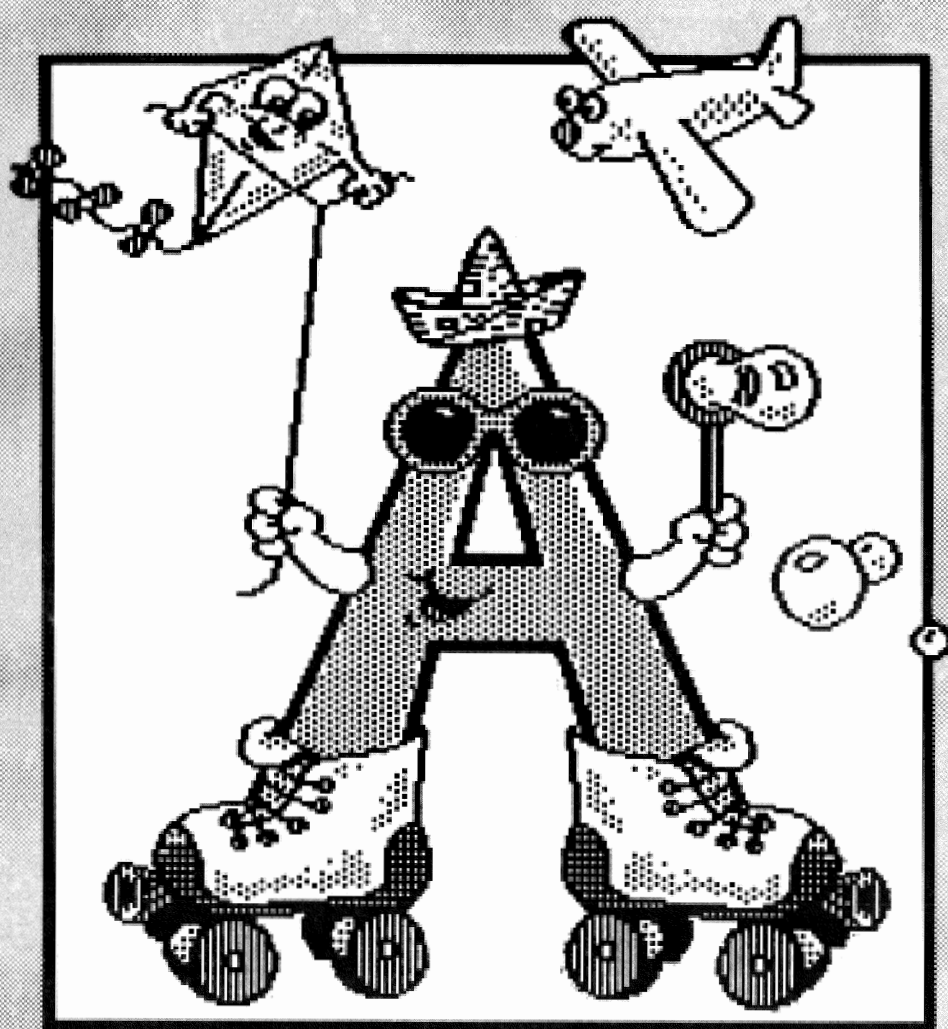


Big Book Maker: **Letters, Numbers & Shapes™**



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Big Book Maker:

Letters, Numbers and ShapesTM

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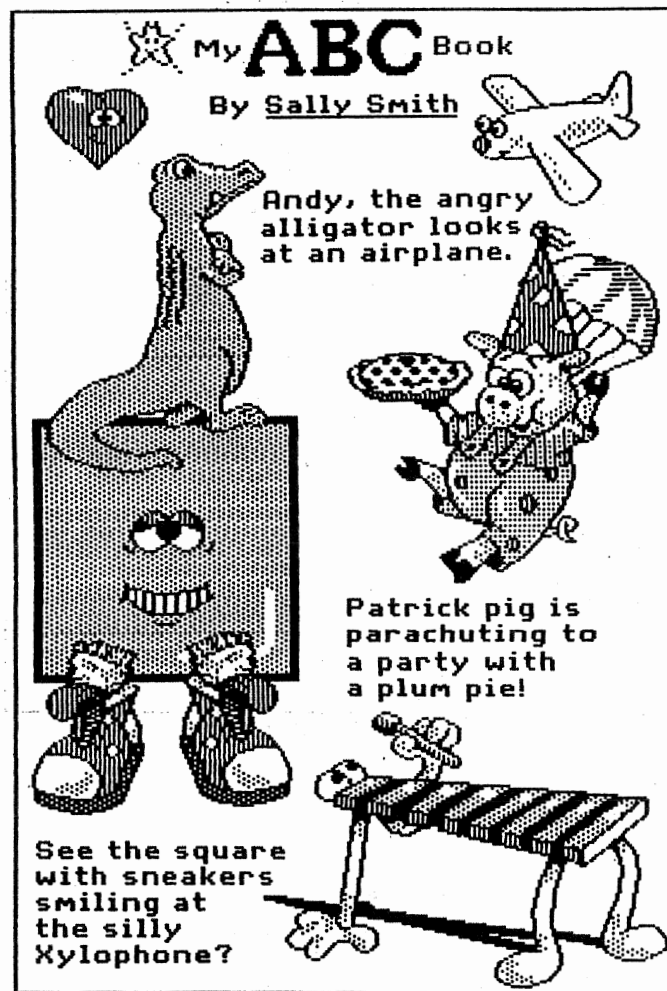
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BIG BOOK MAKER: Letters, Numbers & Shapes™

Big Book Maker: Letters, Numbers & Shapes™ is an easy-to-use publishing program that lets you combine graphics and text to create Big Books, storybooks, activity sheets, bulletin board displays, and so much more!

The program comes with a variety of graphics and typestyles. You can design your pages with clip art, text and frames. You can print out your pages in four unique sizes- mini-book, book, BIG BOOK, and BIG BIG BOOK!

This documentation is broken down into two sections: The Reference Guide and The Creative Guide.



REFERENCE GUIDE

The Reference Guide provides step-by-step instructions for designing a page. If you are using the 3.5" version, the entire program is included on one disk. If you are using the 5.25" version, the contents of each disk are:

- **DISK ONE:**
Side one: Program
Side two: Backgrounds
- **DISK TWO:**
Side one: Clip Art
Side two: Clip Art, Fonts, & Frames

If you are using the 5.25" version, you will be flipping the disks periodically during the use of the program. A prompt will appear telling you when you need to switch disks.

THE MAIN MENU

When you boot up the program the MAIN MENU will appear. There are three options listed:

- **Make a Big Book**
- **Use Utilities**
- **Quit**

To select an option from this or any other menu, simply use the arrow keys or Mouse to move the black highlight bar to the option you want, and press Return.

MAKE A BIG BOOK

A **Big Book** page is two screens long. It can be designed with clip art, frames and/or text. To begin designing pages of a **Big Book**, select **Make a Big Book** from the **MAIN MENU**. The next screen presents two choices:

- **Start a New Page**
- **Load a Page**

Select **Start a New Page** to create a new page.
A **Start With?** screen appears with two choices:

- **Blank Page**
- **Page with a Picture?**

The user can choose to start with a blank page to design or one of the colorful backgrounds.

