

# SPELL IT

A complete spelling program for the whole family

*Plus!*



**Ages 6 to Adult**

**Davidson & Associates, Inc.**

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*Davidson.*

Teaching Tools From Teachers

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## QUICK START

### MS-DOS

- Start the computer using DOS 2.1 (Tandy 2.11.24) or higher.
- Insert the program disk in drive A (label side up).
- At the A>, type **setup** and press <Enter>. Indicate the type of display adapter and the type of speech apparatus your computer has. Insert the speech disk when prompted.

**Do not attempt to install the MS-DOS version to a hard disk using DOS copy commands. Use the procedure on pages 16–17 only.**

### MACINTOSH

- Start the computer using system 6.0.7 or higher.
- Insert the *Spell It Plus* program disk into the drive.
- Double-click the *Spell It Plus* program icon and follow the prompts.

### APPLE

- Insert the program disk in drive 1 (label side up).
- Turn on the computer and follow the screen prompts.

### Sign In

- Enter your name. Press <Return> or click **OK**.
- Use the mouse or keyboard arrows to select the correct month. Press <Return>.
- Select the day and year in the same way.

### Select a Level and a Word List to Study

#### Mouse

- Point and click the Level menu; drag and release to select. Select a word list from the Words menu in the same way.

#### Keyboard

- Press <Esc> to access the menu bar.
- Use → to access the Level menu and ↓ to select a level. Press <Return>. Select a word list from the Words menu in the same way.

### Select an Activity

#### Mouse

- Click an activity icon (picture) on the Main screen.

#### Keyboard

- Use → to select (highlight) an icon; press <Return>.

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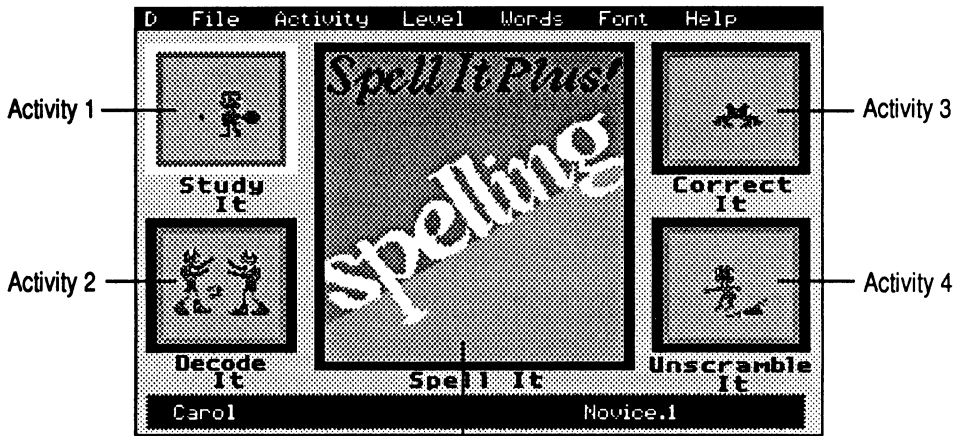
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## WELCOME TO *SPELL IT PLUS!*

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This program is designed to help students of all ages develop and improve spelling skills. *Spell It Plus* emphasizes a whole language approach to learning. Spelling words are grouped according to shared characteristics; they are never presented in isolation. As students move through the program, they read spelling words used in context sentences, they see the words broken into syllables, they unscramble the words, they complete words with missing letters, and they recognize words correctly and incorrectly spelled. They also have the capability of creating their own spelling lists and writing their own context sentences.



The Spell It Game

Pull-down menus put all of the *Spell It Plus* options and features at your fingertips. You'll access each of *Spell It Plus*'s five activities through colorful icons. Engaging graphics and certificates of excellence encourage and reward students as they successfully master new words.

*Spell It Plus* contains 1000 of the most commonly misspelled words grouped into lists of 20 words, with spelling rules and patterns as appropriate. These

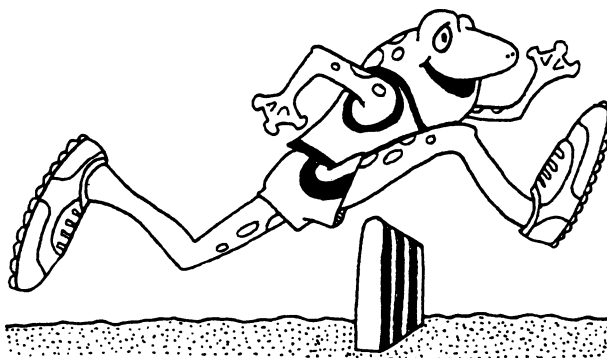


words can be mastered using five different learning activities which allow students to encounter each spelling word about a dozen times in a variety of interesting ways. Students using *Spell It Plus* learn through intensive interaction.

An easy-to-use editor allows students to enter their own spelling words for use with all five *Spell It Plus* activities. (Special character fonts are available for entering Spanish, French, and German words.) Parents and teachers can track student progress with the Record Keeper.

To learn about *Spell It Plus's* learning activities and educational benefits, read the Overview section which follows.

- The Overview of activities and features begins on page 3.
- How to Use the MS-DOS Version begins on page 15.
- How to Use the Macintosh Version begins on page 29.
- How to Use the Apple Version begins on page 47.



## SPELL IT PLUS OVERVIEW

---

The educational objectives of *Spell It Plus* are:

- ✓ to facilitate the teaching of spelling in the whole language classroom
- ✓ to provide an individualized study method for learning to spell words each student misspells
- ✓ to familiarize students with spelling rules and patterns
- ✓ to help students understand the use of suffixes and prefixes with root words
- ✓ to help students recognize how words are divided into syllables
- ✓ to illustrate correct usage by presenting spelling words in context sentences
- ✓ to help students distinguish between correct and incorrect spellings
- ✓ to help students acquire proofreading and editing skills
- ✓ to help students develop long-term recall of spelling
- ✓ to help students acquire keyboarding skills.



These objectives are achieved through the presentation of 1000 commonly misspelled words in five interactive instructional activities, providing 12 exposures to each word. More lists may be added with the Editor.

In designing *Spell It Plus*, we sought feedback from teachers, parents, and students who had worked with our earlier award-winning *Spell It*. While *Spell It Plus* contains the benefits of the original program, its educational value is substantially enhanced with newly designed activities and new features such as pull-down menus, record keeping, a certificate, foreign language fonts, and a much improved Editor. Students can use the Editor to enter their own personal lists. These lists can be used with all activities.

## Activity 1 – Study It

---

In the Study It activity, the spelling word lists are presented in context sentences, with a spelling rule if one is appropriate. The activity offers three options to allow students several opportunities for familiarizing themselves with the words.

### See Word

When the student selects See Word, the spelling rule will be displayed first. Following the rule will be the spelling word, the word divided into syllables, and a sentence using the word in context. The student studies the word and types it into the sentence provided. With the first keystroke, the reference word disappears, so the student must type the word from memory. If the word is entered incorrectly, it will remain on the screen with incorrect letters highlighted. The correct spelling will reappear for comparison and the student will try again. Each word must be correctly spelled before the next word is presented.

a c h i e v e
a c h i e v e

Are you willing to work hard  
to achieve your goals?

Study It Activity

### Finish Word

When the student chooses Finish Word, the spelling word is displayed at the top of the screen, followed by a sentence with the word missing. The student will type the missing word into the sentence and press <Return>. The word will be presented again – this time with some letters missing. The student will again type the word in the sentence and press <Return>. More letters continue to disappear and the student correctly re-enters the word (3–5 times).

Words are displayed with significant clusters of letters removed; thus students confront the problem areas of each word. Clusters removed include vowel

clusters (such as *ee, ea, ie, oa*) and consonant clusters (such as *sh, ch, bb, tt*). Any student mistakes will be highlighted for reference. Each spelling word will be typed three or four times in succession during this activity. Multiple exposures to the words in context sentences are highly successful in building mastery.

## Flash Word

In the Flash Word option, the spelling word flashes briefly on the screen and the student types it into the context sentence. The student may use arrows (MS-DOS and Apple) or click (Macintosh) to adjust the flash speed on the speed bar at the bottom of the display screen. If the student makes three spelling errors in a row, the flash speed is automatically adjusted to give the student more time to look at the word.

## Activity 2 – Decode It

---

In the Decode It activity, students get more practice spelling the list words as they complete a mystery message at the bottom of the screen. Four list words are presented at a time, each with a letter missing. Missing letters are indicated by a gray shaded box. A corresponding gray shaded box appears in the mystery message below. As the student fills in the missing letters to complete the words, the letters are also entered into the mystery message below.

D	File	Activity	Level	Words	Font	Help
245		churches				
		lunches				
		turkeys				
		taxes				
<p>You ca_'t ge_ _ hi_ _ith th_ ba_ on _ou_ _ho'id_r.</p> <p>Supply the missing letter in each word.</p> <p>^M</p>						

Decode It Activity – MS-DOS Version

If the student knows the missing message, he or she can go to the bottom of the screen and enter it. If the message is correctly entered, the student will earn bonus points. As the mystery message is gradually revealed, students will be curious about it. Inferencing skills are developed in this activity as students try to complete the mystery message early.

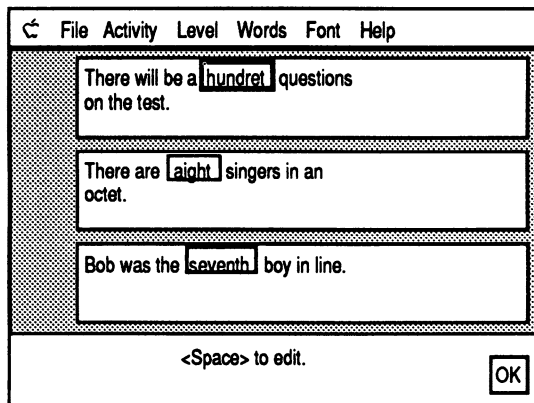
## Activity 3 – Correct It

---

The Correct It activity provides a realistic editing and proofreading situation. All of the words appear in context sentences. Students have an opportunity to edit text for misspelled words and to correct those errors. Two options are available, **Edit** and **Search and Edit**.

