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Credits

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Introduction

What is MyBoard?



MyBoard is a program for making all sorts of drag and drop activities with pictures and text. You can use it to:

- Assist with a whole class lesson.
- Provide individual class revision or exploratory activities.
- Provide a guided creative play environment.

It is suitable for literacy, numeracy, science and any other curriculum subject or cross-curriculum topic.

Most of all, its designed to be **really easy to use**.

How easy is it?

MyBoard's features have been intentionally kept to a useful minimum: we've made it as easy as possible for you and your students to create your own scenes and activities. There's a ten minute tutorial on page 13, then you're away!

MyBoard is great for interactive plasma screens, interactive whiteboards and touch monitors, because you don't need to be so accurate with your clicking. This is beneficial for young children, people with motor difficulties, students with learning difficulties or just teachers in a hurry! **MyBoard** is also designed for people with visual impairment; its clear buttons are as large as possible.

What MyBoard is not

- **MyBoard** is not really a painting program. It has some painting facilities, but just the bare minimum for early painting, annotation work, etc. Instead it is intended that you pull pictures in from **MyBoard's** own scrapbook, from your camera, the Internet or even a webcam. You can then slide these around to create collages or make sorting activities – and much more!
- You can't do precise technical drawings with **MyBoard**. This is mainly because it is designed to cater for the low precision of touch sensitive screens, compared to using a mouse, and for those whose motor control is less than the usual adult ability.

Ways to use MyBoard

MyBoard is quite a simple tool. This makes it very flexible. You can:

- Let students create for themselves.
- Teach with **MyBoard** from scratch. Get your class to help build a scene in the lesson.
- Create personalised activities for your students to complete. Either make something from scratch or adapt one of the samples we've provided.

It's easy to share activities with your colleagues, and even easier to adapt them to your specific needs.

Examples of what you can do with MyBoard

We've provided lots of sample activities to get you started. Here are a few examples:



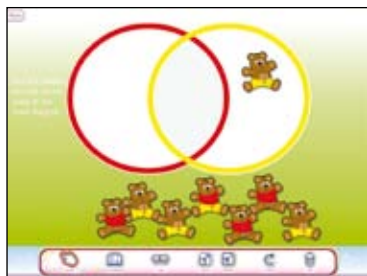
Early Learning - Dress the Boy

Simply drag the clothes onto the boy. Use either as a free play activity or to discuss appropriate clothing for the weather.



Shape - Build a Spaceship

Use the shapes from the "copy box" at the bottom of the screen to make all kinds of pictures.



Sorting - Teddy Venn Diagram

Sort the teddies into the Venn diagram according to their clothes.

Complete the number bonds:

5 + = 10 2 + = 10

4 + = 10 + 9 = 10

+ 3 = 10 10 + = 10

Number bond box:

Copy box:

0 1 2 3 4 5 6 7 8 9 10

Calculation - Number Bonds

Drag the missing numbers from the copy box at the side. You can do all kinds of Cloze activities in numeracy and literacy lessons.

Our Pets

	dog	_____
	cat	_____
	fish	_____
	hamster	_____
	bird	_____

Pictogram

Build a pictogram of students' pets on the interactive whiteboard or plasma. You can easily add different pets.

Trace the word:

car

car

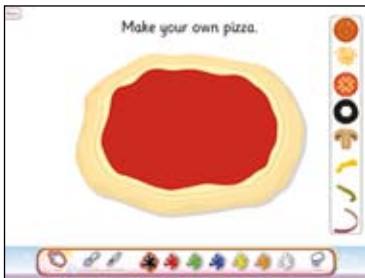
Letter Formation

You can create all kinds of letter copying and tracing activities in **MyBoard**.

Complete the alphabet arc.

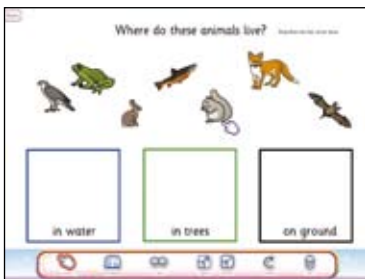
Alphabet Arc

Drag the missing letters to their places. You can adapt this activity for all kinds of alphabet lessons.



