

Making Easy-to-Use On-Screen Worksheets in ClarisWorks (Mac)

Quick Guide

Updated 02/01
SaMi

Some pupils cannot easily manage a pen or pencil (and therefore rely on a helper to scribe for them in order to complete worksheets). They may be more independent using a computer-based worksheet rather than a paper based worksheet. And it is sometimes more motivating anyway for pupils to complete a work sheet on-screen on the computer, using a mouse, joystick or trackball, rather than on paper. Completed worksheets can be printed out at the time (or saved for later printout).

Claris Works is a good program to use for simple worksheets because:

- iMacs and most other Macs come with this software built-in (no extra expense for software purchase)
- school staff are often quite familiar with it already
- you can lock things to the page (so the child can only move what you want him/her to move)
- you can save worksheets as 'Stationery' so that you have endlessly re-usable blank worksheets available, even when the worksheet has been completed once or more.

You can make highly personalised - but high quality professional looking - **coloured** work sheets this way. You can make simple work sheets that can be a constructive way for the pupil to spend a spare few minutes on.

S Pull all the things beginning with **S** into the box



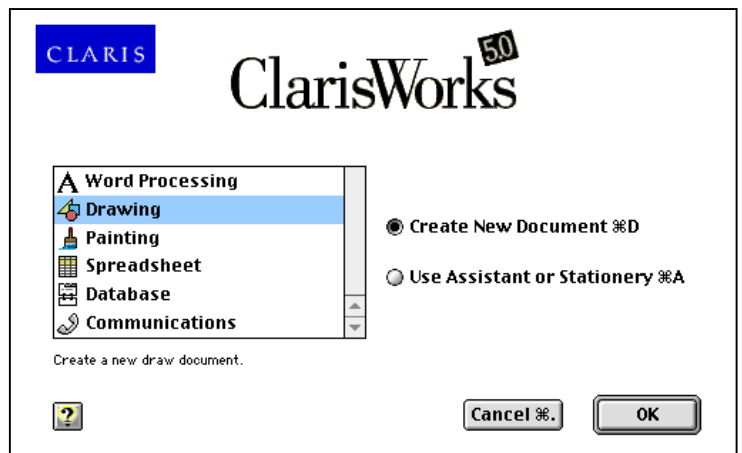
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Launch ClarisWorks, and go to **File Menu > New**.

When the opening screen comes up, choose **Drawing** (not Word Processing).

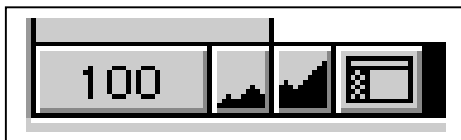
OK



Setting Up your Page

Once your blank document opens, go to File Menu and choose **Page Set Up**. Select **A4** paper size and **Landscape** (sideways on). **OK**

Go to **Format Menu** and select **Document**



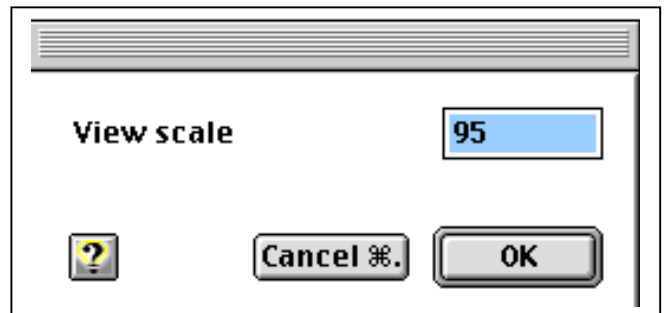
Set margins of **0.35 cm** for all four sides.

comes up.

Slide down to the bottom of the list and click on **Other**.

Type **95** on top of the blued out 100 in the box on the View Scale window that comes up.

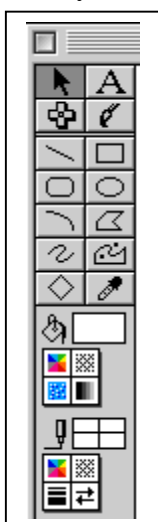
OK



Then take the bottom right hand corner of your page and pull it down and right until your page fills the whole screen. This is more or less what the child will see when they come to complete the work sheet (only they will not see the tool box on the left and the dotted grid lines – see later for how to remove these).

