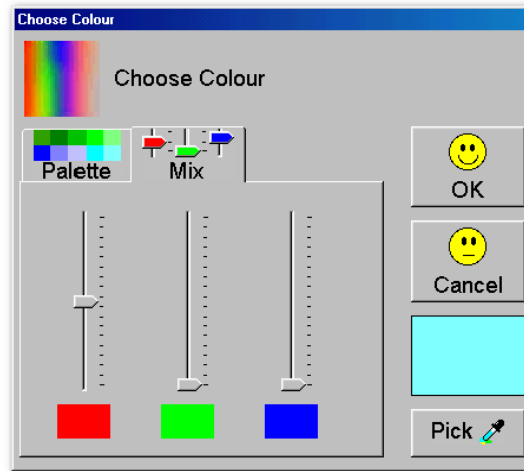
This allows you to spray a chosen colour on your drawing freely.

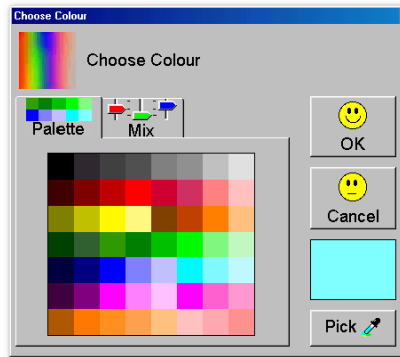


Colour Picker

2Paint+ has a 21 colour picker below the tools as seen below. Once you select a colour by clicking on it, the tools change their colour to the selected one.

If the colours in the colour picker are not what you are looking for, double click on any colour and you will be presented with an advanced "Colour Picker" where you can mix & match your colours. See the following page for more details.





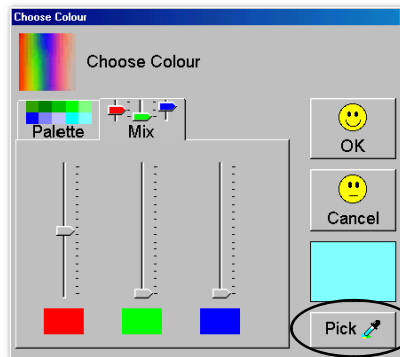
The Colour Picker or "Choose Colour" dialog box consists of 2 sections which are divided by tabs.

Palette

This is demonstrated in the screen shot to the left. It represents 56 colours and is the same as the main colour picker except that it offers more shades of each basic colour.

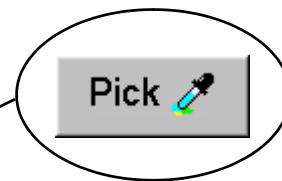
Mix

Each colour is made up of these colours (Red, Green, Blue) also known as RGB colours. The slide bars seen on the screen shot on the left each represent basic colour and allows you to modify an existing colour. Changing the value of any of these will create a new colour which you might want to use for your painting.



Pick

If you cannot find the colour you want, you can always pick it. As seen below, click on the button "Pick" and 2Paint+ will allow you to pick any colour from anywhere on the screen. This could be a program, painting or even text! It couldn't be simpler!!!



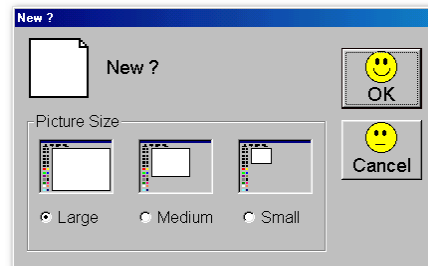
Getting Started

Now that you are familiar with the basics of 2Paint+, it's time to start using it. 2Paint+ has many more wonderful features which we have not explained in chapter 2 because it is more appropriate to go through them as we start using 2Paint+.

In this chapter we are going to take you through the basic operations of 2Paint+ from creating a basic drawing to the more advanced photo-editing features. As with our other products, 2Paint+ comes with a wealth of video tutorials which cover 2Paint+ extensively and due to its nature, certain parts of the application are hard to describe on paper. You will find them on the Junior Video Toolkit CD-ROM or by simply clicking on the **Help** menu from 2Paint+ and following the instructions on the screen.

Starting a new file

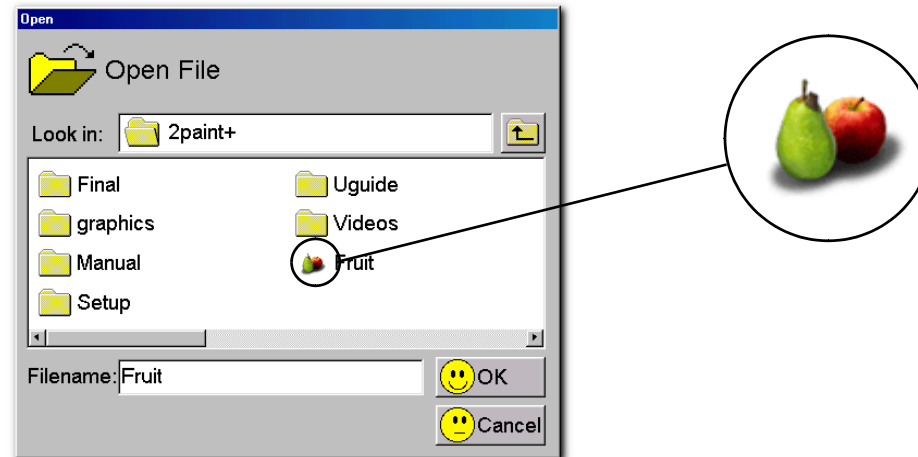
Once 2Paint+ is launched, it has a "Blank" document ready. This is the white area as described on page 59. You can start to draw anywhere within this white area. Should you still want to start a new document, click on **File | New** and you will be presented with the following screen:



This will allow you to create a document based on the size that you want.

Opening a file

Click in **File | Open** and you will be presented with the "Open" dialog box. What is good about 2Paint+ is that it will give you an instant preview of the file should there be one in the directory you are looking for. See the screen shot below...



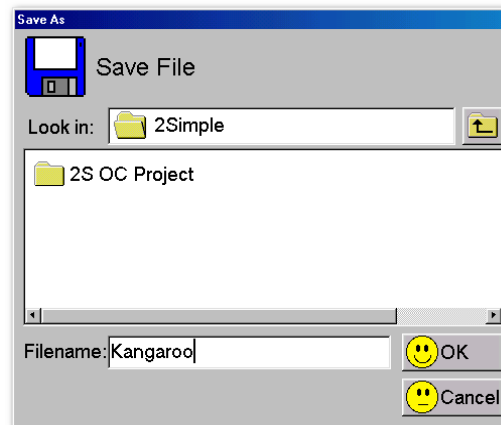
If you have found the file that you want, select it by clicking on it and click on OK when ready.

Saving a file

Like most Windows programs, 2Paint+ has two options for saving a document, these are:

Save - This option has two effects. If you are saving your file for the first time, it will prompt you with the "**Save As**" dialog shown below. However if you continue to make changes to that file, you can choose the option "Save" and this will simply save all the changes that you have done to the file.

Save As - This option will also save your file but the difference is you can save it as a different name. You may save a file as "Sample1", then make changes to it and then decide to save it as "**Sample2**". Effectively you are making a copy of a file each time you choose the option "**Save As**".



Printing a file

This option will allow you to print your document (See Teacher's Options on Page 76) and allow you to set up different printers if you have more than one installed on your machine.

Undo Option

You will find this option under **Edit | Undo** and it allows you to undo any changes you may have made to your document. The undo option will allow you to go back three steps to the last changes that you made to your document.

Cut, Copy, Paste

These are your standard tools which allow you to cut or copy parts or all of your work. You can paste bitmaps (Images) from other applications which support this feature (Most Windows applications do). You cannot paste text into 2Paint+.

Select All

This option will allow you to select the entire image or drawing that you may have created. It works well in conjunction with the "Cut & Copy" options or the image editing options explained further on in this User Guide.