Make a Pizza

Drag the topping choices from the “copy box” to make your own pizza.



Where Animals Live

A sorting activity for the Science curriculum. Use as a motivating focus for class discussion, or give to small groups to complete independently.

Minimum Specification

OS: Windows 2000 to Vista.

Processor: 19GHz Pentium 3.

RAM: 128Mb.

Audio: SoundBlaster 16 bit compatible sound card.

Installation

Insert the CD. If your computer is set up to Auto-run CDs the installer window should appear on the screen after about ten seconds. Otherwise, double-click on **My Computer*** (this may be on the Desktop or in the Start menu), then double-click on the CD icon. Double-click on **presetup** to run the installer.

* *Note: Just called **Computer** on Windows Vista.*

Starting MyBoard

You can start **MyBoard** in three ways:



1. Double-click the **MyBoard** icon on the computer screen.

2. Click the **Start** button on the computer screen, then **All Programs**, then **Inclusive Technology**, then **MyBoard**.



3. Find a **MyBoard** activity file and double click on it. These have an icon similar to the **MyBoard** icon.

The title screen has two buttons:

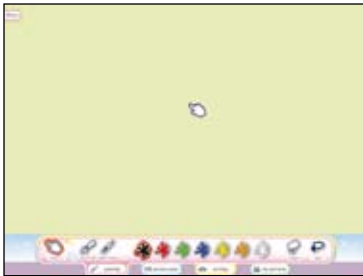


- **New** starts **MyBoard** with a blank screen so you can start creating from scratch.
- **Open** will give you a normal “Open file” window where you can go and find a previously made activity.

Click the **New** button for now, to start from scratch. The screen will offer you a Background choice:



The standard colour is white. Click on a colour then click the **OK** button.



MyBoard is now ready for you to start.



How to open a sample activity

To open a previously made activity from within **MyBoard**, Click the **Menu** button at the top left of the screen to make the menu appear.

Now click **Open Activity**.

Closing MyBoard

To close **MyBoard**, first click the **Menu** button at the top left of the screen. Then click **Exit**.

Alternatively you may want to leave **MyBoard** running while you temporarily switch to other programs. Click the **Menu** button, then click **Minimise MyBoard**. To get **MyBoard** back, click on **MyBoard** on the Windows Taskbar.

A Very Quick Tour of MyBoard

This may be all you need to get started with **MyBoard**.

There are just two parts to **MyBoard**:

- The Toolbox at the bottom of the screen.
- The Menu, which pops up when you click the **Menu** button.

The Toolbox

The Toolbox is split into **four parts**. You can see their names along the bottom of the screen:



Click on these “tabs” to see the tools in each part.

These four parts contain nearly all the tools for creating activities:

- **Painting:** paint on the screen.
- **Picture Play:** move and adjust your pictures and text.
- **Writing:** add text.
- **My Pictures:** add pictures. You can use your own, those provided by us, or pictures from the Internet.

The Menu



Click on the **Menu** button at the top left to make the Menu appear. The Menu has tools for saving your activities, printing them, changing the background colour and other useful things.

At the bottom of the Menu is the **Exit** button. Click this to close **MyBoard**.

Getting Started - the 20 second tutorial

1. From the title screen, click **New**.
2. Choose a background colour from those offered and click **OK**.
3. Click on the **My Pictures** tab and get pictures from the **Scrapbook** or elsewhere, or paint pictures yourself.



The Scrapbook

4. Move and change them using tools from the **Picture Play** tab.
5. Add text with the **write** tool from the **Writing** tab.
6. Click the **Menu** button and **Save**.

Getting Started - the 10 minute tutorial



In this tutorial you'll make a very simple activity where students must drag animals to their usual living space in the natural environment.



