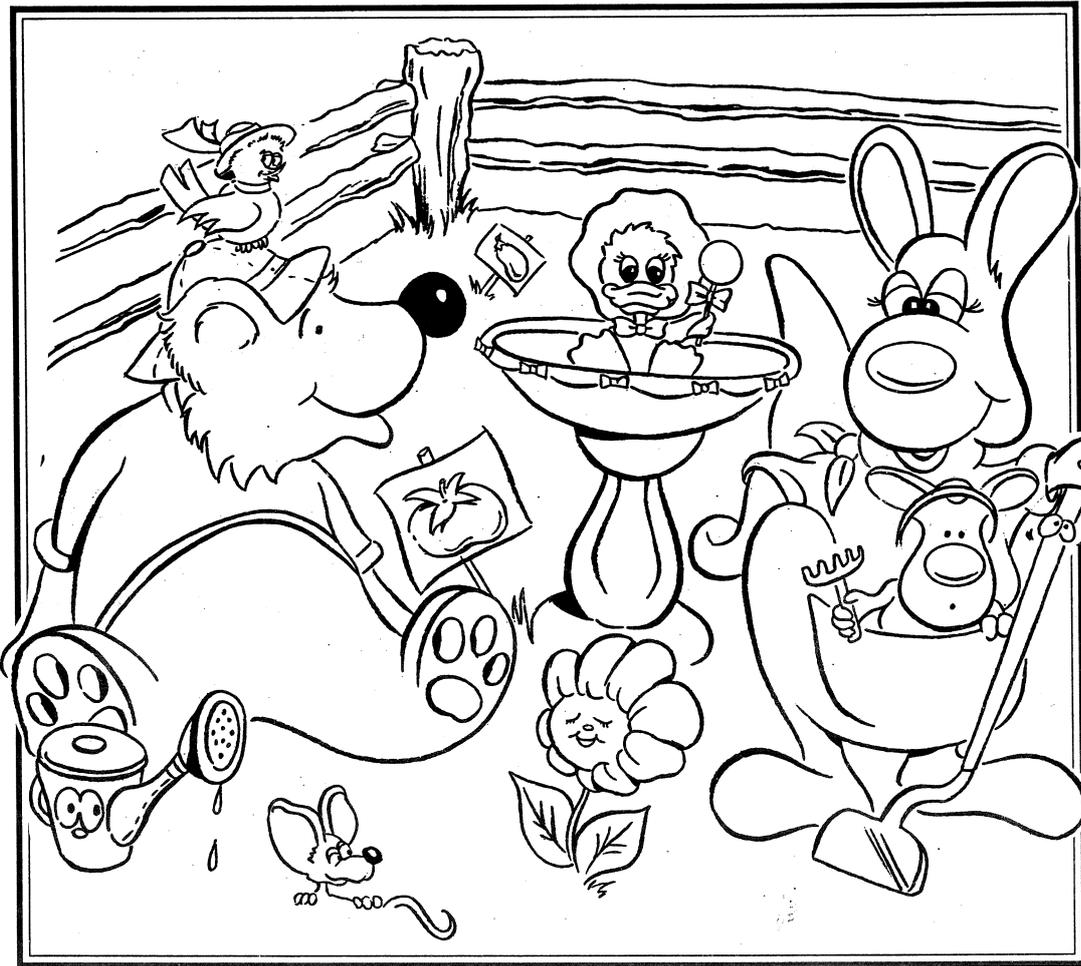


Big Book Maker : Cute & Cuddly™

Apple II Family 128K



User's Manual

 **Toucan**
Division of Queue, Inc.
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Big Book Maker: Cute & Cuddly™

Apple II Family 128K

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Big Book Maker: Cute & Cuddly™

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Big Book Maker: Cute & Cuddly™

Introduction

Big Book Maker: Cute & Cuddly™ is an easy-to-use publishing program that lets you combine graphics and text to create Big Books, storybooks, activity sheets, bulletin board displays, and so much more!

The program comes with a variety of graphics and typestyles. You can design your pages with clip art, text and frames. You can print out your pages in four unique sizes: mini-book, book, BIG BOOK, and BIG BIG BOOK!