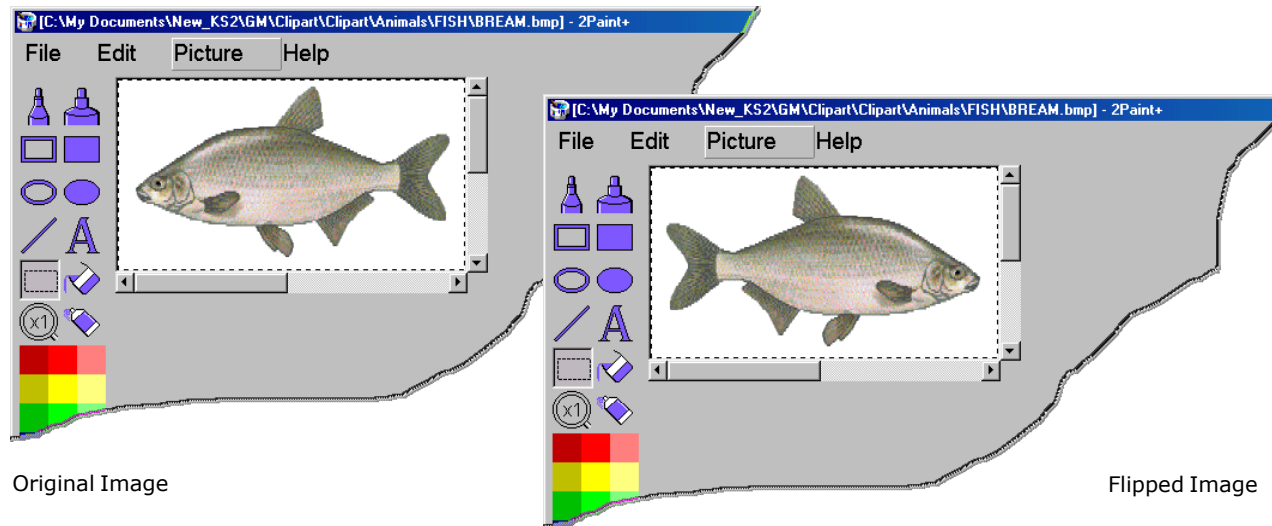


There is also the "Select Tool" from the toolbar located on the left hand side of 2Paint+ which allows you to partially select an image or drawing.

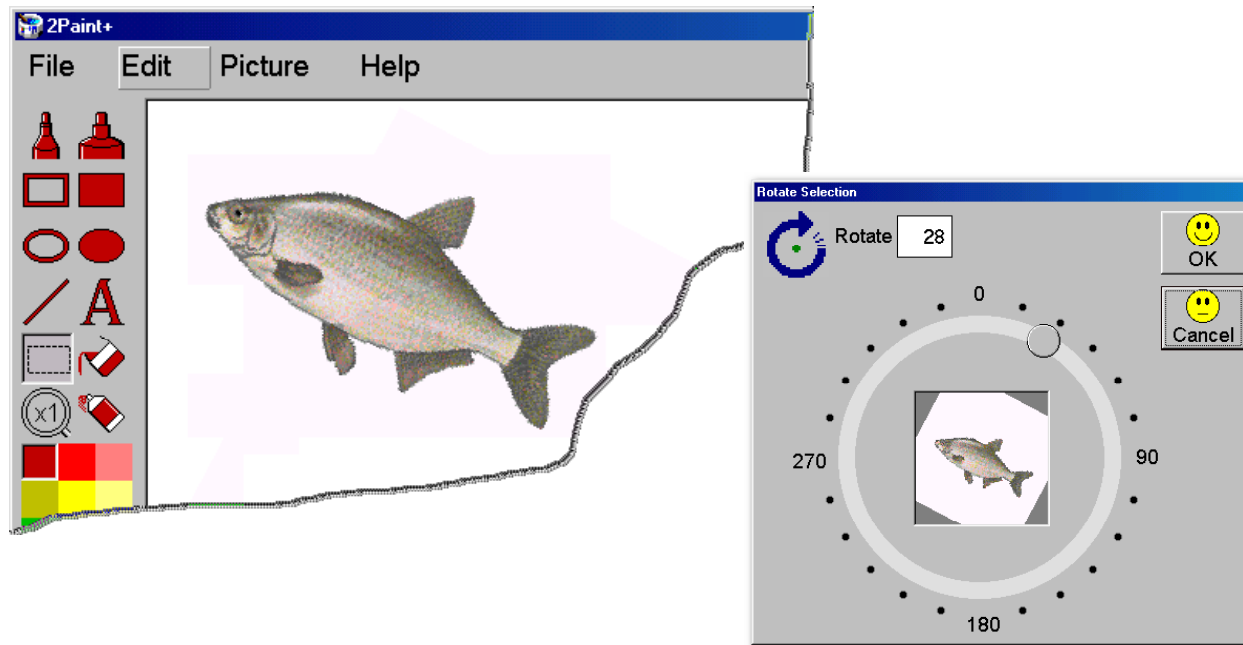
Photo Editing Options

2Paint+ contains some very sophisticated photo editing options which add extra enhancements to your images/drawings. To be able to use these you will need to "Select" parts or the entire image or drawing. These tools are:

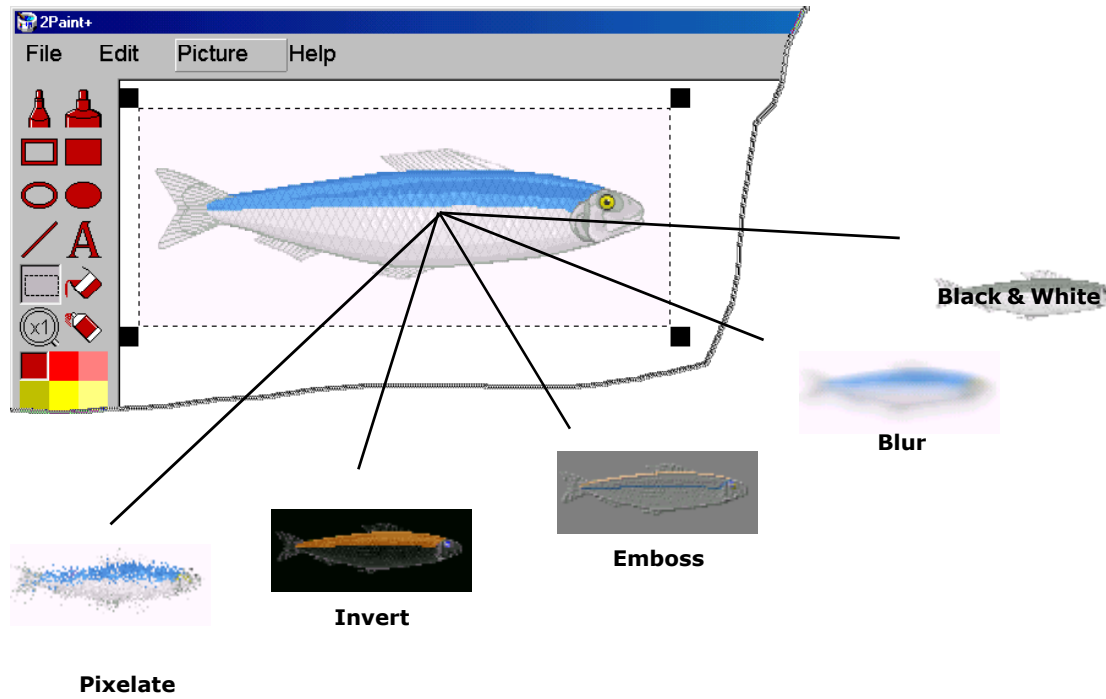
- **Flip Horizontal** - This option will allow you to flip your image. Simply select the image then go to **Picture | Flip horizontal** and it is done! The same principal applies to "**Flip Vertical**". See the screen shot below.



- **Rotate Image** - This tool allows you to rotate all or parts of an image/drawing up to 360°. Simply select parts or all of an image/drawing and choose **Picture | Rotate** from the menu.