Select **Load a Page** to work on a page that you have already saved onto a work disk. Insert the work disk on which your page is saved and press Return. The **Load Page** menu will appear. Select the page that you want to work on. The page will appear, along with the design menu.

Select **Page with a Picture**. A list of the background graphics appears alphabetically. Select a background graphic. The background graphic appears on the screen along with the **Page menu**.

The PAGE MENU:

After choosing a blank page or loading in a picture, the **Page Menu** will appear. This menu lists the following options:

- **See My Page**
- **Design My Page**
- **Save My Page**
- **Print My Page**
- **Utilities**

These are the basic options for creating and editing your Big Book.

• **See My Page**

Selecting **See My Page** allows you to scroll up and down the page. Select **See My Page** from the **Page Menu**. Use the down arrow key to scroll through the page. When you reach the bottom of the page, use the up arrow key to scroll back to the top. Press Esc to go back to the **Page Menu**.

• **Design My Page**

You can design your page with clip art, text or a frame. Select **Design My Page** from the **Page Menu**.

The **DESIGN MENU** will appear with four choices:

- **Clip Art**
- **Frame**
- **Write**
- **Erase**

...CLIP ART

Select Clip Art to add clip art graphics to your page.

(If you are using the 5.25" version you will be asked to insert the Clip Art disk(Disk 2, Side 1&2) in any drive and press Return.)

A list of clip art categories appears alphabetically. Each category includes several pieces of art. *(Refer to the Art-at-a-Glance booklet to see the clip art in each category.)*

Select a clip art category. An instruction box will appear explaining the key commands to use while working with clip art. Press any key to remove the instruction box. *(Press 3-? to see the instruction box at any time while designing your page.)*

The first piece of clip art from the file you selected will appear.

Press the **SPACE BAR** to view the different pieces of clip art in this category.

Press the **B** key to go backwards through the clip art category.

To Move Clip Art

Use the **arrow keys** to move the clip art anywhere on the screen. When you are happy with the location of the clip art, press Return to stamp it.

Note: Press a number from 1 to 9 to change the distance a piece of clip art moves when you use the Arrow keys. To move a piece of clip art a small distance (slowly), press 1 and use the arrow keys. To move a piece of clip art a larger distance (quickly), press the 9 key and then use the arrow keys.

To Flip Clip Art

You can flip any piece of clip art horizontally or vertically before you stamp it.

To flip a piece of clip art horizontally, press the **H** key.

To flip a piece of clip art vertically, press the **V** key.

To Stamp Clip Art

Press **Return** to stamp the clip art. The clip art will become part of your page design. You may stamp as many of the same piece of clip art you wish, or a variety of clip art. Press **Delete** to undo any clip art that you have stamped. Each time you press the Delete key, you will undo clip art in the opposite order in which it was stamped.

Note: Delete will only undo the clip art stamped while you are working within that category. Once you leave that clip art category, by pressing Esc, you must use the Eraser to "white out" the unwanted clip art. The Eraser will also erase that section of the background as well.

Press Esc to return to the Clip Art Menu. Select another clip art category, or press Esc to go back to the Design Menu.

...FRAME

Select **Frame** to put a frame around your page.

(This option is ideal for adding a decorative border around a narrative page. If you're using the 5.25" version, insert the Frames disk(Disk 1, Side 2) in any drive and press Return.)

The **Frame Menu** will appear.

- **Frame Set 1**
- **Frame Set 2**

Select a Frame category and the first frame in that category will appear. Use the SPACE BAR to view the other frames in the category and press Return to select one. The frame will appear around your page. A message will ask you if you want to use the frame. Press the **Y** key for yes and the **N** key for no.


...WRITE!





The write function allows you to add text to your page. You can combine different typestyles on your page. Select **Write!** from the **Page Menu**.

(If you are using the 5.25" version the program will ask you to insert the Typestyles disk(Disk 2, Side 2) in any drive and press Return.)

There are six fonts from which to choose:

- Small
- Standard
- Swirl
- Serif
- Big
- **FUN**

The **Typestyles Menu** will appear. Select a typestyle. An instruction box will appear explaining the key commands needed to use with the write function. Press any key to remove the instruction box. *(Note: Press open  - ? to call it up again.)*

- -O • **Outline:** Pressing these keys before you begin to type will outline the letters that you type.
- -B • **Bold:** Pressing these keys before you begin to type will bold the letters that you type.
- -N • **Normal:** Pressing these keys before you begin to type will return the letters back to the Normal style.
- -C • **Center:** Pressing these keys will center any line of text that you have just typed. You can only center one line of text at a time.

A cursor will appear in the upper left hand corner of the screen. Use the arrow keys to move the cursor to anywhere on your page that you want to start typing. Use Delete to undo unwanted text.

Note: This simple text processor does not have word processing capabilities-insert, word wrap or edit functions. The letters are actually handled just like clip art. Using the mouse or arrow keys you can move the cursor all around the screen to write shaped text, swerved text or wrap text around a picture. Once you press Esc, you can no longer delete the text you have previously written. Use the eraser to "white out" any unwanted text.

When you are finished typing, or you want to choose a different typestyle, press Esc to return to the **Typestyles Menu**. Press Esc again to return to the **Design Menu**.

..ERASE

The **Erase** function allows you to erase graphics and text from your page. The eraser is an adjustable solid block of white which, when stamped, will erase anything underneath it.

Select **Erase** from the **Page Menu**. An instruction box will appear explaining the key commands needed to use with the eraser. Press any key to remove the instruction box and an eraser will appear. Press the **SPACE BAR** to view the different eraser sizes, stopping at the size you want to use. Use the arrow keys to move the eraser over the part of your page that you want to erase, and press Return. The text or graphics underneath the eraser will disappear. Press Esc to go back to the **Design Menu**.

Now that you are familiar with the four functions of designing a page, press Esc again to go back to the **Page Menu**.

•Save My Page

You can save your **BigBook** pages onto a formatted work disk.

*(To format a work disk, see the **Utilities** section.)*

Select **Save My Page** from the **Page Menu**. A message will appear telling you to insert your work disk. Insert your work disk in any drive and press Return. The **Save Page** screen will appear. At the bottom of the screen is the word **Name:**, followed by a flashing cursor. Type in a name for your page and press Return. The page will be saved onto your work disk, and the **Page Menu** will reappear.

Note: You may use periods instead of spaces to separate words in your page name.

HELPFUL HINT! It's a good idea to save your design periodically. This way you can reload your page if you make a mistake.

•Print My Page

Select **Print My Page** from the **Page Menu** and the **Print Menu** will appear offering five options:

- **Mini-book**
- **Book**
- **Big Book**
- **Big Big Book**
- **Change Setup**

The first four options relate to the desired size of the printout.

