# 2simple

# Infant Video Toolkit 2
# Version 2

# User Guide

www.2simple.com

# Contents

# <u>Introduction to Version 2</u>

My work as an advisory teacher shows me improving learning with ICT is not about adding extra features and buttons to software...

Its not about trying to replace the tactile experience a child gets from finger printing, painting or even splashing with *real* paint.

Its about exploring the power of ICT as a creative tool and the ***differences*** it makes to learning.

Its about giving young children tools that allow them to **explore and learn through making mistakes**.

Tools that allow them to work with **increased accuracy**; to explore concepts of **repetition and to generate multiple images**.

Tools to discover how computers give us **new ways to communicate** with each other and new **global audiences**.

Tools to use the power of ICT to **combine different forms of information.**

The new IVT is designed to do all these things, but above all, to be simple, powerful and creative. Have Fun !

*Max Wainewright, Designer & Developer of IVT2*

# Infant Video Toolkit—Overview

| Program | Description | Curriculum Links |
|---------|-------------|------------------|
| **2paint** | A very simple drawing program for Nursery, Reception & Year 1 | Creative development during the Foundation Stage.<br>Introduces Unit 2B, QCA ICT Scheme of work |
| **2publish** | A creative program to mix together Text & Graphics to make simple books, envelopes, stories & posters. | Creative, communication, language and literacy development during the Foundation Stage.<br>Unit 2A (+ parts of 1B & 3A) of the QCA ICT Scheme of work. |
| **2count** | A simple data handling program to make pictograms. | Mathematical development during the Foundation Stage.<br>Unit 1E & 2E of the QCA ICT Scheme of work |
| **2go** | Give simple instructions to move objects around the screen. Draw your own shapes or explore a town. | Mathematical and creative development during the Foundation Stage.<br>Unit 1F & 2D of the QCA ICT Scheme of work |
| **2graph** | Make block graphs, bar charts, pie charts and line graphs easily. | Unit 2D & 4D of the QCA ICT Scheme of work |
| **2question** | Make simple branching databases. | Unit 2E & 4C of the QCA ICT Scheme of work. |

# Installation - PC

*Follow the instructions on the 'Quick Start' Card.*
*If these do not work on your PC then:*
1.    Put the CD in the drive
2.    Click **'Start—Run'**
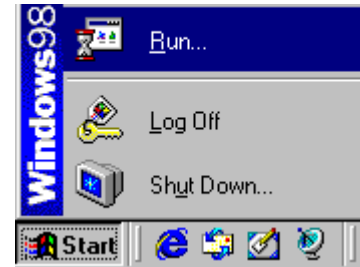
3. Type **D:\setup.exe**
*(If your CD drive is drive E*
*Type e:\setup.exe etc)*
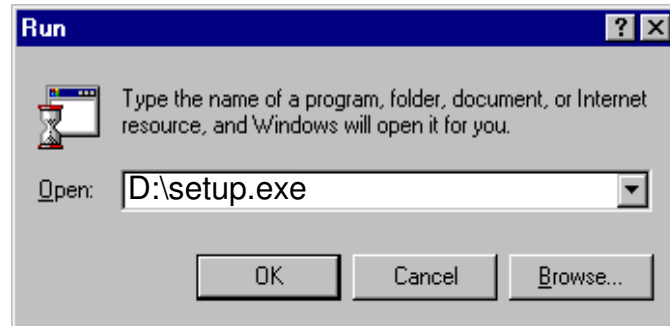
4. Click OK.

5. Follow the instructions on screen to complete the installation.

*This will install your software & add a link from the 'start menu' to the IVT*

# Installation - Mac

1. Put the CD in the drive
2. Create a new folder on the mac desktop, click on File and New Folder
3. Drag the entire contents of the 2Simple CD into the new folder
4. To run the software choose the launcher

- To access the teacher options on macintosh press apple and shift together and then o (the letter o)

- Mac Videos
  Double-Click on a video to play it
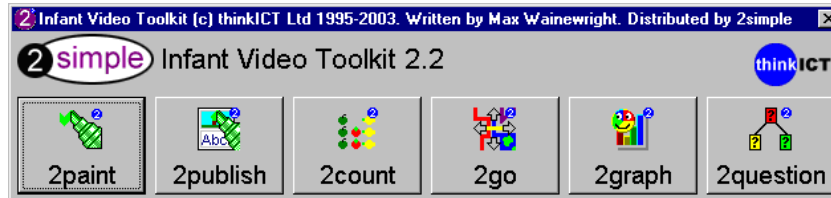  You can copy the contents of the videos to your desktop

# Getting Started - PC

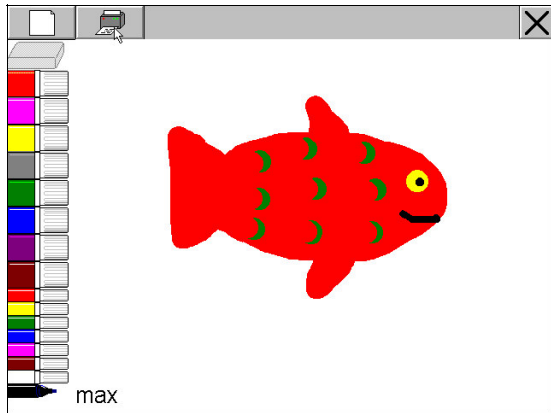1. Click **Start—Programs—2Simple Software—Infant Video Toolkit 2**
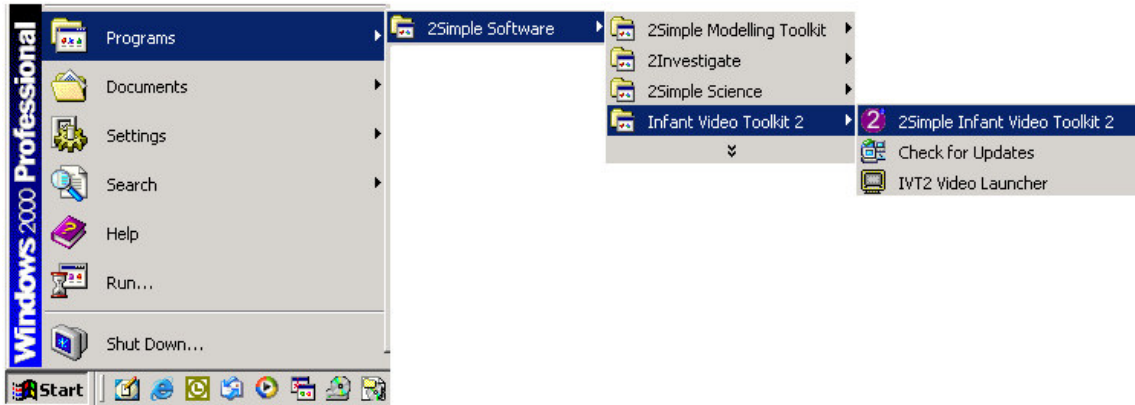


*This will start the 2Simple IVT launcher...*



2. Start the program you want by clicking one of the buttons.

# 2paint

*A very simple drawing program for Nursery, Reception and Year 1. It is an excellent way to start developing ICT skills and encourage creative development during the Foundation Stage.*

max

Click a felt tip to choose it. To draw hold down either mouse button & move!