### Edit

Three sentences appear on the screen with the list words boxed. The list words may or may not be correctly spelled. The student selects a word that needs correcting and presses <Space> to zoom into an edit box. The student edits the word so that it is correctly spelled, then presses <Return> to return it to the sentence. When the words in all the boxes are correct, the student presses <Return>.



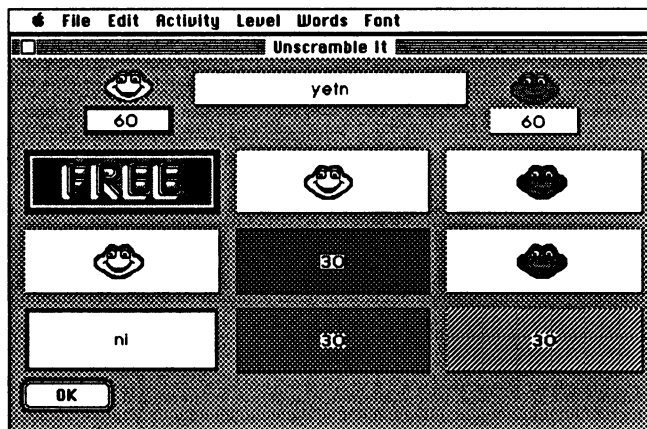
Correct It Activity – Apple Version

## Search and Edit

In this option, the potentially misspelled words are not boxed and identified for the student. The student reads through all three sentences on screen to find any errors. When misspelled words are recognized, they are selected and edited as in the Edit option. If the student selects a word that doesn't need correcting, he or she will get a message that the word is correctly spelled.

## Activity 4 – Unscramble It

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Unscramble It Activity – Macintosh Version

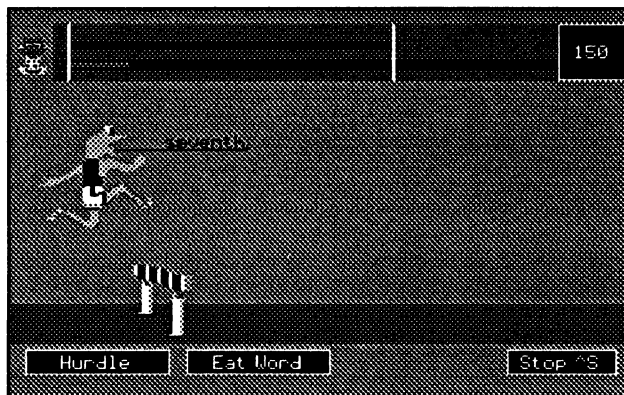
The Unscramble It activity is a spelling version of an old favorite – tic tac toe. Scrambled list words are hidden behind a grid on the screen. Players choose a box to uncover; then they unscramble a word. The *Spell It Plus* program looks for *list words only* as correct answers. (Note: Type letters in lowercase; Caps Lock should be off.) For example, the letters *ydari* could be unscrambled to read *dairy* or *diary*. The correct answer is the word appearing on the current word list. If students unscramble three words in a row, they earn bonus points. Unscramble It can be played with one or two students. Help is available at any time. Students can choose to see the rule, the complete word list, or the first letter of the word they are trying to unscramble.

## Activity 5 – Spell It

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In this game, students are challenged to make judgments and react quickly using the information learned in previous activities. The frog runs around the track, jumping hurdles as he goes. Students help him identify incorrect or correct words (depending upon the option chosen) and direct him when to jump higher to get them. There are three levels of play.

**Level 1** is the easiest level of play. The frog hurdles automatically, and students press <Return> to direct the frog to jump high and “eat” the selected word as it appears. Pressing **P** (MS-DOS and Apple) or clicking **Pause** (Macintosh) will freeze the screen to give a student more time to consider a word. Pressing **P** (MS-DOS and Apple) or clicking **Pause** (Macintosh) again will allow the game action to resume.



Spell It Activity – MS-DOS Version

**Level 2** requires the student to press <Space> to make the frog jump over each hurdle. There is a penalty for knocking down a hurdle. Pressing <Return> makes the frog jump and “eat” the selected word. In the Macintosh version, you may click **Zap** instead.

**Level 3** is similar to Level 2, but the game action is faster for extra excitement. Higher point totals are possible.

Custom data files created with the *Spell It Plus* Editor can be used for personalized game play.

## **Scoring**

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At the end of each activity, a scoreboard will appear to give information about the file, the activity chosen, and the score.

### **Study It**

The student receives a percentage score.

### **Decode It**

The student gets 10 points for each word correctly completed on the first try, and five points for a word completed on a retry. Solving the mystery message early will earn a varying number of points, depending on how many blanks were remaining when the student solved the message.

### **Correct It**

The student receives a percentage score.

### **Unscramble It**

The student earns 30 points for a word unscrambled on the first try, 20 points for the second try, and 10 points for the third try. Fifty points are given for each tic tac toe bonus.

### **Spell It**

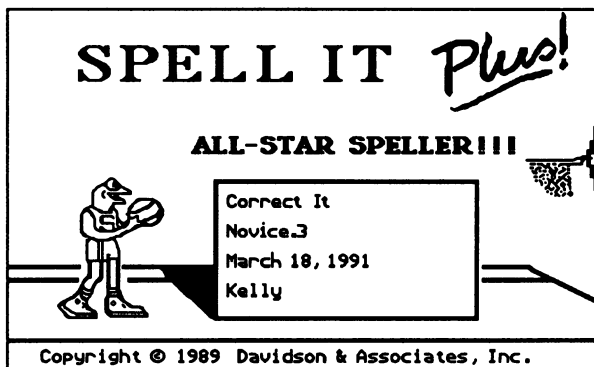
At Level 1, the student earns 25 points for each correctly chosen word, at Level 2, 50 points per word, and Level 3, 75. Points are deducted if the frog knocks over a hurdle.



## Certificate

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An All-Star Speller Certificate is offered to those who score 100% on Correct It, Decode It, or Flash Word.



Certificate

## Record Keeping

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The Record Keeping feature makes it possible to save a student's scores and keep a cumulative record. Records may be printed or viewed on-screen to help parents and teachers evaluate progress. A disk must be specially formatted to hold student records. (Refer to the computer-specific sections of the manual for instructions: MS-DOS – pg. 20, Mac – pg. 33, and Apple – pg. 51.) When Record Keeping is activated, the student will be asked to insert the records disk at the end of each activity so that the score may be saved.

## Options

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Sound, speech, and graphic reinforcements may be switched on or off. Select **Graphics**, **Speech**, or **Sound** from the Activity menu. A ✓ in front of the

word signifies that the feature is **on**. During Study It, to change from See Word to Finish Word or Flash Word, select **Options** from the Activity menu.

## Help

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Help is always available while the student is using the program. Selecting **Help** will give the student information about keystrokes necessary for using the current activity. Students may see the entire current word list by selecting **Word**, or see the rule for the current list by selecting **Rule**. (If this menu item is gray, it means that there is no rule for the current word list.) During Unscramble It, students may see the first letter of the unscrambled word by selecting **Clue** from the Help menu. In the Macintosh version, select **Get Clue** from the Activity menu.



## Printing

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Students may print scoreboards, records, and lists of words mastered and words missed in order to track their progress. Certificates of Excellence may be printed for outstanding work in some activities. Through the *Spell It Plus* Editor, teachers or students may print out flash cards or word search puzzles, using word lists entered using the Editor or using original *Spell It Plus* files. Entire data files (which include the word, syllables, sentence and three misspellings) may also be printed out for reference.

## Junior Data

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Junior data files are provided for students in grades 1–3. Complete directions for using the Junior data files may be found on pages 19–20 for MS-DOS, page 33 for Macintosh, and page 51 for Apple.

## Editor

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The *Spell It Plus* Editor is a valuable teaching tool which greatly expands the range of the program. With the Editor, students can create their own personal spelling lists to use with all five activities in *Spell It Plus*. (Complete instructions on using the Editor may be found starting on page 21 for MS-DOS, page 35 for Mac, and page 53 for Apple.) A complete entry in the *Spell It Plus* Editor includes a word, syllables, context sentence and three misspellings. You may wish to enter just part of this information. Following is a list of the material needed for each activity:

- ✓ Study It requires a spelling word, syllables (optional), and a context sentence.
- ✓ Decode It requires just the spelling word.
- ✓ Correct It requires a word, a context sentence, and the three misspellings.
- ✓ Unscramble It requires just the spelling word.
- ✓ Spell It requires the word and misspellings.

## Spanish, French, and German

Fonts with accents and special characters are available for entering Spanish, French, and German words.

## Teaching Tips

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The five activities in *Spell It Plus* are arranged in a natural learning progression. Ideally students should concentrate on one file at a time, working through all five activities in order. A typical student might spend 20 or 30 minutes on a given file, and in that time would have about a dozen opportunities to interact with each list word correctly spelled.

Here are some specific suggestions for classroom activities related to *Spell It Plus*:

- ✓ Choose words from current literature that is being studied. Make *Spell It Plus* data files using these words. Have students write summaries of the literature using the chosen spelling words.
- ✓ It is easy for students to use the Editor to enter weekly spelling lists. With this step, the learning has already begun. Then the whole class can practice their spelling words with all the *Spell It Plus* activities.
- ✓ Encourage cooperative learning by having students work in pairs or small groups on the Decode It and Unscramble It activities.
- ✓ Involve the whole class in the Decode It and Unscramble It activities by displaying them on a large TV monitor.
- ✓ Conduct classroom spelling bees with weekly or monthly word lists. All of the *Spell It Plus* word lists can be found in the Appendix.
- ✓ Post All-Star Speller certificates earned by students on classroom bulletin boards.
- ✓ Print out lists of words mastered and words missed for study away from the computer.

