

## Early Literacy Station™ - Bilingual French Edition - Version 12 Tip Sheet

### Keyboard Shortcuts

Functions	Key Combinations
To exit a program:	ALT + F4 or CTRL + SHIFT + ESC
To end a session:	CTRL + ALT + END
To enable whiteboard usage:	CTRL + ALT + W
To switch between main monitor and external monitor:	CTRL + ALT + D
To grab a screenshot, saved to shared folder:	ALT + G
Audio (if enabled):	Increase volume: ALT + (plus key) Decrease volume: ALT – (minus key) Mute sound: ALT + S

### Tips and Shortcuts

Select Titles	Navigation Tips
To skip intro or credits:	For most programs, press the spacebar or click on the screen.
Britannica titles	Press CTRL + B to bookmark a page.
Fingertapps Applications	Instruments Band only supports two players on our touch screen computers. Fingertapps applications do not support Gestures from within the application.
Kid Pix 3D	To access the Menu, move your mouse pointer to the top of screen until it turns into an outlined triangle and click.
Krazy ArtRoom	To access the File Manager for printing, opening and printing documents click the pink folder in the top left. All shortcuts are displayed in Help by clicking on the green book with the question mark. Exported files are .bmp format only.
Krazy ArtRoom Français	To access the File Manager for printing, opening and printing documents click the pink folder in the top left. All shortcuts are displayed in Help by clicking on the green book with the question mark. Exported files are .bmp format only.
Mia: Les mathématiques	Press F5 to go directly to the activities menu. F1 shows the contents of Mia's backpack. F2 goes to the options menu. F3 saves the current game. F4 turns background music on/off.
Mia: Sciences	Press F1 shows the contents of Mia's backpack. Press CTRL + F2 to access the game options. F3 saves the current game. F4 turns game background music on/off. F12 skips and wins an activity.
Millie's Math House, Sammy's Science House	Click the 'Stop' sign to exit the program. Click F5 at any time to restart the application. Press the A key to display keyboard shortcuts within the application.
MusiCan 1, 2-3	The access the Teacher's area use the password "Melody." To print the Group Summary in the Teacher's area, set the page orientation to landscape in the printer options.
MusiCan 4-5	The access the Teacher's area use the password "Harmony." To print the Group Summary in the Teacher's area, set the page orientation to landscape in the printer options. To exit MusiCan use the keyboard shortcut ALT + F4, do not use CTRL + SHIFT + ESC.
Reader Rabbit Learn to Read with Phonics	Press ESC key to skip intro. Click on the balloons in the upper right hand corner for options.
Reader Rabbit Toddler	To exit click on the small 'star' in the lower right of the screen.
Space and the Universe	To access Options, click on the gauge above the question mark on the left-hand side of the screen.

\*The above list is not intended to be a comprehensive list of either all of the applications nor all of the keystroke functionality within those applications.

**General Tips:**

- For smoother operation, re-boot the system daily.
- For applications that have “online” options, you may encounter an error message; if this occurs, hit ESC.
- Some programs may not save your progress if you exit using the Windows button or exit gesture, we recommend exiting these programs using their own exit button.

**Alt Codes - For typing French characters**

Note: The numbers for these codes must be typed using the right-side numeric keypad, while the Alt key is pressed. Please ensure that the Num Lock (NL) key is turned on.

Capital Vowels			
À	ALT+0192	Œ	ALT+0140
Â	ALT+0194	Û	ALT+0217
Ä	ALT+0196	Û	ALT+0219
È	ALT+0200	Ü	ALT+0220
É	ALT+0201	ÿ	ALT+0159
Ê	ALT+0202		
Ë	ALT+0203		
Î	ALT+0206		
Ï	ALT+0207		
Ô	ALT+0212		

Lowercase Vowels			
à	ALT+0224	œ	ALT+0156
â	ALT+0226	û	ALT+0249
ä	ALT+0228	ü	ALT+0251
è	ALT+0232	ÿ	ALT+0252
é	ALT+0233	ÿ	ALT+0255
ê	ALT+0234		
ë	ALT+0235		
î	ALT+0238		
ï	ALT+0239		
ô	ALT+0244		

Consonants/Punctuation	
Ç	ALT+0199 (caps)
ç	ALT+0231 (lower)
«	ALT+0171 (Left Angle Quote)
»	ALT+0187 (Right Angle Quote)
€	ALT+0128

**Gestures**

Common keyboard shortcuts can be accessed using our unique touch screen gestures (only available on supported hardware).

**To use gestures: Touch & Hold...Draw**

Touch & hold one finger on the screen until a circle is displayed, then draw the gesture in one motion. The gesture will be shown on the screen in blue. You can also draw gestures by pressing the right mouse button and draw the gestures in one single motion.