This documentation is broken down into two sections: the **Reference Guide** and the **Creative Guide**.

Network

The software you have purchased is sold for use on only one computer at a time. Use of this software on a network violates copyright law. In order to use this software on a network, you must contact your vendor or Queue, Inc. and obtain a contract signed by Queue. Pricing depends on the number of computers which will be on the network.

REFERENCE GUIDE

The Reference Guide provides step-by-step instructions for designing a page. If you are using the 3.5" version, the entire program is included on one disk. If you are using the 5.25" version, the contents of each disk are--

- **DISK ONE:**
Side one: Program
Side two: Backgrounds
- **DISK TWO:**
Side one: Clip Art
Side two: Clip Art, Fonts, & Frames

If you are using the 5.25" version, you will be flipping the disks periodically during the use of the program. A prompt will appear telling you when you need to switch disks.

THE MAIN MENU

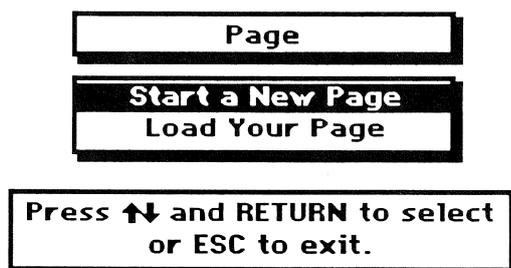
When you boot up the program, the MAIN MENU will appear. There are three options listed:

- **Make a Big Book**
- **Use Utilities**
- **Quit**

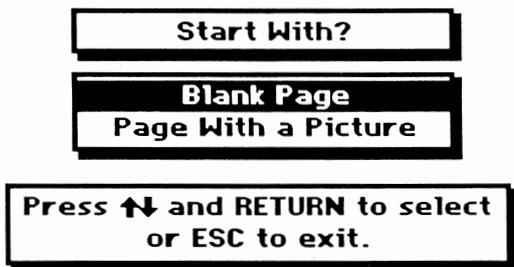
To select an option from this or any other menu, simply use the arrow keys or Mouse to move the black highlight bar to the option you want, and press Return.

MAKE A BIG BOOK

A **Big Book** page is two screens long. It can be designed with clip art, frames and/or text. To begin designing pages of a **Big Book**, select **Make a Big Book** from the MAIN MENU. The next screen presents two choices:

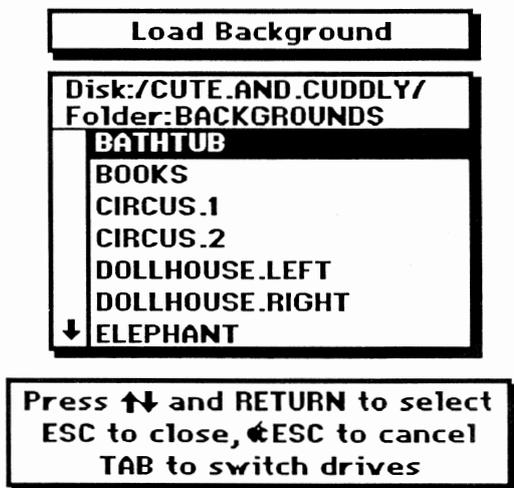


Select **Start a New Page** to create a new page.
A **Start With?** screen appears with two choices:



You can choose to start a design with a blank page or one of the colorful backgrounds.

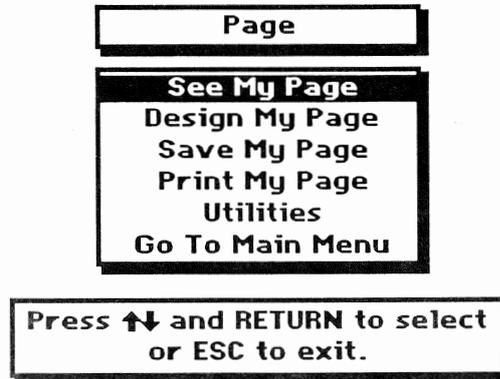
Select **Load a Page** to work on a page that you have already saved onto a work disk. Insert the work disk on which your page is saved and press Return. The **Load Page** menu will appear. Select the page that you want to work on. The page will appear, along with the design menu.