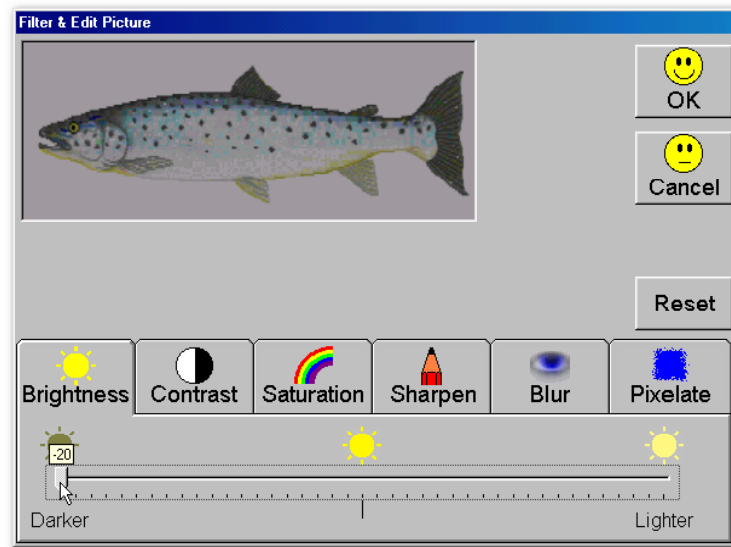


● **Filters** - 2Paint+ has a selection of 5 artistic filters which give your image/drawing the artistic edge. To use these filters, make sure you select part or all of your image/drawing and then choose **Picture | Filters** from the menu. We have created a sample below to demonstrate these features...

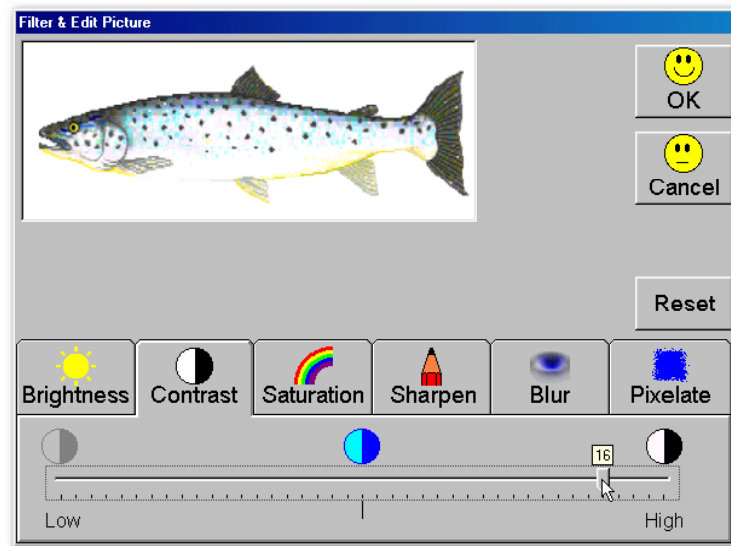


• **Advance Filters** - In addition to the standard filters, 2Paint+ has a range of "Advance Filters & Picture Editing" tools. To access these options, you will need to select all or parts of your image/drawing and choose **Picture | Advance Filters** from the menu. These options are:

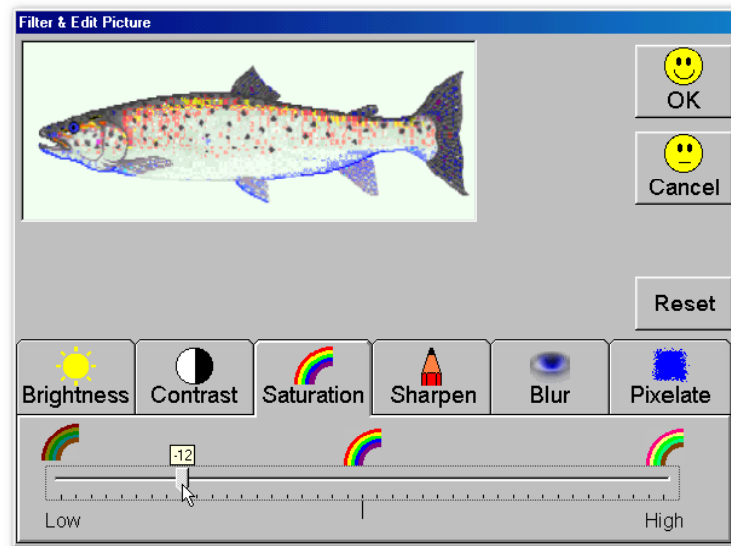
Brightness - which controls the brightness of an image via the slide bar. There is a window which gives you an instant preview of the effect. You can reset the effect if you are not happy with it by clicking on the "Reset" button.



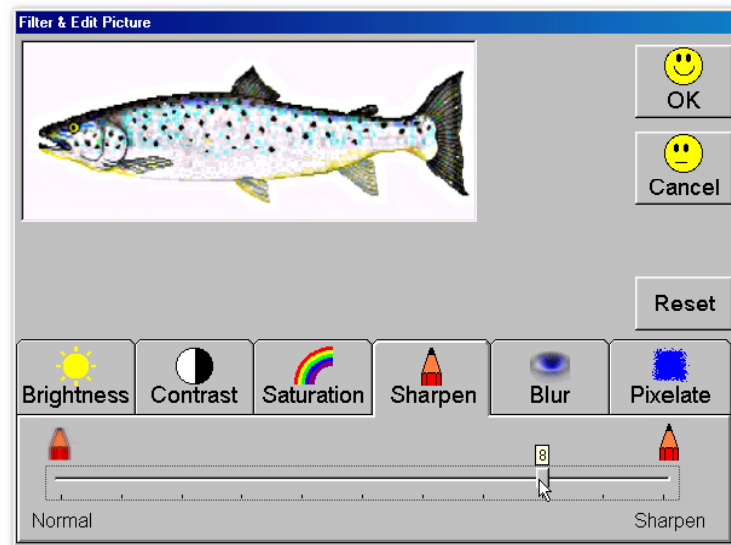
Contrast - Similar to brightness, it controls the contrast of an image via the slide bar. There is a window which gives you an instant preview of the effect. You can reset the effect if you are not happy with it by clicking on the "Reset" button.



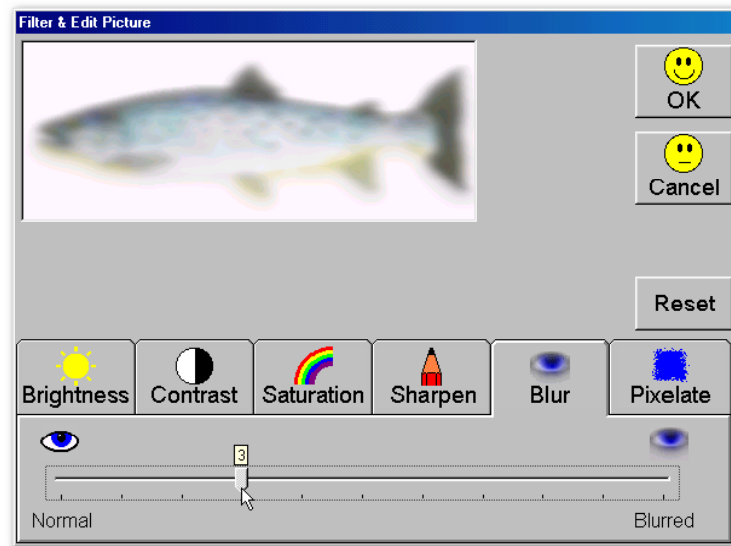
Saturation - Similar to brightness & Contrast, it controls the saturation level of colours in an image via the slide bar. There is a window which gives you an instant preview of the effect. You can reset the effect if you are not happy with it by clicking on the "Reset" button.