Click the rubber to rub out mistakes.

Click the **'abc'** or anywhere at the bottom of the screen to type
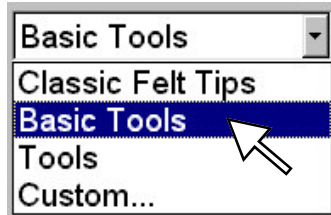
and to print.

and to start again.

and to exit 2paint.

# New Drawing Tools in 2paint & 2publish

Basic Tools

Classic Felt Tips
**Basic Tools**
Tools
Custom...

2paint and 2publish both offer a range of configurable drawing tools to meet the needs of different learners. These are set from the teacher options, and stored for future use. Hold 'Ctrl' and 'Shift ⇑' then tap 'O' to display the teacher options, then choose the **'tools'** tab to change the drawing tools.
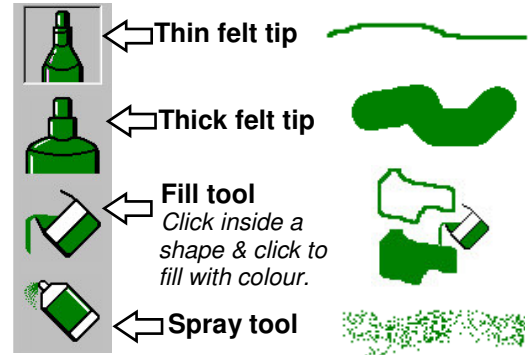
**Start pupils with the Classic Felt Tips...**
Click a felt tip to choose it. To draw hold down either mouse button & move. This is ideal for children just starting to use the computer.

**...Then move on to a set of simple tools**
Once children have become proficient with felt tips they can be introduced to these basic tools.

⇐ **Thin felt tip**

⇐ **Thick felt tip**

**Fill tool**
*Click inside a shape & click to fill with colour.*

⇐ **Spray tool**

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**Learning Through Mistakes** – Initially children can use the rubber to deal with mistakes.

☑ Show Undo Button

As they start to use more complex tools a rubber won't be much use. The teacher options allow pupils to access the **Undo** button. Clicking this takes back the last thing drawn or mistake made.

# New Drawing Tools in 2paint & 2publish

There are two more tool modes for more experienced users. The tool mode offers all the basic tools, plus the five additional shape tools and the magnet tool explained below.

To draw these shapes:

1. Move the mouse to where you want to start the shape.
2. Hold the mouse button down and move slowly to 'drag' out the shape.
3. Release the mouse button.

Draw hollow rectangle ⇨
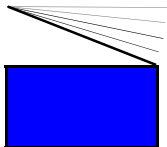
Draw solid rectangle

Draw hollow ellipse ⇨

Draw solid ellipse

Draw straight line ⇨

## Drawing Regular Shapes
*To draw a circle or square hold down the shift key whilst dragging the mouse.*

### Drawing Accurately

The Optional Magnet makes joining up shapes and getting them in the right place simple !

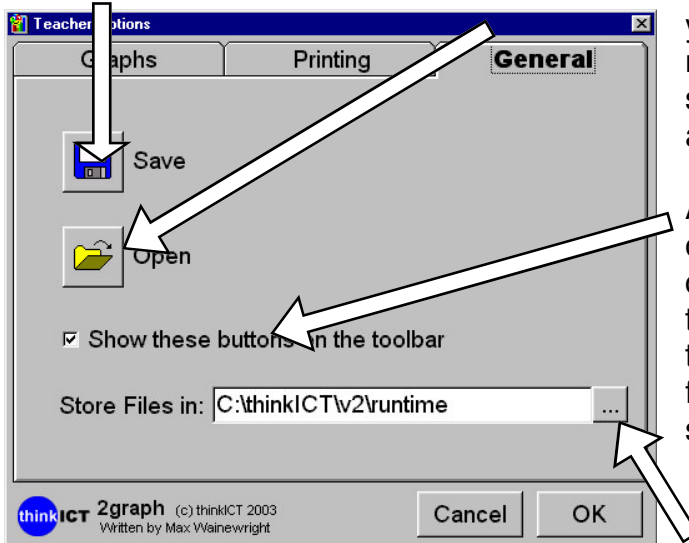**Custom Tools** introduce tools gradually with the **'Custom...'** setting. Tick the tools pupils can use:

# Teacher Options – Storing Work

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

Click here to save work

Click to open (retrieve) work

All files in IVT can be saved or opened in a number of ways. When working with very young children it may be better to start with no save or open options available on screen. Work can be saved or opened by an adult via the teacher options.

As children start to understand the concept of retrieving and saving work the buttons can be made available to them by 'ticking' this box. This will allow them to save and open files in the folder specified in the box.



Older children may need to access other folders. This button sets the starting folder, and offers 'standard' dialogue boxes to open & save work anywhere.
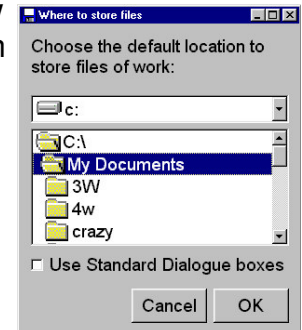
# Teacher Options – Printing & Exiting

