Read, Write & Type!™

Network Version User's Guide

Read, Write & Type!—CONTENTS

Educational Focus

An early love of writing leads to a lifelong enjoyment of written words and ideas. Writing becomes a powerful route to reading because children can easily decode words they have constructed themselves. This program and its special keyboard serve to bridge reading and writing.

MAKING WRITING EASY

Read, Write & Type!, a dramatically effective approach to writing, offers children an enjoyable way to begin with what they already know well—speaking—and magically transform their speech into written words. They learn to write, type, and read as they master a series of simple finger strokes on the keyboard.

Children as young as six or seven can teach their fingers to "talk" to the computer by learning a finger stroke for each speech sound. The program is designed to give children immediate success in writing and offer them the skills they need to write anything they can say. In *Read, Write & Type!*, children learn:

• to use phonics fluently and automatically

• to sound out words to help them read and write on their own

• to use a sequence of finger strokes to put sounds together to make new words

• to touch-type fluently instead of developing hunt-and-peck habits

• to experience confidence and pleasure in putting words and ideas on paper

The program's colorful, articulate characters guide children through 40 speech sounds (phonemes), adding each new sound to the previous ones in a systematic sequence.

With *Read, Write & Type!*, children use their ears, their eyes, *and* their fingers. They learn to identify sounds in words, to associate sounds with letters, and to type sounds together to make words and stories. As children progress through the different games, their fingers learn to find the letters automatically.

Research shows that beginning readers need systematic phonics instruction—letter by letter—as well as frequent contact with interesting whole words and stories. *Read, Write & Type!* offers both. When children write, they are thinking about whole words, sentences, or stories, but they must write them down one sound at a time. They are processing the "parts" and the "whole" simultaneously.

Young children learning to write often have difficulty remembering which letter makes a particular sound, what it looks like, and how to draw it. With *Read, Write & Type!*, "motor memory" tells them which finger to press, and the computer takes care of the difficult work of printing and spacing the letters. Early success with the mechanics lets enthusiastic young writers immediately feel the pride and self-esteem that come from putting their own ideas on paper.

Children learn important concepts from *Read, Write & Type!*

- Writing is a way of putting speech on paper.

- Mouths string sounds together to make words. Fingers can also string sounds together to make words.

- Fingers can "talk" to the computer, because each finger stroke makes a letter that stands for a sound.

THE READING-WRITING CONNECTION

There are a lot of reasons to write. Writing eases the route to reading, because it is simpler to read your own words than someone else's. Children can read without writing, but they can't write without reading.

Children learn best by putting their ideas about the world into their own words and telling (or writing) someone about them. Getting feedback from an audience is a good way to learn whether or not their ideas make sense.

Writing makes ideas visible. Once their ideas are captured on screen or paper, children can read them over and over and think about them. They can show their ideas to others. As they revise their work, they get clearer and clearer about what they know, what they believe, and who they are.

The *Read, Write & Type!* Approach

In this computer age, children need to learn computer skills just as they need to learn "pencil skills." Those who master keyboarding and word processing will have a powerful advantage both in school and the workplace.

Mastering the skills of writing takes practice and repetition. To provide continuous motivation, a captivating story and a variety of entertaining graphics, animations, and sounds will surprise and delight youngsters as they proceed through *Read, Write & Type!* At each of the 10 levels, children add 4 new sounds (and the letters that stand for those sounds) to their typing repertoire and are rewarded at the Hall of Fame with a personal certificate for each completed level.

The sequence of 40 sounds (phonemes) is carefully designed to start with the left hand, to use key letters (in the middle row of letters) first, to use the easiest fingerstrokes first, and to introduce the letters in a sequence that will allow players to type whole words and sentences as soon as possible. The phoneme sequence is fully described in *Appendix C: Game Sequence*.

When children try to write at the computer, it can be very hard to remember where the letters are on the keyboard. To them, the keyboard is full of abstract symbols, senselessly organized. In *Read, Write & Type!*, two **Keyboard Houses** give children a vivid visual map of the keyboard. The animated **Storytellers** who live in the Keyboard Houses have names that start with the sound of the key where they live (like "Cass the Cat" and "Hug the Hamster") and interact with each other in ways that help children remember the location of their "rooms." At certain times, the keys "say" their sounds when they are typed.

Children need immediate feedback and some help when they are learning something new. Two lively **Helping Hands** show players where to put their fingers on the keyboard to make each sound. And **Vexor the Virus** is always popping up to present players with interesting challenges and silly rhymes.

Steps to Writing

In order to write, children first need to be able to identify the separate sounds in a word. With **Downtown Sounds**, children rescue letters from Vexor by learning to name more than 200 pictures; to identify the beginning, middle, or ending sound in the picture names; and to use the finger that types that sound.

For the next step in writing, children need to understand that they must blend several sounds together to make words. In

the 118 **Typing Park Challenges**, players see and hear a "challenge" that they must type correctly several times to get a Storyteller safely across the park past Vexor's blockade. They start by typing a single sound, but quickly learn to sequence two or more sounds together until they are typing dictated isolated syllables, whole words, and finally short phrases.

To write, children need to be able to transform their own spoken words into text. At the **Story Tree**, players first help the Storytellers type their ideas. Each idea appears as a picture. Children name the picture, and translate the sequence of sounds in that word into fingerstrokes.

Finally, children connect several sentences together to convey meaning. They assist the Storytellers by typing their stories, one for each of the 40 sounds. As each line is dictated and typed, a colorful graphic appears to illustrate the meaning of the sentence, and each four-sentence story is followed by an amusing animation that further illustrates the story's meaning.

Flexing New Writing Muscles

Young writers need free rein to experiment with writing, to express their own ideas, and to write anything they want. The **E-Mail Tower** provides the beginning features of a simple word processor to allow children to compose, revise, edit, and print out their work.

