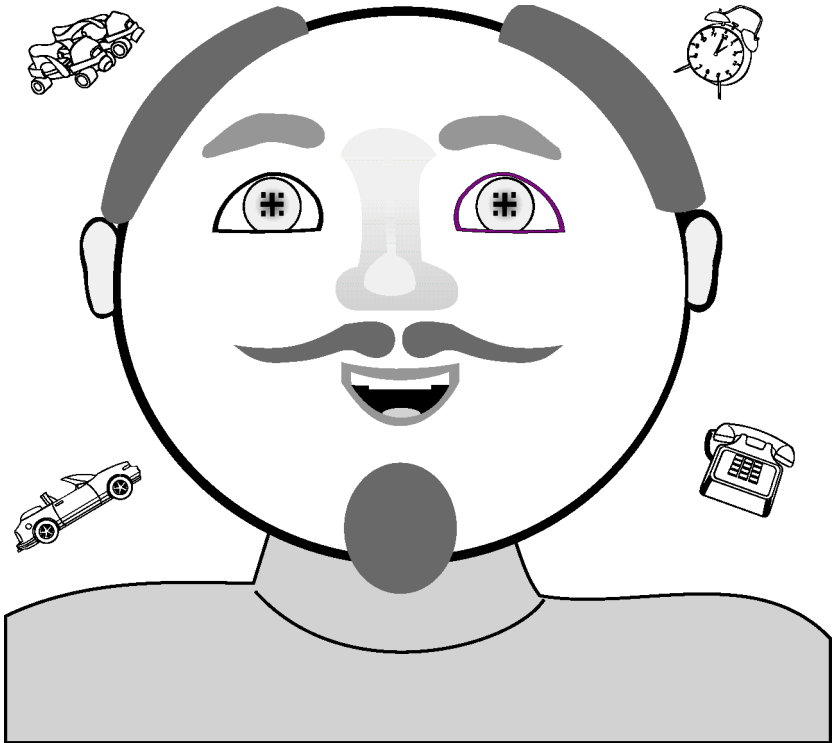


Tiplap

TM



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User's Guide

PolyVision Software





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Minimum Requirements:

Intel 386-based (or higher) PC
4Mb of extended memory
4Mb hard drive disk space
Windows 3.1 or later, 100% compatible version
VGA 640x480 display with a 256 color palette
8bit sound system for both midi and wave data
Dot matrix, laser, or PostScript printer
(Included) Microsoft WinG software
graphics library 1.0
(Included) Text-to-Speech
synthesis module

Customer Service:

Phone: (561) 791-9415

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This booklet is for *TipTap* version 2.5

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To contact **PolyVision Software** please use any of the addresses and means at the very front of this manual. We always keep our web site posted with the most up-to-date information.

<http://www.polyvision.net>

While reading this document online, text in **blue** are hyperlinks to other sections of the document. Clicking on the text with your right mouse button and cursor will jump you to the referenced section. Text in **purple** are hyperlinks to the internet. Clicking on the text with your right mouse button will connect you to the sites or send email.

Welcome to TipTap

TipTap is a multimedia educational system providing a unique learning experience for children.

Design Concept

TipTap is a system designed to teach typing and handwriting skills, phonics, and grammar. The user receives a combination of auditory, visual and tactile reinforcement. This is known as a multi-sensory approach to learning and is beneficial for all students, regardless of individual learning style.

Through beautiful and colorful animations, illustrations, creative sound-effects, systematic repetition, and reinforcement of correct responses, youngsters happily engage in an exciting learning experience. Lessons can be printed on either a dot matrix, laser or PostScript™ printer, allowing children to create their own illustrated spelling books for practice, and serving as a visible record of their accomplishments. Exercises are designed to be brief; repetition is encouraged.

Positive Feedback Only

This program does not generate auditory or visual interruptions when incorrect input is entered. Rather than emphasizing incorrect responses, the program waits for the proper key to be selected. *TipTap* also provides the option of **Letter Assistance**, the ability to accept a space bar in place of the proper key. See page 13.

High Standards

High professional standards were maintained during the creation of all the elements making up the interface—printed materials, recorded sounds, animations, music and the lessons themselves.