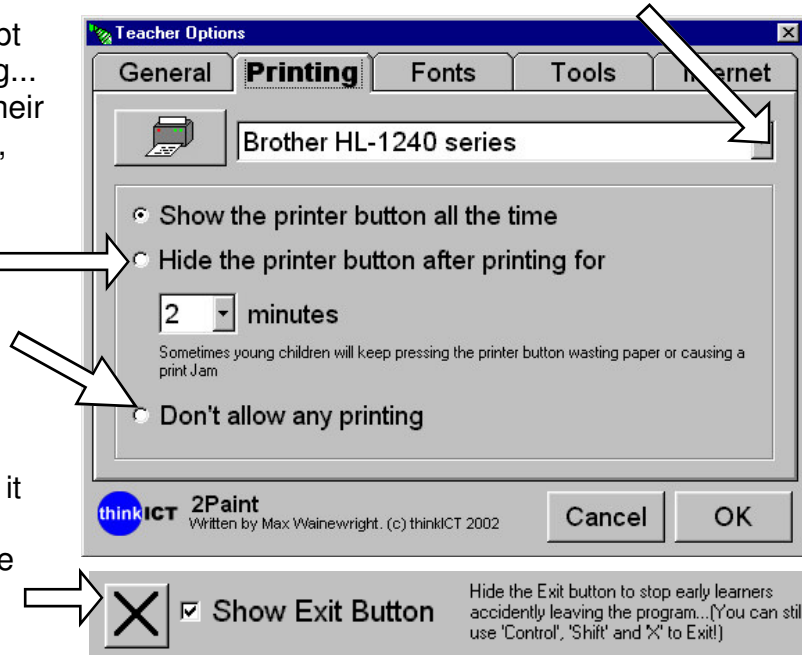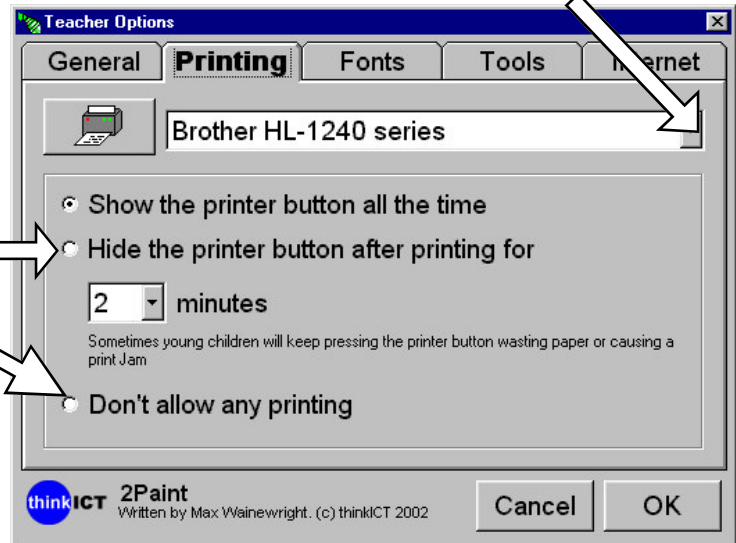Hold 'Ctrl' and 'Shift ⇑'  then tap 'O' to display teacher options

Set the default printer

We want children to become independent users of ICT – except perhaps when it comes to printing... Children can be so keen to see their work that they keep clicking Print, wasting ink, paper & jamming printers.
Click here to temporarily hide the button after printing…

...or here to hide the printer

When using **2paint** or **2publish** independently in a Nursery setting it can also be useful to stop children exiting from the program. Clear the tick-box to hide the exit button. ('Control', 'Shift' & 'X' still work !)

**Teacher Options**

General | **Printing** | Fonts | Tools | Internet

Brother HL-1240 series

- ⦿ Show the printer button all the time
- ○ Hide the printer button after printing for

  2 ▾ minutes

  Sometimes young children will keep pressing the printer button wasting paper or causing a print Jam

- ○ Don't allow any printing

**think ICT** 2Paint
Written by Max Wainewright. (c) thinkICT 2002

Cancel | OK

✗ ☑ **Show Exit Button**   Hide the Exit button to stop early learners accidently leaving the program...(You can still use 'Control', 'Shift' and 'X' to Exit!)

# 2publish

| tomato 5p | chips 8p |
| apple 4p | samosa 6p |
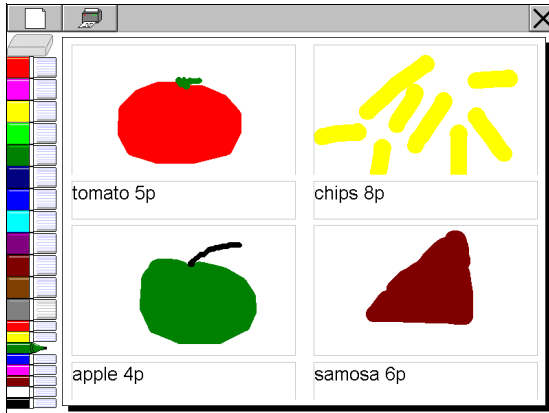
*After developing basic skills in 2paint, 2publish is designed to extend learning, enabling children to start mixing text and graphics together. Simple frameworks allow Reception and Year 1 pupils to make stories, books, letters, envelopes, posters, signs, menus and many other activities.*

Click a felt tip to choose it. To draw hold down either mouse button & move!

Click the rubber to rub out mistakes.

Click in the grey boxes to type.

and to print.

and to start again.

and to exit 2publish.

# 2publish Page Layouts

Clicking the New button lets you start some new work and choose the page layout you want.
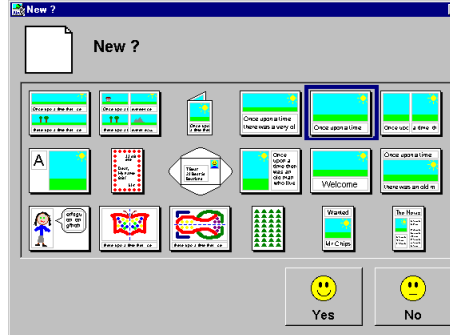
These layouts allow pupils to work with different combinations of text and graphics. The videos show how to use them in more detail, and provide some ideas to start with. Three of the layouts are explained below.

This layout allows you to make simple four page books. Draw four pictures, add four short sentences. Print out and fold into a book.

To make an envelope choose this option, draw a stamp and type the name & address. Print it out. Cut along the 4 diagonal lines, fold & stick together.

To make borders, choose this layout and click at the edge of the paper when the magnifier appears. Draw your pattern inside the magnifier and then click back on the edge to make the border pattern.

# 2publish New Page Layouts

Use this layout in a literacy task, responding to a story, exploring what characters might say about events. In PSHE use it to explore feelings.

This layout can be used to make A4 portrait posters. Just type and draw.

Make a **simple** front page for a newspaper. Write news using this template, or write about a special event, class assemblies or recount a story.

An important part of developing ICT capability is learning what computers can do that we can't... And what we can do they can't!

The pattern layout works in a similar way to the border layout. Get pupils to use it to create their own design – and then use the power of the computer to turn it into wrapping paper, wallpaper for a play area – or a piece of art!
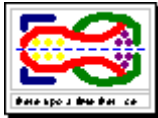
As well as exploring symmetry with these layouts, explore how computers can make things easier for us. Just draw half a picture... and the computer automatically copies the other half.

# 2publish with Older Pupils

Here are some new features to help slightly older, or more advanced pupils to do even more. Display the teacher options, then click tools...



☑ **Enable Right-Mouse-Click Menu**

2publish normally allows either mouse button to be used for drawing. This can be useful for young learners. As pupils become more experienced, the right mouse button can be used to Copy, Paste or Import images.