...Change Setup

To print out a page you must give the program specific information about the equipment you are using. This information is displayed in the **Current Setup** box at the bottom of the screen. Select **Change Setup** to change the printer settings displayed in the **Current Setup** box at the bottom of the screen.

(Current Setup information includes printer, interface, linefeed, print quality and printer slot.)

The **Setup Menu** will appear with the following choices:

- **Printer**
- **Interface**
- **Linefeed**
- **Print Quality**
- **Printer Slot**

Warning: *If you don't have the correct setup and you try to print, the program will freeze. This means rebooting the program and losing your design if it was not saved. When you change the setup you must have the Program disk in any drive and it must not be write-protected.*

Choose each item you need to change. After you change an item press Esc, and the Current Setup box will display the changes you made.

Common Setups

Computer	Interface	Printer
• Apple IIc	Apple IIc Serial Port	Apple Imagewriter II
• Apple IIe	Apple Super Serial	Apple Imagewriter II
• Apple IIGS	Apple IIGS Printer Port	Apple Imagewriter II

Print Options

Now that your Current Setup is correct, you're ready to print. Select a print size for your page.

If you chose **Big Book** or **Big Big Book**, a screen will appear offering two choices:

- **All Panels**
- **Some Panels**

A page is divided into panels. The **Big Book** printout size consists of two panels and the **Big Big Book** size has three panels. This menu allows you to either print out all of the panels or select which panels you wish to print out. Select **All panels** to print out your entire page. If you select **Some Panels**, the **Select Panels** screen will appear and you will be choosing the section of the page that you want to print out. Use the right and left arrow keys to move the **Start Arrow** to the panel where you want the printout to begin.

Press ⬅ **-Right Arrow Key** and ➡ **-Left Arrow Key** to move the **End Arrow** to the panel that you want the printout to end. Then press Return.

Note: If you are printing out a Big Book or a Big, Big Book make sure to adjust your printer so you won't have to do any trimming. Notice the red mark on the right side of the bailer bar. Simply line up the perforations of the computer paper with that red mark and your printouts (panels) will line up perfectly!

After you choose a printout size, a screen will appear with two options:

- **Normal**
- **Outline**

The **Outline** option removes most of the patterns from the graphic and prints it out like a coloring book.

(Note: If you use an outline typestyle on your design and choose the Outline print option, some of your letters could vanish. We suggest that you select the Normal printout option when using outlined text.)

Normal will bring up a **Print Color** Menu that offers two choices:

- **Black & White**
- **Color** (You'll need a color ribbon)

Choose the desired option and press RETURN.

Make sure your **Printer Setup** is correct, and that the paper is placed correctly in your printer. If your page prints on more than one piece of paper, the printer will automatically advance to the next sheet. Press RETURN to begin printing. A scale appears marking the progress of the printing.

•Utilities:

Select Utilities to:

- **Format a Disk**
- **Make a Folder**
- **Delete a File**

...Format a Disk

Select **Format a Disk**. A **Format Disk** menu appears with a list of the slot and drive numbers. Insert an unformatted disk in the drive and choose the slot and drive number. Next, a file box will appear asking you to give your work disk a volume name. Type in a name and the program will format the disk.

...Make a Folder

Big Book page files can be saved in folders. Select **Make a Folder** and the program will ask you to type in the name of your folder. You can make several folders on your work disk. Each folder can hold several files. Putting files into categorized folders keeps your disk more organized and it will be easier for you to load and delete files. To open a folder, you must move the highlight bar to it's name, then press RETURN.

...Delete a File

Select **Delete a File** if you want to delete an unwanted file from your work disk. Highlight the name of the file to be deleted, then press RETURN.

Warning: *Once you delete a file, it's gone forever!*

Go To Main Menu:

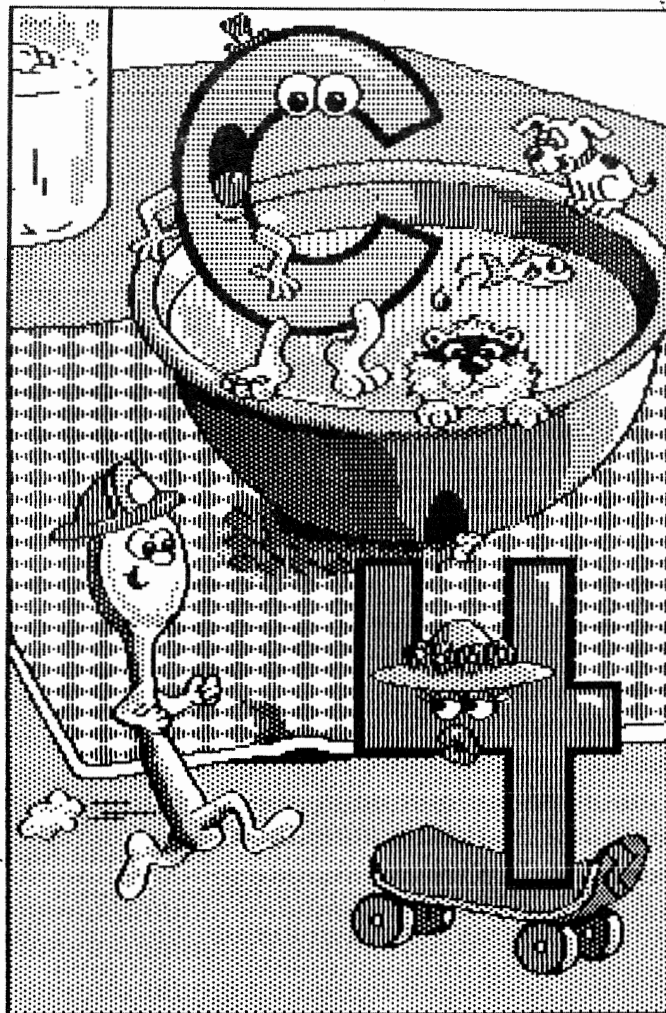
Select **Go To Main Menu** to quickly get back to the **Main Menu**.

USE UTILITIES:

This works the same as the **Utilities** option, previously discussed under the **Page Menu** section of this guide.

QUIT:

This allows you to exit the program.



Creative Guide

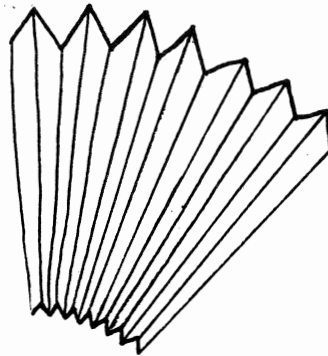
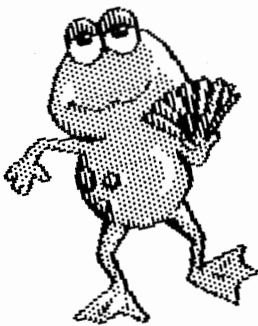
Please Do Feed the Frog

- Print out the clip art frog in the Big, Big Book size.
- Mount it on oaktag and cut it out.
- Draw a large letter "F" on her belly.
- Cut out a section under the mouth large enough to accept flashcards or clip art objects that begin with the letter "F".
- Attach a paper bag behind the mouth.
- Make a series of flashcards with pictures that start with the letter "F" and that don't start with the letter "F". (Use clip art from the program, magazine pictures or draw your own.)
- Now students can feed the correct objects into the frog's mouth.