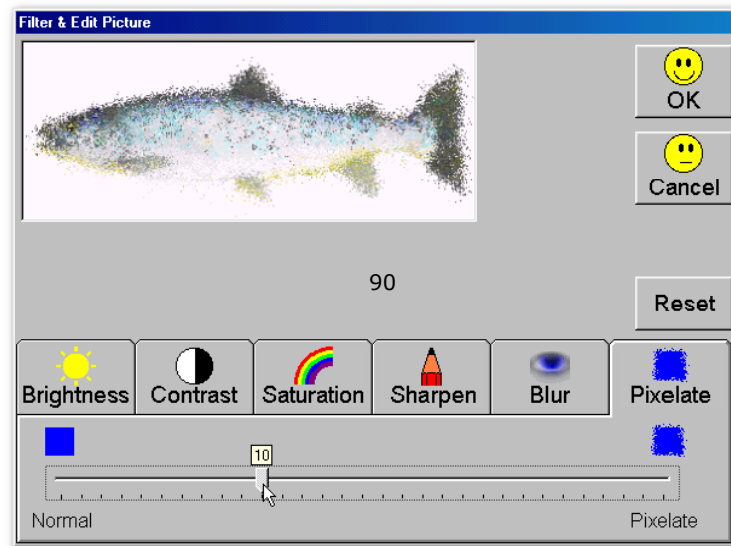
Sharpen - This controls the sharpness level of your image/drawing via the slide bar. There is a window which gives you an instant preview of the effect. You can reset the effect if you are not happy with it by clicking on the "Reset" button.



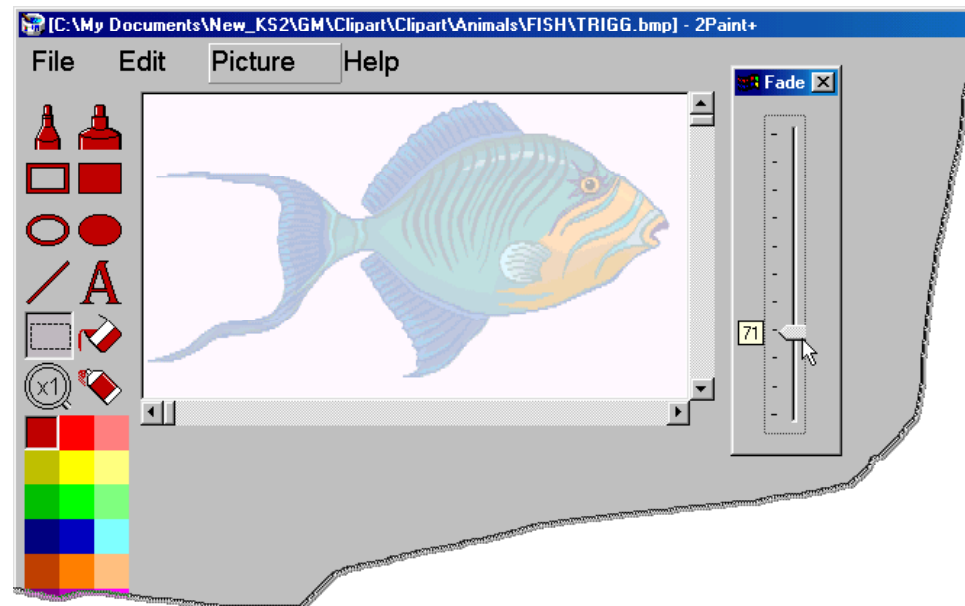
Blur - This controls the blur level of your image/drawing via the slide bar. There is a window which give you an instant preview of the effect. You can reset the effect if you are not happy with it by clicking on the "Reset" button.



Pixelate- This control allows you to pixelate your image/drawing via the slide bar similar to the pixelate option found in the standard filter. There is a window which gives you an instant preview of the effect. You can reset the effect if you are not happy with it by clicking on the "Reset" button.

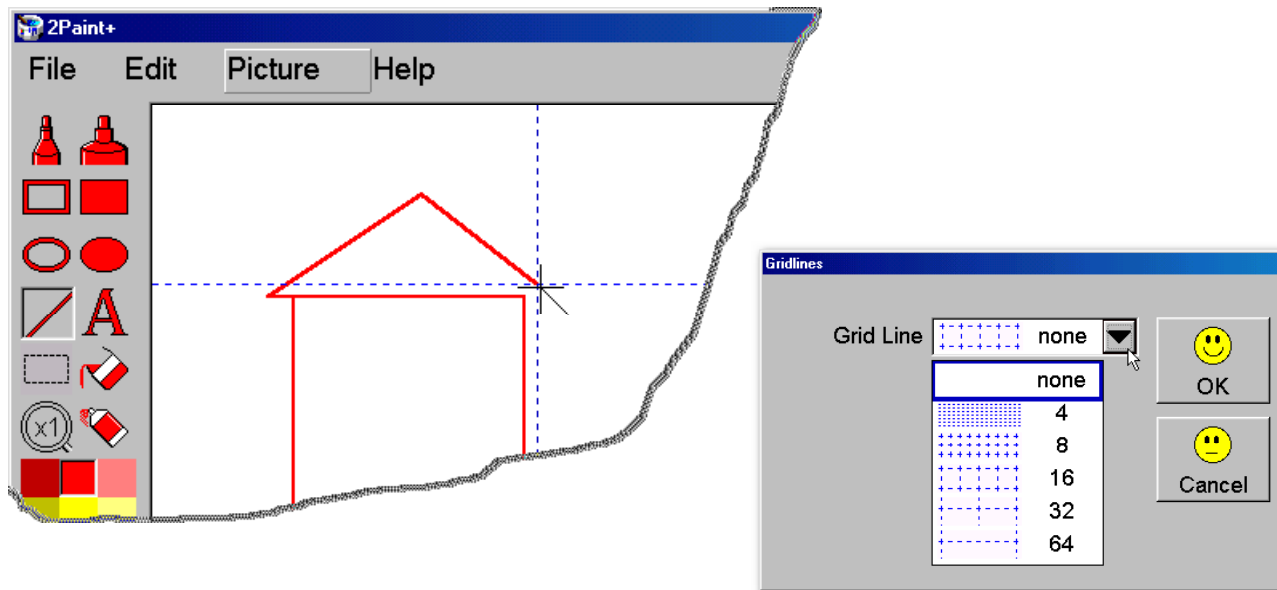


- **Fade Option** - This option will allow you to fade all or parts of an image/drawing based on your selection. The fade level can be set via the slider which appears on the screen.



• **Grid Option** - This option will assist you in drawing precise and accurate drawings which require exact size or straight lines. Simply click on **Help | Grid...** and its dialog box will appear (seen below).

You set up the grid level from none to 64 dots depending on your requirements. Once set-up, when you try to draw anything, you will notice that the cursor is held over each object snaps to grid and drawing identical objects becomes simple!



Teacher's Options

Like the rest of 2Simple's products, 2Paint+ has a Teacher's Option which allows you to configure 2Paint+ the way you choose. 2Paint+ is a simple tool and has many features that teachers can set up if and when they see the need to.

To launch the teacher's Options click on the following keys at the same time. The last key is 'O' for Options and not 0 (Zero).



The Teacher's Options dialogue box consists of 3 sections (Tabs). These are:

- **Toolbar**

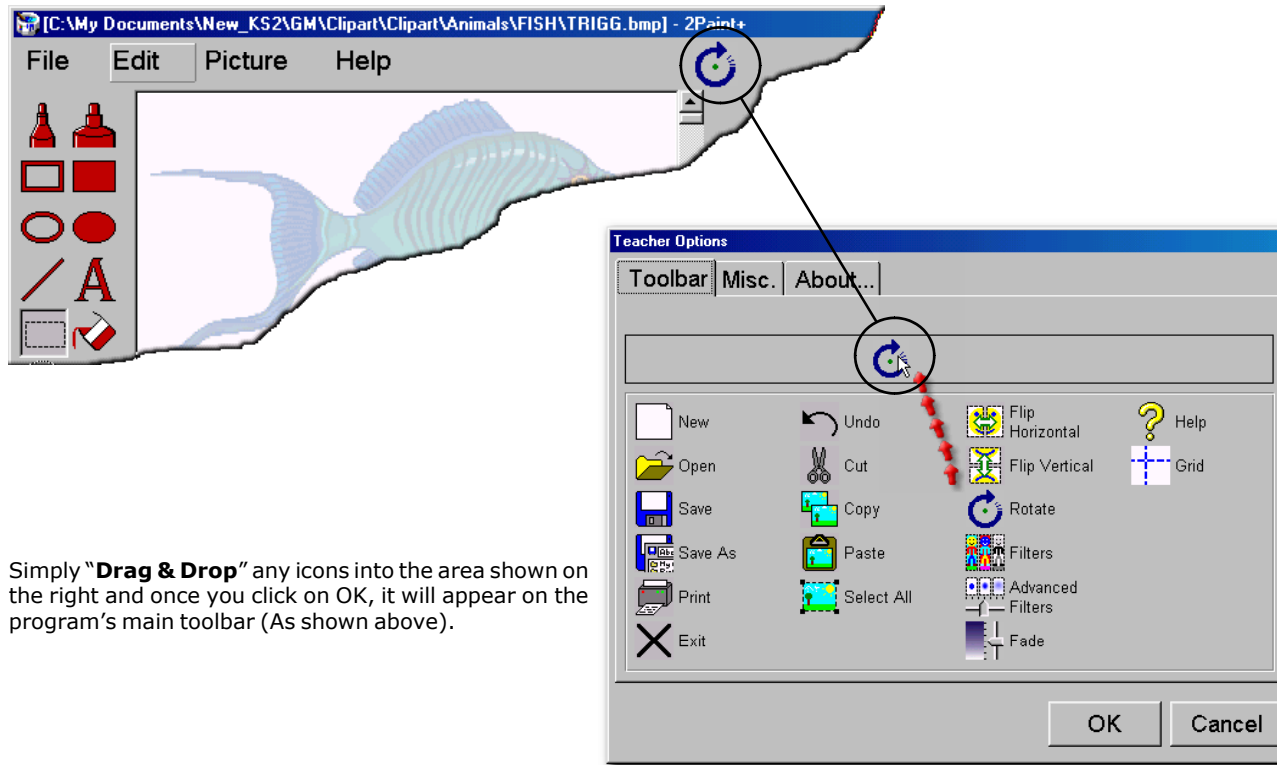
This option allows you to set-up icons (Buttons) in the tool bar of 2Paint+. This allows quick and easy access to all 2Paint+ menu items. (See the screen shot on the next page).

- **Misc.**

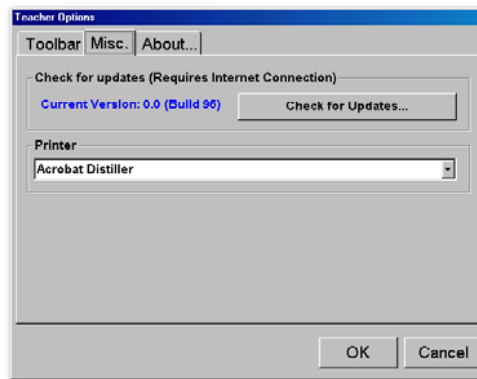
This section allows you get the latest version of 2Paint+ from 2Simple Software web site. (Internet Connection Required). It also allows you to select a different printer for your print jobs from 2Paint+ if you have more than one printer installed.

- **About**

This section has the product version and credit details.



Simply **Drag & Drop** any icons into the area shown on the right and once you click on OK, it will appear on the program's main toolbar (As shown above).



2Paint+ will pick up your default printer (If you have one installed). To change to another printer if you have more than one, use the drop down box (shown above) to change your selection.

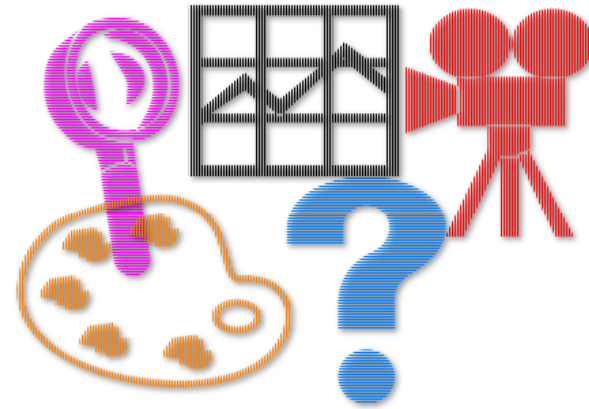
Getting Help

This User Guide covers only a fraction of 2Paint+ in terms of usability and functionality. As we are sure you will appreciate, it is difficult to demonstrate all the features on the paper due to their nature and that is why we recommend you watch the video tutorials.

To get help on 2Paint+, click on **Help | Help** and you will be presented with the following options:

- To view the User Guide in Adobe® Acrobat format (The electronic version of what you are reading now).
- To watch videos (Highly recommended).

2Graph+



Getting to know 2Graph+

What is 2Graph+?

2Graph+ is a graphing tool for making pictograms, bar charts, pie charts and line graphs for multiple sets of data. It adds lots of exciting and powerful new features, yet retains a simple and easy to use interface.

Using 2Graph+

If you already have used 2Graph (an existing tool part of Infant Video Toolkit from 2Simple Software), you should feel at home. If you haven't, you will still find it easy to use. Here at 2Simple we believe in "Keeping it simple" and 2Graph+ is simple to use.

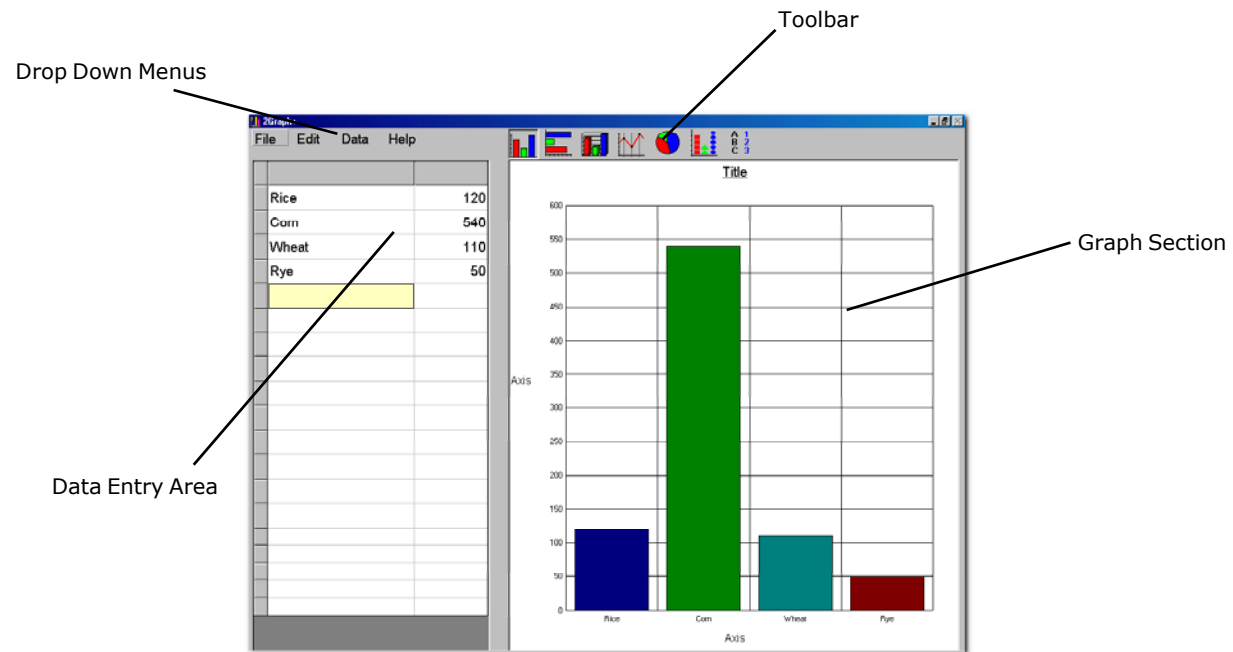
Having installed 2Graph+, let us take you through the program and see how everything works.

Let's say we are launching it from the "Programs" menu. This should look something like this:

Start >Programs >2Simple Software >Junior Video Toolkit >2Graph+

Once the program is launched, it should look something like the screen shot on the next page. We shall explain the programs features in details in the next few pages.