Remember to use the **undo** tool if you make a mistake!

Step 1 - Get a woodland picture

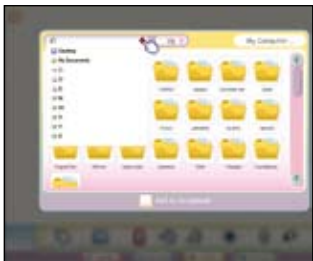
First let's get a woodland picture with some water in it. You can either paint a scene using the painting tools, or load this one from the **MyBoard** CD. If you want this picture, put the **MyBoard** CD in your computer now.

Click the **my pictures** "tab" at the bottom of the screen and then

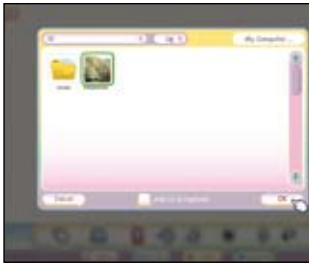


the **my computer** tool.

This will display a file window of your computer. Click the long box at the top left of this window to get a drop down menu.



click the item with the CD icon, usually "D:".



To load the picture into your activity you can either:

- Double-click on it.
- Single click to highlight it, then click the **OK** button.



That's a bit too big!

Step 2 - Shrink the picture

We need the picture to be large, but with space around the sides to place the animals.

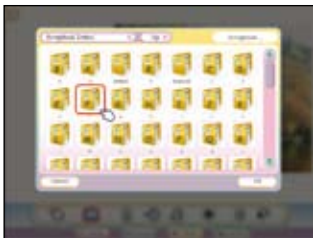


Click the **picture play** tab, and then the **shrink** tool. Now click on the picture. It will shrink a little bit. Keep clicking until it is the right size.



Click the **move** tool and drag the picture over to the side.

Step 3 - Get an animal from the Scrapbook

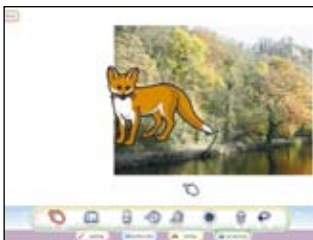


Click the **my pictures** tab and the **Scrapbook** button to display the Scrapbook.

Click the "F" folder, then the **OK** button to open it (or just double-click the "F" folder).



Use the scroll bar on the right to scroll down to the fox.



Double-click the fox to add it to your activity.



You will need to shrink the fox using the **shrink** tool. Then move it to the left of the screen using the **move** tool.



When you go back to the Scrapbook to get another animal, you will still be in the “F” folder. Click the **Up** button at the top to get back to the alphabetical index.

Try adding a bird. You will find a hawk, an owl and a crow amongst others in the Scrapbook.

Step 4 - Get an animal from the Internet



Note: You can skip this step if you're short of time.

Click the **my pictures** tab and the **Internet** button. This will display a Google™ Image Search window if it can.

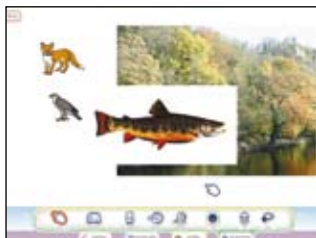
Enter "trout clipart" in the search box and click **Search Images**.



Google™ will show a number of pictures to choose from.

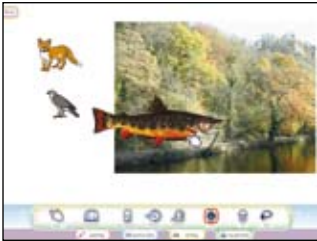


When you find a good picture, give it a single click. The full size version of the picture will appear. Click the **back** button (the arrow pointing to the left) if it's no good.



Click the **Add** button to add the picture to your activity.

Step 5 - Clean up the picture



To get rid of the white box, click on the **Trim** tool then click on the picture.



Shrink the trout and move it over to the side. Also try the **rotate** and **flip** tools. We've made the fish look like it's jumping out of the water.