In the real world, e-mail is becoming as common as the telephone. The **E-Mail Exchange** models how e-mail works. If the player "sends" a story, the E-Mail Exchange chooses its "destination" somewhere on the world map. In return, the sender "receives" a story written by a child from that country. There are a total of 84 stories available (at three levels of reading difficulty) written by real children in various parts of

the world—edited only for spelling. In addition, at reading Level 1 some letters also appear in a preliminary draft form, shown with the phonetic spelling that children often use. This shows children that at the draft stage, spelling is secondary to expressing a thought. Beginning readers may find phonetic spelling easier to read—for example, "laf" instead of "laugh."

Children need to develop fluency with the phonics and with their newly acquired keyboarding skills. As they use the **Power Fountain**, they develop speed and accuracy with hundreds of words, phrases, and sentences.

Learning a new skill requires repeating the activities that were most challenging. Players can click on the **Bonus Blimp** anytime after completing the letter H in Level 2. The Bonus Blimp keeps track of children's performance on each activity and returns them to replay an activity where they can get needed practice as they collect bonus points for their certificates.

We all enjoy being acknowledged for their efforts. The **Hall of Fame** reports scores and produces fancy certificates that can be collected and displayed to reward players for successfully completing each level.

Reading and Writing in English

For children whose native language is not English, *Read, Write & Type!* offers a rich opportunity for developing English skills. Over the course of the program, children have the chance to hear, say, see, and type more than 1,200 English words, with pictures and animations to help supply meaning. The program provides spoken help through the Helping Hands, whose synchronized lips help clarify the pronunication of unfamiliar words.

TIPS FOR SUCCESS FOR YOUNG WRITERS

✎ Make sure children see you reading and writing.

✎ Help children write when they start to use the word processor.

✎ Let children dictate to you as you pen or type their ideas.

✎ Show children what you write—lists, journal entries, notes, poetry, letters.

✎ Write frequently to children—notes, rhyming messages, jokes, stories, favorite songs.

✎ Talk to children about the ideas they want to write, so that their thoughts are articulated as speech before they write.

✎ Don't push for "correctness" right away. Too much early emphasis on "proper" spelling may derail a child's enthusiasm for writing. Children will make a best guess at spelling while they are learning to associate letters with sounds. Help them sound out the new words they want to write. Provide lots of praise for early attempts, and let spelling come gradually. They will see correctly spelled words in *Read, Write & Type!*, and they will also become more and more familiar with the appearance of correctly spelled words as they read good literature with you.

TIPS FOR SUCCESS FOR YOUNG TYPISTS

If you know how to type, let children see how fast typing can be and that your fingers can find the right keys without your looking. Show them that you don't peek at the keyboard.

Stay nearby while children are doing the first 8–10 letters. Gently encourage the use of the correct fingers. If good finger habits are established early, children begin to see that using the same finger consistently is faster and more efficient.

Ask children to say words aloud as they do the activities in this program. The mouth will remind the fingers what to do. You can help by touching the correct fingers occasionally and saying the sounds aloud together.

Because of the way the keyboard is built, it is usually easier for children to type the letter C with the pointer finger than the tall finger. *Read, Write & Type!* research in the classroom has suggested that this single change from classical typing fingering makes typing more comfortable for children and they maintain the ability to type rapidly. You can show children how to use the tall finger for the letter C if you prefer it.

Children will learn faster if you encourage short, frequent play with one or two new letters rather than longer sessions with three or four.

"Powering Up"

The key to typing success is "anchoring"—keeping the hands consistently in the same place on the keyboard. In *Read, Write & Type!*, children simply anchor their tall fingers on the **D** and **K** keys. It is easier for small hands to anchor one finger than it is to hold all four fingers in "home position." The Helping Hands will show players several times how to "**Power Up!**" but children may also need assistance from you to develop this important habit. Offer a lot of praise and encouragement for Powering Up.

Children can practice the Power Up! position using the paper keyboard provided on the center pages of this user's guide. Encourage them to say the sounds or the names of the Storytellers as their fingers tap the keys. Challenge them to try this with their eyes closed.

Research has shown that beginning typists learn to touch type faster if the keyboard letters are covered. You can cover the individual letters with colored dots, or you can cover the whole keyboard with a flexible plastic dustcover. But be sure that the **D** and **K** keys stand out from the rest in some obvious way so that the Power Up! keys are easy to find.
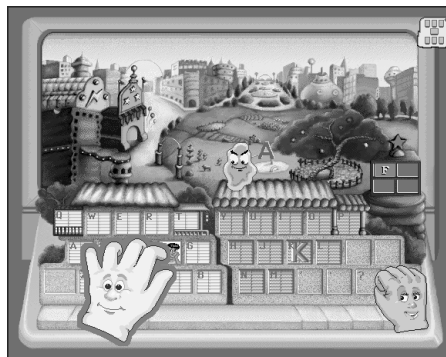
Lefty Powers Up!

RESEARCH FOR *READ, WRITE & TYPE!*

Read, Write & Type!, designed by Jeannine Herron, Ph.D., a neuropsychologist, is the result of a 10-year research project by California Neuropsychology Services (CNS). CNS, a non-profit educational research group, investigates ways for teachers to use computers more effectively. The well-received Apple® version of *Read, Write & Type!* (called *Talking Fingers*™) has been used by thousands of schoolchildren and evaluated extensively for five years in projects funded by the Hearst, Knight, Drown, Valley, and W.S. Johnson Foundations. It was recommended for children learning English as a second language (California Clearinghouse), as well as for use in regular classrooms.

Suggested Reading

Adams, M. J. *Beginning to Read*. MIT Press, 1991.