1. To introduce the concept of Copy & Paste draw a picture of a house in autumn....
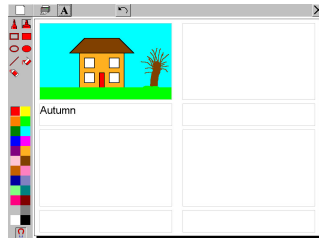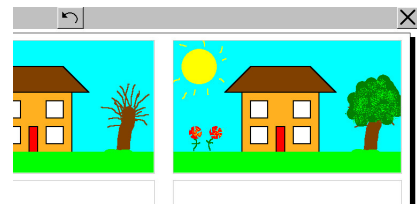


2. Explain to the pupils that you need 3 more houses, to show pictures of summer, winter & spring. Explain that you want the computer to copy your picture to save time: Click your right mouse button on the picture, then click **'Copy'**
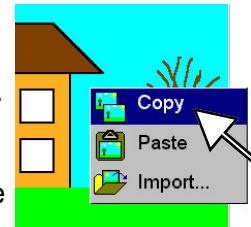


3. Move your mouse to a new drawing box & click the right mouse button, then **'Paste'**
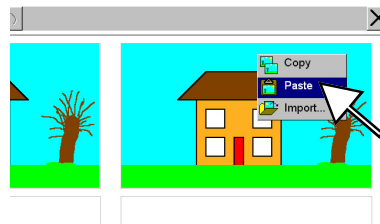


4. Change the picture, and repeat for the other seasons...

# 2publish with Older Pupils

2publish can also be used to exchange and share information with other programs. Pupils can import digital images or clipart files to give meaning and illustrate their work. They can copy and paste images from the web, or copy graphs they have made in 2graph, and paste them into 2publish to add explanations of an investigation or experiment. Digital photographs can be imported and used within borders or books.

1. Start a new file and click your right mouse button in the drawing box. Click **'import'**
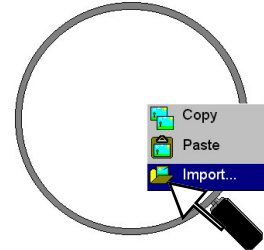
2. Find the image you want. Click it and click **'Open'**

3. Complete your work!

This is my dog.

*Remember to encourage pupils to create their own pictures too !*
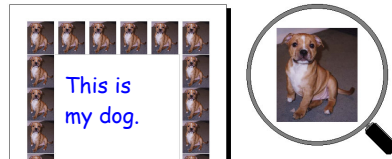
*Younger or less experienced pupils may need help finding their work. Storing it on a disk, or using a digital camera that does this will make things simpler.*
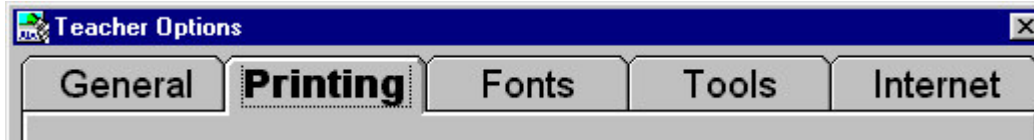
# 2publish Teacher Options

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

## Teacher Options
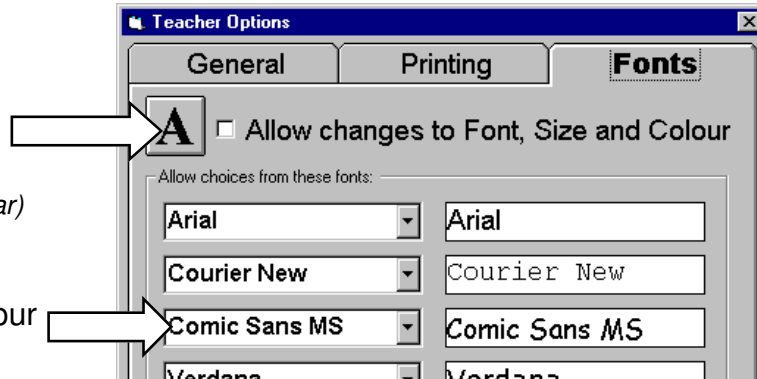| General | **Printing** | Fonts | Tools | Internet |

This allows many aspects of the program to be differentiated to suit different users. Many of the options have been discussed already (see page 8 & 9). Other options are detailed below.
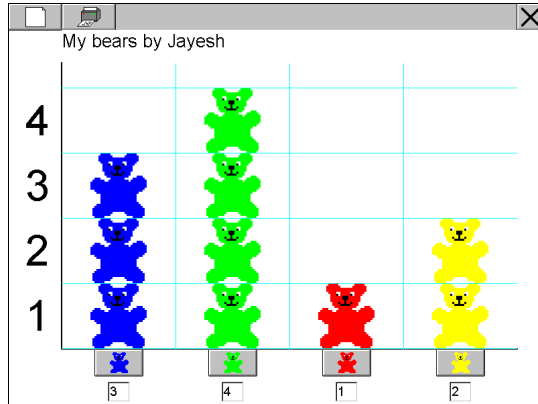
## Using Fonts

Click here to allow pupils to choose font, font size and colour.

*(This adds the '**A**' font button to the toolbar)*

Select which five fonts you want your pupils to be able to choose from.

### Teacher Options
| General | Printing | **Fonts** |

**A** ☐ Allow changes to Font, Size and Colour

Allow choices from these fonts:

| Arial | Arial |
| Courier New | Courier New |
| Comic Sans MS | Comic Sans MS |
| Verdana | Verdana |

# 2count

My bears by Jayesh

| 4 |
| 3 |
| 2 |
| 1 |

| 3 | 4 | 1 | 2 |

*A very simple program to introduce data handling by making pictograms. 2count can be used to develop mathematical concepts during the Foundation Stage, and to deliver unit 1E & 2E of the QCA ICT Scheme of work.*

*The new version makes it very easy for pupils to draw their own pictures too !*

Click one of the buttons at the bottom to add a bear.

You can enter data by clicking in the box below the button, and typing a number.

2

Use backspace to rub out the number if you press the button too many times.

and    to print.

and    to start again, or choose new pictures.

and    to exit 2count.

# 2count – Drawing your own Pictures

2count now allows children to draw their own pictures to use in their pictograms. In addition to being a fun, flexible & creative extra feature, it makes a significant advance in improving learning –it allows young children to *plan & carry out their own investigations*.