- ✓ Print out flash cards for study away from the computer. Students can work singly or in pairs with flash cards, which have the spelling word on one side and the context sentence (with blank) on the other side.
- ✓ Use the foreign language fonts to create special data files for bilingual classes or foreign language classes.
- ✓ Print out a word search puzzle for any of the *Spell It Plus* files or any custom files you have created.
- ✓ Encourage students to use several of the spelling words in their list to create a story. Identify any misspelled words in this story and put them in a personal *Spell It Plus* data file for the student.
- ✓ Have students find misspellings in newspapers, menus, and business signs. They might also notice errors involving possessives and plurals.
- ✓ Have students use their editing skills to make corrections in stories written by their classmates. Peer editing and tutoring are generally highly effective.
- ✓ Use the mystery messages in the Decode It activity as a basis for class or small group discussion. The mystery messages were chosen to be thought-provoking. Any of them could also be used as a story starter. Activities like this take students very naturally into developing higher-order thinking skills.

You'll find many other ways to incorporate *Spell It Plus* into the classroom or into home learning activities. You'll find it a highly effective tool with the flexibility to teach spelling to a variety of students with different skill levels and learning abilities.

# HOW TO USE THE MS-DOS VERSION

*(Do not install on a hard disk using DOS copy commands. See page 16.)*

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## System Requirements

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- ✓ 512K, 1 or 2 disk drives, monitor
- ✓ VGA, EGA, MCGA, CGA, or Hercules display adapter
- ✓ DOS 2.1 (Tandy 2.11.24) or higher
- ✓ printer, mouse, joystick (optional)

The quality of the speech is dependent on the hardware used for its transmission. If the quality is not adequate or the volume insufficient, you may need to add headphones or a speech accessory to your computer. Speech accessories include Echo PC+, MC, and 1000 from Street Electronics; Hearsay 100, 500, and 1000 from Hearsay; Speech Thing from Covox; IBM Speech Adapter from IBM.

## Before You Begin

---

Before you use the program or install it on a hard disk, you must indicate the type of graphics adapter and/or speech apparatus your computer has.

- Start your computer using DOS 2.1 or higher. (If you start from a hard disk, type **a:** to get an **A>**.)
- Insert the *Spell It Plus* program disk in drive A.
- At the **A>**, type **setup** and press <Enter>. Insert the speech disk when asked.
- From the list on the screen, enter the number that corresponds to the type of display adapter in your computer (EGA, VGA, MCGA, CGA, or Hercules).
- Indicate the type of speech apparatus your computer has.

## Starting the Program From a Floppy Drive

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To start the program from a floppy drive:

- Start your computer using DOS 2.1 or higher.
- At the A>, type **spell** to start the program. You'll be asked to insert the speech disk unless you've chosen *no speech* in Setup.

### Sign In

- Enter your name (up to 15 characters) in the box. Click OK or press <Enter>.
- Select the month by clicking the arrows on the screen or using ◀ or ▶ on the keyboard; click OK or press <Enter>.
- Select the day and year in the same way.

### Select a Level, a Word List, and an Activity

- From the **Level** menu, select one of the five difficulty levels.
- From the **Words** menu, select one of the numbered lists of words.
- Each picture (icon) on the Main screen represents a learning activity. Select one.

## Hard Disk Instructions

---

Follow these directions to copy *Spell It Plus* program and data files to your hard disk:

- Start the hard disk (drive C) as usual.
- Put the *Spell It Plus* disk in drive A.
- At the prompt, type **a:** and press <Enter>. You must log on to the drive that the program disk is in. If it's in drive B, type **b:**.
- At the prompt, type **hdinstal c:\spell** and press <Enter>. You may install to a hard drive of another name or to a subdirectory within an existing directory (e.g., **hdinstal d:\educ\spell**).

To remove the program from your hard disk, follow the instructions above, but substitute **uninstal** for **hdinstal**. (Do *not* use DOS commands to remove the files.)

You may create subdirectories within **\spell** in which to store custom data or records.

- At the prompt, type **md c:\spell\newdata**.
- At the prompt, type **md c:\spell\records**.

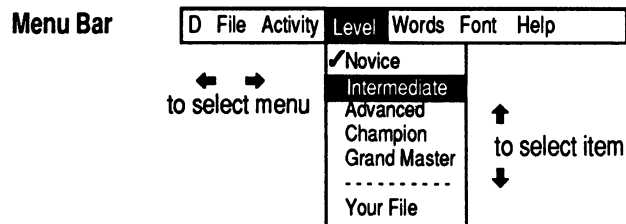
To run *Spell It Plus* from your hard disk:

- Start your computer from the hard disk.
- At the prompt, type **cd spell** and press <Enter>. (This will access the **spell** subdirectory from the directory to which you installed.)
- At the prompt, type **spell** and press <Enter>.

## Moving Around in the Program

---

The Davidson Student Desktop Interface allows quick and easy movement within the program with mouse or keyboard. Menu titles are located on the menu bar at the top of the Main screen. If a menu item is grayed, you cannot currently select it. Some items are available only from the Main screen or during certain activities. For a complete description of Main screen menu items, see page 26.





## Selecting a Menu Item Using the Keyboard

- Press <Esc> to access (or leave) the menu bar. Press ➡ or ⬅ to get to the menu you wish. Use ↓ or ↑ to highlight a menu item. Press <Enter> to select it.

## Selecting a Menu Item Using a Mouse

- Point to a menu title and click; the menu will drop down automatically. Hold down the button and drag to highlight the item you wish. Release the button to select the item.

## Using Accelerator Keys

Some menu items are followed by a ^ and a letter (^S). These represent keyboard shortcuts.

- Press the <Ctrl> key and the letter key at the same time.

## Making Other Choices Using the Keyboard

- On the Main screen, use arrow keys to move the highlighted border to the activity icon of your choice. Press <Enter>, or select **Start** from the Activity menu.
- When options or choices on the screen are outlined or boxed, use <Tab> to move the highlighted border to the option of your choice, then press <Enter>.
- When input is required in more than one place on a screen (as in Setup or in the Editor), use <Tab> to move the cursor. When input is complete, press <Enter>.

## Making Other Choices Using a Mouse

- On the Main screen, each activity is represented by an icon or picture. Point and click to select an activity.
- When options or choices on the screen are outlined or boxed, point and click the box of your choice.

- When input is required in more than one place on a screen, (as in Setup or in the Editor), point and click to move the cursor. When all input is complete, click the **OK** box.

## Printing

---

Before using any of the print options in *Spell It Plus*:

- Select **Setup** from the File menu on the Main screen.
- In the box, indicate the type of printer you are using.

**Note:** You need not enter a pathname for Records Data or Custom Data at this time. See Record Keeping and Editor for complete instructions if you choose to use these features.

When you have entered the necessary information,

- Select **Save** to save all of this information on the disk. (It can be changed later.)
- Select **Use** if you want to keep this information in memory only and not on the disk.
- Select **Cancel** to escape from the Setup dialog box.

## Using the Junior Data Files

---

- Select **Setup** from the Main screen's File menu.
- If you installed *Spell It Plus* to a hard disk, type **c:\spell\junior** in the Custom Data Pathname box.
- If you are using 3.5" disks, enter the program's drive name and the subdirectory **junior** in the Custom Data Pathname box (for example, **a:\junior** or **b:\junior**).

- If you are using 5.25" disks, enter the drive for the Junior Data Disk in the Custom Data Pathname box (e.g., **b:\**).
- Select **Your Data** from the Main screen's Level menu.

## Using Record Keeping

---

If you are not saving records on a hard drive, format a blank disk on which to store them.

- Start your computer using the DOS disk.
- With the DOS disk in drive A and a blank disk in drive B, at the **A>**, type **format b:**.

Now start the *Spell It Plus* program and sign in. To tell the program where to find the records disk you have prepared,

- Select **Setup** from the File menu on the Main screen.
- In the Records Data Pathname box, enter the full pathname (**a:** or **b:**, or wherever your records disk is).

Turn on the Record Keeping feature.

- Select **Record Keeping** from the File menu. (A ✓ in front of the item on the menu indicates the feature is **on**.)
- Insert your records disk. A file selector box will appear.
- Your name will appear in the box. (It is limited to eight characters and an extension.) Change it if you wish, then select **Open** to create your new file on the records disk.

You may print out a student record file.

- Select **Setup** from the Main screen's File menu. Make sure that printer and pathname information is correct.
- Select **Print Record** from the Main screen's File menu.

- When the file selector box appears, select the file you wish to print.
- Select **Open**. The selected file will be printed.

## Using the Editor

---

First, prepare a disk on which to save your new data.

- Start your computer using the DOS disk.
- With the DOS disk in drive A and a blank disk in drive B, at the A>, type **format b:**.

Start the program, sign in, then tell the program where to find your newly formatted data disk.

- Select **Setup** from the File menu on the Main screen.
- In the Custom Data Pathname box, type the pathname or the drive where you will put the custom data disk.
- Select **Save** to save this information on the disk.

Now you are ready to access the Editor.

- Select **Editor** from the File menu on the Main screen.
- When the Editor is loaded, select **New** from the File menu.
- Enter the name of your new file (max. = 8 characters + a 3-character extension, e.g., David.dat or spelling.101). Click OK or press <Enter>.
- Insert your custom data disk. Select **OK**.

## Entering a Rule

- Select **Rule** from the File menu if you wish to enter a rule to go with your new word list. Space it on the lines just as you wish it to appear on the screen. (On a rule screen, use <Space> and <Delete> or ◀ and ▶ to move the cursor on a line; press <Tab> to move the cursor from box to box.)
- Click or press <Ctrl> ➡ to move to the first word screen.

## Entering Words

- Enter the first word (max. = 14 characters). Press ↓.
- Enter the word with a space between each syllable (max. = 19 characters and spaces). Press ↓.
- Enter a sentence with a blank for the word. (Press <Ctrl>F to make the blank automatically.) Press ↓.
- Enter three misspellings of the word.

The screenshot shows a window titled "8 of 20 NOVICE.4" with a menu bar (File, Edit, Font). The "Editor Screen" contains several input fields:

- Spelling word:** humor
- Syllabication:** hu mor
- Pronunciation:** heumor\_
- Sentence:** Ellen has a good sense of \_\_\_\_\_
- Misspellings:** humour, humore, houer

Navigation buttons (← and →) are located to the right of the Syllabication and Pronunciation fields.

Editor Screen

On a word screen, use keyboard ← and → to move the cursor within a box; use keyboard ↑ and ↓ to move the cursor from box to box. (Mouse: point and click.)