This activity can be done with other animals too!

Frog Fans

- The frog is holding a fan. Have the students make their own fans. Give each student a piece of construction paper.
- Have students print out clip art objects that begin with the letter "F" or cut out objects from magazines.
- Paste the objects onto the construction paper. Add glitter or other decorations. Fold the paper like an accordion to create the fan.



A Stuffed Bored Bear

- Print out the bored bear in the Big, Big Book size.
- Use the copy machine or trace the printout so each child has two bears.
- Cut out each bear, leaving a white edge around the outline.
- Clip the two bear pieces together. Give children a tapestry needle threaded with colored yarn. Have the children stitch the two pieces together, leaving an opening through which shredded paper or tissue paper can be added.
- Finish stitching. You now have a lovely stuffed bored bear.

This activity can be done for each letter animal. Hang the stuffed animals from colored yarn to create a animal alphabet classroom mobile.

Katy Two Pockets

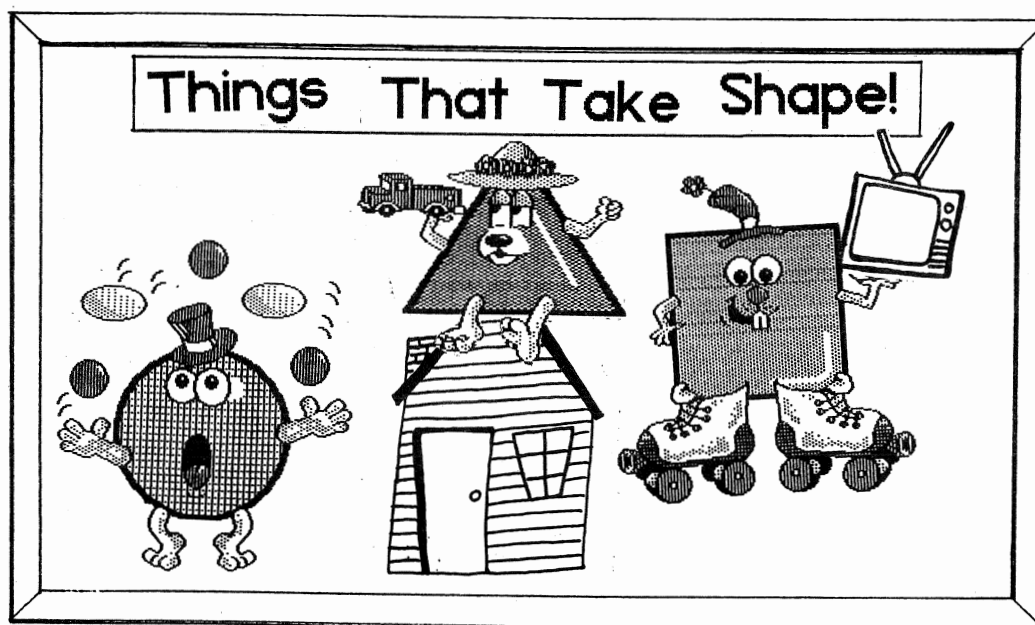
- Stamp the clip art kangaroo on the bottom of a blank page. Type in the headline, Matching Letters With Katy.
- Print out the kangaroo in the Big, Big Book size. Color it, mount it onto oaktag and laminate.
- Construct two pockets and paste them onto Katy, coming from each of the baby kangaroo's arms. (Be sure that there is enough space to put cards in the pockets.)
- Make a set of alphabet cards which include both upper and lowercase letters.
- Give the first student a card with an uppercase letter on it. Have him/her show it to the class and say the letter outloud.
- Ask students for names of objects that begin with that letter.
- Next, have the student place the card into the left pocket. Another child is chosen to find the lowercase letter and place it in the right pocket.

Variations:

- Match words and pictures
- Match colors and color words
- Match shapes
- Match numbers and number words
- Match numbers and objects

Things That Take Shape...

- Cover the bulletin board with blue construction paper.
- Type the words "Things That Take Shape!" using the Big typestyle. Press Open Apple "O" to outline the letters. Stamp some of the small clip art shapes on and around each letter. Print it out in the Big, Big Book size.
- Color each word and the shapes on and around them and cut them out. Mount the words onto the bulletin board.
- Have each student create a shape character, using the basic shapes as body parts and adding eyes, arms, legs, hats, etc. Have the students think about what kind of personality their shape character would have- if it is a circle character would he/she be *well-rounded*? Or perhaps it would like to juggle balls or play with balloons or blow bubbles? Maybe a triangle character has a different *point* of view because he/she likes to sit on rooftops! Students will love "dressing up" the shapes!
- Print out each shape character in the Big Book size. Have the students mount them onto oaktag, color them, decorate them and cut them out.
- Next, have each student write a story about their character and print it out in the Book size.



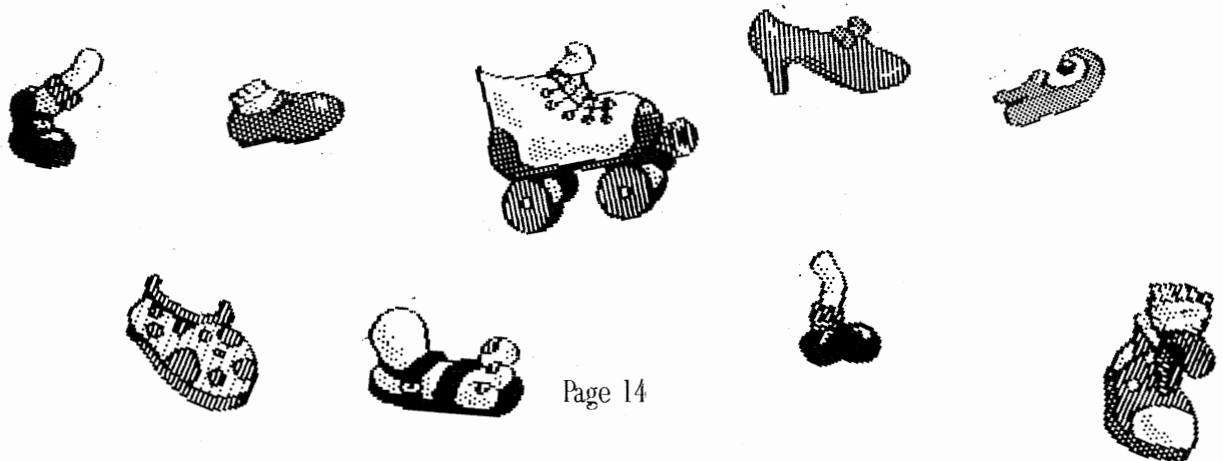
Pig Puzzle

- Stamp the clip art pig onto a blank page and print it out in the Big, Big Book size.
- Make a copy for each student and mount onto construction paper.
- Have the students cut out pictures from magazines that begin with the letter "P" and glue them onto the construction paper along with the pig.
- Have the students color their pigs and cut the construction paper up in pieces to create a puzzle.
- Students can put their "pig puzzle pieces" in an envelope or paper bag to take home. This makes a nice home school connection.