1. Click **'New'** and then choose **'My pictures'**.
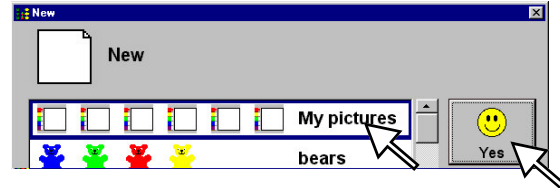
2. Click **'Yes'**

3. Start drawing your pictures!

*Set the number of pictures you want to use (from 2 to 6).*
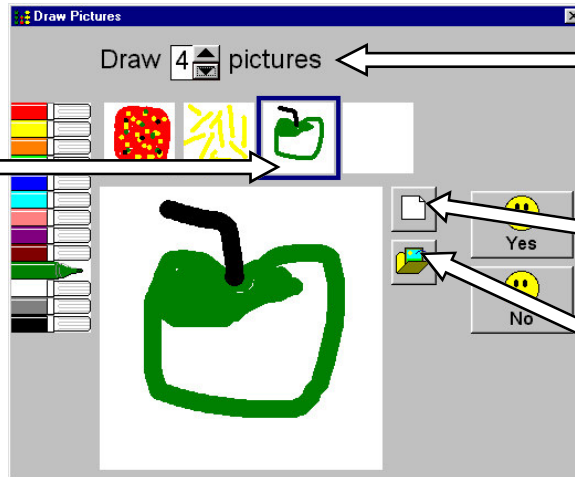
*Click to choose which picture in the set to work on.*
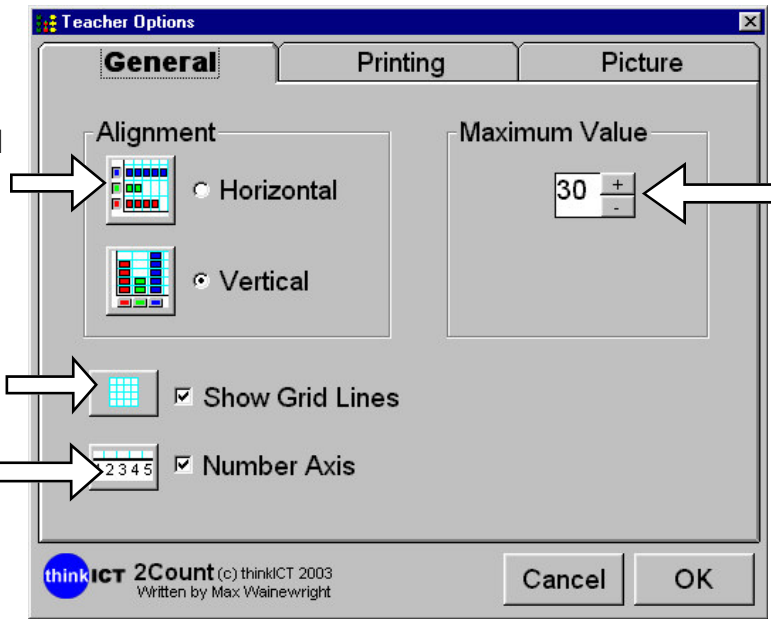
***Clear** the current picture*

***Import a picture** (this is more for teachers).*

4. Click **'Yes'** when they are finished.

# 2count Teacher Options

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

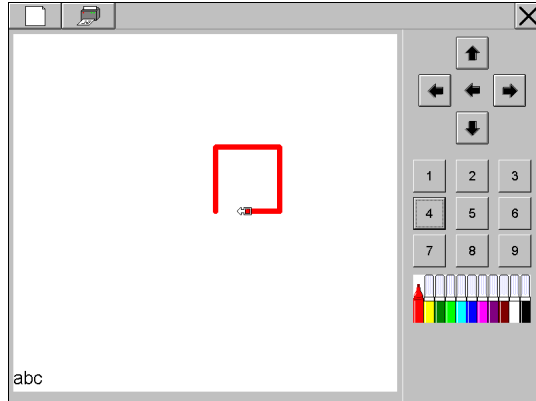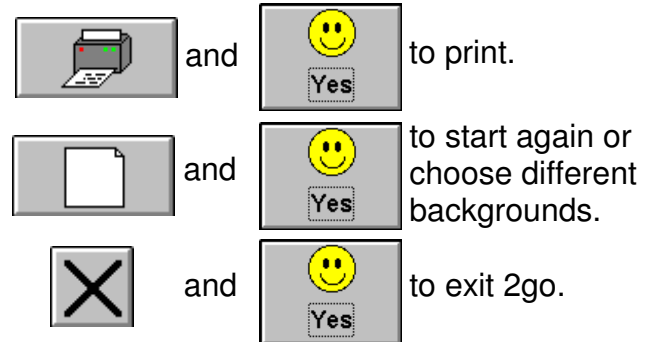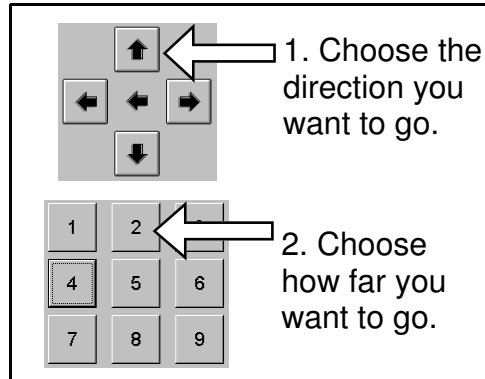Choose whether you want the graph to be displayed horizontally or vertically.

Choose to show grid lines

Choose to number the axis

Set the maximum value that can be shown.

**Teacher Options**

**General** | Printing | Picture

Alignment
- ○ Horizontal
- ● Vertical

Maximum Value
30 +/-

☑ Show Grid Lines

☑ Number Axis

thinkICT 2Count (c) thinkICT 2003
Written by Max Wainewright

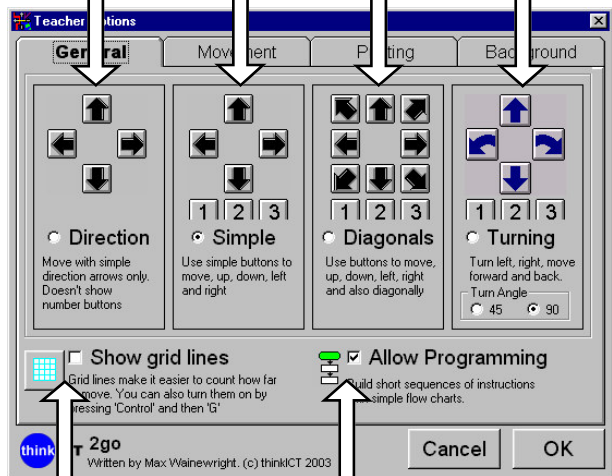Cancel | OK

# 2go

abc

*Develop directional language, estimation and creativity during the Foundation Stage. Introduce control and teach unit 1F & 2D of the QCA ICT Scheme of work.*

Select colour to draw. To move without drawing click felt tip twice & put the lid on!

1. Choose the direction you want to go.

2. Choose how far you want to go.

and to print.

and to start again or choose different backgrounds.

and to exit 2go.
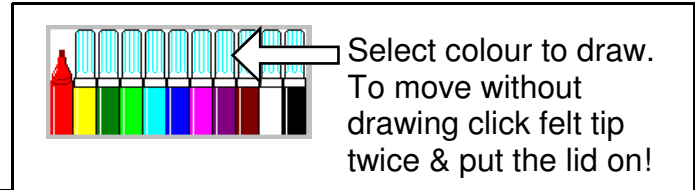
# 2go Teacher Options – General

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

Use simple buttons to go up, down, left & right

Introduce numbers to set how far to go

Introduce travelling diagonally
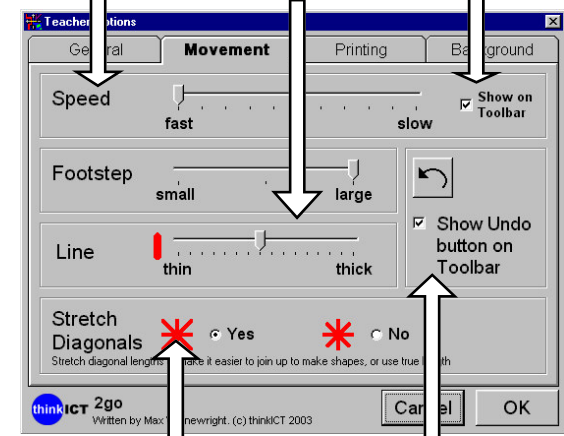
Move by turning angles and going forward or back

Set the speed of movement

Select the width of the line that is drawn

Show the speed control on the toolbar
- *very useful for teaching programming*





Show a grid on screen

Allow Programming
- *see next page*

Using the 'stretch diagonals' option makes it easier to join up diagonals.

