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Early Literacy Station™ - Bilingual Spanish 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.
ClueFinders 3rd and 4th Grade	Click on the hovering yellow robot to see program options.
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.
La Clase de Dibujo	To change language between English and Spanish, click on the cat.
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	To 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	To 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.
Wanderful Applications	The title screens are displayed in English; the stories are loaded in the correct language.
World of Goo	To exit, you must use the keyboard shortcut ALT + F4.

*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.

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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 Spanish 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.

Uppercase		
Á	ALT+0193	A acute
É	ALT+144	E acute
Í	ALT+0205	I acute
Ó	ALT+0211	O acute
Ú	ALT+0218	U acute
Ü	ALT+154	U umlaut
Ñ	ALT+165	N tilde

Lowercase		
á	ALT+160	a acute
é	ALT+130	e acute
í	ALT+161	i acute
ó	ALT+162	o acute
ú	ALT+163	u acute
ü	ALT+129	u umlaut
ñ	ALT+164	n tilde

Other Characters		
¿	ALT+168	Inverted question mark
¡	ALT+173	Inverted exclamation
€	ALT+0128	Euro currency symbol

Gestures

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

To use gestures: Touch & Hold…Draw

<u>Touch & hold</u> one finger on the screen until a circle is displayed, then <u>draw</u> 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.

| End Session | Exit Application | Grab Screenshot | Mute Sound | Whiteboard Tools | Admin Panel | External Monitor |