Click or press <Ctrl>→ to move to the next word screen.

Click or press <Ctrl>← to move to the previous word screen.

- Press <Ctrl>P to hear the word. If you wish to adjust the pronunciation, alter the spelling of the word on the Pronunciation line; then press <Ctrl>P again to check the new pronunciation. Some ways to alter the pronunciation are:
  - Put spaces between the syllables to alter the stress pattern of the syllables.

- Try a different vowel or combination of vowels to see how this affects the pronunciation.
- Try *uh* or an *o* or an *a* to achieve a neutral vowel sound in an unstressed syllable (the schwa).
- Select **Add** from the Edit menu to enter the next word.
- Select **Save** from the File menu when you are all finished.
- Select **Close** to close the file.

### Important Tips for Using the Editor

To avoid problems when using your custom data file with the *Spell It Plus* program, be sure you:

- Type words with all lowercase letters or words with only initial caps.
- Enter information in **all seven** boxes on the Editor screen.
- When making the blank for the sentence, use <Ctrl>F or select **Fill** from the Edit menu. (Do **not** use the underline key.)
- Type each spelling word and the misspellings carefully; do not enter a space in front of a word or a misspelling.
- Save your file when your last word entry is still showing on the Editor screen. (Do not move to a new, blank screen before saving.)

### Foreign Language Fonts

To enter Spanish, French, or German words, select the font from the Editor's Font menu after the word screen appears. The special characters will appear at the bottom of the screen and remain there for reference as you type in your word list.

^F1	^F2	^F3	^F4	^F5	^F6	^F7	^F8	^F9
â	é	í	ó	ú	ñ	¿	¡	ç

Spanish Font

Type these characters by pressing <Ctrl> and a function key at the same time. For example, to type a Spanish letter *n* with a tilde (~), press <Ctrl>F6.

## Editor Printing Options

---

Before attempting to print, select **Setup** from the Main screen's File menu; make sure the correct information has been entered. Make sure your printer is turned on.

- Access the Editor.
- Open the file you wish to print. You may use original or custom files. Printing will begin with the word that is visible on the screen and will go to the end of the file.
- From the Editor's File menu:

Select **Print** to print out the entire data file.

Select **Print Cards** to print flash cards.

Select **Puzzle** to print a word search puzzle.

```
*****
*YRELHCNYUCEUBXCR*
*EESELEWMAGAZINE*
*DXSHNRNRENICIDEM*
*UOANTEBPTTIVGTEV*
*TPHAORMOYASYPUDE*
*EPPTLEUMUDIBUINS*
*AOGUFRUFINANSSWI*
*SSCRUELTYEDELHAC*
*IISAOGOHSAARYOR*
*LTYL PENNVSLRLCE*
*YELVNI OIEPSMVYAX*
*CVEYAPNALLOWEDDE*
*FQOGSENBCETOYKG*
*GTREECRUOSTOPLWO*
*TARUNCJAGVWCKBMU*
*BZXBTNEREFIDPVG*
*****
```

allowed  
already  
bargain  
boundary  
certainly

cruelty  
different  
disease  
divine  
easily

exercise  
further  
immense  
magazine  
medicine

naturally  
opposite  
phase  
response  
source

## Leaving the Editor

---

- To return to the program, select **Spell It +** from the Editor's File menu.
- To exit the entire program, select **Quit** from the Editor's File menu.

## Using Your New File With *Spell It Plus*

---

- Select **Your File** from the Main screen's Level menu.
- Insert the custom data disk and select the name of the file you created.  
**Note:** With each data file exists a second file containing adjusted pronunciations. This second file has an *s* at the end of the filename. Select the filename **without** the *s* to use with the program.
- Select a special font from the Font menu if your file contains Spanish, French, or German words.
- Select the *Spell It Plus* activity of your choice.

## Troubleshooting

---

### **If a menu item is fuzzy or "grayed,"**

This means the menu item is not available at this time.

### **If the hard disk installation terminates before its completion on your MS-DOS computer,**

Make sure the program disk is not write protected, that there is adequate space for the program on your hard disk, and that you have typed in the command completely.

### **If your computer has a Sound Blaster card,**

Although *Spell It Plus* does not technically support the Sound Blaster card, the



following procedure should allow you to hear the program's speech through the Sound Blaster card.

- At the hard disk prompt, type `cd\sb` to move to the subdirectory where your Sound Blaster software is located.
- Type `sbtalk`. This will activate the Sound Blaster driver that came with your card. Now start *Spell it Plus* as directed in the manual.

## Main Screen Menus

---

### D Menu

About Spell It Plus

About Spell It Plus – brief description of program, publisher, copyright, authors

### File Menu

New Student  
Record Keeping  
See Record  
Print Record  
-----  
Setup  
-----  
Editor  
Quit

New Student – change student without restarting program

Record Keeping – turn on or off

See Record – view student scores

Print Record – print out scores

Setup – enter printer and pathname information

Editor – access to create new files

Quit – exit the entire program

### Activity Menu

Start  
Stop  
-----  
✓Sound  
Speech  
✓Graphics  
Options

Start – begin selected activity

Stop – escape from an activity

Sound – turn on or off

Speech – turn on or off

Graphics – turn on or off

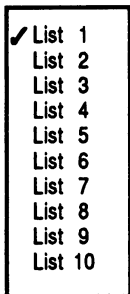
Options – change options within an activity

## Level Menu



Novice –  
Intermediate – [difficulty  
Advanced – levels]  
Champion –  
Grand Master –  
Your File – use a custom file

## Words Menu



List 1  
to  
List 10 – lists of words within  
each difficulty level

## Font Menu



USA.Std – English  
Spanish – [fonts with  
French – special  
German – characters]

## Help Menu



How to – activity instructions  
Rule – review spelling rule  
Words – see entire word list  
Clue – get first letter of scrambled word

## Editor Menus

---

### File Menu

New	^ N
Open Original	
Open Custom	^ O
Close	^ C
Save	^ S
-----	
Print	^ P
Print Cards	
Print Puzzle	
-----	
Spell It +	^ X
Quit	^ Q

New – start a new file

Open Original – open a SI+ file

Open Custom – open a file you made

Close – close a file

Save – save the data to the disk

Print – print out the file

Print Cards – print words and sentences

Print Puzzle – word search puzzle

Spell It + – return to program

Quit – exit the entire program

### Edit Menu

Insert	^ I
Delete	^ D
Add	^ A
Word	^ W
Sort	
Fill	^ F
Rule	^ R
Pronounce	^ P

Insert – insert a word in the list

Delete – delete a word from the list

Add – enter the next word

Word – go to a specific list word

Sort – alphabetize words in file

Fill – create a blank in sentence

Rule – add a rule for the list

Pronounce – say the entry word

### Font Menu

USA.Std
Spanish
French
German

USA.Std – English

Spanish – [fonts with

French – special

German – characters]

# HOW TO USE THE MACINTOSH VERSION

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## System Requirements

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To use *Spell It Plus*, you will need:

- ✓ a Mac Plus, SE, or Classic with 1 megabyte of memory to run monochrome graphics; or a Mac LC, IIsi, II, IICi, IICX, or IIFX with 2 megabytes to run color graphics
- ✓ System 6.0.7 or higher
- ✓ hard drive required for speech

If your Macintosh SE/30 or Macintosh II computer is equipped with a 4-bit color video card and color QuickDraw capable of showing 16 colors or more, set the monitor to 16 colors or more (through the Control Panel). *Spell It Plus* will run in full color.

## Installing and Running the Program on a Hard Disk

---

To install *Spell It Plus* on your hard disk:

- Start the computer from the hard disk.
- Create a new folder on your hard disk and name it “Spell It Plus.”
- Insert the *Spell It Plus* program disk. Open the program disk by double-clicking on the disk icon. Drag the *Spell It Plus* program icon to the new folder on your hard disk.
- Eject the program disk.
- Insert the *Spell It Plus* data disk. Open the data disk by double-clicking on the disk icon.
- Drag the two data folders to the new folder on your hard disk.
- Eject the data disk.
- Insert the **Editor** and **Speech** disk. Open the Editor and Speech disk by double-clicking on the disk icon.

- Drag each of the seven files to the new folder on your hard disk.
- Eject the **Editor and Speech** disk.

To run *Spell It Plus* from your hard disk:

- Start your computer from the hard disk.
- Double-click the *Spell It Plus* folder.
- Double click the *Spell It Plus* icon.

To remove the program from your hard disk:

- Drag the *Spell It Plus* folder to the trash icon. This will erase the folder, program, and all data files.

## **Starting the Program From a Floppy Drive**

---

To start the *Spell It Plus* program:

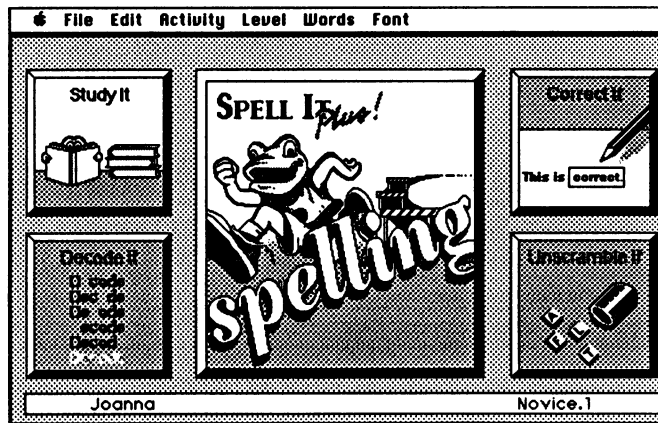
- Start the computer with System 6.0.7 or higher.
- Eject the system start-up disk and insert the *Spell It Plus* program disk.
- Double-click the *Spell It Plus* disk icon.
- Double-click the program icon.
- Sign in and press <Return>.
- Eject the *Spell It Plus* program disk and insert the *Spell It Plus* data disk.
- Click an activity from the Main screen.

## **Moving Around in the Program**

---

### **Main Screen**

The Main screen consists of five activity icons (pictures). Click an icon to start an activity. From the Main screen, you can also select a word list, turn Record Keeping on or off, and turn Graphics, Sound, and Speech on or off.



