

### Platinum Tip Sheet

Early Literacy Station™ Platinum, AfterSchool Edge™ Platinum  
Bilingual Spanish Literacy Station, Bilingual French Literacy Station

#### Keyboard Shortcuts:

<u>Functions</u>		<u>Key Combinations</u>	
To exit a program:		ALT + F4 or CTRL + SHIFT + ESC	
To end a session:		CTRL + ALT + END	
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

<u>Select Titles</u>	<u>Navigation Tips</u>
General Tip (Tablets Only)	You may need to double-tap your finger with some programs that require drag and drop.
To skip intro or credits:	For most programs, press the spacebar or click on the screen
Fingertapps Titles	Fingertapps titles do not support Gestures from within the application.
Wanderful Titles	The title screens are displayed in English; the stories are loaded in the correct language.
Ed Alive Titles (Baggin’ the Dragon, Words Rock, Volcanic Panic & Ultimate Math Invaders)	Black borders will show up on the sides of the screen. This is to maintain the optimal resolution for the game and has no impact on game play. The screen savers also will not activate while these games are running.
Mia Math, Mia Science	A black border will display around these titles. This is to maintain the optimal resolution for the game and has no impact on game play.
Mia Math, Mia Science, and Didi & Ditto Titles	F2 to display options and F4 to turn on/off music do not function. These can be accessed from hovering at the bottom of the screen to display the options menu.
Mia Math (Spanish)	Ctrl + Shift + Escape can not be used to exit this application. The Escape key will bring up an exit dialog.
Wunderkind Puzzle Shapes	The ‘For Parents’ section is blocked and attempting to access it will cause the game to freeze. It can be restarted using ALT + F4 and re-opening the game.
World of Goo	To exit, you must use the keyboard shortcut ALT + F4.
RoboGarden	Users must create a username and password to play the game. All content is unlocked for all users by default. To lock all content, you can login to the admin section with the user name ‘adminuser’ and password ‘adminpassword’.

\*The above list is not intended to be a comprehensive list of either all 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.
- We have created Guest accounts for many of the content programs that require user accounts.

## Gestures

Common keyboard shortcuts, shown below, can be accessed using our unique touch screen gestures.



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

Touch & hold one finger on the screen until a circle is displayed (or square on the tablets), 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.

Note: Show Keyboard and Hide Keyboard gestures are only applicable on tablets.

## Alt Codes – Bilingual Workstations

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.

### Alt Codes - For typing Spanish characters

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

### Alt Codes - For typing French characters

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	û	ALT+0251
è	ALT+0232	ü	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

Support: 866.463.6357 | Sales: 888.293.0272 | [info@awelearning.com](mailto:info@awelearning.com)

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