Select **Page with a Picture**. A list of the background graphics appears alphabetically. Select a background graphic. The background graphic appears on the screen along with the **Page Menu**.

The PAGE MENU:

After choosing a blank page or loading in a picture, the **Page Menu** will appear. This menu lists the following options:



These are the basic options for creating and editing your Big Book.

•See My Page

Selecting **See My Page** allows you to scroll up and down the page. Select **See My Page** from the **Page Menu**. Use the down arrow key to scroll through the page. When you reach the bottom of the page, use the up arrow key to scroll back to the top. Press **Esc** to go back to the **Page Menu**.

•Design My Page

You can design your page with clip art, text or a frame. Select **Design My Page** from the **Page Menu**.

The **DESIGN MENU** will appear with four choices:



...CLIP ART

Select **Clip Art** to add clip art graphics to your page. (If you are using the 5.25" version, you will be asked to insert the **Clip Art** disk (Disk 2, Side 1&2) in any drive and press Return.)

A list of clip art categories appears alphabetically. Each category includes several pieces of art. (Refer to the *Art-at-a-Glance* booklet to see the clip art in each category.) Select a clip art category. An instruction box will appear, explaining the key commands to use while working with clip art. Press any key to remove the instruction box. (Press **Ctrl-?** to see the instruction box at any time while designing your page.) The first piece of clip art from the file you selected will appear. Press the **SPACE BAR** to view the different pieces of clip art in this category. Press the **B** key to go backwards through the clip art category.

To Move Clip Art

Use the **arrow keys** to move the clip art anywhere on the screen. When you are happy with the location of the clip art, press **Return** to stamp it.

***Keyboard Users:** Press a number from 1 to 9 to change the distance a piece of clip art moves when you use the Arrow Keys. To move a piece of clip art a small distance (slowly), press 1 and use the arrow keys. To move a piece of clip art a larger distance (quickly), press the 9 key and then use the arrow keys.*

To Flip Clip Art

You can flip any piece of clip art horizontally or vertically before you stamp it. To flip a piece of clip art horizontally, press the **H** key. To flip a piece of clip art vertically, press the **V** key.

To Stamp Clip Art

Press **Return** or click the mouse buttons to stamp the clip art. The clip art will become part of your page design. You may stamp the same piece of clip art as many times as you wish, or a variety of clip art. Press **Delete** to undo any clip art that you have stamped. Each time you press the **Delete** key, you will undo clip art in the opposite order in which it was stamped.

***Note:** Delete will only undo the clip art stamped while you are working within that category. Once you leave that clip art category, by pressing **Esc**, you must use the **Eraser** to "white out" the unwanted clip art. The **Eraser** will also erase that section of the background as well.*

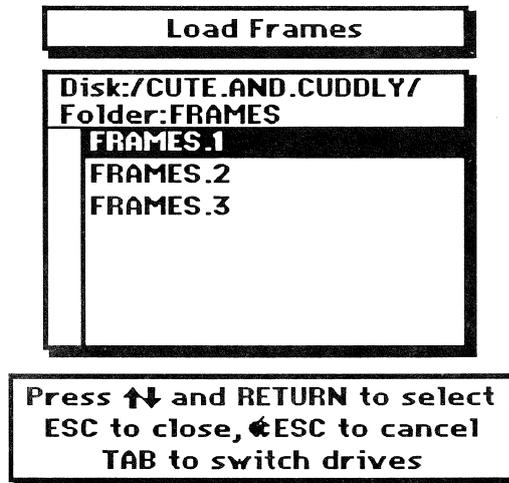
Press **Esc** to return to the **Clip Art Menu**. Select another clip art category, or press **Esc** to go back to the **Design Menu**.

...FRAME

Select **Frame** to put a frame around your page.