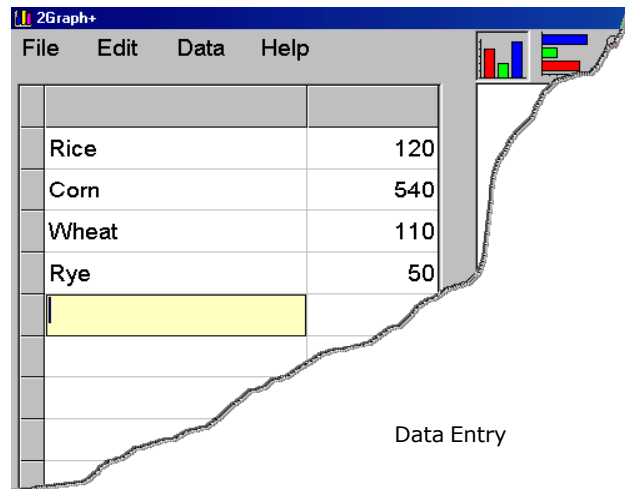
2Graph+ at a Glance



2Graph+ in detail

Now let us take you through each section in detail. This should help you understand each tool and its function. 2Graph+ is made up of two main sections. These are:

- Data Entry Section
- Graph Section

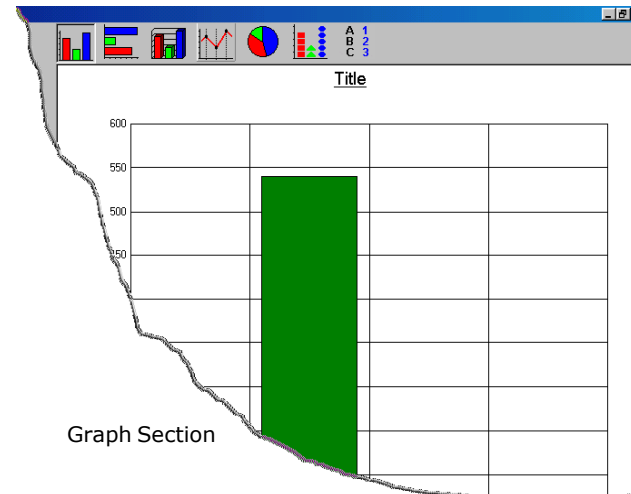


The screenshot shows the 'Data Entry' section of the 2Graph+ software. It features a menu bar with 'File', 'Edit', 'Data', and 'Help'. Below the menu is a spreadsheet with the following data:

Rice	120
Corn	540
Wheat	110
Rye	50

The 'Rye' row is highlighted in yellow. A small bar chart icon is visible in the top right corner of the window.

Data Entry



Graph Section

2Graph+ is the kind of application where you "Type 'n' Go". This means you launch the application, enter the data and it automatically generates the graphs & charts for you. With 2Graph+ you have a choice of 6 graphs & charts as well as pictograms. You will find these on the toolbar at the top of the program. Lets go through them.

Toolbar in detail...



Vertical Bar Chart

This option will generate Vertical bar charts based on your entries



Horizontal Bar Chart

This option will generate Horizontal bar charts based on your entries



3D Bar Chart

This option will generate 3D bar charts based on your entries



Line Chart

This option will generate line charts based on your entries



Pie Chart

This option will generate pie charts based on your entries



Pictograms

This option will generate pictograms based on your entries



Sort Data

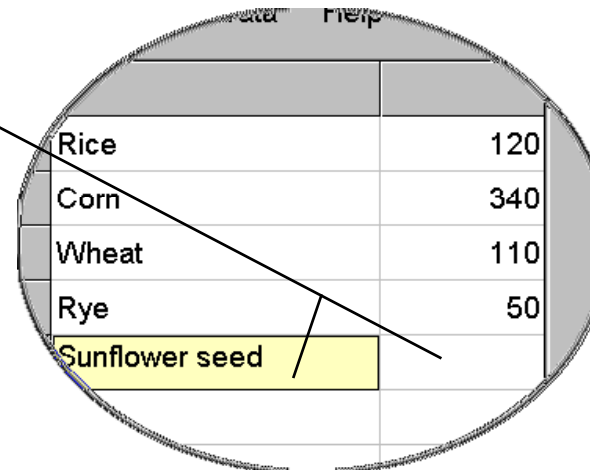
This option will enable you to sort the data based on your entries. We will go through this further in this Guide

Data Entry

This is where the data is entered. There are several features which may need to be pointed out. You can enter the data in many ways based on what ever subject you choose.

Enter the data as normal, however to move to the next column, you need to press "**Enter**".

You can type the name of the basic colours i.e. Red, Blue, etc... and it will produce a graph based on the colours that you entered.



A screenshot of a data entry interface showing a table with two columns. The table is titled "Data" and "Help" at the top. The data rows are: Rice (120), Corn (340), Wheat (110), Rye (50), and Sunflower seed (highlighted in yellow). A line points from the text "to move to the next column, you need to press 'Enter'" to the right side of the Sunflower seed row. Another line points from the text "You can type the name of the basic colours..." to the Sunflower seed cell.

Rice	120
Corn	340
Wheat	110
Rye	50
Sunflower seed	

Your data might require more columns, 2Graph+ has up to 5 columns. These can be set via **Data | 2Column** from the drop down menu. (See below. Follow the arrows)

The screenshot shows the 2Graph+ interface. The 'Data' menu is open, showing options for 2, 3, 4, and 5 columns. The '5 Columns' option is selected. A red arrow points from this option to a data table below. The data table contains the following information:

Rice	120	345	267	123	
Corn	340	44	32	12	
Wheat	110	90	88	76	
Rye	50	43	11	90	
Sunflower s					

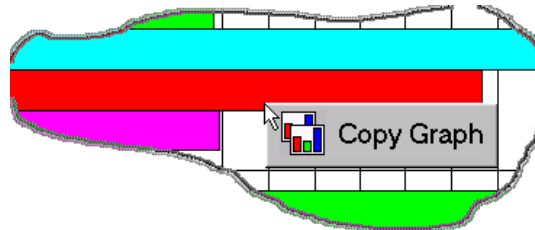
A second red arrow points from the data table to a bar chart titled '2Simple Farm'. The bar chart displays four horizontal bars for 'Rice' in green, cyan, red, and magenta. A green bar is also visible at the bottom of the chart area.

Once you create your graph, you have three choices. You can...

- **Save** your graph for use later. To do this, simply click on **File | Save As** from the drop down menu if this is the first time you have saved your work. Later on if you make any changes to your graph provided you wish to keep the name of the file the same, click on **File | Save** from the menu.


- **Copy** the graph. To achieve this there are 2ways:

1. From the menu click on **Edit | Copy**.
 2. Use the right button of your mouse and make the button appear which will allow you to save the graph. (Seen below).
- You can paste your graph in Word® or any Windows application that accepts bitmaps.

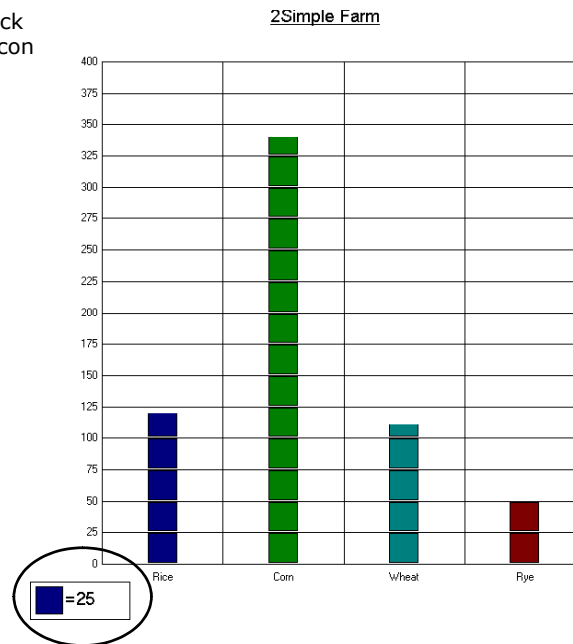
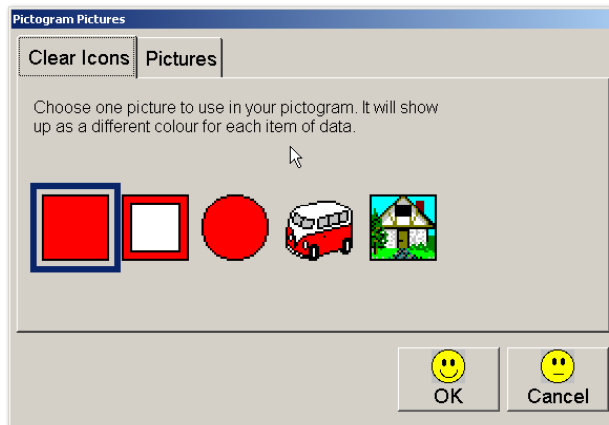


- **Print** the graph. Simply click on the **File | Print** and it will print your graph.