Step 6 - Add an instruction



Click on the **writing** tab and then on the **write** tool. Next, click somewhere near the top of the screen.

You can either use the on-screen keyboard or your standard keyboard to write. Type in "Where do these animals live?". Then click the **OK** button on the on-screen keyboard.



You can now adjust the text's position with the **move** tool.

Step 7 - Lock the position of the woodland picture



When students play the activity, you want them to move the animals, but not the woodland picture. It is easy to move the wrong thing, resulting in mess!



Click the **picture play** tab and the **lock** tool and click on the woodland picture.

Now try moving it. It's locked!

STEP 8 - Save the activity



You're finished! Now save your work on the computer. Click the **Menu** button at the top left corner of the screen. The Menu will appear. Now click on **Save activity**.

Anormal "Save" window will appear. Enter a descriptive name for the activity (eg: "Animal homes") and choose where to save it.

You can use **Open activity** in the Menu to play your activity another time.

Extending this activity:

- Add more animals.
- Add text labels for your students to drag into position, or ask them to add labels using the writing tools.
- Paint lines to separate the trees, ground and water from each other.



- Do a similar activity, but using a more diagrammatical presentation:

Tools in detail



The Toolbox is split into four parts. Click on the “tabs” at the bottom of the screen to see each of them.

The Move tool



All four parts have the **Move** tool at the left-hand end. This is the most important tool, which you use for just dragging things around on the screen.

Painting tools



This has two brush sizes and a small set of colours. Choose a brush and colour and get started.



Eraser: use this to rub out paint when you make a mistake.



Undo: click this to instantly rub out the last painting mark made. (If you find this keeps getting clicked accidentally, switch to the **Just Painting** toolbox. See page 33.)



When you have finished painting something, you can click on the **Move** tool and move your painting around. You can also make it bigger or smaller or turn it round using the **Picture Play** tools.

Picture Play tools



This has tools for making pictures (and text) bigger and smaller, and changing them in other ways. In general, you pick up a tool (click on it) and take it to the picture or text you want to change.



Copy: this tool makes duplicates of objects. First click the copy tool, then go and click on the object you want to copy.



Grow and Shrink: these tools make pictures bigger and smaller. (They also work on text.) Click the **grow** tool then click on the picture to make it slightly bigger.

Click the picture again to make it even bigger. Use the **shrink** tool in the same way.



Rotate: this turns pictures round a little bit, in a clockwise direction. Click the rotate tool, then go and click on the picture.



Flip: this tool makes a picture face the other way. Click the **flip** tool then click on the picture. This also works on text.



Forward and backward: these tools are a little difficult to understand at first, but you will find them useful when you want to drag one object on top of another. Sometimes you'll find that the object you drag goes behind, rather than on top of the other one. Oops!



A good example is a pizza making activity, in which you drag toppings of your choice onto a pizza base.



Oops! I dragged the mushroom but it went behind the pizza!



Click on the **forward** tool, then on the mushroom.



Now the mushroom is in front.



Lock: this is another tool you will find useful as you use *MyBoard* more. In the pizza activity above, we want the students to move the toppings, but they may find that they move the whole pizza base. The **lock** tool can be used to stick the pizza down and stop it from being moved about. Just click the **lock** tool and then click the object. Now when the object is accidentally clicked on with the **move** tool, it won't move. (A little padlock pops up to remind you that it's locked in position.)

To **unlock** an object, just click on it with the **lock** tool again.



Bin: use this to delete pictures and whole blocks of text. Click the bin tool then click on the picture or text you want to remove.

Handy tips:

- Use the **undo** tool to get deleted objects back. See below.
- Use the **lock** tool to protect objects from being deleted. See above.
- To protect precious activities from being permanently destroyed by students, use the **Save and protect** feature in the Menu. See page 37.



Undo: a single click on this button will undo the last thing you did. Very handy when you've accidentally deleted something!

Writing tools



This part has all the tools for adding text and changing its appearance.



Write: use this tool to create or edit text.