We thank you for using *TipTap*,

Programming, Music and Design: Steven E. Polyanchek

Art Work: Rigoberto Muniz and Lydia Polyanchek

Voice: Harmony Polyanchek

German Translations: Lydia Polyanchek and Erika Guirguis

Spanish Translations: Rigoberto Muniz

Customer Support: Rigoberto Muniz

Installing TipTap

You must begin installation of *TipTap* from within Windows™. Go to the main window called **Program Manager** in Windows 3.1x or the **Start** menu in Windows 95/98. Insert the **TipTap Program Disk 1** into the

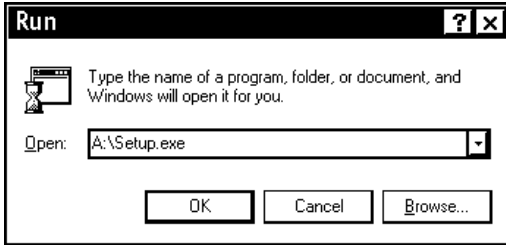


Figure 1

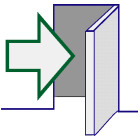
appropriate disk drive. Or if you have the installation files already on your hard-drive, note the directory. In **Program Manager** go to the **File** menu then to **Run**. Or from the **Start** menu also select **Run**. The **Run** box as shown in *Figure 1* opens up. Type in the directory which has the disk followed by **setup.exe** in the command line in the box as demonstrated in *Figure 1*. You can also use the browse feature to find and write the command line for you.

Next press **OK** and the installation utility will begin. Follow the instructions given by the utility. The text shown during setup as well as in the **readme.txt** file will give you a brief summary about *TipTap* and any last minute information. Reboot your computer after installation for **WinG** to setup properly.

Starting TipTap

When starting the *TipTap* program, the main icons for **Opening Lessons**, **ABC Song**, **Printer**, **Typing Tutor**, **User's Sentence Mode**, and **Close Lesson Button** are present. If words are available from **User's Word List**, the **User's Word Exercise** and **Match Game** icons are also present. This manual presents all these elements in further detail.

Close Lesson Button



Throughout the *TipTap* program the **Close Lesson Button** is made available. This reacts the same as pressing the **Escape** key or selecting **Exit** from a menu. You can select whether or not this button is available from **Preferences | Set Commands**. See page 14.

Music



The Alphabet Song: Using one of the most familiar songs for learning the alphabet, we have taken it a step further. Watching the displayed keyboard keys as the song plays, the student subtly absorbs the placement of the letters. It is the familiarity of the song that makes it a great tool for learning the keyboard.

Besides the **Alphabet Song**, *TipTap* plays midi music in several places to enhance its multimedia appeal and to smooth transitions between events and activities.

Stop the Music!

As with most the modes in *TipTap*, the best way to stop a musical event is to go to **Escape**. This will allow *TipTap* to stop the music in a safe manner so as not to disrupt the program. If **Flying Keys** are part of the event, *TipTap* will stop them safely also.

Music Will Not Play

Sometimes if you switch to another task before a midi event ends, *TipTap* signals that it “cannot open the Midi output device.” At this point you will have to exit the program and return to regain midi capabilities. Use the method described above in **Stop the Music!** to avoid this problem.

TipTap uses the same MIDI device as the **Windows Media Player's** MIDI Sequencer. If *TipTap* will not play MIDI, try playing a MIDI file through the **Media Player**. If it does not play there also, then you will need to reinstall the MIDI driver onto your system. This is done through the **Windows Control Panel's Drivers** section. See your Windows documentation for detailed instructions.

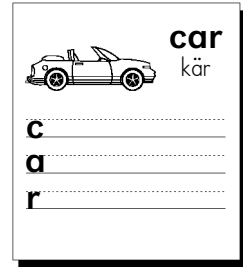
Printing



TipTap provides for several types of printed material. The highest possible quality is achieved whether you are using a dot matrix, laser or PostScript printer. Select **Print Setup** from the main section's menu to change the selected printer and number of copies. See [Set Password](#) on page 15 to learn how to limit access to the printer settings.

