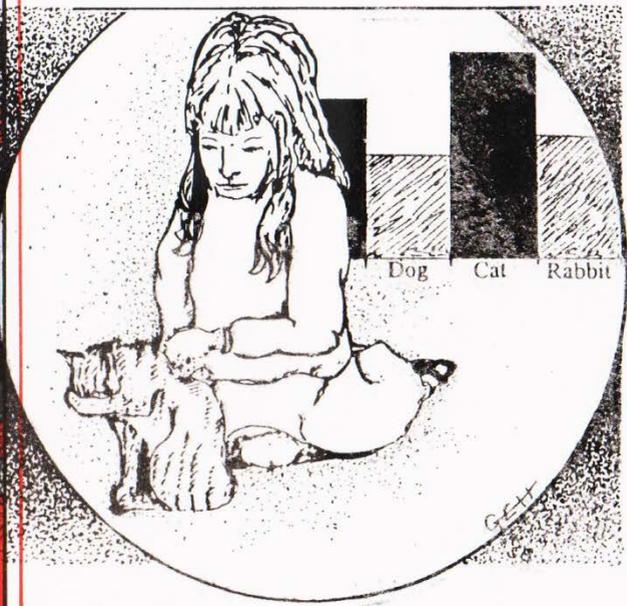


RESOURCE

FIRST FACTS



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First Facts

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FIRST FACTS

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I M P O R T A N T

Make a working copy of this disk immediately.

(See making up a back up copy.)

First Facts

First Facts is an easy to use database designed for younger children.

It requires a minimum of keyboard use enabling children to enter and review data, to find answers to their questions and to draw graphs. In most cases only the space bar or the arrow keys need to be used.

First facts comes with a sample data-file which could be used in a project on OURSELVES. It allows the children to enter data about themselves under the following headings:

Name
Age (in years)
Hair Colour
Eye Colour
Journey (to school)
Pet
Height (in cm)
Weight (in kg)
Waist (in cm)

A facility is provided for teachers to easily create their own databases to support many class projects. (See Teachers' Options)

Loading the program

To load First Facts into the computer first of all switch the machine off and on to clear any previous information. Then hold down the SHIFT key, tap the BREAK key and then release the SHIFT key.

When the title page has loaded press the space bar to load the main program. (see "Teacher's Options" for other options at this stage)



Running The Database

The title page offers you seven options.

First Facts

Add a Child
Alter a Child
Delete a Child
Look at a Child
Search for a Child
Graph
End

By tapping the space bar or using the up and down arrow keys you will highlight any option. Pressing RETURN will select the highlighted option.

1.1 Add a Child

If you chose to add a person you will be shown each field heading in turn so that you can enter the facts about a person.

There are three types of fields:

Text:

eg Name - You can type in letters or numbers up to a maximum of 15 characters.

Restricted:

eg Pet - You can choose from the list of responses which are shown on the screen. eg for Pet the list is:-

Dog
Cat
Mouse
Rabbit
Hamster
Guinea pig
Goldfish
Gerbil
Tortoise
None

Highlight the response you want using the space bar or arrow keys. Select your response with RETURN.

Numeric:

eg Height - You can only type in numbers. The units, eg years, cm, etc, are shown on the screen.

When you have entered all the data you will be shown the complete record and asked if it is OK. Use the SPACE BAR to choose YES or NO and press RETURN. If you choose YES you return to the main menu. If you choose NO you have an opportunity to change the record.

1.2 Alter a Child

You are first shown Record1. You can step through the file using the SPACE BAR or the arrow keys or you can go straight to the record you wish to alter by pressing R and then entering the record number. RETURN selects the record you wish to alter. You are then shown each heading and the existing entry. If you wish to change the entry enter a new one in the usual way. If not just press RETURN.

1.3 Look at a child

You are first shown Record 1. Use the SPACE BAR or arrow keys to step through the file. If you wish to go straight to a particular record press R and enter the record number.

Press ESCAPE to return to the main menu.

Name Emma
Age 6 years
Hair Colour Blonde
Eye Colour Blue
Journey Bus
Pet Hamster
Height 119cm
Weight 23kg
Waist 58cm

1.4 Search for a child

First choose whether you want search one or two headings. You are then shown the field headings. Choose the one you want to search using SPACE BAR and RETURN. What happens next depends on the type of field you are searching:-

Text: Type in the word you want to search for.

REMEMBER First Facts will only look for exactly what you type ie it will not find "Fred" if you type "FRED" .