Show Undo button
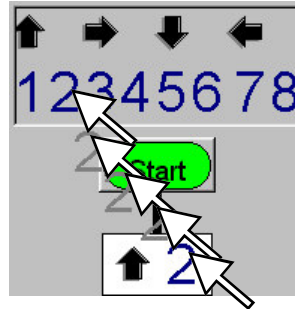- *to take back the last instruction*

# 2go Programming Sequences

2go makes programming accessible to all, yet still introduces high level concepts...

1. Choose the type of shape program you want to make:
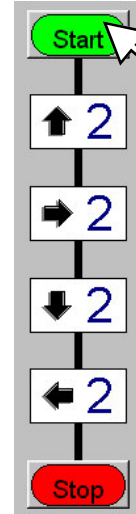*(the left option is not a programming setting – things happen straight away)*

**None– Short – Long – Loop**
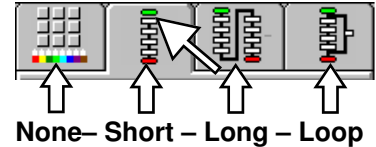
2. Drag in the instructions you want the program to follow.

12345678

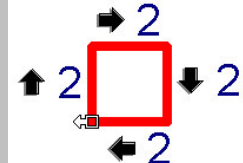*Drag them to different boxes if you want to change the order, or in the bin if you make a mistake. Double click the bin to clear the program.*

Start

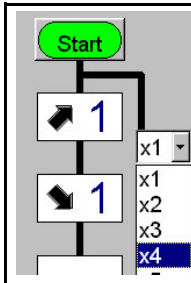3. Click **'Start'** when the program is finished.
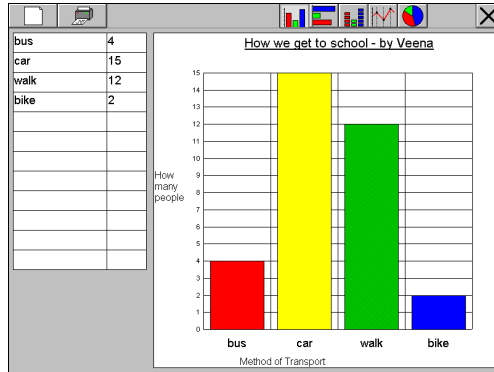
It will draw a square like this:

## Looping Shape Programs
Making a program run over and over again (in a loop) can be a powerful way to control things, or in this case make a pattern. The program on the left only has two instructions but creates this pattern. Try changing it to make a longer line...

x1
x1
x2
x3
x4

# 2graph

*2graph builds on basic data handling experience gained from the use of 2count. It enables children to quickly make simple block, bar, line and pie charts. It can be used to extend the QCA unit of work 2E, or to teach 4D.*

| bus | 4 |
| car | 15 |
| wal | |

Start typing in data, pressing 'Enter' to move into the next box. The graph will start to appear...

If you make a mistake, click the mouse in the box you want to change and change it.



Click the type of chart you want to use.
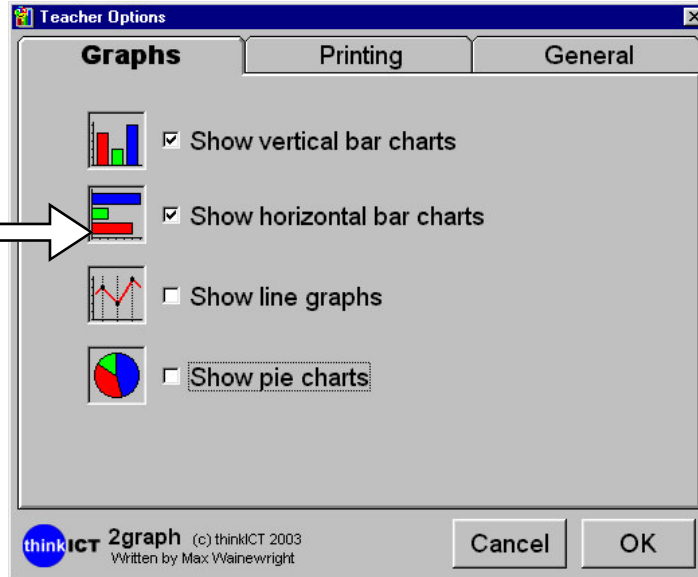
 and  to print.

 and  to start again.

 and  to exit 2graph.

# 2graph Teacher Options

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

Put a tick next to each of the graph types you want pupils to be able to choose.

**Teacher Options**

| Graphs | Printing | General |

☑ Show vertical bar charts

☑ Show horizontal bar charts

☐ Show line graphs

☐ Show pie charts

thinkICT **2graph** (c) thinkICT 2003
Written by Max Wainewright

Cancel    OK

**Copy Graph**

You can now copy graphs from 2graph to other programs. Just **Right-Click** on the graph & click copy. Go to another program & click paste.

# 2question
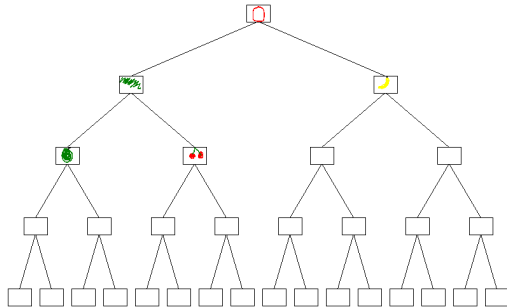
*2question introduces the idea of branching databases. It can be used to deliver unit 2E & 4C of the QCA ICT Scheme of Work.*

to save work

to open (retrieve) work.

and to print.

and to start again.