*(This option is ideal for adding a decorative border around a narrative page. If you're using the 5.25" version, insert the **Frames** disk (Disk 1, Side 2) in any drive and press **Return**.)*

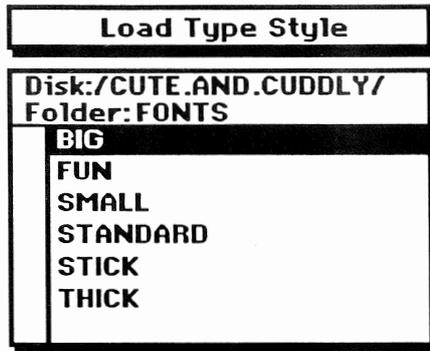
The **Frame Menu** will appear.



Select a **Frame** category and the first frame in that category will appear. Use the **SPACE BAR** to view the other frames in the category and press **Return** to select one. The frame will appear around your page. A message will ask you if you want to use the frame. Press the **Y** key for yes and the **N** key for no.

...WRITE!

The **Write!** function allows you to add text to your page. You can combine different typestyles on your page. Select **Write!** from the **Page Menu**. *(If you are using the 5.25" version the program will ask you to insert the **Typestyles** disk (Disk 2, Side 2) in any drive and press **Return**.)*



The **Typestyles Menu** will appear. Select a typestyle. An instruction box will appear explaining the key commands needed to use with the write function. Press any key to remove the instruction box. (*Note: Press **Ctrl-?** to call it up again.*)

- Ctrl-O** • **Outline:** Pressing these keys before you begin to type will outline the letters that you type.
- Ctrl-B** • **Bold:** Pressing these keys before you begin to type will bold the letters that you type.
- Ctrl-N** • **Normal:** Pressing these keys before you begin to type will return the letters back to the Normal style.
- Ctrl-C** • **Center:** Pressing these keys will center any line of text that you have just typed. You can only center one line of text at a time.

A cursor will appear in the upper left hand corner of the screen. Use the arrow keys to move the cursor to anywhere on your page that you want to start typing. Use Delete to undo unwanted text.

*Note: This simple text processor does not have word processing capabilities-insert, word wrap or edit functions. The letters are actually just like clip art. Using the mouse or arrow keys, you can move the cursor all around the screen to write shaped text, swerved text or wrap text around a picture. Once you press **Esc**, you can no longer delete the text you have previously written. Use the eraser to "white out" any unwanted text.*

When you are finished typing, or you want to choose a different typestyle, press **Esc** to return to the **Typestyles Menu**. Press **Esc** again to return to the **Design Menu**.

...ERASE

The **Erase** function allows you to erase graphics and text from your page. The eraser is an adjustable solid block of white which, when stamped, will erase anything underneath it.

Select **Erase** from the **Page Menu**. An instruction box will appear explaining the key commands needed to use with the eraser. Press any key to remove the instruction box and an eraser will appear. Press the **SPACE BAR** to view the different eraser sizes, stopping at the size you want to use. Use the arrow keys to move the eraser over the part of your page that you want to erase, and press **Return**. The text or graphics underneath the eraser will disappear. Press **Esc** to go back to the **Design Menu**.

Now that you are familiar with the four functions of designing a page, press **Esc** again to go back to the **Page Menu**.

•Save My Page

You can save your **Big Book** pages onto a formatted work disk (*To format a work disk, see the **Utilities** section*). Select **Save My Page** from the **Page Menu**. A message will appear telling you to insert your work disk. Insert your work disk in any drive and press **Return**. The **Save Page** screen will appear. At the bottom of the screen is **Name:**, followed by a flashing cursor. Type in a name for your page and press **Return**. The page will be saved onto your work disk, and the **Page Menu** will reappear.

Save Page	
Disk: /DATA	
	No Page files.
781.5k free	
Name:	

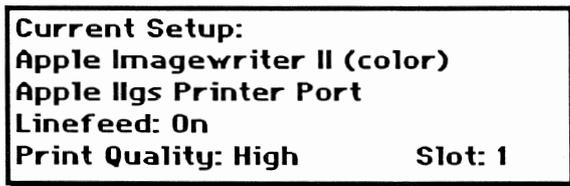
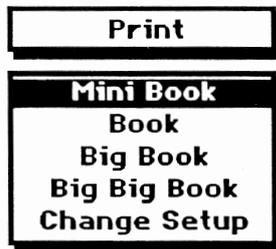
Press **↑↓** and **RETURN** to select
ESC to close, **⌘ESC** to cancel
TAB to switch drives

Note: You may use periods instead of spaces to separate words in your page name.

