

# PuzzleView

Plus 

# *PuzzleView User Guide*

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Cincinnati, OH

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## SECTION 1: INTRODUCTION

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**PuzzleView** is an easy-to-use teaching tool that empowers you to add the timeless fun of word puzzles to teach vocabulary! You can use word puzzles to enhance classroom learning experiences, for fun homework assignments, for intervention and remediation, and for assessment. With **PuzzleView Plus**, you can easily and quickly create exciting and motivating word puzzles using vocabulary terms. **PuzzleView Plus** lets you create crossword, word search, cryptogram, and jumble puzzles in four simple steps. You can print puzzles, save puzzles to a local hard drive or to a school network, or publish puzzles to a Web site.

**PuzzleView Player** is a separate program that lets your students complete puzzles on their computer. Depending on the options you set when you create a puzzle, students can check their work themselves, time their work, reference identified textbook pages to solve clues, and play sounds as they complete a puzzle.

As you work with **PuzzleView**, you will enjoy these benefits:

- **Easy Installation** - Within minutes, you can install **PuzzleView** on a hard drive or on a network.
- **Motivational** - **PuzzleView** helps you to motivate students to practice vocabulary comprehension: a critical factor in understanding new concepts and building the foundation for new knowledge.
- **New Puzzle Wizard** - The New Puzzle Wizard will guide you through four simple steps to create a variety of puzzles within minutes. And, with a single click, you can rearrange a puzzle to create multiple versions.
- **Four Puzzle Types** - You can create a crossword, word search, cryptogram, or jumble puzzle or change an existing puzzle to any of these puzzle types.
- **Three Delivery Options** - Students may solve puzzles on paper, on a hard drive or network with the **PuzzleView Player** program, or on the Web with their browser.
- **Interactive Puzzles** - Network and Web puzzles are interactive and self-scoring. A built-in timer allows your students to race against the clock as they complete a puzzle on the computer.
- **Glossary Terms** - If you enter textbook glossary terms as a word list in the program, you can quickly and inexpensively create **PuzzleView** puzzles.
- **Online Word Lists** - **PuzzleView** provides a link to our Web site so that you can browse word lists online and then download word lists directly to your computer.
- **Foreign Language Support** - Support ESL and foreign language students with the **PuzzleView** foreign language feature that allows you to create puzzles in English, Spanish, French, German, and Haitian-Creole languages.

- **Visual Learner Support** - Include images within clues to help visual learners.
- **Various Puzzle Settings** - Change the puzzle settings to customize the puzzle size and font to result in age- and grade-appropriate puzzles.
- **Answer Key** - Instantly create an answer key for each puzzle you create.
- **Online Help System** - An online help system provides assistance when you need it.
- **Technical Support** - If you are unable to find the answer to any question in the online help system, you can contact FSCreations, Inc. For technical support by email, send your questions to [support@fscreations.com](mailto:support@fscreations.com) or access the users' forum at [forum.fscreations.com](http://forum.fscreations.com).

Our mission is to enhance the learning process by providing superior products for students and educators. We believe that **PuzzleView** can truly enhance your classroom experience.

One of the reasons our software is so widely used in classrooms is that we include educators and students in the design process. We invite you to share your experiences and feedback with us so we can make our products even better. Please email your comments to [feedback@fscreations.com](mailto:feedback@fscreations.com).

## SECTION 2: GETTING STARTED

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**IMPORTANT:** The instructions in the following sections are written for the *PuzzleView Plus* program. *PuzzleView* does not include all of the functionality in *PuzzleView Plus*. To enable all of the features available in *PuzzleView*, click the **Upgrade to Plus** button in *PuzzleView* and purchase *PuzzleView Plus*.

Review the information in this section before you begin using the *PuzzleView* program. This section includes the system requirements, installation instructions, and network installation instructions.

### System Requirements

To use the *PuzzleView* program, your computer must meet or exceed the following minimum hardware requirements:

#### *Windows*<sup>®</sup>

- Windows 98, Windows Me, Windows 2000, Windows XP (or a more recent version)
- 233 MHz Pentium II or compatible processor
- 16 MB available memory (32 MB or more recommended)
- Super VGA (800 x 600) or higher-resolution display device capable of high-color (16-bit)
- Hard drive with at least 20 MB space available
- CD-ROM drive
- Mouse or compatible pointing device
- Sound card (recommended)

#### *Macintosh*<sup>®</sup>

- OS X (10.2 or later)
- 200 MHz Power Macintosh (G3 recommended)
- 16 MB available memory (32 MB or more recommended)
- 800 x 600 graphics with thousands of colors
- Hard drive with at least 25 MB space available
- CD-ROM drive
- Mouse or compatible pointing device
- Sound card (recommended)

## Installation Instructions

### *Windows*

Follow these steps to install the **PuzzleView** program.