Bissex, G. *Gnys at Wrk: A Child Learns to Write and Read*. Harvard U. Press, 1980.

Calkins, L. M. *Lessons From a Child*. Heinemann, 1983.

Calkins, L. M. *The Art of Teaching Writing*. Heinemann, 1986.

Chomsky, C. "Write First; Read Later." *Childhood Education* 47 (1971): 296–99.

Graves, D. *Writing: Teachers and Children at Work*. Heinemann, 1983.

Rico, Gabrielle. *Writing the Natural Way*. Tarcher, Inc., 1983.

Spalding, R.B. *The Writing Road to Reading*. William Morrow, 1986.

Zinsser, W. *Writing to Learn*. Harper and Row, 1988.

Getting Started

Are you ready for a writing adventure? When you play *Read, Write & Type!*, you will use both the mouse and the keyboard Two Helping Hands will usually be "on hand" to tell you what to do and help you with the keyboard. You will also use the mouse occasionally to choose activities or get help. For more Network Information please refer to the other guides included in the binder.

SYSTEM REQUIREMENTS

This version of *Read, Write & Type!* is designed for use with Riverdeep Software Manager.

Server and Network

- Ethernet 10Mbit/sec or faster
- 450 MHz Pentium II processor or faster
- 128 MB RAM or more
- CD-ROM drive for one-time installation
- 225 MB free disk space (does not include space needed for students' saved files)

Supported Servers:
- Windows NT 4.0 with latest service pack
- Windows 2000 with latest service pack
- Novell 4.11 or later
- Appleshare IP 6.0.3 or later
- OS X.0.4 Server or later

Windows Client Workstations

- Windows 98/Me/2000/XP
- 64 MB RAM or more
- 166-MHz Pentium processor or faster
- Super VGA 800 x 600 display with a minimum of 256 colors
- 220 MB hard disk space
- CD-ROM drive
- Sound card and speakers compatible with DirectX

Optional

- TouchWindow or single-switch device
- Windows-compatible printer

Macintosh Client Workstations

- OS 8.6 to OS 9.2.2 (classic) and OS 10.1.5 and newer (OS X native)
- 64 MB RAM or more
- G3 processor or newer
- 800 x 600 display with a minimum of 256 colors
- 220 MB hard disk space
- CD-ROM drive

Optional

- TouchWindow or single-switch device
- Macintosh-compatible printer

INSTALLATION INSTRUCTIONS

This version of *Read, Write & Type!* is for use with *Riverdeep Software Manager* (*RSM*). Make sure *RSM* is installed before installing *Read, Write & Type!* If you need assistance with *RSM*, please consult the *RSM* User Guide (included in the school binder). You will install *Read, Write & Type!* on the network file server where *RSM* is installed. After you have installed *Read, Write & Type!* on the network file server, you will need to run *RSM*.

Administration Center

The *Read, Write & Type!* installation places both Windows and Macintosh files on the network file server where *RSM* is located. Both Windows and Macintosh files are installed simultaneously.

1. Exit all applications and start at the desktop.

2. Insert the *Read, Write & Type!* Network CD into the drive.
   • Macintosh: Double-click to open the CD.
   • Windows: The CD window will open automatically. If Autoplay is not enabled, choose **Run** from the Start menu and type **d:\Autoplay.exe** (where d represents your CD drive).

3. Click the *Read, Write & Type!* installer and follow the on-screen instructions.

4. *Read, Write & Type!* must be installed in the **Riverdeep Server** folder that was created on the network file server during *RSM* installation. Navigate to this location and begin the installation.

5. When the installation is complete, you must launch the *RSM* **Administration Center** to enable *Read, Write & Type!* Consult the RSM User Guide for additional information.

When students launch *Read, Write & Type!*, it is automatically copied from the server to the workstation. The technology coordinator may wish to launch *Read, Write & Type!* from the *RSM* **Student Center** before first student use. This will save students' time in waiting for the application files to be copied to the workstation.

Optional User Privileges

If your school has restrictions on user access to network locations, the following folder permissions are required for *Riverdeep Software Manager*:

• Teacher users will need read, write, and delete access to the **Riverdeep Server** folder.

• Student users will need read and write access to the **Student Documents** folder and the **Data** folder (both within the **Riverdeep Server** folder).

CUSTOMIZING THE PROGRAM

The Power Fountain and E-Mail Tower activities in *Read, Write & Type!* can be played at easy, medium, or advanced levels. The default setting is easy. Before you start playing, you may want to change some settings, but you can change settings at any time. Check your options at the POP screen. See the next section, *Using POP*, and *Appendix A: The POP Buttons* for more information.

USING POP

POP, short for Program Options Pad, enables you to control all options and information related to game play. You can open POP only from the Home City screen.

■ To open POP, click on ⬜.

■ To choose a button, click on it.

■ To close POP, click on POP's eyes.

Click on any
button to
choose it.

Click on POP's
eyes to close
POP.