Main Screen

Features of the Macintosh such as the mouse, menu bar, scroll bar, and keyboard alternatives are briefly explained here and in the Help menu. For additional help, please refer to your Macintosh tutorial disk or the manual that came with your Macintosh computer.

## Mouse Terms

**Click** — Press the mouse button and release.

**Double-click** — Press the mouse button two times in succession.

**Click and hold** — Press and hold the mouse button down.

**Click and drag** — Press and hold the mouse button. While holding the mouse button down, drag the mouse to highlight text or to move special characters. Release the mouse button when you arrive at the desired location.

## Menu Bar

A menu bar is located at the top of the screen. To select a menu item, click on the menu bar, drag through the menu to the item, and release the mouse. If a menu item is dimmed or grayed, it is not accessible at that time. A ✓ in front of the item on the menu indicates that the feature is **on**. Selecting the item again will turn it off.

## Scroll Bar

The scroll bar is a rectangular bar along the right or bottom of the window. Clicking or dragging in the scroll bar changes the view of the document. This is sometimes necessary as the screen does not always show the entire document.

## Keyboard Alternatives

Some menu items are followed by ⌘ and a letter (e.g., ⌘E). To use, press ⌘ and the indicated letter key at the same time.

In the activities and dialog boxes, pressing <Return> is an alternative to clicking an **OK** or **Continue** button.

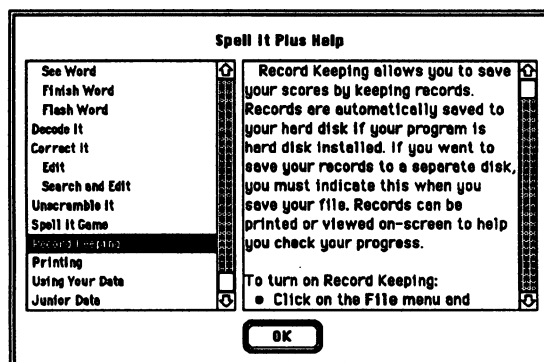
The <Delete> key can be used to erase a letter or a word during an activity.

## Help

---

To receive on-screen Help while in an activity:

- Select **Help** from the 🍏 menu.



Help Screen

- On the left side of the screen, click the topic that you want to know more about.

- On the right side of the screen, click the down arrow on the scroll bar to view all of the Help text.
- Click **OK** to close Help.

## Using the Junior Data Files

---

To access the Junior data files containing words for lower grade levels:

- Select **Junior Words** from the Level menu.
- Select the file you wish to use from the standard file dialog box that appears.
- Use your chosen Junior data file with any *Spell It Plus* activity.

## Using Record Keeping

---

Records may be viewed on-screen or printed out to help students and teachers evaluate progress and prescribe further practice. The scores are automatically saved to your *Spell It Plus* disk or to your hard disk if your program has been hard disk installed. If you want to save your records to a separate disk, you must indicate this when you save your file.

To turn on Record Keeping:

- Select **Record Keeping** from the **File** menu. A ✓ in front of the item on the menu indicates that the feature is **on**. Selecting the item again will turn it off.
- Select **Create a new record file** or **Open an existing record file**; click **OK**. A file requester box containing your sign-in name will appear.
- To create a new record enter the name of your file and click **Save**.
- To save a score to an existing record file, choose the record file you want and click **Open**.



To save a record to a hard disk:

- When the standard file dialog box appears, double-click the folder on your hard disk, where you would like your record saved.
- Select **Save**. (You may enter another name for your record file before you save.)
- Select an activity. Your score will be saved automatically at the end of the activity.

To save a record to a floppy disk:

- When the standard file dialog box appears, click **Eject** to remove your program disk.
- Insert a newly formatted and titled disk. The contents of your disk will be displayed.
- Select **Save**. (You may enter another name for your record file before you save.)
- Select an activity. Your score will be saved automatically at the end of the activity.

To view a record:

- Select **View Records** from the File menu.
- Click **Drive** to go to the floppy disk or your hard disk where your records are located.
- Double-click the folder where your records are located.
- Double-click the name of the record file you want to open.

To print records:

- Select **Print Records** from the File menu.
- Click **Drive** to go to the floppy disk or folder on your hard disk where your records are located.
- Double-click the folder where your records are located.
- Double-click the name of the record file you wish to print.

- Indicate the number of copies you want.
- Click **Print**.

## Printing

---

To print a word list:

- Select a word list from the **Level** and **Words** menus.
- Select **Print Word List** from the **File** menu.

To print flash cards:

- Select a word list from the **Level** and **Words** menus.
- Select **Print Flash Cards** from the **File** menu.

To print a word search puzzle:

- Select a word list from the **Level** and **Words** menus.
- Select **Print Puzzle** from the **File** menu. See page 41 for a sample word search puzzle.

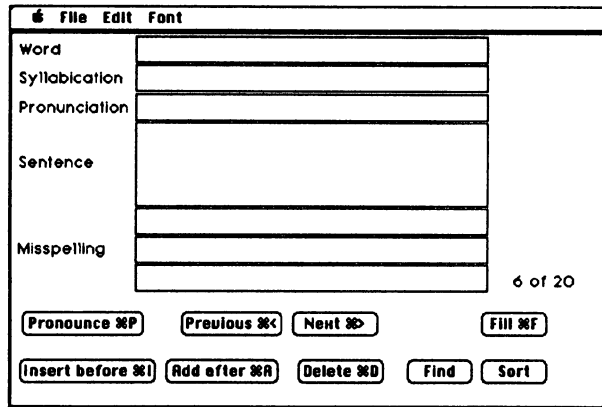
## Using the Editor

---

To access the Editor, select **Go to Spell It Plus Editor** from the **File** menu. You may also access the Editor directly from the desktop by double-clicking the **Editor** icon in your *Spell It Plus* folder.

To create a new file:

- Select **New** from the **File** menu. A blank Editor screen will appear.



Editor Screen

## Entering a Rule

- Select **Define Rule** from the File menu if you wish to enter a rule to go with your new word list. Space it on the lines just as you wish it to appear on the screen. (On a rule screen, use <Space> and <Delete> or ← or → to move the cursor on a line; press <Tab> to move the cursor from box to box.)
- Click **OK** or **Cancel** to move to the first word screen.

## Entering Words

- Using the keyboard, type in the new data. Point and click with the mouse to move the cursor from box to box or to move the cursor within a screen.
- Enter the first word (maximum of 15 characters) on the **Word** line.
- Enter the word with spaces between the syllables on the **Syllabication** line.
- Enter a sentence with a blank for the word. Click the **Fill** button on the screen or press ⌘ F to make the blank appear automatically.
- Enter three incorrect choices as distractors for the **Correct It** and **Spell It** activities.

- Press **⌘ P** to hear the word. If you wish to adjust the pronunciation, alter the spelling of the word on the Pronunciation line; then press **⌘ P** again to check the new pronunciation. Some ways to alter the pronunciation are:
  - Put spaces between the syllables to alter the stress pattern of the syllables.
  - Try a different vowel or combination of vowels to see how this affects the pronunciation.
  - Try *uh* or an *o* or an *a* to achieve a neutral vowel sound in an unstressed syllable (the schwa).
- Click **Add after** or press **⌘ A** to enter the next word.
- Select **Save** from the File menu when you are all finished.
- Select **Close** from the File menu. **Note:** You must close the file you are working on before you can enter words into a new file or open another existing file.

### Important Tips for Using the Editor

To avoid problems when using your custom data file with the *Spell It Plus* program, be sure you:

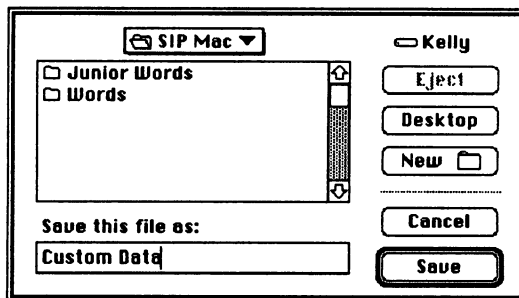
- Type words with all lowercase letters or words with only initial caps.
- Enter information in **all seven** boxes on the Editor screen.
- When making the blank for the sentence, use **<Ctrl>F** or select **Fill** from the Edit menu. (Do **not** use the underline key.)
- Type each spelling word and the misspellings carefully; do not enter a space in front of a word or a misspelling.
- Save your file when your last word entry is still showing on the Editor screen. (Do not move to a new, blank screen before saving.)

### Saving Your Custom Files

You may save your custom data files to a separate floppy disk, a hard disk, or your *Spell It Plus* Editor disk.

To save a file to the *Spell It Plus* Editor disk:

- Select **Save** from the File menu. A standard file dialog box will appear.



Save Standard File Dialog Box

- Type in the name of the file.
- Click **Save**. Your custom data files will automatically be saved to your *Spell It Plus* Editor disk. **Note:** If the file has not been completed, an error message will appear advising you to fill in all of the necessary information. An incomplete file will cause problems if used with some of the *Spell It Plus* activities.

To save your custom data to your hard disk:

- Select **Save** from the File menu.
- Type in the name of the file.
- Click **Drive**. Select a folder if you wish.
- Click **Save**. Custom files will automatically be saved to a file on your hard disk.

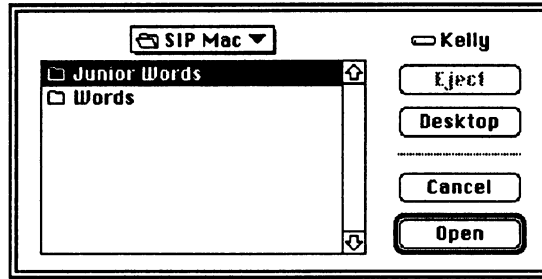
To save your custom data to a floppy disk:

- Select **Save** from the File menu.
- Type in the name of the file.
- Insert a formatted disk on which to save your custom data files. The contents of your disk will be displayed. Click **Save**.

## Opening an Existing File

Any file that you have created can be opened and edited. To open a file:

- Select **Open** from the File menu.
- Double-click the drive and folder where your custom file is located.
- Select the name of the file you want to open.