HELPFUL HINT! It's a good idea to save your design periodically. This way you can reload your page if you make a mistake.

•Print My Page

Select **Print My Page** from the **Page Menu** and the **Print Menu** will appear offering five options:

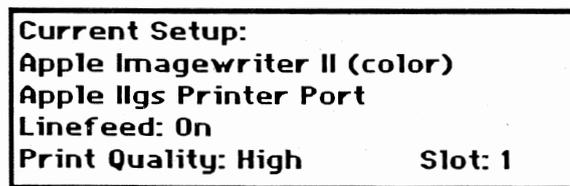
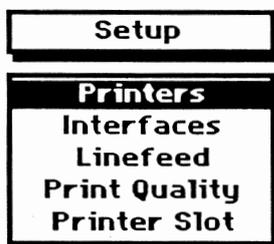


The first four options relate to the desired size of the printout.

...Change Setup

To print out a page, you must give the program specific information about the equipment you are using. This information is displayed in the **Current Setup** box at the bottom of the screen. Select **Change Setup** to change the printer settings displayed in the **Current Setup** box at the bottom of the screen. (*Current Setup information includes printer, interface, linefeed, print quality and printer slot.*)

The **Setup Menu** will appear with the following choices:



Warning: If you don't have the correct setup and you try to print, the program will freeze. This means rebooting the program and losing your design, if it was not saved. When you change the setup, you must have the program disk in any drive, and it must not be write-protected.

Choose each item you need to change. After you change an item press **Esc**, and the **Current Setup** box will display the changes you made.

Common Setups

<u>Computer</u>	<u>Interface</u>	<u>Printer</u>
• Apple IIc	Apple IIc Serial Port	Apple Imagewriter II
• Apple IIe	Apple Super Serial	Apple Imagewriter II
• Apple IIGS	Apple IIGS Printer Port	Apple Imagewriter II
• Macintosh LC (With Apple IIe Card)	Apple IIGS Printer Port	Laser Printer

Print Options

Now that your **Current Setup** is correct, you're ready to print. Select a print size for your page. If you chose **Big Book** or **Big Big Book**, a screen will appear offering two choices:

- All Panels
- Some Panels

A page is divided into panels. The **Big Book** printout size consists of two panels, and the **Big Big Book** size has three panels. This menu allows you to either print out all of the panels or select which panels you wish to print out. Select **All panels** to print out your entire page. If you select **Some Panels**, the **Select Panels** screen will appear allowing you to choose the section of the page that you want to print out. Use the right and left arrow keys to move the **Start Arrow** to the panel where you want the printout to begin.

Press **↶ -Right Arrow Key** and **↷ -Left Arrow Key** to move the **End Arrow** to the panel that you want the printout to end. Then press **Return**.

Note: If you are printing out a **Big Book** or a **Big Big Book**, make sure to adjust your printer so you won't have to do any trimming. Notice the red mark on the right side of the bailer bar. Simply line up the perforations of the computer paper with that red mark and your printouts (panels) will line up perfectly!

After you choose a printout size, a screen will appear with two options:

- **Normal**
- **Outline**

The **Outline** option removes most of the patterns from the graphic and prints it out like a coloring book.

*(Note: If you use an outline typestyle on your design and choose the **Outline** print option, some of your letters could vanish. We suggest that you select the **Normal** printout option when using outlined text.)*

Normal will bring up a **Print Color** menu that offers two choices:

- **Black & White**
- **Color** (You'll need a multi-color ribbon)

Choose the desired option and press **Return**. Make sure your **Printer Setup** is correct, and that the paper is placed correctly in your printer. If your page prints on more than one piece of paper, the printer will automatically advance to the next sheet. Press **Return** to begin printing. A scale appears marking the progress of the printing.

• **Utilities:**

Select **Utilities** to:

...Format a Disk

Select **Format a Disk**. A **Format Disk** menu appears with a list of the slot and drive numbers. Insert an unformatted disk in the drive and choose the slot and drive number. Next, a file box will appear asking you to give your work disk a volume name. Type in a name and the program will format the disk.