Playing the Game

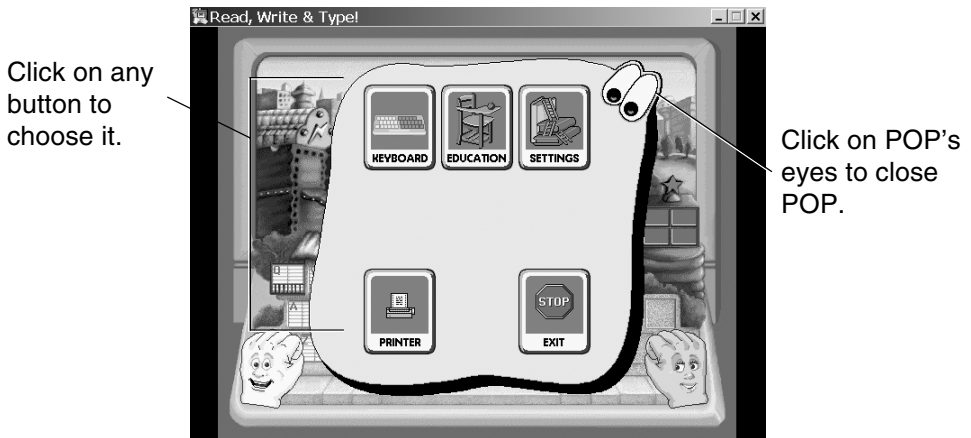Vexor the Virus arrives in his spaceship to attack the fantastic world of the Storytellers inside the computer. The Storytellers, living peacefully in their colorful Keyboard Houses, need your help to rescue the letters he steals and to keep their stories safe by writing them down. The Storytellers will stay hidden behind the shutters of their rooms until you help them type their stories. Once their stories are written down, Vexor cannot steal their letters again.

Lefty LaDee and Rightway McKay , the heroic Helping Hands, will show you that no matter what challenges Vexor poses, you can outsmart him!

HOME CITY

When you launch the game, you will first go to Home City where the Storytellers live in their two Keyboard Houses. Type on your computer keyboard to listen to it "talk," as it says the sound of each letter you type.

Typing Park Challenges   Story Tree   E-Mail Tower
Power Fountain   Bonus Blimp

Downtown Sounds

Click on POP to change the program options or exit the program.

Click on Vexor to start the adventure.

Hall of Fame

Click on any key to hear its sound and see it animate.

Click on the Helping Hands for help.
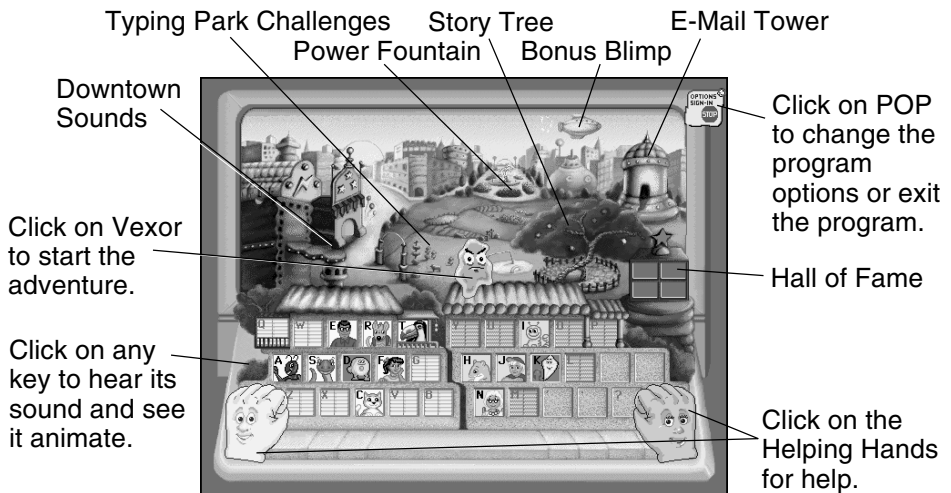
THE KEYBOARD LAYOUT

Here's a handy chart of the Keyboard Houses and the
Storytellers.

FADASA'S HOUSE

Upstairs: Queenie the Quail, Will the Wagon, Ed the Engineer
               (Fadasa's father), Rick the Rat, Tut the Toucan
Middle Floor: Ann the Ant, Sass the Snake, Daff the Donut,
               Fadasa the Fluteplayer, Gus the Goose
Downstairs: Zippo the Zebra, Mr. X from Galaxy Six, Cass the Cat,
               Vi the Violin, Bud the Banjo

To help young hands anchor their tall fingers in the Power Up! position, you can use the stickers supplied to identify the D and K keys on your computer keyboard. Put a yellow sticker on the D key and a blue sticker on the K key.
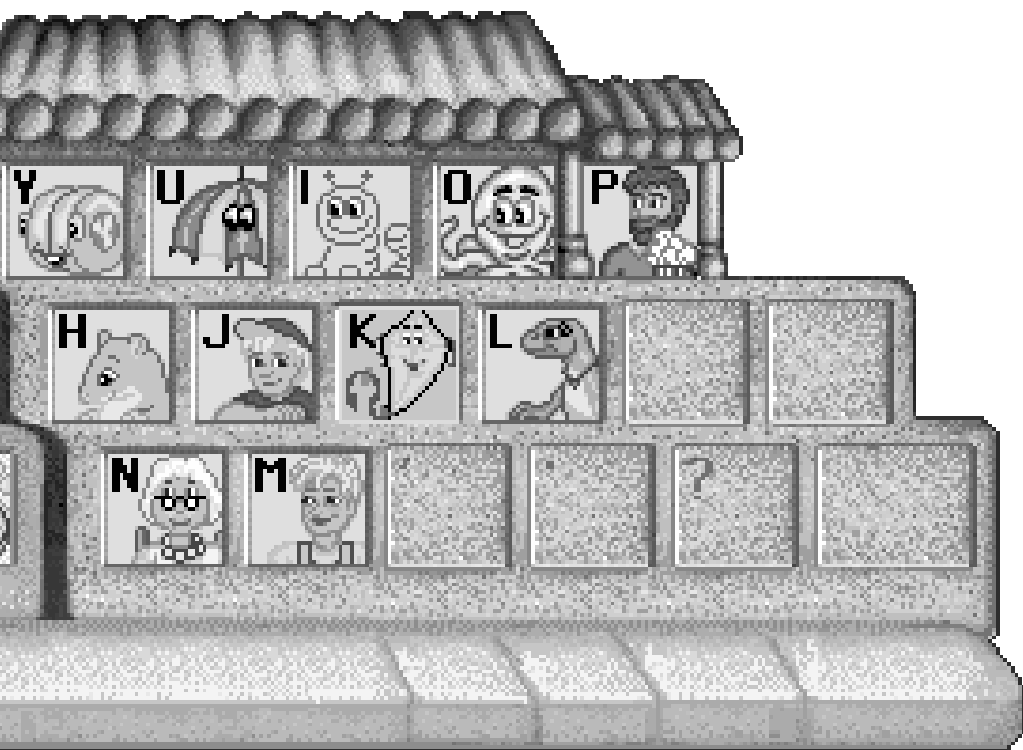
JACK'S HOUSE