**Step 1:** Insert the **PuzzleView** disc into the CD-ROM drive.

If your computer has *autorun* enabled, the *Launcher* window will appear on your screen. If *autorun* is disabled (no screen appears automatically), click the **Start** button on the taskbar and select the **Run** option. In the **Open** dialog box, type **d:\Launcher.exe**, replacing **d** with the letter that corresponds to the CD-ROM drive on your computer. Click **OK**.

**Step 2:** Click the **Install** button on the window that appears.

**Step 3:** Follow the prompts on your screen to install both the **PuzzleView Plus** and **PuzzleView Player** programs or to install either component individually.

**Note:** You will use the **PuzzleView Plus** program to create puzzles for your students. Your students will use the **PuzzleView Player** program to complete puzzles on the computer.

**Step 4:** Remove the installation disc from the CD-ROM drive.

### *Macintosh*

Follow these steps to install the **PuzzleView** program.

**Step 1:** Insert the **PuzzleView** disc into the CD-ROM drive.

**Step 2:** Open the installer window, if necessary.

**Step 3:** Double-click the installation program icon.

**Step 4:** Follow the prompts on your screen to install both the **PuzzleView Plus** and **PuzzleView Player** programs or to install either component individually.

**Note:** You will use the **PuzzleView Plus** program to create puzzles for your students. Your students will use the **PuzzleView Player** program to complete puzzles on the computer.

**Step 5:** Remove the installation disc from the CD-ROM drive.

## Network Installation Instructions

The *PuzzleView* program is designed to run from a network server.

**Critical:** Before you begin the installation process, verify that you have network access privileges. As the educator, you will need write-access privileges to the *PuzzleView* program folder after you install the program. Your students must have read-access privileges to the files in the *PuzzleView* program folder.

### Windows

Follow these steps to install the *PuzzleView* program on a network:

**Step 1:** Insert the *PuzzleView* disc into the CD-ROM drive.

If your computer has *autorun* enabled, the *Launcher* window will appear on your screen. If *autorun* is disabled (no screen appears automatically), click the **Start** button on the taskbar and select the **Run** option. In the **Open** dialog box, type **d:\Launcher.exe**, replacing **d** with the letter that corresponds to the CD-ROM drive on your computer. Click **OK**.

**Step 2:** Click the **Install** button on the window that appears.

**Step 3:** Enter a destination folder (for example, *x:\courses\puzzleview*). The installation program creates the necessary folders and copies the files onto the network server.

**Step 4:** Follow the prompts on your screen to install the *PuzzleView* program.

**Note:** You will use the *PuzzleView* program to create puzzles for your students. Your students will use the *PuzzleView Player* program to complete puzzles on the computer.

**Step 5:** Remove the installation disc from the CD-ROM drive.

**Step 6:** At each computer, create a program shortcut icon. This will allow students to click the **Start** button and easily access the *PuzzleView Player* program through the **Programs** menu. To create the program shortcut icon on the desktop, follow these steps:

- Right click the desktop and point to the **New** option from the menu that appears.
- Click the **Shortcut** option.

- Click the **Browse** button to navigate to and select the location of the **PuzzleView Player.exe** file on the network server.
- Enter a shortcut that includes the program name (for example, **PuzzleView Player**).
- Indicate that you are finished.

### **Macintosh**

Follow these steps to install the **PuzzleView** program on a network:

**Step 1:** Insert the **PuzzleView** disc into the CD-ROM drive.

**Step 2:** Open the installer window, if necessary.

**Step 3:** Double-click the installation program icon.

**Step 4:** Enter the server and folder where you want to install **PuzzleView**.

**Step 5:** Follow the prompts on your screen to install both the **PuzzleView Plus** and **PuzzleView Player** programs or to install either component individually.

**Note:** You will use the **PuzzleView** program to create puzzles for your students. Your students will use the **PuzzleView Player** program to complete puzzles on the computer.

**Step 6:** Remove the installation disc from the CD-ROM drive.

**Step 7:** At each computer, enable file sharing and program sharing.

## SECTION 3: WORKING WITH PUZZLEVIEW PLUS

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**PuzzleView Plus** lets you create crossword, word search, cryptogram, and jumble puzzles in four simple steps. You can then print puzzles, save puzzles to a local hard drive or to a network, or publish puzzles to a Web site. Students can complete a printed puzzle, or they can complete a puzzle on a computer using either **PuzzleView Player** or their browser.

