
Textease (Mac)

Quick Guide

SaON

Multimedia Textease is a Word Processor and Desktop Publisher which is fun and easy to use. Speech can be used to read aloud individual words or sentences and word/resource banks can easily be created to support the pupils writing. Pages can contain a mixture of text, pictures, sound and animation. Links can be set up to create multimedia presentations / storybooks. Textease can be used to create documents of any size from small leaflets to huge banners. Use these notes to help you produce a range of effects available. For additional help refer to the in built help facility or the user guide.

The Textease page

Under the menu bar is the button bar which are short cuts to menu bar functions. The button bar can be customised - hold down control shift and drag the buttons where you want them or remove them altogether.



Under the button bar is the information line which gives a brief description of the function of the button as the mouse pointer moves over it.

Text

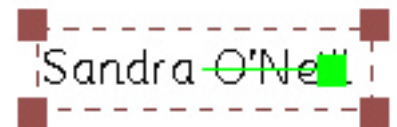
Task 1

Open a new Textease document.

Click anywhere on the page and type in your name.

Double click anywhere on the text and a box will appear round it.

There is red a square at each corner and a green square indicating a central point.



Move the pointer over the box and it will turn to a hand - when the pointer is a hand move the box around by holding down the mouse button and dragging it to a new position.



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Task 2

Move the pointer to a new place on the page and click.

Type in a short nursery rhyme - press return for each new line.

Double click anywhere on the text to select it.

Try out the speech (the lips). Shift-Click the mouse button while the pointer is over the lips to get the speech options.

Try out some effects when the text is selected

- change size by dragging the corner red tag
- rotate the text using the green tag
- use the effects dialog box to change the font, size and colour
- try out the shadow and frame effects
- use the undo and redo buttons to see how they work

Text frames

Textease does not act like a normal word processor but can be made to do so if a text frame is added to a page. If the whole page is in a text frame then it will perform like a standard word processor. Another use is for setting up templates where some areas can be set up for text. To make a text frame either choose Add text frame from the Other menu. The pointer changes to a cross. Move it where the top left of the frame is to go and drag it to the size required. The text frame can be locked in place (select it first) by going to Tools and choosing Lock to page.

Graphics

There are some basic drawing tools available in Textease but it also comes with some clip art or you can use clip art / photos etc from any other source. Pupils can produce art work in Paint, Colour Magic, Dazzle or similar package, which can then be put into Textease. The Load a Picture button allows you to browse for the desired picture. When the graphic is located double click on it to insert it into the document.

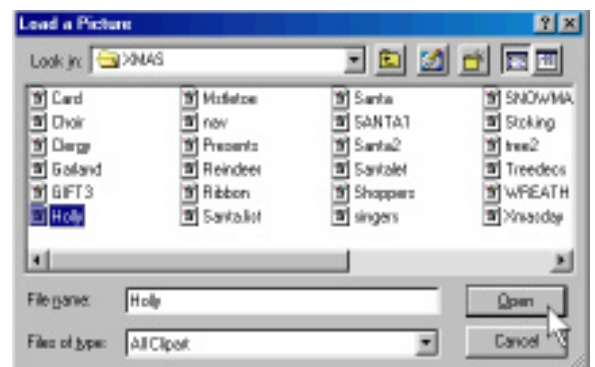
Task 3



Click the Load a picture button. Browse the folder lists and find a picture file.

Double click on the file name to insert it on the Textease page.

Find another picture and add it to your page. Put a frame round it.



It is very easy to copy a selected item in Textease. Move the pointer to the selected text or graphic - it will change to a hand - hold down the control (Ctrl) key and drag the text/graphic. A copy is made! Pictures can be flipped by pulling one of the red handles to its mirror corner.

Task 4

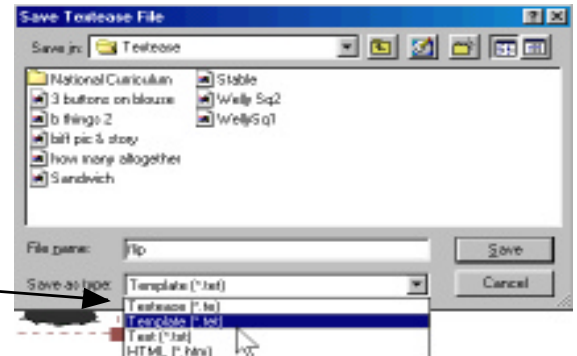
Select a graphic and make a copy.

Flip one of the graphics so it is a mirror image of the first one.

Add a text frame and lock it to the page.

Lock the graphics to the page.

Save it as a template.



Word /Resource Banks

Textease has a talking word bank. To use a word from the word bank just click on it and it will go in to the text at the caret.

Task 5

From Other menu select Create word bank

Type in words into the window that opens and save the list in the Resources > Words folder.

Use the word bank you have just made - go to Other menu and choose Select Wordbank.

To make changes to the word bank choose Edit Wordbank from the Other menu.

It is also possible to add graphics to the list so that the pupils can have easy access to appropriate graphics for the work being done. Use Ctrl-drag to copy a graphic from the word list into the text.

Animation

To create an animation there has to be an object (text or graphic) and a path for it to follow and for them to be linked together.

Task 6

Insert a graphic on a page.

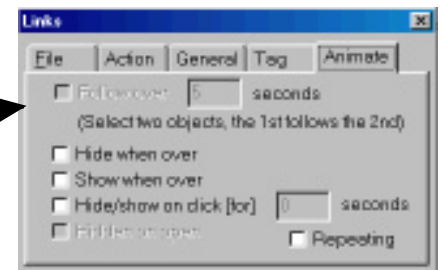
Use one of the drawing tools and draw the path to be followed.

Select the graphic then select the path (click on graphic then shift-click on the path so they are both selected).



Click on the links button then on the animate tab on the links window.

Check to 'Follow over' box.



The graphic should move over the path.

To make the path invisible - select the path and change the line colour to white (assuming the background is white!).

To make an on screen book or presentation each individual page should be created first.
Put a button on each page for moving to the next or previous page. (Use one of the drawing tools and colour it.)

Select the 'button' on the first page

Click on links

Click on the File tab in the links dialogue box

Click on the browse option and find the second page

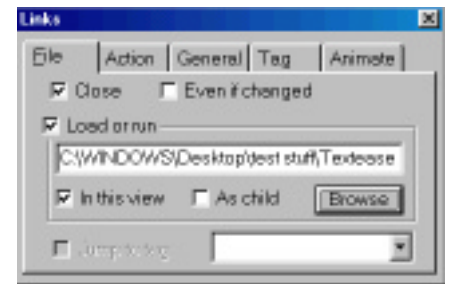
Double click on the second page file

Close the links window

Save the document

Try it out - go to your first page and click on the button. The second page should now load.

The other pages can be linked in the same way - and link to the previous page so you can move forwards and backwards through the 'book'.



Task 7

Create a multimedia book incorporating text, graphics, speech and animations.