Pictograms

This is an option which allows you to represent your data with various icons & legends. Once you have entered your data and created your graph, click on the () button.

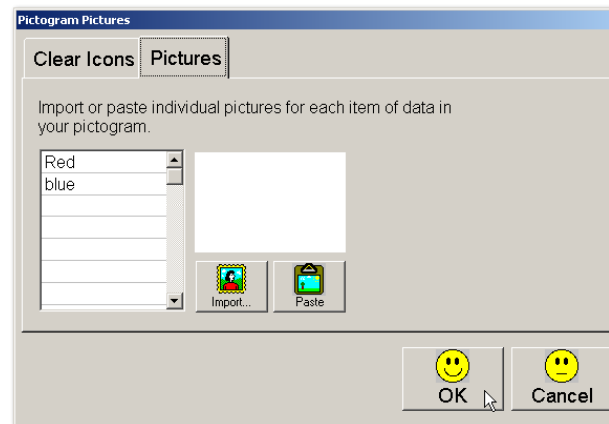
If you wish to represent your pictogram with a different icon, click on the square circled below and you will be presented with the icon dialog box (seen below).



You can import your own images into 2Graph+ by clicking on the "Pictures" tab. You can:

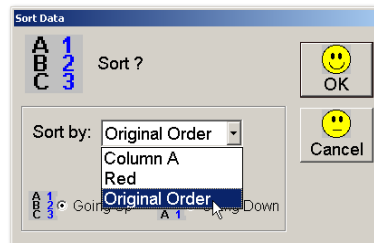
- **Import**
- **Paste**

images for your graph as shown below:



Sort Data

One of the neatest features of 2Graph+ is its ability to sort data. This feature is explained on the next page(s).



Sorting can be done based on the fields in your graph. In the screenshot above the fields we have are:

- **Column A**

This option will sort the data based on whatever there is in column "A". The sort process will re-arrange data from bottom to top.

- **Red**

Is the given name to the first entry in the column A.

- **Original Order**

This option will sort data to its original format. In the way the user had entered data originally.

Like 2Investigate the user can sort data in "Going Up" or "Going Down" format.



To get a full understanding of 2Graph+, Watch the video tutorials installed with the software.

Teacher's Options

We have tried to make 2Graph+ as simple as possible both for the teachers & pupils alike. Like all the rest of 2Simple products, 2Graph+ Teacher's option allows you to configure 2Graph+ the way you choose. Although 2Paint+ is not designed to be a complicated tool but none the less there are certain features that teachers can set up if and when this is necessary.

To invoke the teacher's Options click on the following keys at the same time. The last key is 'O' for Options and not 0 (Zero).



The Teacher's Options dialog box consists of 3 sections (Tabs). These are:

- **Toolbar**

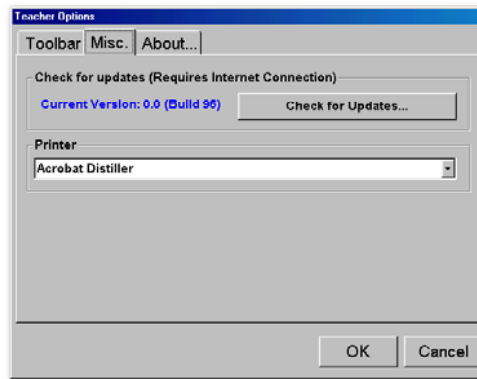
This option allows you to setup icons (Buttons) in the tool bar of 2Graph+. This allows quick and easy access to all 2Graph+ menu items. (See the screen shot on page 77 since 2Graph+ shares this feature with 2Paint+).

- **Misc**

This section allows you get the latest version of 2Graph+ from 2Simple Software website. (Internet Connection Required). It also allows you to select a different printer for your print jobs from 2Graph+ if you have more than one printer installed. (See next page for a screenshot).

- **About**

This section has the product version and credits details.



2Graph+ will pick up your default printer (If you have one installed). To change to another printer if you have more than one, use the drop down box (shown above) to change your selection.

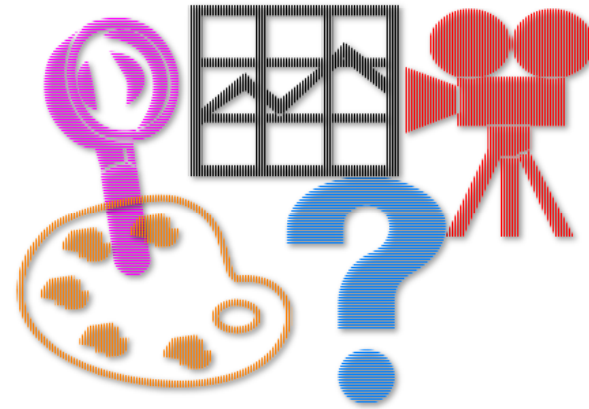
Getting Help

This User Guide covers only a fraction of 2Graph+ in terms of usability and functionality. It is difficult to demonstrate all the features on the paper due to their nature and that is why we recommend you watch the video tutorials.

To get help on 2Graph+, click on **Help | Help** and you will be presented with the following options:

- To view the User Guide in Adobe® Acrobat format (The electronic version of what you are reading now).
- To watch videos (Highly recommended).

2Question+



Getting to know 2Question+

What is 2Question+?

2Question+ is a Branching Database tool. It adds lots of exciting and powerful new features, yet retains a simple and user friendly interface.

Using 2Question+

If you have used 2Question (an existing tool part of IVT from 2Simple Software), you will feel confident with 2Question+. If you haven't, you will find it easy and intuitive. Here at 2Simple we believe in "Keeping it simple" and 2Question+ excels itself in terms of simplicity and user friendliness.

Having installed 2Question+, let us take you through the program and see how everything works.

Let's say we are launching it from the "Programs" menu. This should look something like this:

Start >Programs >2Simple Software >Junior Video Toolkit >2Question+

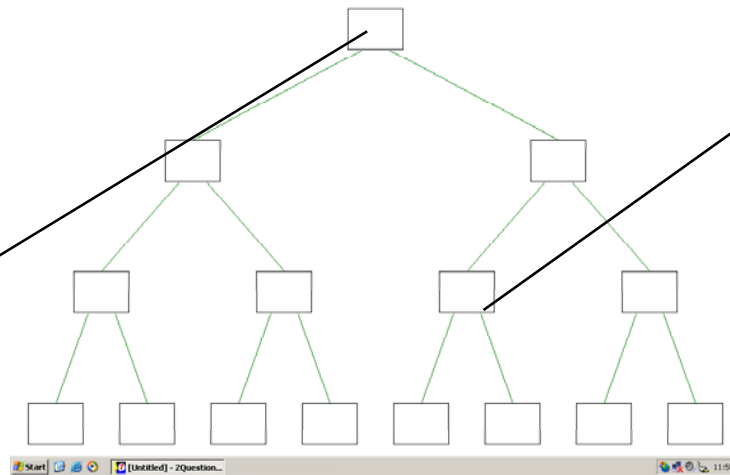
Once the program is launched, it should look something like the screen shot on the next page. We shall explain the programs features in details in the next few pages.