Open Standard File Dialog Box

- Click **Open** to open the file.
- Find the word screen you wish to change. Click the **Find** button on-screen. Enter the word you want to find. Click OK.
- Click **Next** to move to the next screen or **Previous** to move to the previous word screen.

## Editing a File

After you have opened a file you may change the text, delete the screen, or add a word to the file. You have several editing options.

To insert a new screen:

- Find the word before which the new word is to be inserted.
- Click the **Insert before** button or press **⌘ I** to insert a screen.
- Enter information on the new screen.
- Click **Next** to move to the next word screen.
- Click **Previous** to move to the previous word screen.

To delete a screen:

- Find the word screen to be deleted.
- Click the **Delete** button. The screen will disappear.

To sort the words in a file alphabetically:

- Click the **Sort** button. Words will be sorted automatically.

The Macintosh editing options Cut, Copy, Paste, and Clear are available from the Edit menu when you are creating or editing your custom files.

To copy a portion of the text:

- Highlight the portion of the text you want to copy.
- Choose **Copy** from the Edit menu.
- Click the place on the screen where you want the text to appear.
- Choose **Paste** from the Edit menu. The selected text will appear where you have placed your cursor.

To cut a portion of the text:

- Highlight the portion of the text you want to cut or delete.
- Choose **Cut** from the Edit menu. The highlighted text will disappear from the screen. It will go to the clipboard and can then be pasted into your file.

To clear a portion of the text:

- Highlight the portion of the text that you want to clear.
- Choose **Clear** from the Edit menu. The highlighted text will disappear from the screen.

## Using Foreign Language Fonts

---

You can create new files in Spanish, French, or German by using the foreign language fonts provided in the program. To enter Spanish, French, or German words:

- Select a word screen.
- Select **Spanish, French, or German** from the Font menu.

The special characters will appear at the side of the screen and remain there for reference as you type in your word list. To insert special characters:

- Click the font buttons as you need them.

## Editor Printing Options

---

With the *Spell It Plus* Editor you have several printing options. You can print out your custom data files. You can also print a copy of the word search puzzle or the flash cards.

To print a custom data file:

- Open the file you wish to print.
- Select **Print** from the File menu.
- Type in the number of copies desired and click **Print**.

To print flash cards for any data file:

- Open the file you wish to print.
- Select **Print Flash Cards** from the File menu.
- Type in the number of copies you wish to print and click **Print**.

The puzzle includes a word list for student reference. To print a word search puzzle for any data file:

- Open the file you wish to print.



- Select **Print Puzzle** from the File menu.
- Type in the number of copies you wish to print and click **Print**.

```

*****
*YRELHCNYUCEUBXCR*
*EESELEWMAGAZINE*
*DXXSHNRNRENICIDEM*
*UOANTEBPTTIVGTEV*
*TPHAORMOYASYPUDE*
*EPPTLEUMUDIBUINS*
*AOGUFUFINANSSWI*
*SSCRUELTYEDELHAC*
*IISAOGOHSAARYOR*
*LTYL PENNVSZLRLCE*
*YELVNI OIEPSMVYAX*
*CVEYAPNALLOWEDDE*
*FQOGSENBCE TOVGKG*
*GTREECRUOSTOPLWO*
*TARUNCJAGVWCKBMU*
*BZXB TNEREF FIDPVG*
*****

```

allowed	cruelty	exercise	naturally
already	different	further	opposite
bargain	disease	immense	phase
boundary	divine	magazine	response
certainly	easily	medicine	source

## Leaving the Editor

---

- If you wish to return to the program, select **Go to Spell It Plus** from the File menu.
- If you wish to exit the entire program, select **Quit** from the File menu.

## Using Your New File With *Spell It Plus*

---

- Select **Your Words** from the Main screen's Level menu.
- Double-click the drive and folder where your custom data file is located.
- Select the name of the file you want to open. Click **Open**.

- Select a special font from the Font menu if your file contains Spanish, French, or German words.
- Select the *Spell It Plus* activity of your choice.

## **Troubleshooting**

---

**You cannot run the program with speech turned on. You get the screen message “The speech file MINST can not be found. I will continue with speech turned off.”**

If you are running the program from a floppy disk, install the program to your hard disk (see page 29). If you are running the program from the hard disk, check the *Spell It Plus* folder and make sure there are a total of ten items. If there are fewer than ten, reinstall the program by dragging the contents of all three diskettes to the *Spell It Plus* folder.

**You cannot print.**

Check to make sure your printer is turned on, the paper is not jammed, and the cables are not loose.

**The program will not read your records disk.**

The disk name currently being read is displayed in a box at the top of the screen. Select **Drive** in the standard file dialog box to read a disk in another drive.

**You cannot save a record. You get the screen message “There was an error writing to the records file. Record not saved.”**

If you are saving records to a hard disk, your hard disk may be full. If you are saving to the program disk, the program disk is full. Create a separate records disk on which to save the records.

**You have sound problems and/or the program crashes or hangs.**

You are using a black-and-white computer with less than 1 megabyte of memory or a color computer with less than 2 megabytes of memory, or your system disk has not been updated to System 6.0.7.

**Note:** *Spell It Plus* may have problems with certain INIT/cdevs, such as some of the screen savers. If problems occur, disable or remove your INIT/cdevs, one at a time, until the problem is reconciled.

## Main Screen Menus

---



<b>About Spell It Plus</b>	
<b>Help</b>	<b>⌘?</b>
<hr/>	
<b>Desk Accessories here</b>	

About *Spell It Plus* – about the authors  
Help – on-screen help

### File

<b>New Student</b>	<b>⌘N</b>
<b>Close</b>	<b>⌘W</b>
<b>Record Keeping</b>	
<b>View Records</b>	
<b>Print Records...</b>	
<b>Print Word List...</b>	<b>⌘P</b>
<b>Print Flash Cards...</b>	
<b>Print Puzzle...</b>	
<b>Go to Spell It Plus Editor</b>	<b>⌘E</b>
<b>Quit</b>	<b>⌘Q</b>

New Student – change to a new student  
Close – close activity  
Record Keeping – turn on or off  
View Records – view student scores  
Print Records – print scores  
Print Word List – print out a word list  
Print Flash Cards – print flash cards with words  
and sentences  
Print Puzzle – print a word search puzzle  
Go to Spell It Plus Editor – access to create new  
files  
Quit – exit the program

## Activity

<b>Get Clue</b>	<b>⌘G</b>
<b>Show Words</b>	<b>⌘S</b>
<b>Show Rule</b>	<b>⌘R</b>
<hr/>	
<input checked="" type="checkbox"/> <b>Sound</b>	
<b>Speech</b>	
<input checked="" type="checkbox"/> <b>Graphics</b>	
<hr/>	
<b>Options</b>	<b>⌘O</b>

Get Clue – get the first letter of a scrambled word

Show Words – see entire word list

Show Rule – review spelling rule

Sound – turn on or off

Speech – turn on or off

Graphics – turn on or off

Options – change options within an activity

## Level

<input checked="" type="checkbox"/> <b>Novice</b>	
<b>Intermediate</b>	
<b>Advanced</b>	
<b>Champion</b>	
<b>Grand Master</b>	
<hr/>	
<b>Junior Words</b>	
<b>Your Words</b>	<b>⌘Y</b>

Novice –

Intermediate – [difficulty

Advanced – levels]

Champion –

Grand Master –

Junior Words –

Your Words – use a custom file

## Words

<input checked="" type="checkbox"/> <b>List 1</b>
<b>List 2</b>
<b>List 3</b>
<b>List 4</b>
<b>List 5</b>
<b>List 6</b>
<b>List 7</b>
<b>List 8</b>
<b>List 9</b>
<b>List 10</b>

List 1

to

List 10 – lists of words within each difficulty level

## Font

<input checked="" type="checkbox"/> <b>USA standard</b>
<b>Spanish</b>
<b>French</b>
<b>German</b>

USA standard – English

Spanish – [fonts with

French – special

German – characters]

## Editor Menus

---

### File Menu

<b>New</b>	<b>⌘N</b>
<b>Open...</b>	<b>⌘O</b>
<b>Close</b>	<b>⌘W</b>
<b>Save</b>	<b>⌘S</b>
<b>Save As...</b>	
<b>Define Rule</b>	<b>⌘R</b>
<b>Print...</b>	
<b>Print Flash Cards...</b>	
<b>Print Puzzle...</b>	
<b>Go to Spell It Plus</b>	<b>⌘E</b>
<b>Quit</b>	<b>⌘Q</b>

New – start a new file

Open – open a custom data file

Close – close a file

Save – save a file to the disk

Save As – save a file under a new name

Define Rule – add a rule to the list

Print – print out the file

Print Flash Cards – print words and sentences on flash cards

Print Puzzle – print a word search puzzle

Go to Spell It Plus – return to the program

Quit – exit program

### Edit Menu

<b>Undo</b>	<b>⌘Z</b>
<b>Cut</b>	<b>⌘H</b>
<b>Copy</b>	<b>⌘C</b>
<b>Paste</b>	<b>⌘V</b>
<b>Clear</b>	

Undo – reverse the last action

Cut – remove item to the clipboard

Copy – duplicate an item (in memory)

Paste – paste cut or copied data

Clear – cancel

### Font Menu

<b>✓USA standard</b>
<b>Spanish</b>
<b>French</b>
<b>German</b>

USA standard – English

Spanish – [fonts with

French – special

German – characters]

# HOW TO USE THE APPLE VERSION

---

## System Requirements

---

To use *Spell It Plus* on an Apple computer, you need:

- ✓ an Apple II GS, IIc+, IIc, or IIe computer (128K)
- ✓ one or two disk drives
- ✓ monitor (color or monochrome)
- ✓ printer, joystick (optional)

## Starting the Program

---

### Sign In

- Insert the *Spell It Plus* program disk, label side up, into drive 1.
- Turn on the computer.
- Enter your name (up to 15 characters) in the box. Click OK with the mouse or press <Return>.
- Select the month by clicking the arrows on the screen or using ◀ or ▶ on the keyboard; then click OK or press <Return>.
- Select the day and year in the same way.