To set up the right kind of text, go to **Format Menu** and select **Font**. Choose the font you prefer (eg. Sassoon Primary Infant, or Comic Sans). Go to Format Menu again and select **Size**. You will probably want large size writing. (Try 36 or 48 point).

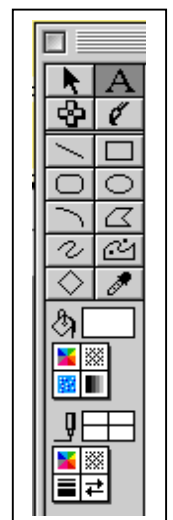
Since you are in Drawing mode, you will be alternating between the text tool and the pointer tool on the toolbox. Make sure you know which is which and how each works.



The 'normal' setting in Drawing mode is the pointer tool – you will see the arrow highlighted, on the left.

But to test out your font and size, and to write text, select the A tool and click on the page where you want to write. A little (invisible) text box creates itself around your cursor, Just type.

If the font and size is not right, **click outside the text box again**. Then go back to **Format Menu** again and choose a different font or size.



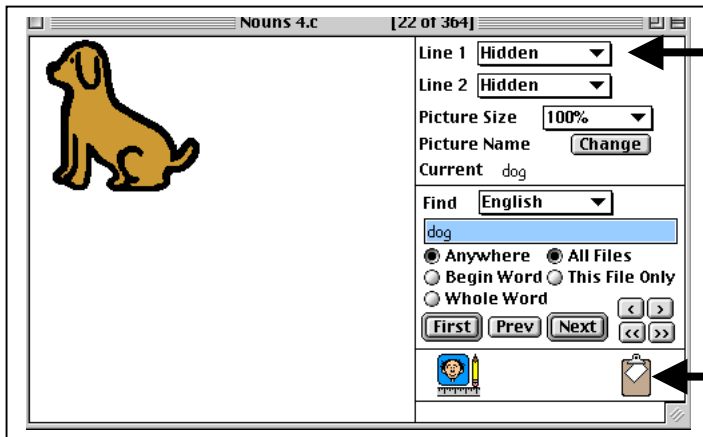
Test again as above

You are now all set up and ready to add content to the worksheet. You need to have planned this in advance.

Creating your Worksheet

You will need pictures in your worksheet so locate them first. If from BoardMaker, open it up at the same time as ClarisWorks.

Find the picture you want in BoardMaker.
Make sure both line 1 and line 2 are **hidden**.



Click on the little clip bard (bottom right).
The picture is now in memory .

Click back into your work sheet page again. Go to
Edit Menu > Paste

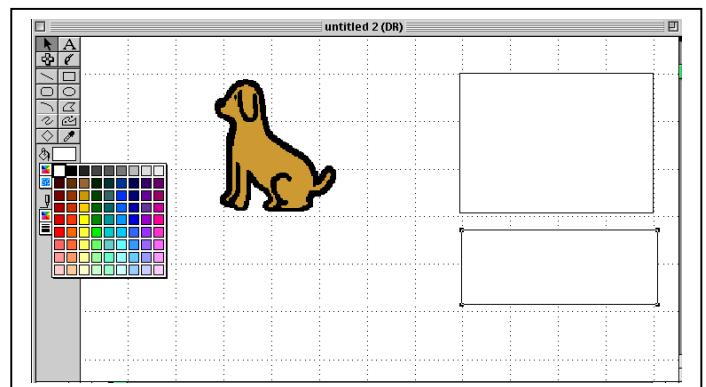
Resize the picture if necessary by pushing or pulling it diagonally from the bottom right black 'handle'.

Transfer as many pictures as you need by this method.

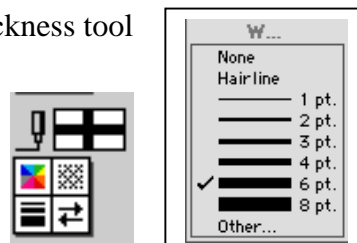
Click on the **middle** of the picture (NOT the 'handles') to move them around and organise them as you wish.

Use the rectangle or circle tools from the palette on the left to draw boxes or rings.

Use the paint bucket tool and the colour box to colour them as desired.