To create new text: click on the **write** tool, then click the screen where you want your new text to appear.

To edit text already on the screen: click on the **write** tool, then click on the text. Note that locked text cannot be edited. Unlock it first using the **lock** tool in the Picture Play part of the toolbox.

The **write** tool causes a keyboard to pop up on screen:



You can write using this keyboard or the computer's keyboard. (The on-screen keyboard does not have all the keys of a full keyboard, for the sake of simplicity.)

If the on-screen keyboard gets in the way of your writing, you can drag it out of the way. Just click on it anywhere there isn't a button, and drag.

MyBoard has sticky **Shift** keys. When you want capital letters, you don't need to hold the **Shift** key down. Just press and let go. Press the **Shift** key again to go back to lower case letters.



Grow and Shrink: these tools make text bigger and smaller. Click the **grow** tool, then click on the text to make it slightly bigger. Click the text again to make it even bigger. The **shrink** tool works the same way.



Text colour tools: new text is always black on a white background. These five tools give you a range of colour combinations. To change a text block's colour, click on a tool then click on the text.



Trim text tool: this tool gives text a see-through (transparent) background. Click on the **trim text** tool, then click on the text.



Bin: use this to delete whole blocks of text. (This tool also deletes pictures.) Just click the **bin** tool, then click on the text block you want to remove.

Handy tips:

- Use the **write** tool to delete just some of the text in a text block. See above.
- Use the **lock** tool to protect text from being deleted. See the previous section.
- To protect precious activities from being permanently destroyed by students, use the **Save and protect** feature in the Menu. See page 37.



Undo: a single click on the button will undo the last thing you did. Very handy when you've just accidentally deleted something!

My Pictures tools



This section is perhaps the most important part of the Toolbox. It has tools for getting hold of pictures to put into your activities.

You can get hold of pictures from:

The Scrapbook



A large collection of pictures supplied with **MyBoard**. For details, see **Using The Scrapbook** on the next page.

My Computer



Use this to get pictures from your own computer, a CD, a digital camera or a USB memory stick. For details, see **Using Your Own Pictures** on page 29.

The Internet



Use this tool to get pictures from the Internet. See **Getting Pictures from the Internet** on page 30.

A webcam



Use a snapshot from a webcam attached to your computer. See **Using a Webcam** on page 31.

Using The Scrapbook



Click **Scrapbook** to get one of over a thousand pictures supplied with **MyBoard**.

These are organised in alphabetical folders:



Use the scroll bar on the right to scroll down through the alphabet. Double-click a folder to see the pictures inside. (You may find it easier to single click and click the **OK** button.) Click the **Up** button to go back to the other folders. Double-click a picture to add it to your activity. You can now drag it around, resize it, turn it round, etc.

The Scrapbook also has extra handy pictures:



- The **\$** folder has number images, clock times, and other pictures that don't fit into the alphabetical list.
- The **animations** folder has some animating pictures such a rolling dice and a clock face which you can click to change the time. These can be moved and resized just like any other picture.

Using Your Own Pictures (Using the **my computer** tool)



MyBoard is a program for creating your own personalised activities. You can pull in your pictures and photos from:

- Your computer (its hard disc).
- Your school network.
- A CD.
- A digital camera (plugged into the computer).
- A USB memory stick.
- Some mobile phones with a built-in camera and a USB connector for your computer may also work.

Note: pictures must be in JPG, PNG or GIF format.

Click the **my pictures** tab and the **my computer** button to start. This will give you a file window:



Pictures are normally stored on your Windows computer in the **My Pictures** folder in **My Documents**.

Double-click on folders to open them. (You may find it easier to single click and click the **OK** button.)

Use the **Up** button to go back. **MyBoard** can only show the pictures it can load. When you have found the picture you want, double-click on it.

Add to Scrapbook:

Tick this box if you think you will use this picture a number of times in the future. Next time you want it, just look in the Scrapbook.