### Startup Instructions

#### *Windows*

Follow these steps to launch the **PuzzleView Plus** program.

**Step 1:** Click the **Start** button on the taskbar. Select the **All Programs** menu, then select the **PuzzleView** option.

**Step 2:** Select the **PuzzleView Plus** option to open the **PuzzleView Plus** program.

**Note:** The first time you open the **PuzzleView Plus** program, a registration window opens automatically. Enter the appropriate information in each field. Click the **OK** button to register the program.

**Step 3:** **PuzzleView Plus** will display the main menu (see Figure 1). From the main menu, you can choose to create a new puzzle, open a saved puzzle, edit the puzzle settings, create a new word list, open a saved word list, or browse word lists online. Simply click the desired menu option to continue working with the program.

**Note:** As you work with the **PuzzleView Plus** program, you can access the online Help system for assistance at any time. You can access Help in several ways:

- Select the **Help Topics** option from the **Help** menu. You can then explore PuzzleView Help as desired.
- If you want specific help with a dialog box and a **Help** button is visible, click the **Help** button. PuzzleView Help will display context-sensitive Help.
- If you cannot find the help you need in PuzzleView Help, click the *Troubleshooting Tips* and *Technical Support* topics in PuzzleView Help.

#### *Macintosh*

Follow these steps to launch the **PuzzleView Plus** program.

**Step 1:** Locate and open the *PuzzleView* folder.

**Step 2:** Double-click the *PuzzleView Plus* icon to open the *PuzzleView Plus* program.

**Note:** The first time you open the *PuzzleView Plus* program, a registration window opens automatically. Enter the appropriate information in each field. Click the **OK** button to register the program.

**Step 3:** *PuzzleView Plus* will display the main menu (see Figure 1). From the main menu, you can choose to create a new puzzle, open a saved puzzle, edit the puzzle settings, create a new word list, open a saved word list, or browse word lists online. Simply click the desired menu option to continue working with the program.

**Note:** As you work with the *PuzzleView Plus* program, you can access the online Help system for assistance at any time. You can access Help in several ways:

- Select the **Help Topics** option from the **Help** menu. You can then explore PuzzleView Help as desired.
- If you want specific help with a dialog box and a **Help** button is visible, click the **Help** button. PuzzleView Help will display context-sensitive Help.
- If you cannot find the help you need in PuzzleView Help, click the *Troubleshooting Tips* and *Technical Support* topics in PuzzleView Help.

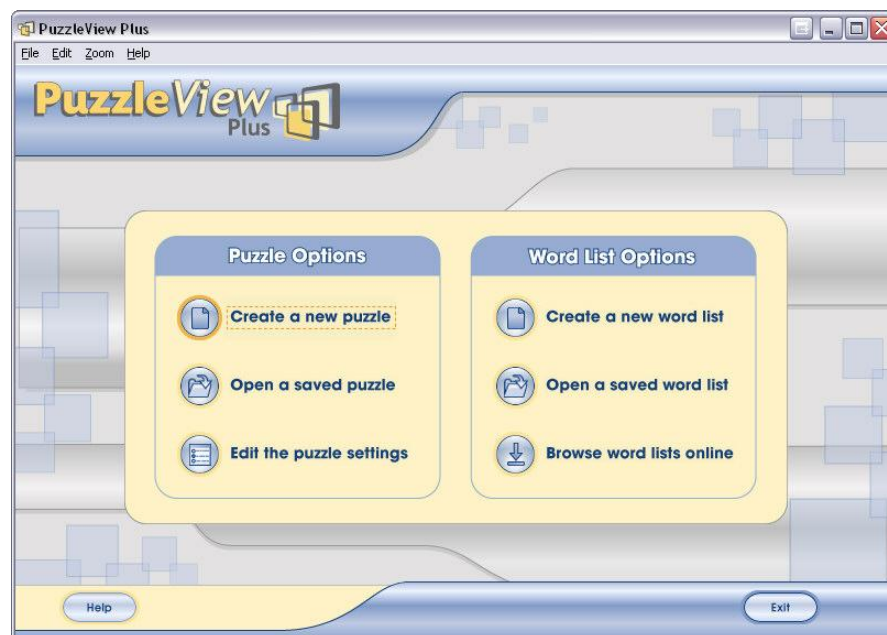


Figure 1 *PuzzleView Plus* Main Menu

## **SECTION 4: WORKING WITH PUZZLEVIEW PLAYER**

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**PuzzleView Player** is a separate program that lets your students complete a puzzle on the computer or on the Network. Depending on the options you set when you create a puzzle, students can check their work themselves, time their work, reference identified textbook pages to solve clues, and play sounds as they complete a puzzle.