This can be done with any letter.

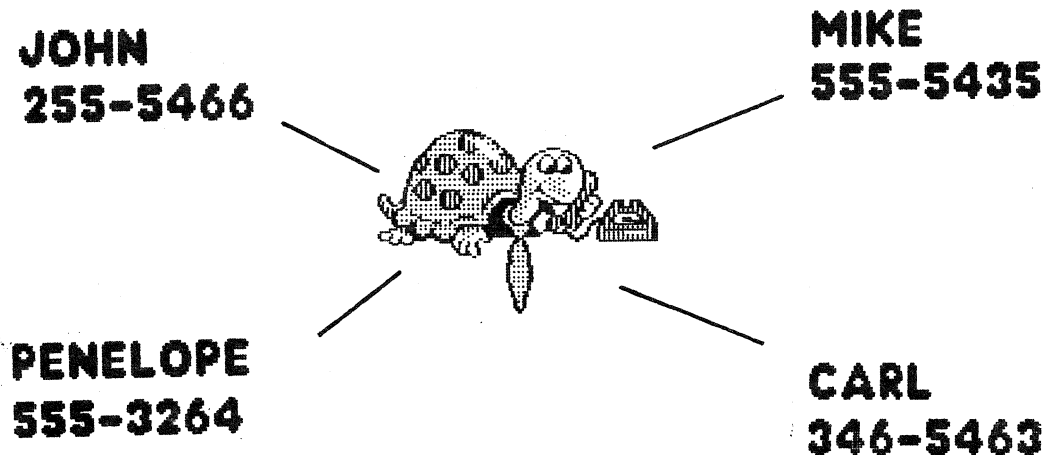
Pick a Pair

- Stamp the different clip art shoes on a blank background. Print out two copies in the Big Book size.
- Paste the printouts onto oaktag, color the shoes and cut them out. Mount each shoe onto a popsicle stick.
- Divide the class into two teams and line them up facing each other.
- Give each student a "shoe stick".
- The students hold their "shoe sticks" behind them. A member of one team holds his/her shoe in front and asks someone on the other team if they have the matching shoe. The other team member shows his/her shoe. If it's a match then those two students sit down and the guessing team gets a point and an extra turn. If it's not a match, then it's the other teams' turn to guess.



Turtle's Telephone

- Print out the clip art turtle in the Big, Big Book size.
- Mount him onto oaktag, color and cut him out.
- Select a blank background and type "Turtle's Telephone" in the Big typestyle. Print it out in the Big, Big, Book size.
- Create a bulletin board with the headline, "Turtle's Telephone".
- Attach the turtle to the center of the bulletin board.
- When a student learns his/her phone number, have them type their name and number and print it out in the Book size. Have colored yarn (telephone wire) leading to each new name and number that gets added to the Turtle Telephone bulletin board.

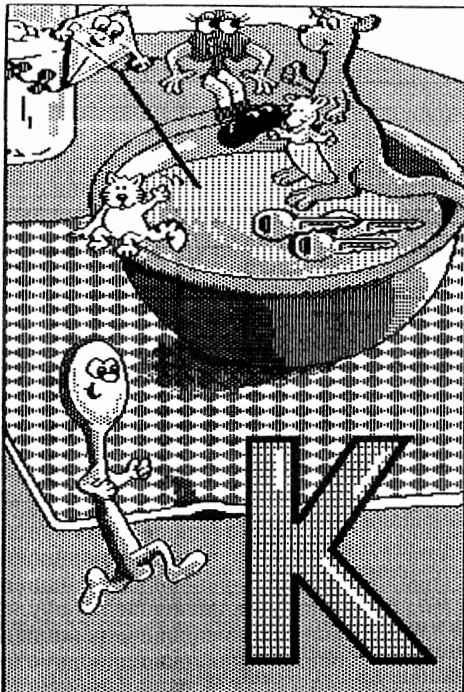


Playground Stories

- Select the playground background.
- Have the students dictate or write themselves about proper playground activities.
- Print it out in the Big, Big Book size and hang on the wall as a reminder.

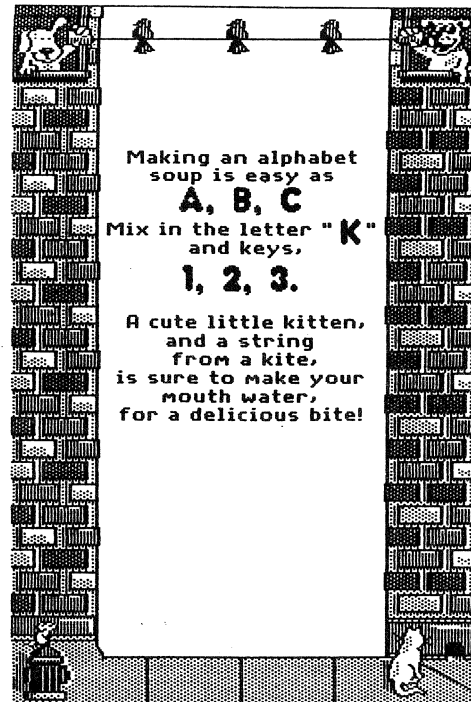
Alphabet Soup Big Book

- Format several blank disks as work disks.
- Have each student(or have students work in groups) create their own alphabet soup. Select the Alphabet soup background. Have students decide which letter they want their soup to be flavored with.
- Using the Art-at-a-Glance booklet (make duplicates), students can decide which clip art they want to add to their soup.
- Select the Big typestyle and press Open Apple "O". Type in the name of the soup across the bottom of the background, ie. B Soup, Sara's Soup, etc. Save this page onto the work disk.
- The next page of the Alphabet Soup Big Book can be the recipe page. Have students design a recipe page by typing in the ingredients of their soup, ie. First start off by mixing in the letter "K". Simmer one kite string, add a kangaroo, a pinch of a kitten, a girl named Kim and 3 keys.



- The following pages can be poems or story pages about the letter and the soup.
**Making an alphabet soup is easy as A, B, C,
Mix in the letter "K",
and keys, 1, 2, 3.**

**A cute little kitten,
and a string of a kite,
is sure to make your mouth water,
for a delicious bite!**



- When each page of the book is completed, print them out in the Big, Big Book size. Mount each page onto oaktag. Bind the pages with white tape. Display the Big Books at the front of the classroom for everyone to read.