Getting Pictures from the Internet



The greatest source of pictures for **MyBoard** is the Internet. (Of course your computer needs to be connected to the Internet already.) Click the **my pictures** tab and the **internet** button to start.

The best way to find pictures quickly is using Google Images™. **MyBoard** automatically goes to Google Images™ to help you.



Type a description of a picture you want (eg: cat, windmill, brazilian flag) into the search box and click the **Search Images** button.



Google™ will look for images and display them as thumbnails.

When you have found a picture you want, just click on it. Wait a few seconds and the picture will appear at its normal size.



- To use this picture, click the **Add** button at the bottom right of the window.
- If you don't like this picture, click the **Back** button at the top left of the window.

Click the **Back** button if you don't get a picture at all. Pictures must be in JPG, PNG or GIF format.

Internet Safety

MyBoard will use the Security settings of Internet Explorer as set on your computer. If this is not sufficient, the Internet button can be password protected by editing one of **MyBoard** configuration files, **config.xml**.

Exit **MyBoard** and navigate to **config**. normally:

C:\Inclusive\MyBoard



Double click **config**.

Change “true” after “internet enabled” to “false”, then save and close the file.

Run **MyBoard**. You will now find the **internet** button asks for a password before allowing access.

You can also use Google’s “Safe Search” system at www.google.com/preferences.

Using a Webcam



If you have a webcam connected to your computer you can take pictures with it and they will go straight into your activity. Click the **my pictures** tab and the webcam button to start. The **webcam** viewer will appear:



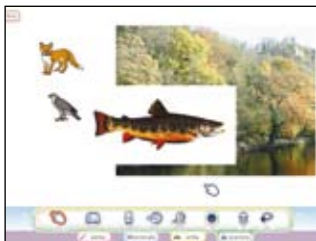
Click the **Take Picture** button to start the 5 second countdown timer. (Click **Take Picture** again to take a picture immediately.) When the picture has been taken it will appear in the viewer.

- If you like the picture, click **Add** to put the picture into your activity.
- If the picture’s no good, click **Try again** to have another go.

Other tools in the My Pictures section



Trim: once you have brought a new picture into your activity, you may find it is in a rectangular white box which makes it look ugly. This useful tool can remove this white box. Just click on the **trim** tool, then click on the picture.



On occasions this may make the picture look worse! Just click the **undo** tool to take it back.



Bin: use this to delete pictures and whole blocks of text. Just click the bin tool, then click on the picture or text you want to remove. See the above sections for handy tips.



Undo: a single click on the button will undo the last thing you did. Very handy when you've just accidentally deleted something!

Simple Toolboxes for early learners

The Toolbox with its four sections may be too difficult for some learners, so **MyBoard** has some simpler ones. Click the **Menu** button and then **Change the toolbox**. You should get this:

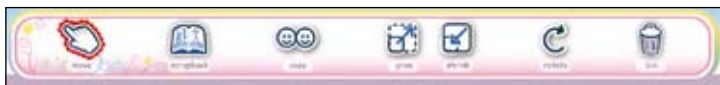


Normal Toolbox is what you are already used to.

Painting Only just gives you paints and brushes.



Picture Play Only gives you a limited set of tools to make simple changes to pictures and text already on the screen. You can also get pictures from the Scrapbook.



No toolbox removes the toolbox completely. Students can still move objects around, but that's all. This is useless unless you have already put some things on the screen!

Keyboard shortcuts

If you can remember, there is a super-fast way to flick between these, just by pressing keys **F1**, **F2**, **F3** and **F4** on your computer's keyboard.

The Copy Box



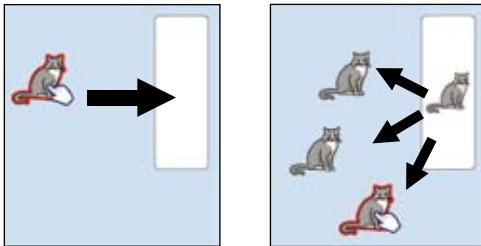
The Copy Box is a handy little box for keeping pictures and words that you use a number of times in an activity. For example, a shape pictures art activity, or a pictogram.