Restricted: You are shown the list of responses for the field you have chosen. Select the one you want to search for using the SPACE BAR or arrow keys and RETURN.

Numeric: You first enter the number you are interested in Then you chose whether you want to search for a number:

Same as

More than

Less than

the one you chose.

As the search is carried out. The records which have been searched are counted out at the bottom of the screen. When a record which matches the search criteria is found it is displayed on the screen. If you have a printer you can obtain a printout of the record by pressing CTRL and P together (make sure you have the printer set up first)

Press SPACE BAR to continue the search.

When the search is complete the number of matched records is shown.

1.5 Delete a child

You are first shown Record 1. Use the space bar or arrow keys to step through the file. If you wish to go straight to a particular record press R and enter a record number. If you wish to delete a record press RETURN.

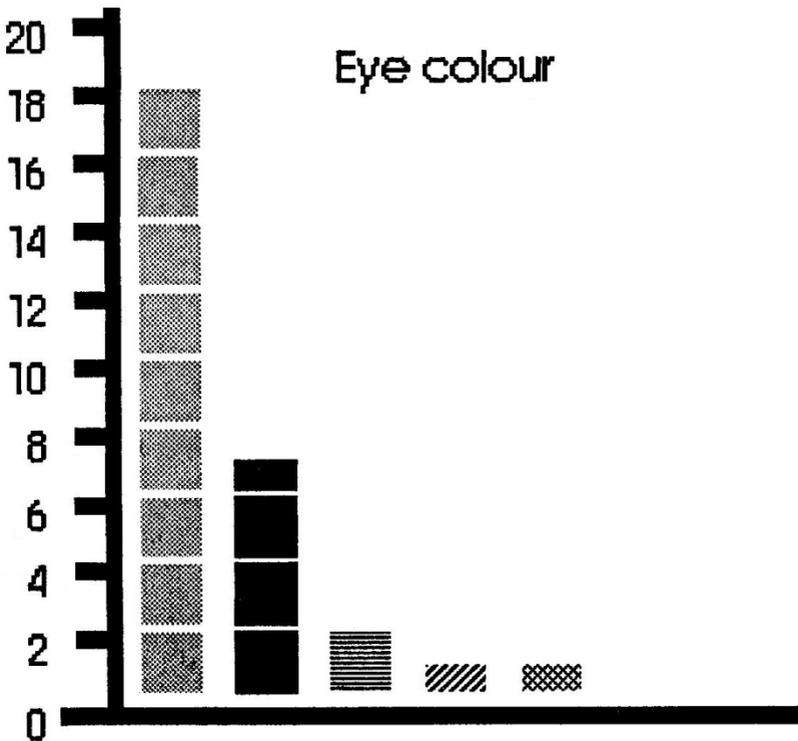
Press ESCAPE to return to the main menu.

1.6 Graph

You are first shown all the fields which can be graphed. Choose the one you want to show using the SPACE BAR or arrow keys and RETURN. The screen will indicate that it is counting and after a short while the graph will be drawn.

The graph is always a bar-graph with vertical bars. To see what each bar represents move the marker along the horizontal axis with the SPACE BAR or arrow keys.

If you have a printer you can obtain a printout of the graph by pressing CTRL and P together (make sure you have the printer set up first).



1.7 End

You should ALWAYS finish using First Facts by selecting End.
This is important because this is when all the data is saved to the disc.

Teachers' Options

To see the Teacher's Options press CTRL and T together when the title page is on the screen.

The following menu will appear:-

A) Create a New Database

B) Print Data Format

C) Print Data

D) Read Instructions

E) Run Database

Select (A-D)

Choose the option you require by entering its Letter.

A) Create a New Database

You are first asked for a password (which is <0). This is to prevent inquisitive children destroying your data.

You are then warned that creating a new database will destroy all the existing data on the disc. If you don't want to lose the data you will need to make a copy of the First Facts disc. (See "Making a Backup Copy").

You then begin to create the database. You are first asked to say what the file is about. eg people, pets, children etc. and then to say what you would call one of them eg person, pet, child etc. If you make a mistake use the delete key or ESCAPE to move to the start of the section.

Next you must say how many fields (headings) you require.

This implies that you have thought carefully about the sort of information you intend the children to collect. The maximum number of fields is 10.

B) Print Data Format

This option allows you to see the details of the fields which are on the current database. You can chose to see them on the screen (S) or have them printed out (P). If you are viewing on the screen press SPACE to see the next field.