Use the pencil tool to alter line thickness and colour line thickness tool



Experiment until you have all the items you wish on your page.
Remember to **SAVE** all the time as you go along.

Special tricks

These are wonderful little strategies that make all the difference.

1. Locking objects to the page (so the child can't move them).

Click on the item select it. Go to **Arrange Menu**, select **Lock**.

The little handles will go from black to grey, which lets you see immediately, later at any point, whether it's locked or not.

You can also unlock them at any time – **Arrange Menu > Unlock**

2. Saving stacks of pictures (or objects, numbers, letters, words) on top of each other.

This means the child can pull any number of items around and still have some left. It is useful for pulling boxes or rings around pictures or words.

Draw your object (eg. a ring) and lock it to the page (to be sure of keeping one 'master copy'). Then select it, go to **Edit Menu** and select **Copy**.

Don't click anywhere on the page.

Go back to **Edit Menu** and select **Paste**

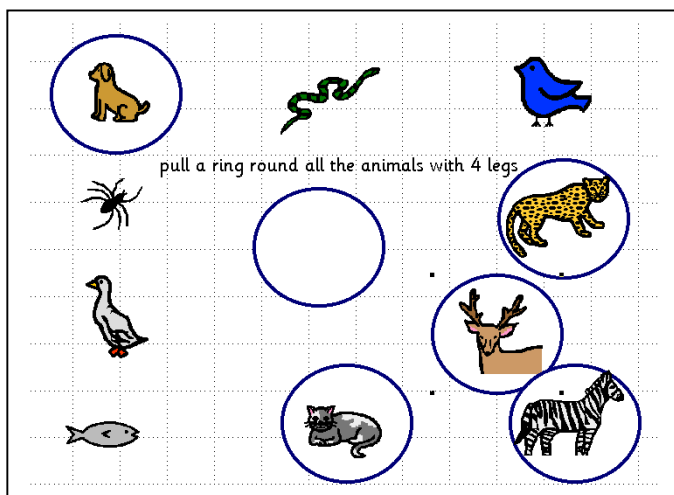
Do this several times (eg. 8).

(You won't be able to see the 8 objects as they are all exactly on top of each other, but you can test it by pulling one away and seeing that there is another underneath.)

Using **Keyboard Shortcuts** is quicker than using the Edit Menu, for making a stack.

Open Apple (⌘) + C = Copy

Open Apple (⌘) + V = Paste



Before you save the worksheet, make sure that all of the rings are going to go behind the pictures (rather than sitting on top of them and obscuring them). To do this:

Hold down the Shift key and click to select each picture in turn, until they are all highlighted.

Go to **Arrange Menu**

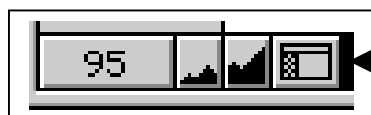
Select **Move to Front**

Tidying Up before Final Save

Make sure the pointer tool is selected, not the **A** text tool

The last step is to hide the toolbox, so the pupil only sees the work sheet.

Click on the little picture frame at the bottom of the screen and the toolbox will disappear.



Adjust on-screen page size if necessary by pulling the bottom right corner.

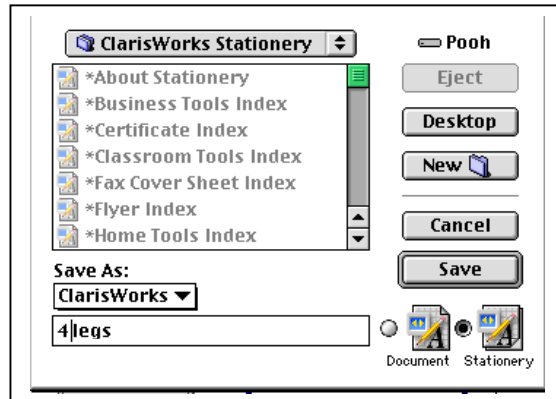
3. Saving as Stationery

This is useful so you can keep opening up anew blank worksheet for each new pupil (or attempt) Once you have got the work sheet exactly as you want it *in every detail*, go to **File Menu >**

Save As

Click on **Stationery** (instead of Document, for a change).

It will open up the Clarisworks Stationery folder automatically, but you would be wiser to create a new folder or locate a different folder for worksheet, before pressing **Save**.



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