

## *MyStudyBar Trainer's Guide*

MyStudyBar must be downloaded from:

<http://www.rsc-ne-scotland.ac.uk/eduapps/mystudybar.php>

It must be download and installed on your desktop or USB flashdrive prior to the training. The website also details instructions for download and installation. Note that there are two versions of the software, one for Windows XP and one for Windows 7/Vista. The version for Windows 7/Vista has speech-to-text capabilities, but is otherwise the same as the Windows XP version. Please let participants know that the software can also support students with reading and that the website provides information on those features. For this training, we will only be reviewing the features that relate to writing.

For the training, select an article in another application (e.g., Microsoft Word, Internet Explorer) and demonstrate how to use the following features of MyStudyBar. Give participants the opportunity to follow along and complete the steps to use each feature. Provide a brief period of time after the guided practice for participants to explore the application independently.

### **The following support is available under Planning:**

#### **X-Mind**

Xmind is a program that allows for the creation of graphic organizers. Each graphic organizer is created on a 'sheet.' Multiple 'sheets' can be developed in a 'workbook.' For example if a student is assigned to write papers on three different presidents for history class, the student may choose to organize his graphic organizers as follows: each paper for a president is on an individual sheet and all of the sheet form a workbook on the presidents. To open Xmind, select Planning then Xmind from the MyStudyBar toolbar.

#### **To change the text in a topic/subtopic:**

1. Double click on the text displayed
2. Type the desired text
3. Select enter from the keyboard

#### **To add a subtopic:**

1. Select the topic you wish to branch from (a blue highlight will appear around it)
2. Select the 'Insert a subtopic' button from the toolbar

To change the background of a sheet:

1. Without any of the topics/subtopics selected, select 'View'
2. Select 'Properties'
3. Select the colored box next to background color to display the palette of colors
4. Select the pull down menu below wallpaper to display the wallpaper options
5. To remove the Properties menu, select the 'X' next to Properties on the tab

To change the look of a topic/subtopic:

1. With the topics/subtopics selected, select 'View'
2. Select 'Properties'
3. Use the pull down menus to modify the size and style of font
4. Use the pull down menus to change the color and shape of the topic/subtopic
5. Use the pull down menus to change the size and thickness of the line
6. To remove the Properties menu, select the 'X' next to Properties on the tab

To add a note to a topic/subtopic:

1. Select the topic you wish to branch from (a blue highlight will appear around it)
2. Select the 'Edit notes of this topic' button from the toolbar

To save a 'workbook':

1. Select 'File'
2. Select 'Save'
3. Type the title of the workbook next to 'File Name'
4. Select 'Save'

To close a 'workbook':

1. Select 'File'
2. Select 'Close'

To open a 'workbook':

1. Select 'File'
2. Select 'Open'
3. Select the name of the workbook you wish to open
4. Select 'Open'

To add a new sheet to the workbook:

1. Select the 'Create a new sheet button' from the toolbar

To create a new workbook:

1. Select the 'Create a new workbook from the default template' from the toolbar

To exit out of Xmind:

1. Select 'File'

2. Select 'Exit'

## **The following supports are available under Writing:**

### **Balabolka**

Balabolka is a text-to-speech application in which students can enter text/compose sentences and use the TTS feature as a support in the editing process. To open Balabolka, select Writing then Balabolka from the MyStudyBar.

#### **To read a document:**

1. Position the cursor at the start of the document
2. Select the read aloud button from the toolbar

#### **To pause or stop while reading:**

1. Select the pause or stop button from the toolbar

#### **To change the voice:**

1. Select the SAPI 4 or SAPI 5 tab
2. Use the drop down menu to select the desired voice
3. Use the slidebars under rate and pitch to change the rate and pitch of the voice

#### **To copy and paste a document into Balabolka:**

1. Open the document
2. Highlight the text you wish to put into Balabolka
3. Right mouse-click and select copy or select Ctrl-C on the keyboard
4. Open Balabolka
5. Right mouse-click and select paste or select Ctrl-V on the keyboard

#### **To change the font:**

1. Select 'View'
2. Select ' Fonts and Colors'
3. Select 'Font'
4. Use the scroll bars and drop down menus to modify the font, font style, size, color
5. Select 'OK'
6. Select 'OK'

#### **To change the background of the document:**

1. Select 'View'
2. Select ' Fonts and Colors'
3. Select 'Background Color'
4. Select the desired color from the palette
5. Select 'OK'
6. Select 'OK'

To change the color of the word after it is highlighted/read aloud:

1. Select 'View'
2. Select ' Fonts and Colors'
3. Select 'Highlight Color'
4. Select the desired color from the palette
5. Select 'OK'
6. Select 'OK'

To change the color of the highlight:

1. Select 'View'
2. Select ' Fonts and Colors'
3. Select 'Section Color'
4. Select the desired color from the palette
5. Select 'OK'
6. Select 'OK'

To change the color of the font when it is highlighted:

1. Select 'View'
2. Select ' Fonts and Colors'
3. Select 'Selected Text'
4. Select the desired color from the palette
5. Select 'OK'
6. Select 'OK'

To use the magnifier:

1. Select the magnifier button from the toolbar
2. Click and hold on the magnifier and move it over the text you wish to enlarge
3. Select 'ESC' on the keyboard to remove the magnifier from the screen

To save a document:

1. Select 'File'
2. Select 'Save'
3. Type the name you wish to call the document next to file name
4. Select 'Save'

To open a document in Balabolka:

1. Select 'File'
2. Select 'Open'
3. Select the name of the file you wish to open
4. Select 'Open'

To insert a named bookmark:

1. Move the cursor to the location in the document in which you wish to place a bookmark

2. Select the 'Insert Named Bookmark' button from the toolbar
3. Type the name of the bookmark in the textbox
4. Select 'OK'

Repeat the process until all of the bookmarks are inserted

To locate the bookmarks:

1. Select the 'Go to Named Bookmark' button from the toolbar
2. Select the bookmark you wish to go to

The cursor will move to the location you marked in the document

**The following support is available under Writing:**

**Lingoes - Talking Dictionary**

The Lingoes window will appear when you open application. It will automatically minimize when you begin working in a different application, but will remain running.

To hear the definition of a word:

1. Highlight the word you need the definition for
2. When the window with the definition appears on the screen, highlight the portion of the definition to be read aloud.
3. Select the megaphone icon from the toolbar in the new window.
4. Select X to close the application

The application should read aloud what was highlighted. Once the speech begins, it cannot be stopped or paused.

To have a word translated to a different language:

1. Highlight the word to be translated
2. Right click and select Copy or select ctrl-C on the keyboard
3. Select the Lingoes icon in the toolbar
4. Paste the word into the top text box of the window
5. Select Text Translation
6. Use the drop down menus to select
  - a. The resource for translation
  - b. The language the selected word is on
  - c. The language the selected word will be translated to
7. Select X to close the application

To exit Lingoes:

1. Right click the Lingoes icon in the taskbar
2. Select Exit