



Resource Materials

**Wordprocessing
using the
Concept Keyboard
with Folio**

September 1989

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Introduction

This is a an Early Learning Language Resource pack compiled to enable teachers to use the primary word processor **FOLIO** with the concept keyboard.

The aim of the pack is to introduce young children to word processing without the laborious task of using the ordinary (*qwerty*) keyboard. The overlays included are intended merely as samples showing a range of ideas to be developed and extended by the teacher.

Overlays have been created to supplement software already being used, to follow up a story or TV programme, to support seasonal activities, visits and topic work.

M. Harris & C.J. Rose CECC May 1989

Using the Program

The program must be started by holding down **<SHIFT>** and tapping **<BREAK>**. The screen will then display:

Install Overlay

What is the Overlay called?

Enter the name of the file and press **<RETURN>**

or use the portfolio by pressing **<TAB>**. To install a file from the Portfolio pick up one of the filenames by using the **<SPACEBAR>** to move the highlight onto the chosen name and press **<RETURN>** (this enters the name as if you have typed it), then press **<RETURN>** when the name of the overlay to install is on the screen.

Once the overlay has been installed the disc has been customised to take you straight into the **WRITE** screen .

FOLIO is now ready to use with the overlay you have selected. This is in addition to the facility to INPUT text from the *qwerty* keyboard, which should be encouraged as the child becomes more familiar with word processing.

General Points

The booklet '**A Guided Tour of FOLIO**' will give more detailed instructions if you are not already familiar with **FOLIO**.

All the menus of Folio are still accessible after starting the program, by pressing **<ESCAPE>**. This takes you to Folio's Main Menu from which you can **Print**, **Load**, **Save** and **Empty text**, and, most important of all, **Finish** the program at the end of the session.

When creating further overlays save the files on a newly prepared work disc. Each disc will take approximately twenty overlays but this may vary according to the amount of text contained.

After your overlay files have been saved follow the instructions on *page 9* to customise your new disc if you wish it to start in the same way as the ones in the pack. When a different overlay is required press **<ESCAPE>** to return to the Main Menu then press **<TAB>** and the Control Menu will appear. Choose **<K>** for Keyboard Overlay, then **Remove** the previous overlay and **Install** the new one. Follow the instructions as on *page 5* for using the concept keyboard.

Using the Concept Keyboard

Select <K> from the Control Menu and then the **Keyboard Overlay Menu** will appear.

From this Menu:

- I** allows you to **Install** a different overlay
- R** **Removes** an overlay
- M** enables you to **Make** a new overlay
- E** lets you **Edit** an overlay

Making an Overlay

It is best to plan your overlay on a piece of paper first so that you know where the pictures, text and commands are to be.

There are five steps to follow:

1. Position the cursor in the top left hand corner of the block to contain the message.
2. Press **<f1>**.
3. Use the cursor keys to create a block of the right size.
4. Press **<RETURN>**
5. Type in the message for that block.

Repeat these steps until all your messages have been included.

Command Keys can be added to your overlay by creating a block of the right size and pressing **<f7>** until the command you need appears on the bottom of the screen. Then press **<f5>** to copy that command to your overlay.

When your overlay is made don't forget to save it by pressing **<f6>**. This reveals the **Overlay Editor Menu**.

Folio Overlay Editor

MENU

1. The auto space can be set **ON** or **OFF**.
2. The key clicks can be set **ON** or **OFF**.
3. The speed of the typing can be changed from 0 to up to 50. (50 being slow!)

Recommended speed 10.

4. The overlay can be **saved** and you will be asked to give it a name. The overlay screen will return with your overlay in its editing mode.
5. Continue making the overlay.

OVERLAY FUNCTION KEY GUIDE

The following is a quick guide to all the function keys used when making an overlay.

- ☐ **f0** Toggles between the two function key prompts that appear at the bottom of the screen.
- ☐ **f1** Begins a new block.
- ☐ **f2** Changes the size of a block.
- ☐ **f3** Deletes a block.
- ☐ **f4** Reveals all the blocks that have been used.
- ☐ **f5** Copies commands or messages.
- ☐ **f6** Calls up the **Save Menu**.
- ☐ **f7** Displays the commands.
- ☐ **f8** Kills or deletes the overlay on the screen to enable you to start again.
- ☐ **f9** Clones an overlay lay-out so that you can replicate a popular design.
- ☐ **TAB** Reveals all the messages from your overlay at the bottom of the screen.
- ☐ **SHIFT** and the **ARROW** keys will move a block.
- ☐ **ESCAPE** takes you back to the Main Menu.

(Don't worry if you have forgotten to save your overlay, just choose to make one again and your old overlay should still be there!)

CUSTOMISING THE DISC

If you want to customise your own Folio discs the following instructions may be useful.

Press **<TAB>** from the **Main Menu**.

Select **<O>** - Options from the **Control Menu**.

Select **<E>** - Environment to set up an environment suitable for your application.