and to exit 2question
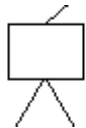
Double-Click on a box to enter a question, or to change one.
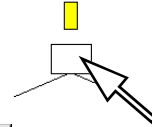
Click the question mark to test your branching database.
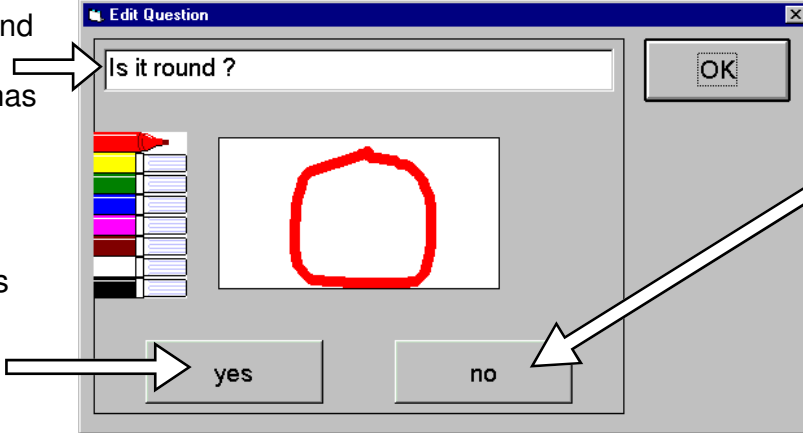
# 2question— Getting Started

1. Double-click in the middle white box at the top to start.

*This displays the edit question box:*

2. Click here and then type in a question that has two answers:

**Edit Question**

Is it round ?

OK

3. Click on this button & type one possible answer.

yes

no

4. Click on this button & type the other possible answer.
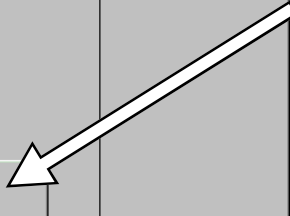
5. Add a picture with the felt tips if you want to.

6. Click OK

**?**

*Now click on the question mark to see how the branching database will look.*

*You can then add the next two questions underneath the first one.*
*For more help try watching the videos to see this in action.*

# Opening and Saving Work 1

This can be done by the teacher via the teacher options. This is generally all that is needed with very young children, who may not understand or need to save their work. The teacher options use standard open and save dialogue boxes, *allowing the teacher to access files anywhere on the computer.*

In order to introduce file handling to pupils, the teacher options enable the save and open buttons to be added to the toolbar. This will give pupils a large, clear dialogue box which can be used to *save or open work in the current working directory.*

## To allow pupils to file work themselves:

1. Select the Teacher Options (Hold 'Ctrl' and 'Shift ⇑'  then tap 'O') .

2. Click this box. ⟹ □ Show these buttons on the toolbar

2Paint
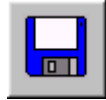(c) Max Wainewright 1995-2000          Cancel    OK
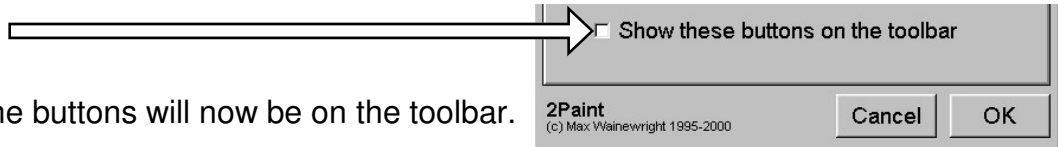
3. Click 'OK' & the buttons will now be on the toolbar.

A new option allows you to choose standard or simple dialogue boxes in each program.

# Opening and Saving Work 2

## Saving Work:

1. Click the blue save button.

**2paint - C:\Program Files\2simple IVT**

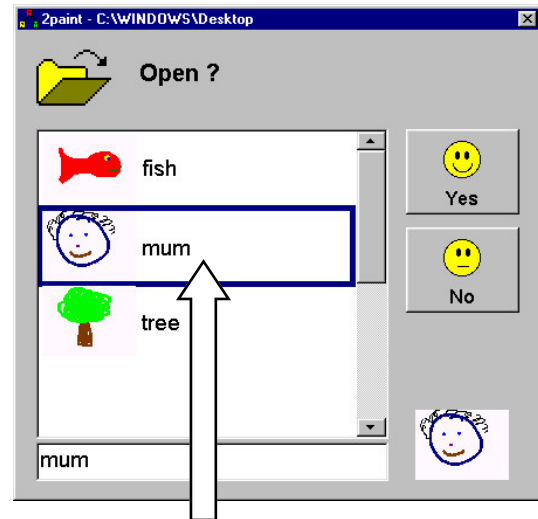**Save ?**

Sheena

Yes

No
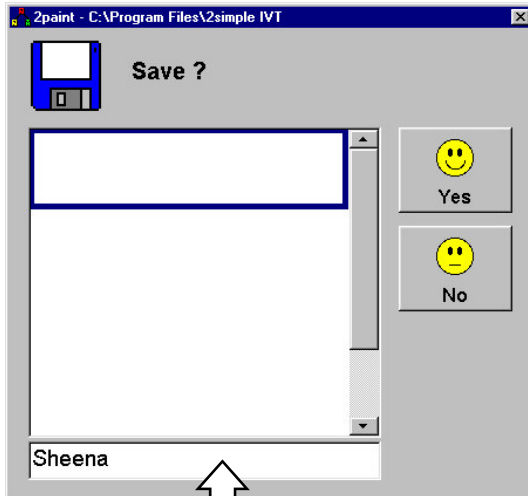
2. Click here
3. Type a filename for your work.
4. Click '**Yes**' or press '**Enter**'

## Opening Work:

1. Click the yellow open button.

**2paint - C:\WINDOWS\Desktop**

**Open ?**

fish

mum

tree

mum

Yes

No

2. Click the file you want to open
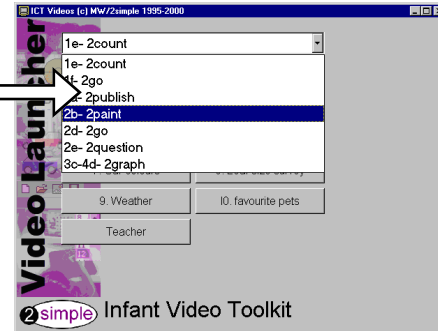3. Click '**Yes**' or press '**Enter**'
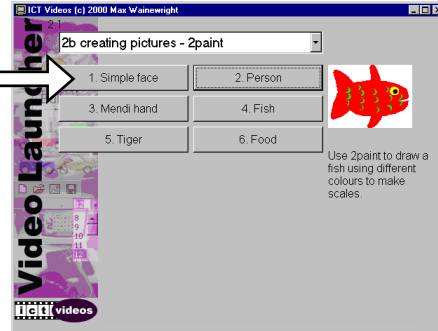
# Using the Instruction Videos - PC

1. Start 'ICT Videos' from the Programs – 2simple IVT Icon



2. Choose the unit of work or program you want from the list at the top of the screen.



2. Move your mouse over the buttons to get a preview & description of the video.
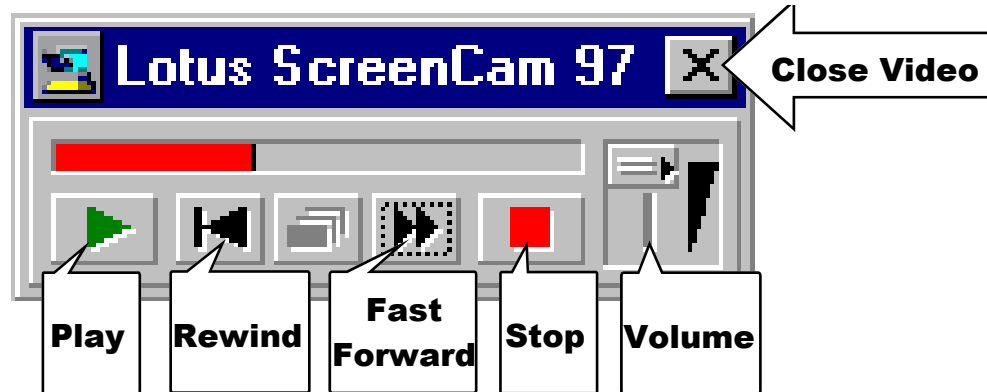
3. Click the video you want to watch.