In these activities, you can drag an infinite number of each picture out of the Copy Box onto the screen. It works with any picture, whether you have painted it, taken it from the Scrapbook or elsewhere. It also works with text.

Opening the Copy Box

Normally the Copy Box is hidden, but opening it is simple. Click the **Menu** button and **Show/hide copy box**. This will display a white box on the right side of the screen.

Adding items to the Copy Box



Just drag any picture or text on the screen into the Copy Box. Now when you drag it out again, you get a copy!

Removing items from the Copy Box

The Copy Box can only hold 10 pictures or pieces of text, so you might need to remove one to make room for another. Use the **bin** button in the Picture Play Toolbox to remove an item. Click the **bin** tool, then click on the unwanted item.

Changing the location of the Copy Box on the screen

As you can see, the normal location of the Copy Box is on the right, displayed vertically. If you wish it can be moved to the left hand side, or horizontally along the bottom or the top of the screen. Click the **Menu** button, and then **Move the copy box**. Click again to move the Copy Box round the screen.



This activity has the Copy Box along the bottom of the screen and the Toolbox hidden.

Hiding the Copy Box

Click the **Menu** button and **Show/hide copy box**.

Opening (Loading) and Saving Activities

Although **MyBoard** is great for throwaway creative use, you can prepare lots of different sorts of activities prior to lessons. Use the Menu to save activities and open them later.

Open activity

To open an activity, click the **Menu** button, then **Open activity**. This will give you a normal “Open activity” window, where you can find your activities.



MyBoard comes with over 100 sample activities to spark your own ideas. Normally you will find these in your My Documents folder, but your computer or network manager may have put them elsewhere. You can also find them on the **MyBoard** CD.

If you have done work but not saved it, **MyBoard** will ask you if you want to save this activity first.

Save activity

Click the **Menu** button, then **Save activity**. If you have not saved the activity before, a file window will appear and ask you for a name for the activity. Enter a good descriptive name and choose where to save it. (Somewhere you can find it again easily!)

Caution: as with any software, saving a previously saved activity will overwrite the original. Use **Save with a different name** if you are not sure. (See below.)

Save with a different name (AKA “Save As...” in other software)

You can also save a copy of an activity. This is handy if you want to change an activity, but want to keep the original intact. **Save with a different name** will make a completely new copy of the activity.

Save and protect activity

This facility protects your precious activities from being permanently altered by others. For example, you might prepare a missing words activity for each of your students to complete. However, if the first student completes the activity and saves it, subsequent students opening the activity will find the work already done! **Save and protect activity** will prevent students from overwriting your original.

MyBoard uses a simple password system to protect activities. **The password that comes with MyBoard is “inclusive”**. You will need this password if you want to make a permanent change to your activity and then try to save it again.



If students want to save the work they have done on a protected activity (to provide evidence of achievement), they should use **Save with a different name**.

Top tip: when saved, an activity will remember the Toolbox currently selected. It will even remember if there was no Toolbox showing.

Changing the password

To change the password, you will have to exit **MyBoard**. The password is stored in a simple text file along with the program. The standard location on your hard disc is:

C:\inclusive\myboard\password

Double-click **password** to open it. (It should open in Notepad.) Change the text “inclusive” to something else and save it.

If you forget the password you can always look in this password file to see what it is.

Other Options in the Menu



Change the toolbox

See **Simple Toolboxes for early learners** on page 33 of this booklet.

Change the background

You can change the background colour of an activity at any time using this option. You can also load a background picture.

New Activity

This will clear the current activity and give you a background colour option. If you have done some work but not saved it, **MyBoard** will ask you if you want to save this activity first.

Start this activity again

This will take the activity back to its original state. This is useful if you have opened a previously made activity, your students have made changes to it and you want to go back to the beginning again.

Save as image

This takes a snapshot of the activity as it currently looks and saves it as a picture. The picture is saved as an ordinary JPG file.