Upstairs: Yellow the Yo-yo, Um the Umbrella, Issa the Inchworm,
               Otto the Octopus, Pop the Popcorn-lover (Jack's father)
Middle Floor: Hug the Hamster, Jack the Jumper, Kit the Kite, Lo the Lizard
Downstairs: Nana (Jack's grandmother), Mom the Mayor (Jack's mother)

When you click on Vexor at the Home City screen, you will fly **Downtown** to rescue the letters he has hidden, and then help the Storytellers make their way through **Typing Park** to the **Story Tree** to write their stories. There are 10 levels of activities, each with 4 phonemes. Lefty and Rightway will tell you what to do as you go, and help you learn how to make your fingers talk! If you ever forget what to do, click on the Helping Hands and they will repeat the instructions.

At the completion of each phoneme and before you begin the next, you can replay any of the activities available on the Home City screen. As you progress through the adventure, new activities—the **E-Mail Tower**, the **Bonus Blimp**, and **Power Fountain**—will become available in Home City!

You can visit the **Hall of Fame** to check your progress anytime you are in Replay mode. (See *Other Home City Activities* later in this chapter.)

VEXOR'S CHALLENGE

At Home City, click on Vexor to start the adventure. He will pull out one of the letters he has snatched. Type the letter(s) on your keyboard exactly the way the Helping Hands show you, and you'll be off!

Downtown Sounds

Welcome to Downtown Sounds! Vexor the Virus is waiting with his tricks. He'll show you lots of pictures and Lefty and Rightway will help you type the beginning, middle, or ending sound. If Vexor has hidden the letter somewhere in the **Theater**, you need to look for pictures that *begin* with the letter.

Sometimes Vexor hides a letter in the **Video Store**. If so, look for pictures where the sound is in the *middle* of the word. Other times, he may take a letter to the **Fair Booth**. There, look for pictures where the sound is at the *end* of the word.

Click here if you have made a mistake and want to start over. There's a surprise if you identify all the sounds correctly!

This is the sound Vexor has hidden.

Click here to return to Home City.

Click on the picture to hear its name.

Click on the Helping Hands if you don't remember what to do.

In the Video Store

To play Downtown Sounds:

1. Look at the picture Vexor shows you. Say the name of the picture aloud. If you don't know what the picture is, click on it. Listen to the word and say it yourself.

2. If the name of the picture contains the sound that Vexor has hidden, type the letter(s) that make that sound. (Remember whether you are looking for the beginning, middle, or ending sound.) Watch how the Helping Hands type it, then use the same finger(s)! If the picture does not contain the hidden sound, press Spacebar with your thumb.

Typing Park Challenges

Once you have rescued a letter for them, the Storytellers will try to get through the park to the Story Tree. But they will need your help to get through the park! Vexor is itching to interfere because he doesn't want to hear their stories!

Click on the lips to see and hear the Challenge again.

Click here if you make a mistake and want to start over.

Click here to return to Home City.

The Storyteller crosses the park as you type the challenge correctly.

out out out out out

Click on the Helping Hands if you don't remember what to do.
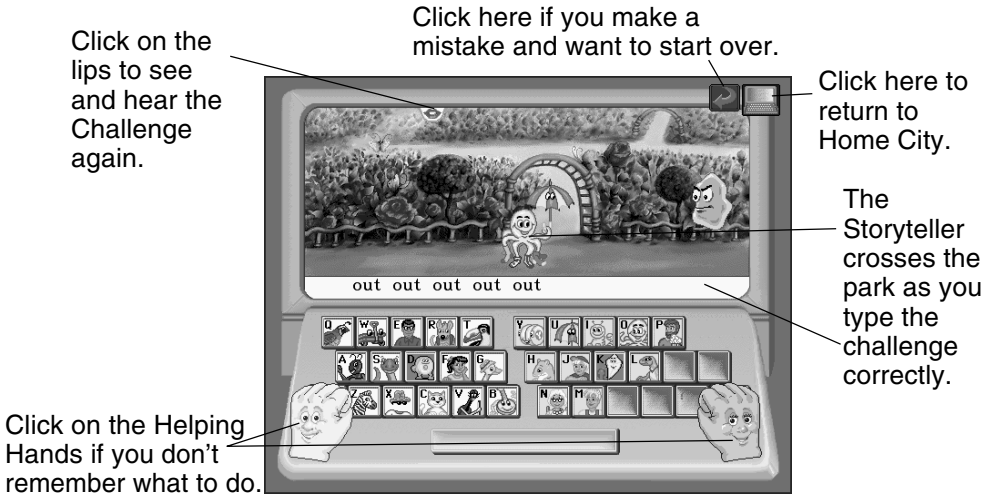
Typing Park

To play Typing Park Challenges:

1. When the Challenge Bar appears at the top of the screen, listen carefully to the pronunciation of the challenge and look carefully to see what to type. Watch the Helping Hands as they show you what to do with your fingers.

2. Type the Challenge just like they do. Keep typing. As you type, you will move the Storyteller all the way across the screen toward the Story Tree.