Animal ABC Big Book

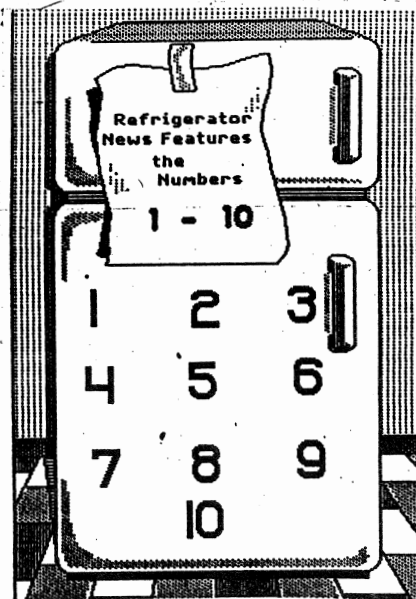
- Select a blank background. Stamp the letters A, B, and C on the background. Add the appropriate animals next to each letter.
- Write a poem or sentence about each animal and letter and save the page.
- Select a blank background and stamp the next three letters of the alphabet to continue the format.
- Print out the pages in the Big Book size, mount onto oaktag and bind together.

Refrigerator News

Note: This activity is ideal for cooperative learning. Have older students create this Big Book to share with the younger students.

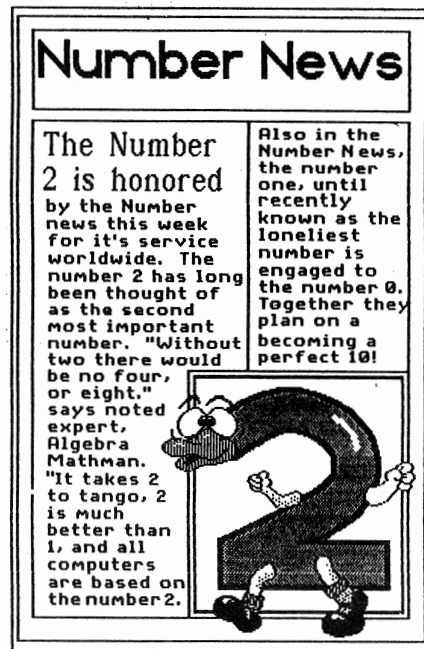
This book will consist of a cover page, a newsletter, and 10 number pages.

- Select the refrigerator background. This background is a great cover page for a Refrigerator News Big Book.
- In the Props.1 category, there is a note clip art. Stamp it on the front of the refrigerator. Use the eraser to erase the small shapes on the lower right corner of the note. Using the Small typestyle, type "Refrigerator News Features the Numbers 1-10!" on the note.
- Using the Big typestyle, type in the numbers 1-10 across the refrigerator door. Save this page onto a work disk.



- Next, as a group, select a blank background to create a newsletter that will feature the articles in the Big Book. When designing a newsletter it's best to create the template first.
- In the Props. 2 category there is a horizontal and vertical line. These can be used to create columns and an area for a headline. (Just keep moving the line and stamping it over and over again.)

- Using the Small typestyle, type up highlights about each letter. Add clip art to illustrate the articles.



- Divide the class up into 10 groups. Have each group choose a number to write about. Students can give their numbers a personality, by “dressing them up” with body parts and clothing. Students can decide on a storyline for their number. Maybe the number 2 is a musician that plays 2 instruments, who wears a hat with 2 music notes on it and hangs around with 2 friends. Or perhaps one of the numbers is announcing a party or a seasonal event!
- Each number can be on a different background. Stamp other clip art objects to make each page a counting game.
- Print out each page in the Big, Big Book size, mount onto oaktag and bind.

Shape Bunny Worksheets

- Select the Shape bunny background, print it out in the Book size and make enough copies for each student.
- Select a blank background to type up the instruction sheet. This is a fun coloring activity, while teaching children how to follow directions. Using the Standard typestyle, type the following instructions:
 - * Color all triangles red. * Color all squares blue.
 - * Color all circles pink. * Color all rectangles green.

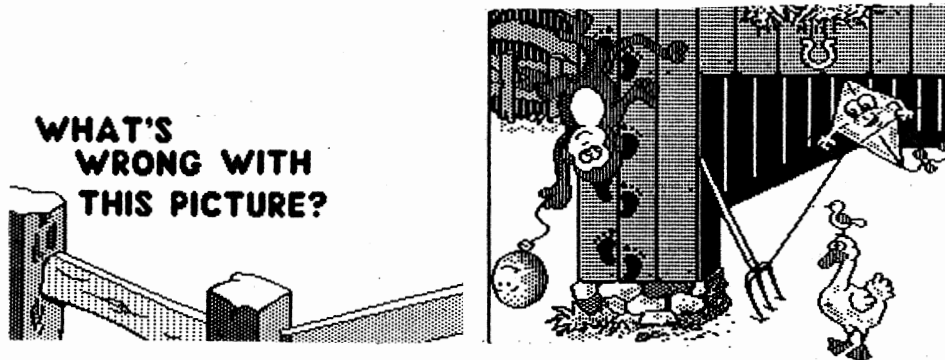
Ideas, Ideas, Ideas

The ideas listed below are for specific backgrounds, clip art and frames included with the program.

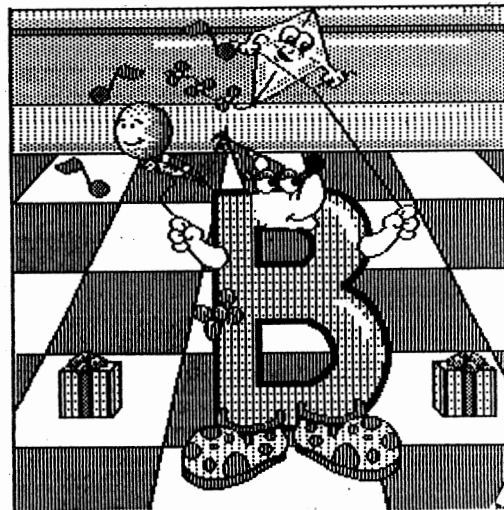
Birthday- Use this background as an invitation or a card. A name can be typed on the cake and the correct amount of clip art candles can be stamped too.

Cow sign- This background is perfect for announcing special events or typing in a message or lesson. Laminate and hang on the wall.

Farm- Use this background to teach young learners about the country, farm animals or the letter "F". Add clip art to design amusing worksheets: What's wrong with this picture?, counting skills, find the hidden objects, or coloring activities.



Floor- This close up background of a floor is ideal for motivating creative writing skills. How about the theme, Let's Pretend. Let's pretend that just when you were starting to practice writing the alphabet, one of the letters came to life and jumped right off your desk onto the floor! Oh no! One of the letters has escaped from the alphabet. Why that silly letter, where does she think she's going? Choose a mischievous letter and stamp it on the floor. Use clip art body parts, hats and shoes to help the letter come to life.

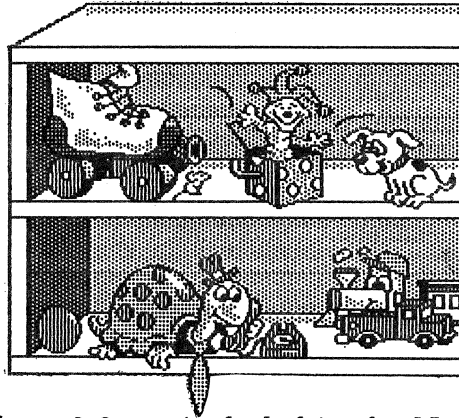
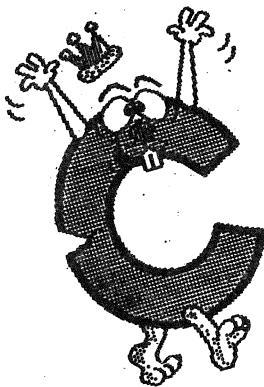


Stage- The stage background can be used to feature the letter, number or shape of the week!