Printing Options:

Focus Word and Drawing: Prints the main focus word (word with animation) and an illustration based on the animation. The letters are printed one per line for handwriting practice *as shown*.



User's List: Prints out the words from the user's list using lines and the **TipTap Gothic Font** in the letter case indicated in the **Preference Dialog** box.

Sentence: Prints the lesson's sentence with lines for handwriting practice using the **TipTap Gothic Font**.

Similar Words: Prints the similar words in the lesson, one word per each line for handwriting practice.

Print: Initiates printing. To change the printer and number of copies go to **Printer Setup** in the main section's menu.

Size of Drawing: This is the size used to print the drawing when using **Focus Word and Drawing** option. The size (based on font size) may be reduced if a memory problem should occur while printing. To return to the original settings use **Reset Default**.

Cancel: This button will cancel the current print job.

Printing Tips

Extra steps should not be required when printing. Most problems are resolved by using the most up-to-date Windows printer driver for your system. If you have driver questions, contact the printer vendor.

You may need to check your printer's configuration. After pressing the print button, a dialog box opens. You can change your printer's settings if necessary. Another option is to change the defaults for the printer

through the Windows Control Panel before beginning a session with *TipTap*.

Types Of Printing Problems

When a drawing does not print, or you end up with a large rectangle instead of the drawing, it may be due to lack of enough memory on your printer's internal board. See [Laser Printers](#) below.

A blank page may mean that your printer's system needs to be informed about the *TipTap* fonts other than through the `win.ini` file. (The installation utility that came with *TipTap* placed information into the `win.ini` file.)

Laser Printers

On older laser printers, memory may be a consideration. If you are experiencing problems printing a drawing, consider reducing the size.

Enhanced Printing Boards

Some utilities and enhanced printing boards (separate computer boards that are placed into a slot inside the computer to enhance printing capabilities) may require you to alert them to new fonts other than through the `win.ini` file. Be sure to read your manual on how to inform such utilities about the five printable *TipTap* fonts.

Fonts

TipTap has five TrueType fonts that *must* be installed to print and run the various lessons correctly. The installation utility that comes with this program installs these automatically for you.

TipTap Gothic Font: (2 versions: *Light and Bold*) Screen and printer font used for handwriting practice of the **Word Exercises**.

TipTap Symbols Font: Used to print high resolution drawings based on the lesson's animation. There is a PostScript version of this font on Disk 1 of the program installation disks.

TipTap Keyboard Font: Used to display the letters and markings on the screen's keyboard.

TipTap Phonics Font: Used to print the phonic characters when printing the lessons.

Starting a Lesson

L LESSON When this dialog box opens, you are provided a choice of lessons with which to work with. A picture representation of the lesson is displayed when available. Additional information about the lesson is also provided. This listing is updated automatically whenever you add or delete PolyVision Lesson Data (PLD) files from the **Lessons** directory.

Open: Opens the selected lesson and makes it available to work with. If **Immediate Lesson** is selected in the **Preferences Dialog** box, the focus lesson begins immediately.

Clicking once on the left hand listing displays the extended information about the lesson.

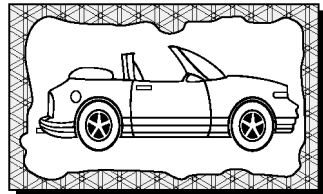
Double-clicking on any of the left hand listings opens that lesson.

Note: The image shown in the dialog box is a very low resolution version of the picture. It does not represent the resolution of the animation or printed output.

The Lesson

The Phonics Type 1 lessons have four parts. The focus word, word exercises, a sentence, and printable materials. For a description what can be printed see [Printing](#) on page 8.

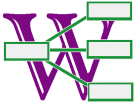
Focus Word: This part introduces the main (focus) word used to present the lesson. An animation presents an object linked to the word. The word is phonetically sounded out twice and three times the student is asked to spell the word.



Similar Word Exercises: This exercise associates the student with words similar in sound to the focus word. There is the focus word and 8 additional words per each lesson. See [Word Exercises](#) on page 11.