2Question+ at a Glance

Drop down Menus



Data Entry Area

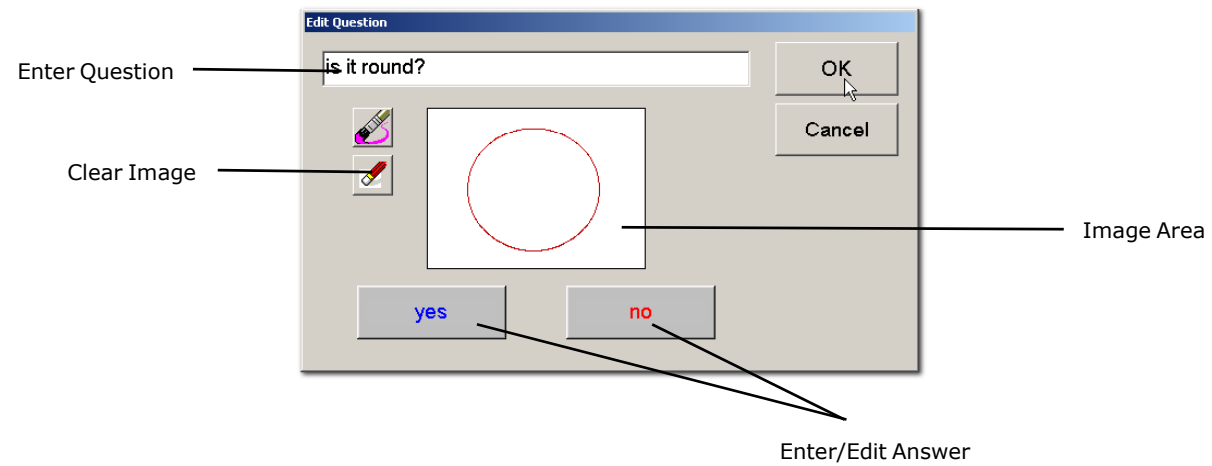


Braching
Questions
Section

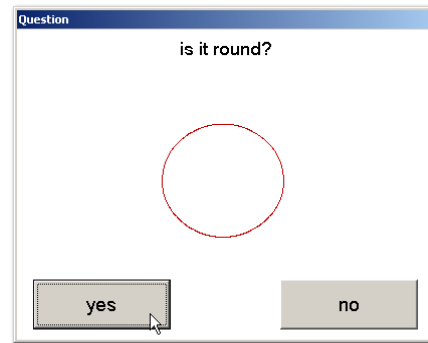
2Question+ in detail

Let's take you through each section in detail. This should help you understand each tool and its function. 2Question+ is made up of a simple interface.

To start, you simply click on the each box to edit/start a question.



2Question+ is very simple to use. Once you have filled all the relevant parts, simply click on "Ask Question" from the drop down menu of the toolbar if it is visible on the toolbar.



You will be asked questions depending on how you have structured your questions. The answer will branch out based on your answers, until you reach the end of the database.

It is that simple!

Teacher's Options

We have tried to make 2Question+ as simple as possible for teachers & pupils alike. Like all the rest of 2Simple products, 2Question+ has a teacher's option which enables you to configure 2Question+ to your needs. Although 2Question+ is not designed to be a complicated tool but there are certain features that teachers can set up if they see the need.

To launch the teacher's Options click on the following keys at the same time. The last key is 'O' for Options and not 0 (Zero).



The Teacher's Options dialog box consists of 3 sections (Tabs). These are:

- **Toolbar**

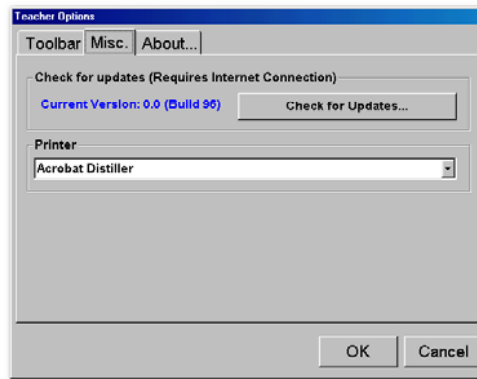
This option allows you to setup icons (Buttons) in the tool bar of 2Question+. This allows quick and easy access to all 2Question+ menu items. (See the screen shot on page 97 since 2Graph+ & 2Paint+ shares this feature with 2Paint+).

- **Misc**

This section allows you get the latest version of 2Question+ from 2Simple Software website. (Internet Connection Required). You can select a different printer for your print jobs from 2Question+ here if you have more than one printer installed. (See next page for a screenshot).

- **About**

This section has the product version and credits details.



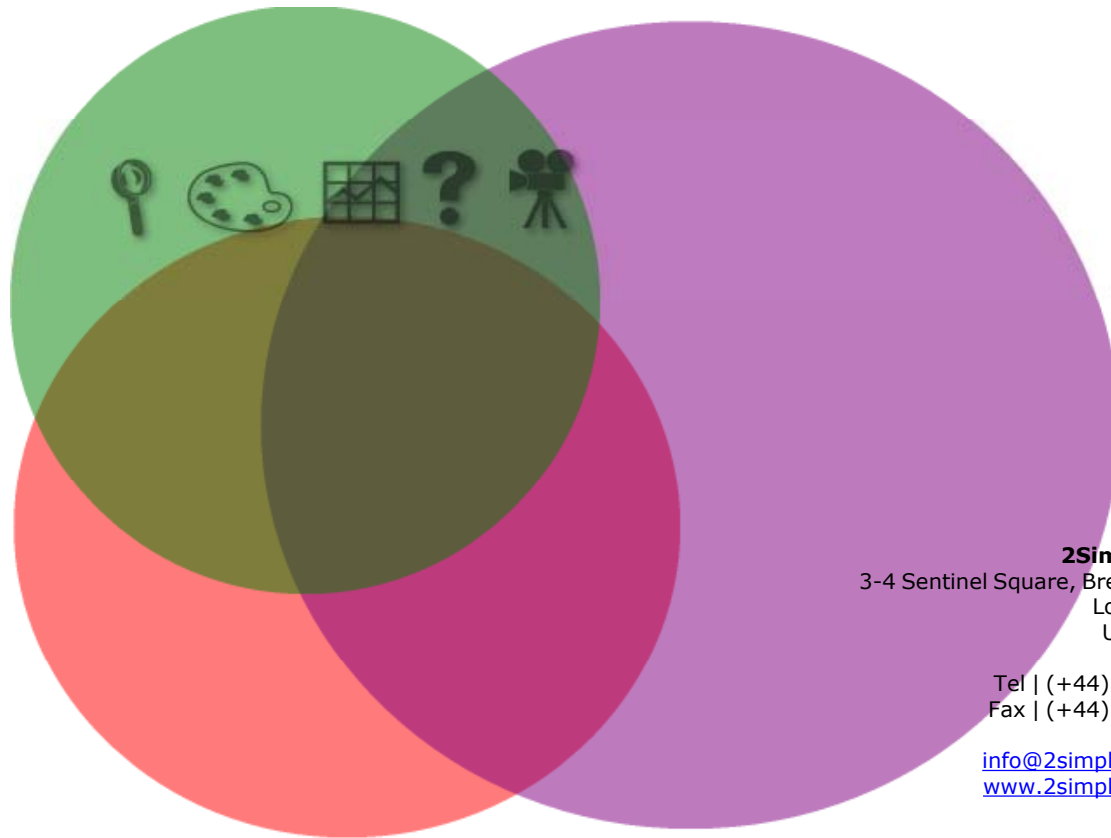
2Question+ will pick up your default printer (If you have one installed). To change to another printer if you have more than one, use the drop down box (shown above) to change your selection.

Getting Help

This User Guide covers only a fraction of 2Question+ in terms of usability and functionality. As we are sure you will appreciate, it is difficult to demonstrate all the features on the paper due to their nature and that is why we recommend you watch the video tutorials.

To get help on 2Question+, click on **Help | Help** ad you will be presented with the following options:

- To view the User Guide in Adobe® Acrobat format (The electronic version of what you are reading now).
- To watch videos (Highly recommended).



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