### **Startup Instructions**

#### **Windows**

Follow these steps to launch the **PuzzleView Player** program.

- Step 1:** Click the **Start** button on the taskbar. Select the **All Programs** menu, then select the **PuzzleView** option.
- Step 2:** Select the **PuzzleView Player** option to open the **PuzzleView Player** program.
- Step 3:** **PuzzleView Player** will display the main menu (see Figure 2). From the main menu, you can select the puzzle to complete.

**Note:** As you work with the **PuzzleView Player** program, you can access the online Help system for assistance at any time. You can access Help in several ways:

- Select the **Help Topics** option from the **Help** menu on the PuzzleView Player main menu. You can then explore PuzzleView Player Help as desired.
- Select the **Help** option from the **Help** menu while completing a puzzle.
- If you cannot find the help you need in PuzzleView Player Help, click the *Troubleshooting Tips* topic in PuzzleView Player Help on the Player main menu.

#### **Macintosh**

Follow these steps to launch the **PuzzleView Player** program.

- Step 1:** Locate and open the **PuzzleView** folder.
- Step 2:** Double-click the **PuzzleView Player** icon to open the **PuzzleView Player** program.

**Step 3:** *PuzzleView Player* will display the main menu (see Figure 2). From the main menu, you can select the puzzle to complete.

**Note:** As you work with the *PuzzleView Player* program, you can access the online Help system for assistance at any time. You can access Help in several ways:

- Select the **Help Topics** option from the **Help** menu on the PuzzleView Player main menu. You can then explore PuzzleView Player Help as desired.
- Select the **Help** option from the **Help** menu while completing a puzzle.
- If you cannot find the help you need in PuzzleView Player Help, click the *Troubleshooting Tips* topic in PuzzleView Player Help on the Player main menu.



**Figure 2** *PuzzleView Player* Main Menu

## SECTION 5: USER ASSISTANCE

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If you experience any problems as you work with the **PuzzleView** or **PuzzleView Player** program, we want to help you solve the problems. This section of the user guide includes troubleshooting tips and information on technical support from FSCreations, Inc.

### Troubleshooting Tips

If you experience a problem as you work with the **PuzzleView** program, refer to the *Troubleshooting Tips* topic in the Help before you contact our Support Center for technical support.

### Technical Support

FSCreations provides assistance for users who experience difficulty while using our products. Before you contact our Support Center for assistance, please consider the following:

- Is your computer working properly? If you are having problems with other software on your computer, this may indicate that you have a hardware problem.
- If possible, try the **PuzzleView** program on another computer to check its functionality. Do the same problems occur on the second computer?
- Can you repeat the problem? Does the problem occur at the same point each time?
- Did you explore PuzzleView Help for assistance?
- Did you review the Troubleshooting Tips for assistance?
- Did you review other information in this user guide for assistance?

In order for our Support Center to help you as quickly as possible, before contacting us for assistance, please have the following information on hand:

- The version of the software you are using
- Information about the computer you are using (see the *System Requirements* section of this user guide)
- The version of the operating system that is installed on your computer (i.e., Windows XP [Service Pack 2], Macintosh OS X[10.3.2], etc.)
- The exact wording of any error messages and a description of your actions when the problem occurs

For technical support, email your questions to [support@fscreations.com](mailto:support@fscreations.com) or post them on the support forum at [forum.fscreations.com](http://forum.fscreations.com).

At FSCreations, we strive to provide you with the best software available. If you have any suggestions as to how we can better serve you, please send us an email at [\*feedback@fscreations.com\*](mailto:feedback@fscreations.com).

Stop by our Web site ([\*www.fscreations.com\*](http://www.fscreations.com)) for the latest product news and updates.

## SECTION 6: SOFTWARE LICENSE AGREEMENT

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FSCreations, Inc.

621 Mehring Way, Suite 228

Cincinnati, OH 45202

### SOFTWARE LICENSE AGREEMENT

1. **NOTICE.** We (FSCreations, Inc.) are willing to license the enclosed PuzzleView Plus software (the "Software") to you only on the condition that you accept all of the terms contained in this license agreement. Your installation and use of the software constitutes your acceptance of these terms in their entirety.

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Manufacturer is FSCreations, Inc., 621 Mehring Way, Suite 228, Cincinnati, OH 45202.

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