Sentence Mode: Sentence Mode demonstrates the usage of the focus word and similar words in a sentence. See [Sentence Mode](#) on page 12.

Word Exercises



This version displays the word and lets the student practice typing the words.



This “Spelling Bee” version displays blank keys and “says” the word to be entered.



This Ear button makes the computer re-read the current word aloud.

The User mode uses words from the [User's Word List](#). See page 17 to learn how to setup the list.

The Lesson mode provides words similar in sound to the [Focus Word](#). There is a set of 9 words per each lesson.

Match Game



The matching mode takes the words from the current lesson or the [User's Word List](#) and scrambles their order.

The computer reads one of the words aloud. The student then selects the box containing the matching word. There is also a window that displays the word to be matched. This window displaying the word may be optionally hidden. See [Show Word to be Matched](#) on page 14.

An account of correct and incorrect responses is kept in the score window. When the game has ended, the robot will look at the score and give the student an encouraging remark. See [Robot Evaluate](#) on page 14.



This “Again” button remixes the order and allows another round of the match game to be played. If the [Lesson](#) or [User's Word List](#) has more than 9 words, this will cycle to include the other words in each progressive round until all the words have been shown. It will then cycle back to the first set. This button is available only at the end of each round.

Sentence Mode



The **Sentence mode** is an area where longer tracts of text can be explored line by line. Once the student has a grasp of words, this is the next step. The student can also take the skills learned from the **Typing Tutor** and have further practice here. A smaller version of the hands and keyboard are displayed.

Upper Text Window

Pre-written text is displayed here. In the **Lesson** mode it is a sentence demonstrating usage of similar sounding words. In **User's** mode, it is text you supply. See [Creating Text for Upper Window](#) on page 13.

Lower Text Window

It is possible for you to type the sentences in the lower text window. Type the sentence and press **Enter** when completed. If the timer was on, this will pause it. Pressing **Enter** a second time will clear the text, set the next sentence in the upper text window and reset the timer to zero.

Hearing the Sentence



Sentence can be read aloud by the computer through menu select, by pressing the **Ear** button, or by pressing **F8**. As it is read, each word is highlighted so the child may follow along. In the **User** mode the sentence will be read by the text-to-speech module.

Edit Menu

You can also undo, cut, copy and paste just as you would in the Windows *Notepad* or many other word processors. Use **Ctrl+Z** to undo, **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste from the clipboard. The **Edit** menu features these commands.

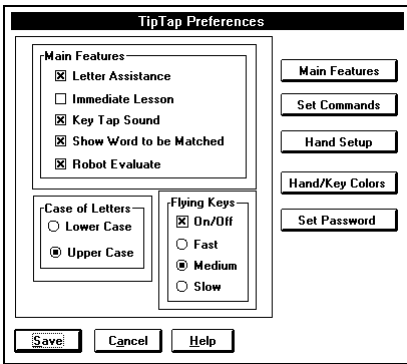
The Timer

Depending on how Windows implements the timing resolution on your system, you may find the timer to be losing a number of seconds per minute. The menus provide an option to hide the timer from view. The timer will start once you begin typing and pause once you reach the string's length limit or hit the **Enter** key. The text box and the timer will reset themselves at the next keyboard input.

Creating Text for the Upper Window

Use the Windows *Notepad* to create a text file. Do not Word Wrap the text. Instead use the **Enter** key to end all lines keeping them short enough to fit into the upper text window. Do not double space or leave any blank lines as these will cause the window to display as empty. Save the file into the TipTap directory as *tt2utxt.txt*. Next time you open *TipTap* and run the sentence mode, your text will be there.

Set Preferences



The following are ways that you can configure *TipTap's* interface to suit your needs and personal tastes. These are found under the **Options** menu in the **Set Preferences** dialog box. If an option is grayed out, it means that it's main feature has been turned off.

When you select the **OK** button, your preferences take immediate effect for the rest of the

time you're on *TipTap*. If you wish to keep these settings for the next time you run *TipTap*, you must select **Save Configurations** from the **Options** menu.

Main Features

Letter Assistance: When first learning to spell a word, it may be difficult to remember all the letters. To keep students from becoming frustrated and losing interest in spelling, *TipTap* allows space bar entries in place of the correct letters. Use this option to turn it on or off.