Watch out for Vexor! If you make too many mistakes, he will take a big breath and blow the Storyteller back to start over again.
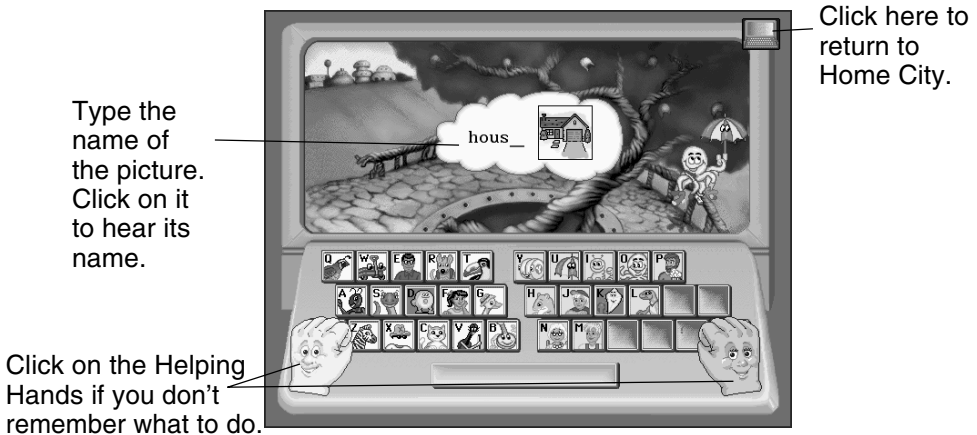
Story Tree

The Storytellers go to the Story Tree to get ideas for their stories. You will help them by typing their stories.

THE STORY IDEAS

Under the Story Tree, the Storytellers think hard about their stories. When they think of a story, they will need you to help them type it. Once you get to Level 2, you will begin to see their ideas appear as pictures before they write their story.
When you see a picture appear , type its name. Some Storytellers may have several ideas. Help them by typing each one.

Click here to return to Home City.

Type the name of the picture. Click on it to hear its name.

hous_

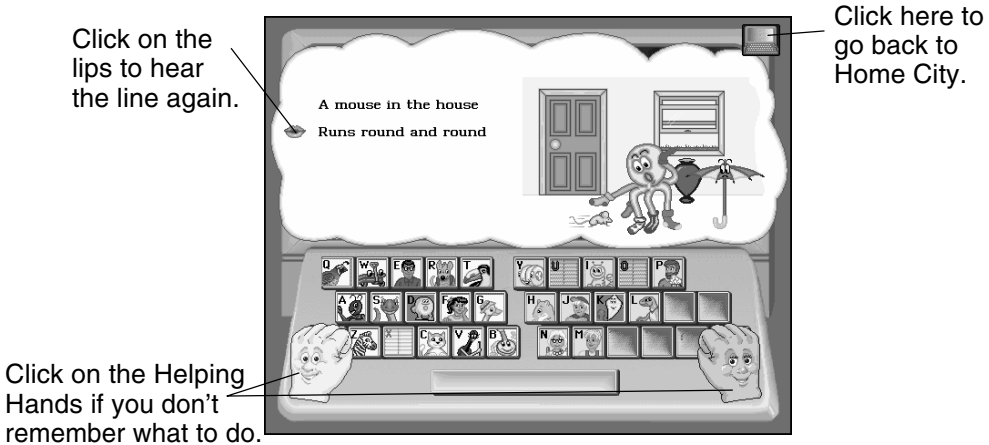Click on the Helping Hands if you don't remember what to do.

At the Story Tree

THE STORIES

When the Storytellers tell their stories, you must listen to each line and type what is said. When you finish typing the story, click on the lips to hear and see the whole story again.

Click on the lips to hear the line again.

Click here to go back to Home City.

A mouse in the house
Runs round and round

Click on the Helping Hands if you don't remember what to do.

A Story

OTHER HOME CITY ACTIVITIES

When you return to Home City after finishing Vexor's Challenge for a particular phoneme, you can choose to replay Downtown Sounds, Typing Park Challenges, or the Story Tree with any of the phonemes you've already completed, or you can choose the Bonus Blimp, E-Mail Tower, or Power Fountain when those are available. When you are ready, click on Vexor to go on to the next phoneme. Replay mode is the only play mode available after you complete all 40 phonemes.

Replay

Click on any of the available activities to play that activity again with any of the phonemes you've already completed. You can earn bonus points on your certificate if you choose the Bonus Blimp, or you can increase your typing score with certain phonemes if you play Power Fountain.

This is the activity you've chosen to replay.

Click here to go back to Home City.

Choose the phoneme or Storyteller you want to use.
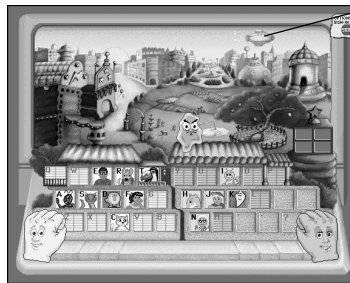

Replay Menu

Bonus Blimp

The Bonus Blimp will fly into town after you have rescued a few letters. Here's your chance to stack up some bonus points on your Certificate!

Click on the blimp to play a bonus activity.