### Select a Level

- Pull down the Level menu and select a difficulty level. (See the illustration on page 48.)

### Select a Word List

- Pull down the Words menu and select the list of words you wish to study.

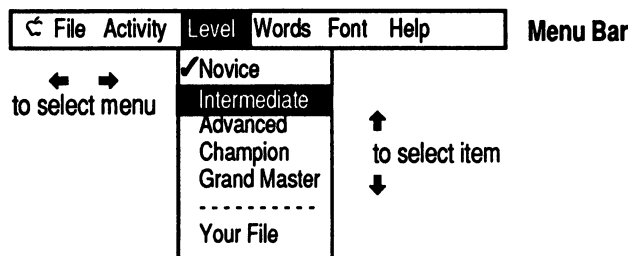
## Select an Activity

- Select one of the five icons (pictures) on the Main screen. Each icon represents a learning activity: Study It, Decode It, Correct It, Unscramble It, or Spell It. A complete description of each *Spell It Plus* activity begins on page 4.

## Moving Around in the Program

---

The Davidson Student Desktop Interface allows quick and easy movement between the parts of the program whether you are using a mouse or the keyboard. Menus are located on the menu bar at the top of the Main screen. If a menu item is “grayed,” you cannot currently select it. Some items are available only from the Main screen and some are available only during certain activities. For a complete description of Main screen menu items, see page 57.



### Selecting a Menu Item Using the Keyboard

- Press <Esc> to access (or leave) the menu bar. Press ➡ or ⬅ to get to the menu you wish. Use ↓ or ↑ to highlight a menu item. Press <Return> to select it.

### Selecting a Menu Item Using a Mouse

- Point to a menu title and click; the menu will drop down automatically. Hold down the mouse button and drag the pointer downward to highlight the item you wish. Release the button to select the item.

## Using Accelerator Keys

Some menu items are followed by an ⌘ and a letter (⌘S). These represent keyboard shortcuts. To select an item:

- Press the ⌘ key and the letter key at the same time.

## Making Other Choices Using the Keyboard

- On the Main screen, use keyboard arrow keys to move the highlighted border to the activity icon of your choice. Press <Return>, or select **Start** from the Activity menu.
- When options or choices on the screen are outlined or boxed, use <Tab> to move the highlighted border to the option of your choice, then press <Return>.
- When input is required in more than one place on the screen (as in Setup or in the Editor), use <Tab> to move the cursor. Enter the necessary information. Press <Return> when all input is complete.

## Making Other Choices Using a Mouse

- On the Main screen, point and click to select an activity. Each activity is represented by an icon or picture.
- When options or choices on the screen are outlined or boxed, point and click the box of your choice.
- When input is required in more than one place on a screen (as in Setup), point and click to move the cursor. When all input is complete, click the **OK** box.

## Printing

---

If you plan to use any of the print options (Scoreboard, Certificate, Words Mastered and Words Missed) at the end of a *Spell It Plus* activity, you must first enter printer and interface information in Setup.



- Select **Setup** from the File menu on the Main screen. The Setup box will appear.

See manual  
for printer and interface categories.

Printer Category: (A - U)

Interface Category: (A - Y)

Line Feed: (Y - N)

Slot Number: (1 - 7)

Records Data Pathname:

Custom Data Pathname:

Apple Setup Screen

### Printer Category: (A–U)

- Refer to the list of printers on page 60 to find the category of the printer you are using.
- Enter the appropriate letter in the first box. (Press <Tab> or point and click to move the cursor to the next box.)

### Interface Category: (A–Y)

- Find the category for the interface card your printer uses. See page 61.
- Enter its letter in the second box.

### Line Feed: (Y–N)

- Enter Y (Yes) for Line Feed. (Later, you may print a sample certificate to see if this choice is correct for your printer. If there is a blank line between each line of graphics, change the Yes to No.)

**Slot Number: (1–7)**

- Enter the slot number for your printer card (usually 1).

**Note:** You need not enter a pathname for Records Data or Custom Data at this time. See Record Keeping and Editor for complete instructions if you choose to use these features.

When you have entered all the necessary information,

- Select **Save** to save all of this information on the disk. (It can be changed later.)
- Select **Use** if you want to keep this information in memory only and not on the disk.
- Select **Cancel** to escape from the Setup dialog box.

## **Using the Junior Data Files**

---

- Select **Setup** from the Main screen's File menu.
- In the Custom Data Pathname box, type **/JUNIOR/** and press <Return>.
- Select **Your Data** from the Level menu.

## **Using Record Keeping**

---

Prepare a disk on which to save student records.

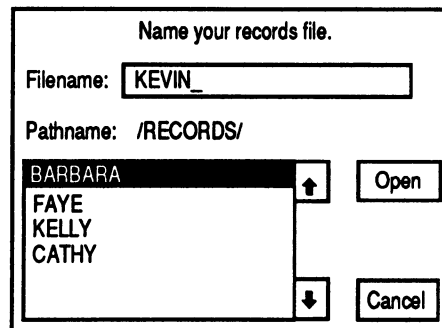
- Use your System Utilities disk to format a blank disk with ProDOS. Name the volume (disk) **RECORDS**.

Now start the *Spell It Plus* program and sign in. Tell the program where to find the records disk you have prepared.

- Select **Setup** from the File menu on the Main screen.
- In the Records Data Pathname box, type **/RECORDS/**.

Turn on the Record Keeping feature.

- Select **Record Keeping** from the File menu. (A ✓ in front of an item on the menu indicates the feature is on.)
- Insert your records disk. A file selector box will appear.



Record Keeping File Selector Box

- Your sign-in name will appear in the box. Correct or change it if you wish, then select **Open** to name and establish your new file on the records disk.

You may print out a student record file.

- Select **Setup** from the Main screen's File menu. Make sure the correct information for Printer, Interface, Line Feed, Slot Number, and Records Data Pathname have been entered. Refer to pages 50–51.
- Select **Print Record** from the Main screen's File menu.
- When the file selector box appears, select the file you wish to print.
- Select **Open**. The selected file will be printed.

## Using the Editor

---

First, prepare a disk on which to save your new data.

- Use your System Utilities disk to format a blank disk with ProDOS.  
Name the volume (disk) **NEWDATA** or **ANYNAME**.





Start the program, sign in, then tell the program where to find your formatted data disk.




- Select **Setup** from the File menu on the Main screen.
- In the Custom Data Pathname box, type **/NEWDATA/** or whatever you named your custom data disk.
- Select **Save** to save this information on the disk.

Now you are ready to access the Editor.

- Select **Editor** from the File menu on the Main screen.
- When the Editor's menu bar appears, select **New** from the File menu.
- Enter the name of your new file (letters and numbers only; begin with a letter). Click **OK** or press <Return>.
- Insert your custom data disk. Select **OK**.


### Entering a Rule

- Select **Rule** from the File menu if you wish to enter a rule to go with your new word list. Space it on the lines just as you wish it to appear on the screen. (On a rule screen, use <Space> and <Delete> or  and  to move the cursor on a line; press <Tab> to move the cursor from box to box.)
- Click or press   to move to the first word screen.

 File Edit Font 1 of 1 phil.dat	
Spelling word	<input type="text" value="basketball"/>  
Syllabication	<input type="text" value="bas ket ball"/>
Sentence	<input type="text" value="Eric scored more than twenty-four points in last week's _____ game."/>
Misspellings	<input type="text" value="basketball"/>
	<input type="text" value="basketbell"/>
	<input type="text" value="ba_"/>

Editor

## Entering Words

- Enter the first word (max. – 14 characters). Press ↓.
- On the Syllabication line, enter the word with a space between the syllables (max. – 19 characters and spaces). Press ↓.
- Enter a sentence with a blank for the word. (Press  F to make the blank automatically.) Press ↓.
- Enter three misspellings of the word.
- Select **Add** from the Edit menu to enter the next word.
- Select **Save** from the File menu when you are all finished.
- Select **Close** to close the file.

On a word screen, use keyboard ← and → to move the cursor within a box; use keyboard ↑ and ↓ to move the cursor from box to box. (Mouse – point and click.)

Click or press  → to move to the next word screen.

Click or press  ← to move to the previous screen.



## Foreign Language Fonts

To enter Spanish, French, or German words, select the font from the Editor's Font menu after the Editor's word screen appears. The special characters

available in the font you select will appear at the bottom of the Editor's word screen and remain there for reference as you type in your word list.

¢1	¢2	¢3	¢4	¢5	¢6	¢7	¢8	¢9
â	é	í	ó	ú	ñ	¿	¡	ç

Spanish Font

These special characters are typed by pressing  and a number key at the same time. For example, to type a Spanish letter *n* with a tilde (~) over it, press  6.

## Editor Printing Options

---

You can make a printout consisting of all the words, syllables, sentences and misspellings in any original *Spell It Plus* data file or any custom word list you have created using the Editor. You may also print flash cards or a word search puzzle using the list of words. Before attempting to print, select **Setup** from the Main screen's File menu and make sure the correct information has been entered.

Make sure your printer is turned on.

- Access the Editor.
- Open the file you wish to print. You may use original or custom files. Printing will begin with the word that is visible on the screen and will go to the end of the file.
- From the Editor's File menu:
  - Select **Print** to print out the entire data file.
  - Select **Print Cards** to print flash cards.
  - Select **Puzzle** to print a word search puzzle. See the next page for an illustration.

```

*****
*YRELHCNYUCEUBXCR*
*EESELEWMAGAZINE*
*DXSHNRNRRENICIDEM*
*UOANTEBPTTIVGTEV*
*TPHAORMOYASYPUDE*
*EPPTLEUMUDIBUINS*
*AOGUFUFINANSSWI*
*SSCRUELTYEDELHAC*
*IISAOGOHSAARYOR*
*LTYL PENNVSLRLCE*
*YELVNI OIEPSMVYAX*
*CV EYAPNALLOWEDDE*
*FQOGSENBCETOYVGKG*
*GTREECRUOSTOPLWO*
*TARUNCJAGVWCKBMU*
*BZXB TNEREF FIDPVG*
*****

```

allowed  
 already  
 bargain  
 boundary  
 certainly

cruelty  
 different  
 disease  
 divine  
 easily

exercise  
 further  
 immense  
 magazine  
 medicine

naturally  
 opposite  
 phase  
 response  
 source

## Leaving the Editor

---

- If you wish to return to the program, select **Spell It +** from the Editor's File menu.
- If you wish to exit the entire program, select **Quit** from the Editor's File menu.