4. Watch the video!

# Pausing and stopping the Videos

Once you have watched the video you can click the same button to watch it again. The videos may also be paused during play back by pressing the **space bar on the keyboard.** This will bring up the playback controls:



**Lotus ScreenCam 97** — Close Video

**Play**  **Rewind**  **Fast Forward**  **Stop**  **Volume**

Click the above buttons with your mouse to play, re-wind, stop, fast forward or pause your video. (The pause button will be visible when the video is playing).

**If you cannot see your mouse pointer then press the 'Alt' key on the keyboard. If you don't want to watch a whole video, stop it then close it with the 'X' before starting a new video.**

# Technical Information

We aim to make all our products and supportive literature as simple as possible for everyone. However this section is intended for ICT co-ordinators and technicians. It should not be necessary for classroom teachers to read this although it might make good bedtime reading!

All the programs in the suite are available from one click on the 2simple Launcher. We feel this is a more practical way for young children to start up any of the programs than double clicking icons—something very young children find difficult.

Some schools have found it useful to set up their computers so that the 2simple IVT Launcher is displayed automatically when the computer starts up. Though this is possible to set up on a standard Windows PC, there may be complications with some security systems. This is explained in Section A.

If you wish to make links to the individual programs you can do so in the usual way. An example of this is shown in Section B for a standard Windows PC. Most school computers have some security or 'front-end' for users which can make this more complicated. You may need to refer to the manuals which came with the PC to seek further information on this.

Further information is available on our website. **www.2simple.com**
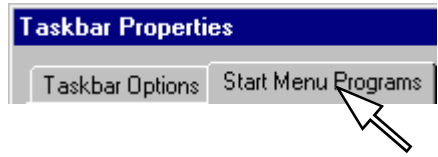
# Section A – Automatic Start Up – PC

Only do this if you want the 2simple IVT Launcher to start automatically. ( You may need to log on to your computer as manager/administrator to do this).

1. Click the taskbar with the right mouse button.
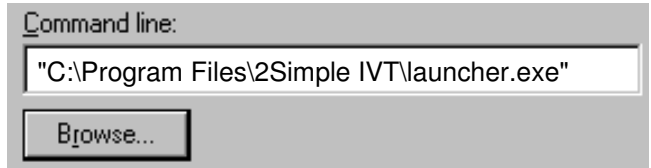
2. Click '**properties**'.

3. Click '**Start Menu Programs**'

4. Click '**Add**'

5. Type in the command line opposite, or use 'Browse' to find the launcher file.

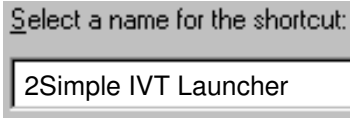**Command line:**

"C:\Program Files\2Simple IVT\launcher.exe"

6. Click '**Next**'

7. Click '**StartUp**'

8. Click '**Next**'

9. Type a name for the shortcut.

Select a name for the shortcut:
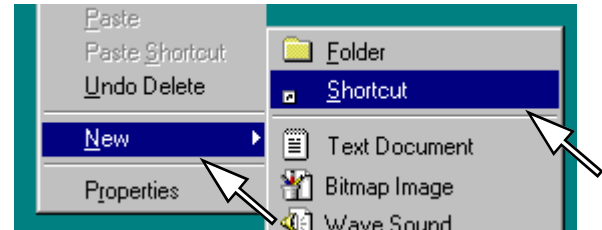
2Simple IVT Launcher

10. Click '**Finish**'

# Section B – Adding Desktop Links – PC

Only do this if you want to make links to individual programs within the suite. ( You may need to log on to your computer as manager/administrator to do this).
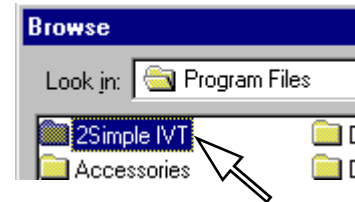
1. Click the desktop with the right mouse button.

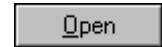2. Click '**New**' and '**Shortcut**'.

3. Click '**Browse**'

4. Double click the '**Program Files**' folder and then double click the '**2simple IVT**' folder within it.
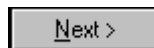
5. Click the program you want to  make the shortcut to.

6. Click '**Open**

7. Click '**Next**'

8. Click '**Finish**'

# Section C – System Requirements

| | PC | MAC |
|---|---|---|
| Operating System | Windows 95 / 98 / 98SE / ME / NT4 (SP3) / 2000 / XP | 8.6 - X  (below 9.2 requires carbonlib 1.4) |
| Processor | Minimum Pentium 100 mhz | Power PC |
| Memory | 16MB RAM | 32MB RAM |
| Hard Drive | 10MB + 255MB videos | 23MB + 539MB videos |
| Display | Recommended 800x600 * | Minimum 640x480 |
| CD-ROM Drive | Required for Installation | Required for Installation |
| Sound card | Required for the videos | Required for the videos |
| Printer | Optional | Optional |
| Other | Adobe Acrobat Reader (to view user guide) - available on CD | QuickTime to view videos - available on CD |

* Note on screen resolution: We recognise that it is not practical for busy teachers to keep changing computer settings such as colour depth and screen resolution for each piece of software. Therefore as far as possible, the IVT is designed to work well on different computers with a range of screen resolutions and colour settings. We would however recommend that the IVT will work most effectively on a screen resolution of 800 x 600. It will work fine on 256 colour settings, but to give your pupils the most opportunity to express themselves in as many colours as possible we recommend using a colour depth of 16 or 32 bit (High Colour or True Colour). If this doesn't make complete sense to you or you require further help do please contact us for technical support.

# About 2simple *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**
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 & refined in the classroom, & has evolved based on research & suggestions from teachers.

**Video of Ideas for activities**
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 & 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.

**Also from 2Simple:**
**2Investigate**
**Modelling Toolkit**
**Alphabet Soup**
**2 Simple Science**
**2 Review**

**2simple**

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