Toy shelf- You and your student will love stamping clip art on all of the shelves! And don't forget to fill the toy chest!

Zoo- Have students create their own alphabet zoo! Each student can choose a letter and place it in the zoo, along with its animal. Have them write a description of their letter or animal.

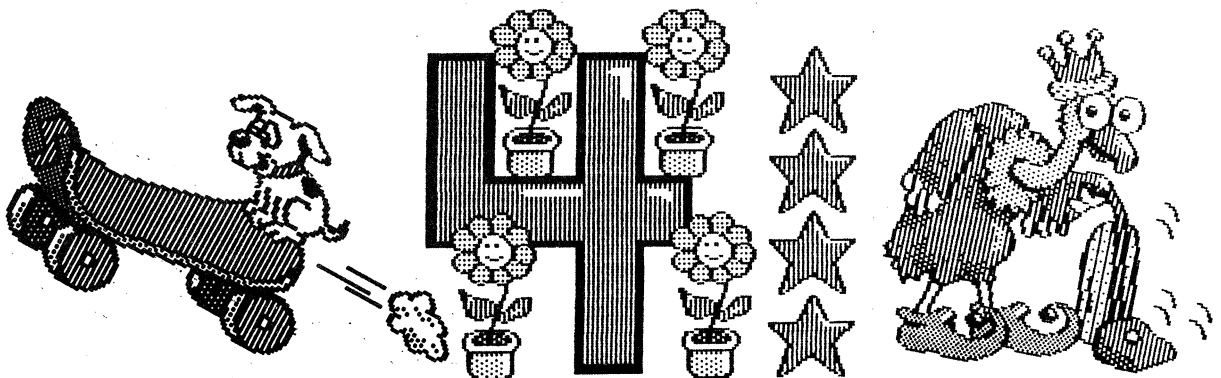
The Alphabet- The Letters 1-5 clip art categories include each letter of the alphabet. You can "dress up" each letter with body parts, hats & shoes, or add an animal or objects that begins with the letter.



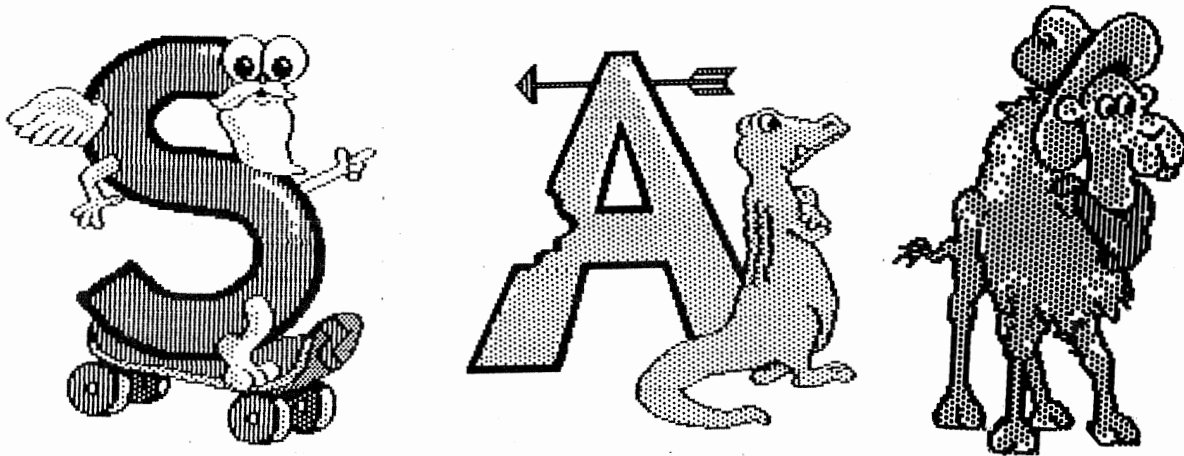
Numbers 1-10- The numbers 0-9 are included in the Numbers 1 & 2 clip art categories. The numbers can also be "dressed up" with body parts, hats & shoes, or stamp the corresponding number of objects on or around the number.

Shapes- The Shapes 1 & 2 categories include basic shapes- triangles, squares, circles, rectangles, and diamonds- as well as a star, a clover, a cross, an oval and more! Once again, these shapes can be "dressed up" or have students try to create familiar objects out of just shapes!

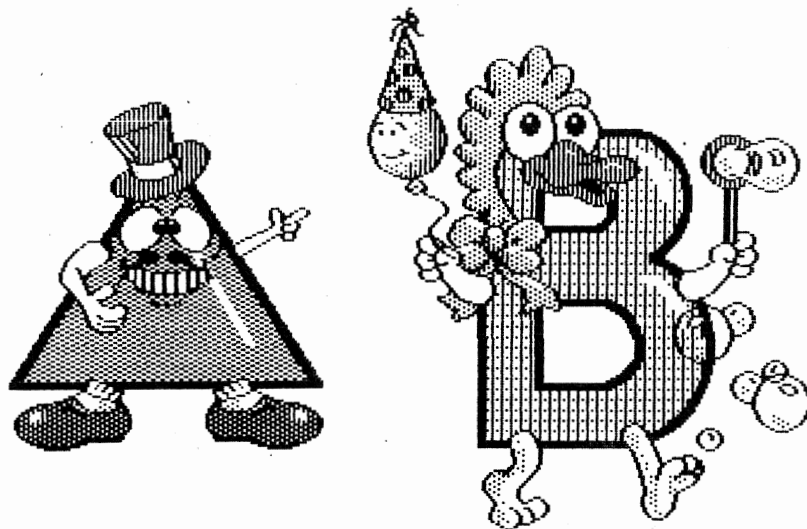
Animals- There is at least one animal for each letter of the alphabet. Some animals have been designed to interact with the letter, either by leaning up against it (frog), lounging on it (bear or zebra) or hanging off of it (monkey)!



Props- The Props clip art categories are overflowing with fun stuff to add to backgrounds, letters, numbers, and shapes! Props offer you and your students a chance to add a sense of humor to your creations. In the Props 1 category you'll find an arrow that can be placed through anything... a character's head, a letter, a number or a shape! Or plug in the iron into the letter "I"! There's all kinds of fun stuff in Props 2! Place the letter "S" on the skateboard, or stamp frog footprints all over the alphabet, that funny frog stepped in the ink again! Or maybe that angry alligator took a chomp out of the letter "A"! You'll find the chomp in Props 2 too.



Body Parts, Hats & Shoes- While we're on the subject of humor, watch out for giggles galore when students (or adults) start putting funny faces on the alphabet! Hats are always a favorite...make the letter "A" an astronaut, or the letter "B" a baby in a baby bonnet. Any of the animals look good in hats too!