Immediate Lesson: When a lesson is first opened, this option immediately begins the main **Focus** lesson.

Key Tap Sound: Turns on or off the sound accompanying **Word Exercise** entries.

Show Word to be Matched: During the **Match Game**, the word is displayed in the L Window. This option hides or shows the window.

Robot Evaluate: After a **Typing Practice** or **Match Game** session, the robot has several phrases of encouragement, from “Perfect Typing. Very good.” to “Seems you need some practice.” When turned off here, these endings are replaced with one that says, “Practice complete.”

Case of Letters: Allows for the words to be printed in either upper or lower case. Also changes the case of the displayed screen keyboard.

Flying Keys On/Off: *Flying Key™* are a fun way to motivate young students to work through the lessons. Once a word exercise is complete, the letters stream off in various directions. You may control the speed at which they disperse: **Fast**, **Medium** or **Slow**.

Set Commands

This feature allows you to enable and disable the menu items and icons you wish to have available while running the program.

Hand Setup

These settings will not affect the **Typing Tutor** nor the **Sentence** mode.

Hands On/Off: Makes the hands visible or removes them from view.

Hand Size: Selects the size you wish to view the hands. The choices are 100%, 75% or 50%.

Flash Single Colors: Allows the corresponding colors for the next letter to appear on the hands before it is typed.

Show All Colors: Makes all the colors constantly visible.

Hand/Key Colors:

The keyboard is divided into colors each relating to the hand and finger used to properly type a character. When you change the hand color, the corresponding keys also change color. Since the thumb is only used to press the space bar, both thumbs have the same color.

Changing the Colors: The two buttons, **Left** and **Right**, switch to the corresponding hand. By clicking the mouse cursor over the fingernail of the color you wish to change, a color palette appears. Select the color of your choice.

Restoring Default Colors: This restores hand and keys colors back to the original *TipTap* settings.

Set Password

Set New Password: Sometimes you may wish to keep others from changing the **Preferences** or the **User's Word List**. This option allows you to do so. Type in a short password all in upper case letters and press the **OK** button. At a later time you can delete the password by using the **Clear** button, or change it by entering a new word. Should you forget the word, go into the Windows directory and using the Windows *Notepad* program, open the **TipTapL.ini** file. Under the **[Shut Out]** options you will see your password.

Save Configurations

All of the current **Preferences** settings as well as **Sentence Timer Show/Hide** from the **Sentence** mode menu (see page **The Timer** on Page 12) and size of drawing from the lesson print dialog box (see page 8) are stored in the **TipTapL.ini** file. This file is located in your Windows directory. When you re-enter the program at a later time, your settings will be restored.

Typing Tutor



This is the **Robot Typing Tutor**. Through 20 lessons, the robot presents typing instructions. Most levels have a practice session to try out the lesson. An account of correct and incorrect input is kept in the score window. At the end of the practice session, the robot looks at these scores gives the student an encouraging remark. See **Robot Evaluate** on page 14.



The **L Window** displays the current lesson. Pressing the left mouse button over this window displays all the available lessons to choose from. The student may select the next lesson. **[SB]** stands for *space bar*.

Tutor Menu

Select Lesson: Allows the student to choose the next lesson.

Explain Lesson: The robot explains the current lesson.

Practice Lesson: Begins a practice session of the current lesson.

Previous Lesson: Goes back to the previous lesson.

Next Lesson: Goes forward to the next lesson.

Stop Lesson: Stops the current lesson or practice session.

Close Tutor: Ends the current tutor session and returns to the main user area. The current lesson is stored for next time.

Tutor Buttons

You can press these buttons in place of their menu equivalents.



Begins explaining the current lesson.

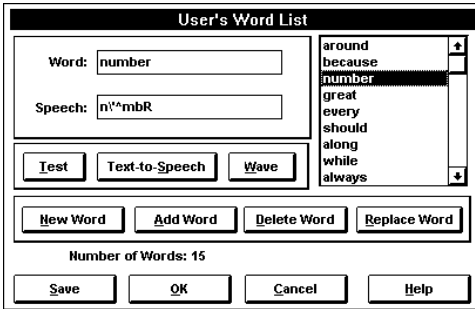


Begins the current practice session.