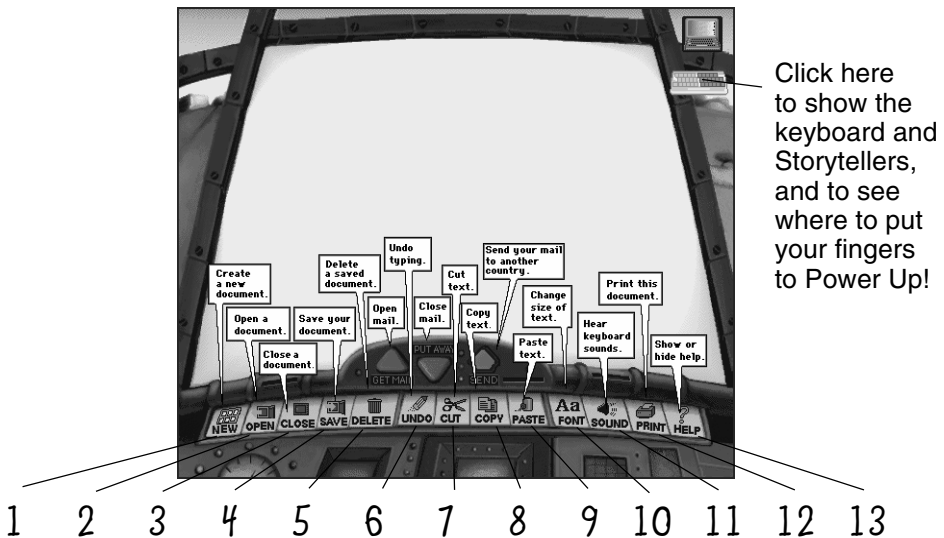*The Bonus Blimp over Home City*

The Bonus Blimp will take you to an activity (Downtown Sounds or Typing Park Challenges) where you can improve your previous performance. Sometimes the Bonus Blimp will take you to a more challenging Downtown Sounds game where you can play with two hidden sounds at once. When you finish your bonus activity, you can click on the Hall of Fame to see your bonus points.

E-Mail Tower

As you go through the adventure, you'll see the E-Mail Tower being built near the Park. By the time it's finished at the end of Level 3, you will know enough letters to start writing. Then you can write a story, a poem, a list, a letter, or anything you want! When you have written something, you might want to put it in your portfolio, or share it with someone else. Your document must have at least 50 characters (about 10–15 words) before you can send it, and can have up to 5 pages.

The first time you visit the E-Mail Tower, a friendly guide will show you how to write something and send it by e-mail. If you don't want the tour, click on 🦊 when the tour begins. The tour is only offered once. If you've seen it and want to see it again another time, just come to the E-Mail Tower and click on 😊 immediately. The tour will begin.

Don't forget to Power Up! Try to use the correct fingers, even for letters you haven't practiced yet.

Click here to show the keyboard and Storytellers, and to see where to put your fingers to Power Up!

1. Create a **new** file.

2. **Open** a saved file. When the list appears, click on the name of the file you want to open.

3. **Close** a file.

4. **Save** a file. Type in a name that will help you remember what is in the file.

5. Throw away a file. Click on the name of the file you want to **delete**.

6. **Undo** a CUT, COPY, or PASTE.

7. Select the text you want to CUT. (Click your mouse at the beginning of the section and drag it over the text you want to cut until it is all highlighted.) Then click on **CUT**. The computer removes this text and will let you PASTE it somewhere else.

8. First select the text you want to COPY. Then click on **COPY**. The computer will make a copy of this text, and will let you PASTE it somewhere else.

9. Click your mouse to place your cursor where you want to PASTE new text. Click on **PASTE** to insert the text you already CUT or COPIED.

10. Change the **size** of the letters in your text.

11. Turn the keyboard **sound** on or off to hear the sound of each letter as you type.

12. **Print** out your work.

13. See what all the buttons on this control panel do.

E-Mail Exchange

Watch your stories zip out over the world map to imaginary friends who will "send" you stories back.
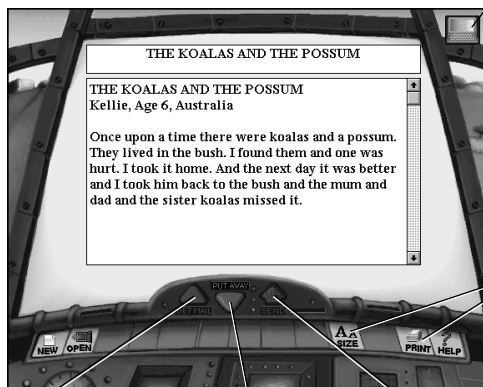
Click here to go back to Home City. Change the reading level by clicking on 🖥 at the Home City screen. See *Using POP* and *Appendix A* for more information.

Click on the FONT or PRINT buttons to change the font size or print out stories you receive.

THE KOALAS AND THE POSSUM

THE KOALAS AND THE POSSUM
Kellie, Age 6, Australia

Once upon a time there were koalas and a possum. They lived in the bush. I found them and one was hurt. I took it home. And the next day it was better and I took him back to the bush and the mum and dad and the sister koalas missed it.

PUT AWAY

GET MAIL
HELP

A A
SIZE

PRINT HELP

NEW OPEN

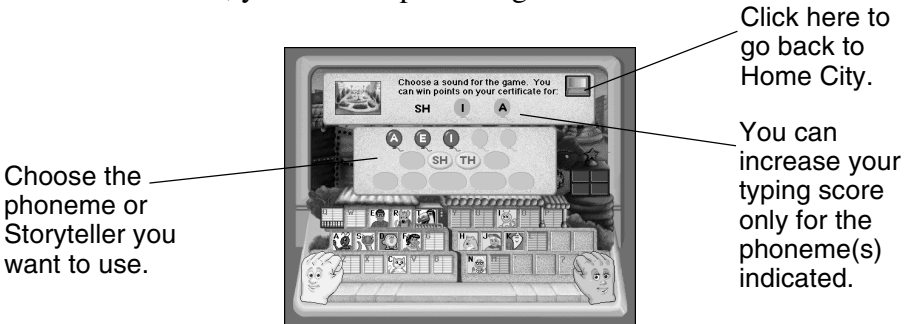**GET MAIL**
(stories) you have received and read before.