Don't forget...

If you have any of the other Big Book Maker titles or any of the Creative Writing Series titles, the clip art is compatible. Imagine adding children along the alphabet, or making one, two, or ten monsters to create counting sheets! The possibilities are endless!

Other Big Book Maker Titles:

Big Book Maker: Favorite Fairy Tales & Nursery Rhymes

Big Book Maker: Tall Tales

Big Book Maker: Feeling Good About Yourself

Big Book Maker: The Bible Story Publisher

The Creative Writing Series:

Monsters & Make-Believe

Dinosaur Days

POW! ZAP! KER-PLUNK! *The Comic Book Maker!*

Transportation Transformation

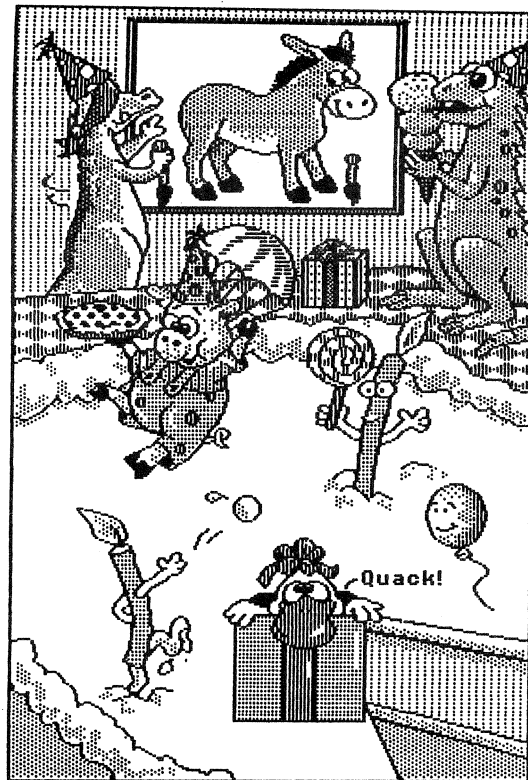
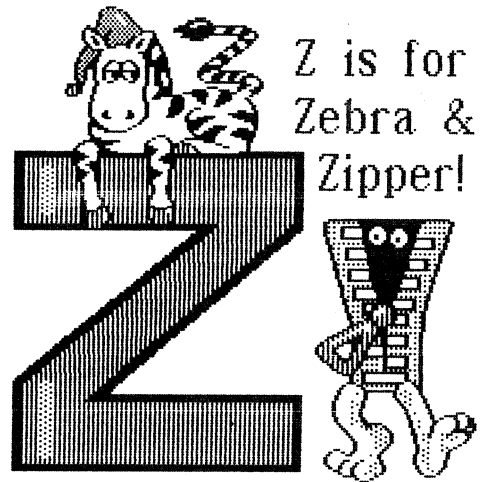
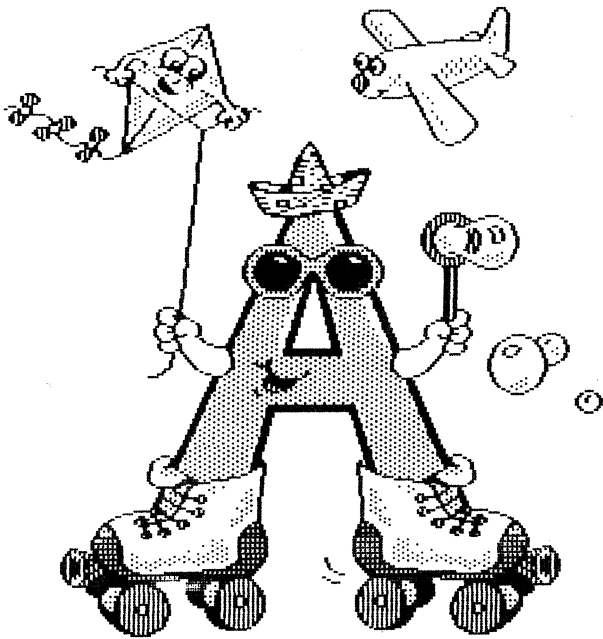
Robot Writer

Story Starters: Social Studies

Story Starters: Science

The Whole Neighborhood

SAMPLES



Samples

We have included some samples which you can customize and print out to use in your classroom. Samples include: a drawing project, worksheets, a crafts project, and a poster.

To access the samples, choose **Make a Big Book** from the **Main Menu**. When the next menu appears, choose **Start a New Page**. A "Start With?" menu appears. Choose **Page With Picture** and a list of backgrounds will appear. Choose the folder named "Samples". (If you are using the 5 -1/4" version, take out your program disk and turn it over to access the backgrounds and samples.)

Take a few minutes to look at the samples: they are sure to give you food-for-thought. You can change the samples by customizing them with text and clip art, and save them under a new name on your data disk. The worksheets can be printed out and distributed to the class.

SUPPORT

Before calling, we suggest you read through the documentation. Should you still have a problem, or if you have technical questions, call Queue at (800) 232-2224. Defective disks will be replaced free of charge up to 180 days after invoice date. Disks damaged after 180 days may be replaced at \$10.00 for the first disk and \$5.00 for each additional disk in a program. Mail the damaged disk(s) and appropriate payment to Queue at 338 Commerce Drive, Fairfield, CT 06432, for a prompt replacement.

Backup disks are available at \$10.00 for the first disk and \$5.00 for each additional disk in a program. Customers are limited to one backup for each disk purchased. Backup disks are for archival purposes only.

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and fingerprints.

NETWORK

The software you have purchased is sold for use on only one computer at a time. Use of this software on a network violates copyright law. In order to use this software on a network, you must contact your vendor or Queue, Inc. and obtain a contract signed by Queue. Pricing depends on the number of computers which will be on the network.



The Big Book MAKER SERIES

Designed to motivate children to write by using pictures, these easy-to-use programs create Big Books in minutes. The key to the Big Book series is that students can combine art and text on one colorful background. They can print out their pages in four sizes: miniature, book, big book and big big book. The programs are so flexible that teachers can create newsletters, worksheets, bulletin board displays and more. All of the Big Book Maker programs can share clip art and backgrounds, offering an endless library of pictures to write about. The clip art, but not the backgrounds, from the Creative Writing Series may be used with the Big Book titles:

FAVORITE FAIRY TALES & NURSERY RHYMES™*

* This program includes some more clip art from The Three Princesses:

CINDERELLA, SNOW WHITE, AND SLEEPING BEAUTY

LETTERS, NUMBERS & SHAPES™

FEELING GOOD ABOUT YOURSELF™

TALL TALES & AMERICAN FOLK HEROES™

CUTE & CUDDLY™

QUENTIN THE RABBIT™

All programs are
available for FREE 30 day preview!
Network Versions, Site Licences and
Lab Packs are also available.

TO ORDER OR ASK FOR A FREE CATALOG CALL QUEUE AT...1-800-232-2224