...Make a Folder

Big Book page files can be saved in folders. Select **Make a Folder** and the program will ask you to type in the name of your folder. You can make several folders on your work disk. Each folder can hold several files. Putting files into categorized folders keeps your disk more organized, and it will be easier for you to load and delete files. To open a folder, you must move the highlight bar to its name, then press **Return**.

...Delete a File

Select **Delete a File** if you want to delete an unwanted file from your work disk. Highlight the name of the file to be deleted, then press **Return**.

Warning: Once you delete a file, it's gone forever!

Go To Main Menu:

Select **Go To Main Menu** to quickly get back to the **Main Menu**.

USE UTILITIES

This works the same as the **Utilities** option, previously discussed under the **Page Menu** section of this guide.

QUIT

This allows you to exit the program.

Creative Guide

This Creative Guide offers ideas on how you can use “Big Book Maker” to enrich your curriculum and create a cute and cuddly classroom for your students. Young authors will love writing storybooks or creating posters with their new adorable friends. And just imagine the whimsical bulletin board displays that you can make together! Big Books are wonderful for fostering language development and group discussion. Critical thinking is involved as children begin to see relationships between the pictures and anticipate plot development. “Big Book Maker” is the perfect publishing tool. Use it to create not only Big Books and bulletin board displays, but activity sheets, beautifully illustrated storybooks, and more!

Big Book Maker and Whole Language

Discuss with the class the literary experiences they have shared. What are their favorite storybooks? Who are their favorite characters? There are three phases in a literary approach to reading: The oral presentation of stories to children, the modeling of stories, and the utilization of the stories as the content of the reading program.

In the primary grades, story-telling is a wonderful way to express ideas, build themes and use descriptive language. Writing the stories is the next step. The connection between spoken and written language is vital, even if children spell words incorrectly or have sentences that aren’t perfectly formed. Well-known fairy tales make it easy and fun for young children to make the connection. The pictures provide the children with story themes, and the simple-to-use text processor lets them write the story in a variety of typestyles. Choose the writing theme by picking a specific fairy tale, or let the students mix up the graphics and write their own.

The printouts are perfect for enrichment materials. Have students work together to create a Big Book using the program and make stick puppets that allow students to act out the stories! Create posters without words, combining make-believe characters with real-life children, for interpretation. Discuss real life experiences, character development, plot and eventually end up with a finished story.

IDEAS, IDEAS, IDEAS!

A Garden For All Seasons

Design a garden for each season. You can use vegetables, weather, garden props, birds, critters, plants, animals and seasonal clip art. Before starting, research what is grown in gardens and what animals thrive during the different seasons, and explain why you used the clip art that you did.

The Circus Is in Town

Design a circus advertisement using “Circus Props” and a “Circus Background”. The ad should include the name of the circus, the date and time of the event.

Join the Circus

Choose a non-circus character. Using both text and speech bubbles, write a short story about the character joining the circus and what it would be like. (For example, one of the children could become a clown or a trapeze artist, or the bear from “Nursery Props 2” could do somersaults between acts.)

Shopping at C & C Mart

Design a store using the Store background. Use the text processor to describe what is sold in the store and what their uses are.

Nursery Rhymes

Design a nursery scene and print it out in the Big Book size. Encourage a classroom discussion about feelings of having a new brother or sister. Write a story about those feelings. Use adjectives and write it in the form of a rhyming poem.

Cute & Cuddly Pencil Pals

Print-out your favorite characters in the Big Book size. Mount them onto cardboard and cut out their shapes. Tape them to your pencils as your own special friends.

Round Robin Reading

Have each child, in turn, read from books created by the class.

The Toucan Children's Book Club

Create a book club that allows members of different classrooms to "take out" books created in other classes.

Retelling a Story

Using the following outline, have the children recount their story events either to a large group or to a partner, with one becoming the "story teller" and one the "listener". This will help the student understand the story and checks for comprehension.

This can be done in any language.

Who are the main characters?

When did the story take place?

Where did the story start and finish?

What important events happened in the story?

How did the story end?

What did you like or dislike about the story?

Make Me Human

Design a scene of your choice. Add non-human clip art giving the animals, store objects, household objects, or inanimate items human characteristics and have them verbally interact through speech bubbles.