The sample discs have been set up as follows:

Starting Format - 1

Key Repeat Speed - Off

Options of Off/Slow/Fast allow you to control the key repeat speed.

Memory Icon - Off

Page Icon - Off

These were considered unnecessary for this particular application.

Start With - Overlay

This skips the **Menu** and goes to **Install Overlay** when the program first loads.

File Index - On

Useful memory aid when installing overlays and wanting to check if it is the correct disc for the required overlay.

Select **<D>** from the **Options Menu** to allow you to Describe the Formats and set them as you prefer.

Press **<TAB>** when **1 - Story Book** is highlighted and then follow the instructions at the bottom of the screen to make any alterations.

On the sample discs the settings have been arranged as follows:-

Named: Infant story

Typeface : Folio

Print: Large

CTRL COPY: Large

Layout: Left

Justification: Off

Lines per Page :12

(These settings can be changed to suit individual needs.)

To make the changes permanent you will need to update your disc. Select **<U>** from the Options Menu and the changes you have made will appear highlighted. The message: "**ARE YOU SURE?**" will appear at the bottom of the screen, to which you respond **<y>**.

Notes on using the Sample Overlays

The sample overlays in our pack are intended to show the progression of skills needed for effective word processing. At the simplest level children can use just the overlay to write a story from. They can then progress to using the *qwerty* keyboard if they want to add extra information to their story. The overlay style then becomes more of a vocabulary generator for spellings, word prompts etc. until eventually, it is hoped that the children are able to work independently from the Concept Keyboard.

If the vocabulary on these samples is not appropriate, for example, if the children use different words to describe the same thing such as *Father Christmas* or *Santa Claus* then it is just a simple matter of editing the existing overlay and replacing those words with more suitable ones.

Where the overlays have Teacher controls on them it may be advisable to colour them, for example in red, so that children don't use them by mistake.

Our overlays are produced in black and white so that they may be photocopied but they are more attractive coloured in. It is also wise to keep a copy of the originals and to Shire seal or laminate ones to be used as they do get dirty easily.

Background notes are given for some of the overlays but it is really a matter of using them in the classroom to evaluate their full potential.

Sample Overlays

Computer Programs

Elmtree Farm - filenames: **Farmone Farmtwo**

Toy Cupboard - filenames: **Toyone Toytwo**

Two levels of overlay appropriate to how individual children used the original programs. These enable children to create their own piece of text about what was on their farm or in their toy cupboard.

All About Me - filename: **Me**

Having completed the program and produced a "book" children can create a story about themselves using the same vocabulary. This can be extended with the aid of the second overlay :-

More About Me - filename: **Me1**

In the same way **Pip goes to the Moon** can be extended by using the following overlay:-

Pip goes to the Moon - filename: **Pip1**

TV Programmes/Story

These overlays have been included to demonstrate how support materials can be created from the teacher's notes for TV programmes such as, **BBC Words and Pictures**.

The Very Hungry Caterpillar - filename: HUNGRY

The overlay is designed as a sequencing exercise. Begin the text by pressing the open book. This will write on the screen :- **The Story of the Very Hungry Caterpillar by** *(The child's own name can be typed in at this point.)* By pressing the correct day of the week followed by the object relating to it the story will be built up on the writing screen and, when it is completed, be printed out. Additional text can also be added from the *qwerty* keyboard.

Each peach, pear, plum - filenames: Each1 Each2

Goldilocks and the Three Bears - filename: BEARS

Mr. Cosmo the Conjuror - filename: Cosmo

The Bad Tempered Ladybird - filename: Lady

Mrs Plug the Plumber - filename: Plug

As in all the overlays, there is no corrective facility, the program accepts any sequence put in. It is up to the teacher to point out mistakes and then encourage the child to edit their work.

Reading Schemes

Overlays which enable the child to create their own stories from a reading scheme can be a useful additional resource.

1 2 3 & Away - filenames: **Three1 Three2**

Visits

Overlays can be used to follow up visits and for topic work.

Newham Grange Farm - filename: **Newham**

Stewart Park - filename: **Stewart**

Police - filename: **Police**

What is their work?- filename: **work**

Seasons

CHRISTMAS

The First Christmas - filenames: **Christ1 Xmas1**

These overlays consist of beginnings and endings of sentences which have to be put together correctly to create a story.

The Christmas Story - filenames: **Chrmas Xmas2**

Use these overlays as vocabulary generators to write Nativity or seasonal stories.

WINTER

Out in the Snow - filenames: **snow snow1**

SPRING

Spring - filename: **Spring**

This sample overlay shows the progressive use of the *qwerty* keyboard as it allows children to type in their own text and use the overlay more as a vocabulary prompt.

SUMMER

The Beach in Summer - filenames: **beach beach1**

AUTUMN

Harvest Time - filename: **Harvest**

Autumn - filename: **Autumn**

Hallowe'en - filename: **Hallow**