C) Print Data

This option allows you to obtain a printout of all the stored data. Alternatively you can view on the screen. Press SPACE for the next record or ESCAPE to stop the list. At the end of the list you are told how many records are present and how many more you can add.

D) Read Instructions

This option will give a printout of these instruction. Press SHIFT for the next page.

E) Run Database

Returns you to the Front Page.

Field Types

You are then asked to set up the fields. In each case you first give the field title and then say whether the children will type in text, chose from a restricted list of responses, or enter a number.

Text

Text reponses can be up to 15 characters long and can be a mixture of letters and numbers.

Restricted

Restricted responses are chosen by you (or even better by the children and you together). This is an important feature of First Facts because it means that young children can enter responses quickly without spelling errors or keyboard problems. You can have a maximum of ten responses entered in the order in which you want them to appear on the screen.

If you have less than ten just press RETURN when you have entered your list and you will move on to the next field.

Numeric

For numeric reponses you are asked to enter a maximum and minimum value. This will prevent the children from entering ridiculous numbers by accident (or on purpose !). It also sets the limits displayed on the graph. Think carefully about the range of responses you might get from the children as you will not be able to change this later.

You then enter any units eg cm, kg, years etc which are necessary. If there are no units just press RETURN.

When you have completed all the fields the information will be saved back to the disc and you will be ready to run your new database.

Making A Backup Copy

In order to simplify its use First Facts is designed to hold only one set of data per disc. For each database you create you will first of all need to make a copy of the original First Facts disc.

You will need a blank formatted disc on which to put your copy. Place the First Facts disc in your disc drive and type:

*ENABLE <RETURN> followed by *BACKUP 0 0 <RETURN>. The screen will then say:

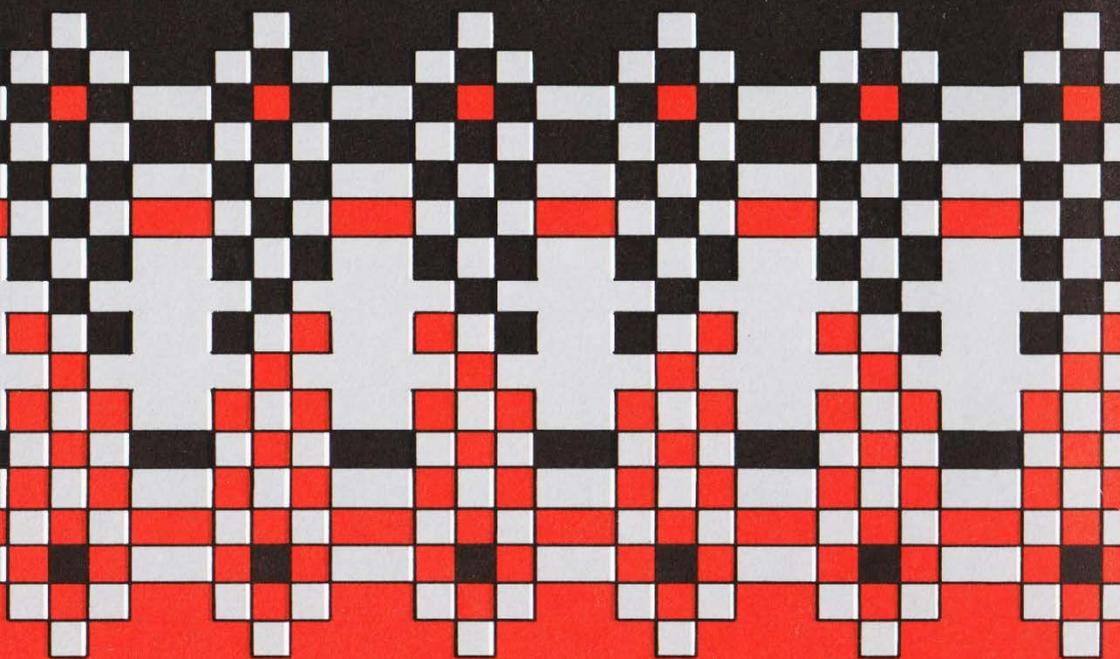
**Copying from :0 to :0
Insert source disc and hit a key**

Tap thspace bar and part of the First Facts disc will be loaded into memory. The screen will then say:

Insert destination disc and hit a key

Take out the First Facts disc, put in your blank disc and tap the space bar. The information in memory is then saved to your disc. Repeat this procedure until the backup is completed and you will have a working copy of First Facts.

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