House of Activity

Fill a “Dollhouse Background” with “House Props”. Next, add speech bubbles above each prop and object (including those included in the background scene), telling what they do to make life easier for people.



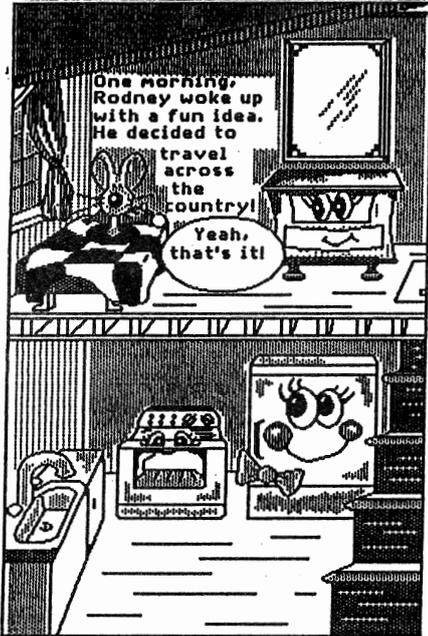
Keep Our Planet Safe for the Cute & Cuddly

Design a poster that encourages the conservation of our natural resources.



Cross-Country

Write a picture-book story about one of the clip art character's travels across the country. Give all of the characters names. You should include a variety of backgrounds and clip art.



Puppets

Make stick or lunch bag puppets easily! Print out several characters in one of the larger sizes. Color and mount them onto oaktag. Cut them out and paste to a popsicle stick or paper bag. The backgrounds make great backdrops. Color and glue them into shoeboxes. Use the puppet as a tool for retelling a story or acting out in a puppet theater.

Visual Literacy

Create a Big Book with no words. Then, after it is printed and displayed in the front of the class, have the students look at the pictures and begin to tell a story. Another way to use the wordless Big Book is to have each child write a short story to go with the pictures. Reading the picture story interpretations aloud will be a fun activity for the next lesson.

Meet My Friends

Design personality profiles. Have them choose one clip art category, such as Kids or Circus Props, and describe what each character is like (this could include inanimate objects).

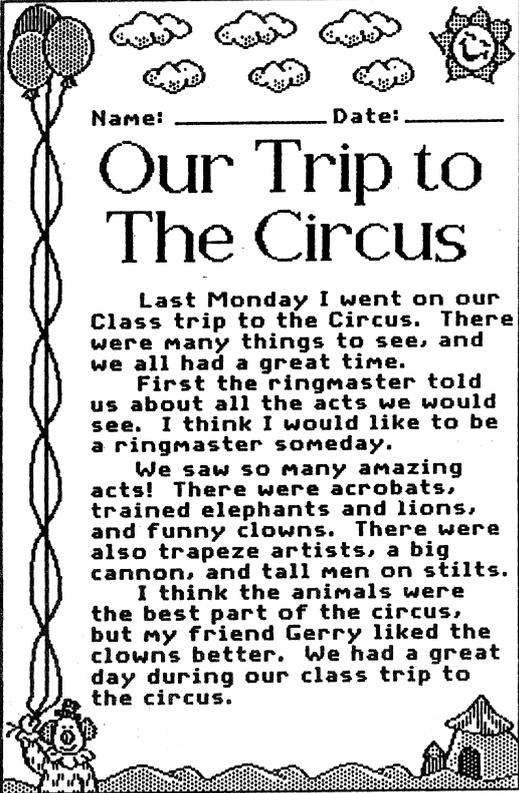
What's Wrong with this Picture

Create scenes using the various backgrounds. Insert some characters or items that do not belong in the scene. Make copies and have the students pick out *what's wrong with this picture*.

Splish, Splash!

Bathing is an enjoyable experience for young children. Create an adventure in the bathtub by designing a scene using clipart, text and speech bubbles.

Creative Samples



Name: _____ Date: _____

Our Trip to The Circus

Last Monday I went on our Class trip to the Circus. There were many things to see, and we all had a great time.

First the ringmaster told us about all the acts we would see. I think I would like to be a ringmaster someday.