When green, stops the current lesson or practice session at which point it will turn red.

User's Word List



The User's Word List is where you can add your own words to be used with the [Word Exercises](#) and the [Match Game](#). Also, the words can be printed out on the lined worksheets. Up to 36 words can be held in the List at a time. See also: [Phonetic Symbols and Sound Equivalents](#) and [Speech Control Codes](#) in *TipTap's Help* file.

This area can optionally be [Password](#) protected. See [Set Password](#) on page 15.

The User's Word List window is a quick and easy way to add and delete the words you choose. Words may be up to 15 characters. Longer words, phrases and sentences can be done in the [Sentence Mode](#). See page 12.

The easiest way to add your words is to enter them into the **Word** area and press the **Add Word** button. Text-to-speech (the computer "saying" the text) is automatically taken care of. Remember to press the **Save** button after the last word has been entered.

Deleting All the Words

To delete all the words from the User's List at one time, go to the Options menu and select **Delete All Words in List**. Once the words are removed, the buttons for the [User's Word Exercises](#) and [User's Match Game](#) will be hidden. They will return once new entries are made.

User's Word List Setup

Word: Enter your text here.

Speech: Pressing the Text-to-Speech button automatically enters the code needed to pronounce your text. Or, if you have chosen to use a Wave sound file, the title of the file is automatically entered here.

Test: Plays back the sound data as indicated in the Speech area.

listing continued next page . . .

User's Word List Setup continued . . .

Text-to-Speech: Automatically enters the codes needed for the computer to read your text aloud. Advanced users may optionally enhance their codes using the **Phonics Symbols and Sound Equivalents and Speech Control Codes** as given in their respective charts in the *TipTap Help* file.

Wave: Instead of text-to-speech, you can use a Wave sound file. This opens to the *TipTap* wave directory where you can select the file. Most sound cards come with a recorder to create such files. There are also many small sound-effects files available through BBSs and the Internet

New Word: Empties out the **Text** and **Speech** areas so you may enter a new word.

Add Word: Once you have finished entering your text, this adds the word to the list. If you have left the **Speech** area empty, that information will automatically be filled in for you just as if you had pressed the **Text-to-Speech** button.

Delete Word: To delete a word, you should first select it from your list and then press this button to delete it. This will make room for new words.

Replace Word: To edit or change a word, you should selected a word from your list, make your changes and then press this button.

List Box: The list box keeps track of your words.

Save: Pressing Save stores the entire list of words permanently into a file. (If you change the text and simply press OK, the changes are only good until you leave *TipTap*.)

OK: Keeps your current entries for this session only. To store your entries for other *TipTap* sessions, use the **Save** button.

Cancel: Undoes all your current entries and returns you to the user's area. Previous entries remain unaffected.

Number of Words: Displays the current number of words in the list.

Ordering and Registering the Program

Registering is Only \$19.95 plus \$5.00 Shipping.

Florida residents please add 6% sales tax (\$1.20 per unit).

We have kept this price low so that everyone can afford it. If you plan to use it, please be honest and register all copies. You may also save the \$5 shipping and handling fee by downloading the program from our web site. Please see details on our web site: <http://www.polyvision.net>

Credit Card Orders:

You can order the registered version of *TipTap* using MC, Visa, Amex, or Discover from Public (software) Library (PsL).

Call: 800-2424-PsL Extension 11585 or

713-610-1432 Extension 11585

FAX: 713-524-6398

E-Mail: submissions@pslweb.com

You can also mail credit card orders to PsL at P.O. Box 35705, Houston, TX 77235-5705. Request item #11585. To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

For a direct link come to our website: <http://www.polyvision.net>

The Above Numbers Are For Orders Only

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to the following to the address at the front of this manual.

Check or Money Orders:

For the registered version. Please, make check or money order out in U.S. funds to: *PolyVision Software*.

Mail to:

PolyVision Software

Customer Service

P.O. Box 16074

West Palm Beach, FL 33416-6074

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