This may be useful for recording student achievement. You can print the JPG file later. Just double-click on it in Windows to view and print it.

You can also load this picture into other open content programs such as **SwitchIt! Maker 2**. You can even load it as a picture into **MyBoard**.

Print Screen

To print the activity at any time, click the **Menu** button and then **Print screen**.

Credits

Find the ***Inclusive Technology*** contact details here, for support or other information.

Minimise option

Minimise ***MyBoard***. This hides the ***MyBoard*** program but does not close it. Click ***MyBoard*** on the Windows taskbar to show it again.

Exit

Choose **Exit** when you have finished using ***MyBoard***. ***MyBoard*** will ask you if you want to save any changes you have made to the current activity.

To close the Menu without choosing anything

Just click on the **Menu** button again.

Check for updates

The ***MyBoard*** program is periodically updated by the team at Inclusive Technology. When ***MyBoard*** is started, it checks to see if your computer is connected to the Internet. If so, it will find out if there is an update and alert you on the title screen.



To find out more, click on the star. The ***MyBoard*** web site will pop up and tell you what to do. You can also check the web site yourself, at:

www.itmyboard.com.

Q&A

- Q.** How do I find out what the password is so I can edit protected activities?
- A.** See **Changing the password** on page 37. (The default password is “**inclusive**”.)
- Q.** How do I close the Menu without choosing anything?
- A.** Just click on the Menu button again.
- Q.** The Toolbox has disappeared!
- A.** You have accidentally turned it off. Press the **F1** key on your computer’s keyboard to get it back. See the section **Simple Toolboxes for early learners** on page 33 for more details.
- Q.** The Toolbox looks different: there are no tabs at the bottom.
- A.** Press **F1**. See above.
- Q.** The Copy Box has disappeared!
- A.** You have accidentally hidden it. Click the **Menu** button, then **Hide/Show copy box**.
- Q.** How do I do a vertical flip?
- A.** Use the flip tool to turn the picture round, then rotate it to turn it upside down.
- Q.** There are keys missing from the on-screen keyboard!
- A.** The on-screen keyboard has been deliberately kept simple. For other keys, use the ordinary keyboard.
- Q.** What’s that white box on the right?
- A.** That’s the Copy Box. See page 34.
- Q.** I have some pictures I want to use, but **MyBoard** won’t show them.
- A.** **MyBoard** can only see pictures that are **JPG**, **GIF** or **PNG** format.
- Q.** I’ve put some things in the Copy Box, but it won’t take any more.
- A.** The Copy Box can only hold 10 items. Use the **Bin** tool to remove some.

The Inclusive Technology Troubleshooting Guide

This is a simple guide to common problems when trying to install, remove or use any new software. If you need any further assistance, please contact us. Our online support website is available at www.inclusive.co.uk (click on support), e-mail us on support@inclusive.co.uk or telephone Technical Support on 01457 819723.

1. I put my CD in and nothing happens.

To install the software, do the following:

- Click on 'My Computer'. This is either on the desktop of your computer or in the Windows Start Menu.
- This will open a window showing all your computer drives. Double-click on your CD drive (usually the D drive) and you will see a list of everything on the CD. There will be an icon called 'Setup'. Double-click on this icon and the software installation will start.



2. I have installed the program but no text appears in the menu.

To complete the installation you must restart your machine. After a reboot, all text will appear.

3. I would like to remove the software but don't know how.



There are two ways to remove programs:

a) Go to the Windows Start menu. Click Settings and then Control Panel.

Double-click on 'Add or Remove Programs'. This will bring up a window showing all software installed on your computer:

Click on the Change/Remove button and follow the prompts to remove the software.

b) Not all software appears in Add/Remove programs. If your software does not, follow these steps:

- Open 'My Computer' (see Question 1).
- Double-click on the C drive.
- Double-click on the Inclusive folder.
- Highlight the folder with the software you want to remove and press 'Delete'.

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