We saw so many amazing acts! There were acrobats, trained elephants and lions, and funny clowns. There were also trapeze artists, a big cannon, and tall men on stilts.

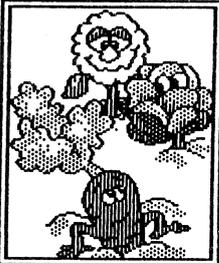
I think the animals were the best part of the circus, but my friend Gerry liked the clowns better. We had a great day during our class trip to the circus.

The **Cute & Cuddly**

Volume 1 Newsletter June, 1992

CRANKY CARROT CLAIMS CUTE CONTEST IS CROOKED...

The once coveted title of Cutest Crop for 1992 was won Saturday by the classy Clara Cauliflower. It was reported that Carol Carrot was crushed by the choice. The corn was unable to come to a conclusion, so Carl Cabbage was called in for a consultation. Carol Carrot claims to have caught several crafty glances cavorting between Ms. Cauliflower and the culprit Mr. Cabbage. Carol left the contest crying and carrying on about Cole Slaw.



PICKLE ESCAPES!

This pickle was seen escaping from Mo's store Friday at 2 p.m. If you see him, please call us at 1-800-SEE-CUKE

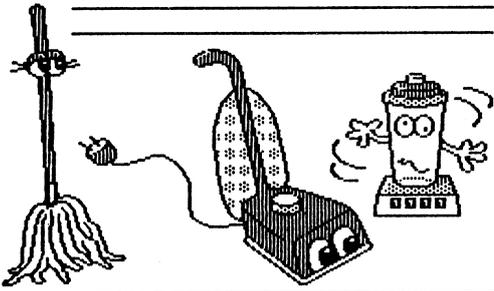


Creative Samples

Name: _____ Date: _____

Imagine that a lamp or a blender or another object in your house came to life for a day. Write a story about what it would say and do, and where it would want to go.





Name: _____ Date: _____

Circle all the animals that begin with the letter "B".



Support

If you have any questions or problems, call Queue, Inc. at 1-800-232-2224 (in Connecticut, Alaska and Canada call 203-335-0908). Defective disks will be replaced free of charge up to 180 days after invoice date. Disks damaged after 180 days may be replaced at \$10.00 for the first disk and \$5.00 for each additional disk in a program. Mail the damaged disk(s) and appropriate payment to Queue at 338 Commerce Drive, Fairfield, CT 06430, for a prompt replacement.

Backup disks are available at \$10.00 for the first disk and \$5.00 for each additional disk in a program. Customers are limited to one backup disk for each disk purchased.

Backup disks are for archival purposes only.

Never expose any computer software to excessive heat or cold. Do not leave your software near a strong magnetic field such as might be produced by an electric appliance, stereo, or speaker magnet. Always place your software in its sleeve when you are not using it. This will protect it from dust and finger prints. Finally, never touch the exposed parts of the disk which are visible through the holes in the disk cover.

THE BIG BOOK MAKER SERIES

Designed to motivate children to write by using pictures, these easy-to-use programs create Big Books in minutes. The key to the Big Book series is that students can combine art and text on one colorful background. They can print out their pages in four sizes: miniature, book, big book and big big book. The programs are so flexible that teachers can create newsletters, worksheets, bulletin board displays and more. All of the Big Book Maker programs can share clip art and backgrounds, offering an endless library of pictures to write about. The clip art, but not the backgrounds, from the Creative Writing Series may be used with the Big Book titles:

FAVORITE FAIRY TALES & NURSERY RHYMES™*

* THIS PROGRAM ALSO CONTAINS SOME CLIP ART FROM THE THREE PRINCESSES

LETTERS, NUMBERS & SHAPES™

FEELING GOOD ABOUT YOURSELF™

TALL TALES & AMERICAN FOLK HEROES™

CUTE & CUDDLY™

THE THREE PRINCESSES™

QUENTIN™

MONSTERS & MAKE-BELIEVE

**All programs are
available for FREE 30 day preview!
Network Versions, Site Licences and
Lab Packs are also available.**

TO ORDER OR ASK FOR A FREE CATALOG CALL QUEUE AT... 1-800-232-2224