PUT AWAY a story that you are finished reading.

"**SEND**" your story and "receive" a story in return.

Power Fountain

Here's your chance to become a power typist and get Vexor all wet! As you type a word or phrase over and over to build up speed and accuracy, you can turn the tables on Vexor!

The fountain turns on after you have mastered 16 sounds. Practicing sounds for the current level will earn you points on your current certificate. If your fingers learn to dance through the words, you will keep Vexor good and wet!

Click here to go back to Home City.

You can increase your typing score only for the phoneme(s) indicated.

Choose the phoneme or Storyteller you want to use.

Choosing a Sound

Click on the Fountain in Home City. Then choose a sound by clicking on one of the sounds in the second panel or one of the Storytellers on the keyboard. If you choose a sound that is listed on the top panel, you will earn points on your certificate.

Click on the lips to practice or to hear the challenge again.

Click here if you want to start over.

Click on the hourglass to set the timer.

Click on the Helping Hands if you don't remember what to do.

Power Typing at the Power Fountain

1. Click on the lips to hear the word or phrase you are asked to type.

2. Practice typing it until the timer appears. You can continue practicing if you want. When you are ready to start, click on the hourglass to set the timer.

3. When your hands are in position and you are ready to type, press $\boxed{\text{Spacebar}}$ to start the timer. Then type as fast as you can without making mistakes.

At the end of the game, Rightway will show you your score.

Click on the lips to practice.

Click here to go back to Home City when you are finished.

Click here to play again with the same word(s).

Score

Click on the hourglass to try the same word(s) again.

Typing Score

SCORE BOX ELEMENTS

Speed: given in words per minute, adjusted for accuracy.

Accuracy:

Stars	Accuracy
no stars	less than 50%
★	50–79%
★★	80–89%
★★★	90–94%
★★★★	95–97%
★★★★★	98–100%

Score: based on speed, accuracy, and difficulty of words. To get the maximum possible score, you must use the highest typing level available in POP.

You can change several features by using POP at Home City. You can select a beginning, middle, or advanced **Typing Level**, or choose whether you want **One or Two Spaces** between sentences. For further instructions, see *Appendix A*.

HALL OF FAME

Visit the Hall of Fame any time you want. You can check your progress on your current certificate or view previously earned certificates. Your certificate shows the points you've earned so far for Bonus Blimp games as well as your current typing scores from the Power Fountain. Once a certificate is complete, the scores and bonus points on it will not change. Only the scores and points on the current certificate change.

When you finish helping each Storyteller, a portrait of that Storyteller is entered on your certificate. When all four portraits are entered, the Storytellers will pose for a group picture, and your certificate is complete.

You can print your certificates. Collect all ten of them!

Click here to print this certificate.

Click on a certificate icon to see that completed certificate.

Click here to go back to Home City.

A Hall of Fame Level 5 Certificate

APPENDIX A: THE POP BUTTONS

You use POP to start a new player or leave the program. You can also use POP to see the keyboard layout and Power Up! positions, read about the educational benefits of the program, set challenge levels, or turn the printing option off or on.

Keyboard. This button brings up two options: Show/Hide Names, which displays the names of the Storytellers by their shutters; and Show/Hide Hands, which displays the Helping Hands in Power Up! position. If you are in Levels 1 and 2, the Show/Hide Names option will display only the names of the first eight Storytellers. If you are in Level 3 and higher, the names of all the Storytellers will be displayed.

Education. This button gives you general information about the program's educational content.

Learn interesting facts about children and writing, reading, and typing.

Return to the main POP screen.

Learn about the writing process.

Settings. The Settings button lets you choose options in the E-Mail Tower and in the Power Fountain.

You can choose a first-, second-, or third-grade reading level for the stories you receive in E-Mail Exchange.

For the Power Fountain game, you can choose a typing difficulty level. You can also decide to use one or two spaces between sentences.

Printer. This button turns the printing function off and on. When this option is off, a slash mark appears across the button and you will not be able to print certificates or E-Mail Tower documents.

Exit. This button lets you leave *Read, Write & Type!* and automatically saves your game in your student directory, and returns you to the student program, where scores on performance in the Downtown Sounds games are recorded as percentages.

APPENDIX B: USING THE KEYBOARD

KEY	ACTION

Using the Program

↑ or ↓

Highlight a document name at E-Mail Tower.

Esc

Go back to the previous screen; exit the program from the Home City Screen.

Alt F4 or ∑ Q

Exit the *Read, Write & Type!* from anywhere in the program and return to the student program. Your progress, through the last completed activity, will be saved in your student directory.

Spacebar

Stops the Helping Hands from speaking, stops Vexor from speaking, and ends most animations.

APPENDIX C: GAME SEQUENCE

The chart below describes which four phonemes are presented at each of the ten levels. It also indicates when new activities and punctuation concepts first appear. Once introduced, activities continue to be available as new ones are added.

From the very beginning at Home City, players can click on letters on the screen keyboard or type keys on the actual keyboard to hear the associated sounds. They can also click on a Storyteller to see its animation, and click on the Hall of Fame to see the certificate in progress.

Level	Phonemes	New Activities Introduced
1	F, A, T, C	Downtown Sounds, Typing Park Challenges, Story Tree, Power Up!
2	J, H, I, S	Story Ideas, Bonus Blimp
3	K, TH, D, N	
4	R, E, long E, long A	E-Mail Tower, Punctuation (period), Capitalization
5	long I, SH, CH, O	Power Fountain
6	long O, L, P, U	
7	G, long U, M, B	Punctuation (question mark)
8	W, WH, V, Q	
9	Y, Z, OO, long OO	
10	AW, OU, NG, X	