## Using Your New File With *Spell It Plus*

---

- Select **Your File** from the Main screen's Level menu.
- Insert the custom data disk and select the name of the file you have just created.
- Select a special font from the Font menu if your file contains Spanish, French, or German words.
- Select a *Spell It Plus* activity of your choice.

## Troubleshooting

---

**If the program runs too fast on an Apple IIc+,**

Hold down the <Esc> key as soon as you turn the computer on (while the program is booting).

**If you get the message “Unable to load ProDOS,”**

The disk is damaged or defective. Return the disk for replacement.

**If a menu item is fuzzy or “grayed,”**

This means the menu item is not available at this time.

## Main Screen Menus

---

### Menu

About Spell It Plus

About Spell It Plus – brief description of program, publisher, copyright, authors

### File Menu

New Student  
Record Keeping  
See Record  
Print Record  
-----  
Setup  
-----  
Editor  
Quit

New Student – change student without restarting program

Record Keeping – turn on/off

See Record – view student scores

Print Record – print out scores

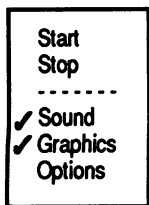
Setup – enter printer and pathname information

Editor – access to create new files

Quit – exit the entire program



## Activity Menu



Start – begin selected activity

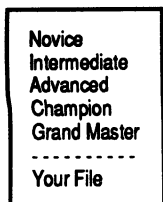
Stop – escape from an activity

Sound – turn on/off

Graphics – turn on/off

Options – change options within an activity

## Level Menu



Novice –

Intermediate – [difficulty

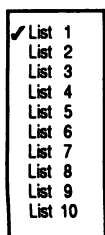
Advanced – levels]

Champion –

Grand Master –

Your File – use a custom file

## Words Menu



List 1

to

List 10 – lists of words within  
each difficulty level

## Font Menu



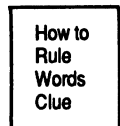
USA.Std – English

Spanish – [fonts with

French – special

German – characters]

## Help Menu



How to – activity instructions

Rule – review spelling rule

Words – see entire word list

Clue – get first letter of scrambled word

## Editor Menus

---

### File Menu

New	⌘N
Open Original	
Open Custom	⌘O
Close	⌘C
Save	⌘S
-----	
Print	⌘P
Print Cards	
Print Puzzle	
-----	
Spell It +	⌘X
Quit	⌘Q

New – start a new file

Open Original – open a SI+ file

Open Custom – open a file you made

Close – close a file

Save – save the data to the disk

Print – print out the file

Print Cards – print words and sentences

Print Puzzle – print a word search puzzle

Spell It + – return to program

Quit – exit the entire program

### Edit Menu

Insert	⌘I
Delete	⌘D
Add	⌘A
Word	⌘W
Sort	
Fill	⌘F
Rule	⌘R

Insert – insert a word in the list

Delete – delete a word from the list

Add – enter the next word

Word – go to a specific list word

Sort – alphabetize words in file

Fill – create a blank in sentence

Rule – add a rule for the list

### Font Menu

USA.Std
Spanish
French
German

USA.Std – English

Spanish – [fonts with

French – special

German – characters]

## Apple Printer Categories

---

- |                                  |                              |
|----------------------------------|------------------------------|
| A. Anadex DP-9000/9500 *         | M. Okidata Microline 92/93   |
| B. Anadex DP-9001/9501 *         | Okidata Microline 84         |
| Datasouth 180                    | N. C. Itoh Prowriter         |
| C. Apple Dot Matrix **           | C. Itoh Prowriter II         |
| D. Apple Scribe                  | C. Itoh 7500                 |
| E. Brother M-1009                | C. Itoh 8510                 |
| Epson FX-80                      | NEC PC-8023/8025             |
| Epson FX-85                      | O. Smith Corona D100/200/300 |
| Epson JX-80                      | P. Blue Chip M120/10         |
| Epson LX-80                      | Mannesmann Tally Spirit 80   |
| Panasonic KX-P1091/1092          | Q. Star Delta 10/15          |
| F. Epson MX-70                   | Star Gemini 10/15            |
| G. Epson MX-100                  | Star Radix 10/15             |
| Epson MX-80 with Graftrax        | R. TRS-80 DMP-105            |
| HP Thinkjet ***                  | TRS-80 DMP-400               |
| Panasonic KX-P1090               | S. Transtar 315              |
| H. Epson RX-80                   | T. Okidata Microline 192/193 |
| Epson LQ-800                     | U. Legend 1385               |
| I. Apple Imagewriter             | IBM Compatibles              |
| Apple Imagewriter II             |                              |
| Epson AP-80                      |                              |
| J. Malibu 200                    |                              |
| K. Mannesmann Tally 160/180      |                              |
| L. Okidata Microline 82A/83A**** |                              |

\* Option R (2K buffer expansion) required to print graphics.

\*\* Set dip switches as follows: O = Open C = Closed

SW1								SW2							
1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
O	O	O	O	O	O	O	O	C	O	O	O	O	C	C	O

\*\*\* Switch 5 must be up for alternate mode (Epson compatible).

\*\*\*\* Must be equipped with the Okigraph graphics option.

## Apple Printer Interface Categories

---

- A. Apple Communications
  - SSM-AIO-II Serial
  - SSM-ASIO
  - Versacard Serial
- B. Apple IIc Serial Port
- C. Apple Centronics Parallel
  - Apple Parallel
  - Apricorn Parallel
  - Epson APL
  - Graphicard
  - Microsystems MSE 1022
  - Microtek RV-611C
  - MPC-AP-80
  - MPC-AP-Graph
  - Omnigraph
  - Printer Pro
  - Printerface
  - Printmax
  - SSM-Appic
  - Tymac
  - Versacard Parallel
  - Wizard-IPI
  - Wizard-BPO
- D. Apple Serial
- E. CCS 7720 Parallel
- F. CCS 7728 Parallel
- G. Dispatcher
  - Dual-Comm Plus
  - Franklin Dual Port
  - Printermate
- H. Dumpling 64
- I. Dumpling GX
- J. Fingerprint+ Parallel
  - Grappler+
- K. Grafstar
  - Grappler
  - Orange
  - Spies Niceprint/Super-MX
- L. Grappler Serial
  - Pretty Print
- M. Mountain Comp Parallel
- N. Mountain Comp Serial
- O. Micro Buffer II
- P. Apricorn Serial
  - MPC AP-SIO
  - MPC Graphwriter
- Q. PKASO or PKASO/U
- R. Quadram-Apic
- S. K-T Parallel
  - SSM-AIO-II Parallel
  - SSM-APIO
- T. Apple Super Serial
  - Fingerprint+ Serial
  - Microtek SV-622C
  - Videx PSIO Serial
- U. Videx Uniprint
- V. Fingerprint
- W. Transtar Pics
- X. AppleShare Network (IIe)
- Y. Apple Firmware (GS)

## APPENDIX A – CONVERTING *SPELL IT* DATA FILES TO USE WITH *SPELL IT PLUS*

---

### MS-DOS

To convert existing MS-DOS *Spell It* data to use with the new *Spell It Plus* program:

- Access the File menu from the Main screen and select **Convert Data**.
- Indicate drives or pathnames for the source disk and a (formatted) destination disk.
- Follow the directions on the screen.
- See page 24 in this manual and follow the directions for using a custom data disk with the *Spell It Plus* program.

### APPLE

To convert existing *Spell It* data files to use with the new *Spell It Plus*, use the Data Conversion Utility and ProDOS System Utilities (2.1.1) provided in the Update package. You will find these on a separate disk if you have a 5 1/4" *Spell It Plus* program disk. If you have a 3 1/2" *Spell It Plus* program disk, these utilities will be found in subdirectories on that program disk.

To convert Apple **DOS 3.3** *Spell It* data (5 1/4" data disk) to use with the **ProDOS** *Spell It Plus* program, use **Step 1** and **Step 2**. Have a blank formatted 5 1/4" disk ready on which to save the converted ProDOS files.

To convert **ProDOS** *Spell It* data (3 1/2" data disk) to use with the *Spell It Plus*, use only **Step Two**.

#### Step 1: Convert the format of DOS 3.3 files to ProDOS

**3 1/2"** – Boot *Spell It Plus*; select **Quit** from the File menu. At the cursor, type

/SPELL and press <Return>. Then type UTILITIES and press <Return>.

**5 1/4"** – Boot Side 2 of the Data Conversion Utility.

When the Utilities Menu appears:

- Select **8. Advanced Operations** from the menu; press <Return>.
- Select **3. Change a Disk's Format**; press <Return>.
- Select **2. DOS 3.3 to ProDOS**; press <Return>.
- Indicate the location of your source disk (the DOS 3.3 *Spell It* data disk) and press <Return>.
- Indicate the location of your destination disk (the blank disk) and press <Return>.
- Press <Return> when your disks are in place.
- When asked to enter a name for your volume, delete the existing name, type /SIDATA and press <Return>. Files will be converted to ProDOS and copied to the new disk.

**Step 2: Convert ProDOS *Spell It* data files to ProDOS *Spell It Plus* data files.** (Make a backup of your data if you still want to use it with the original *Spell It* program.)

**3 1/2"** – Boot *Spell It Plus*; select **Quit** from the File menu. At the cursor, type /SPELL and press <Return>. Then type **CONVERT** and press <Return>.

**5 1/4"** – Boot Side 1 of the Data Conversion Utility.

Then:

- Type **C** to convert.
- Make sure your ProDOS *Spell It* data disk is in drive 2 (or the correct drive for your configuration) and press <Return>. Your files will be converted right on that disk and then usable *only* with the *Spell It Plus* program.
- See page 56 in this manual and follow the directions for using a custom data disk with the *Spell It Plus* program.

## APPENDIX B – SPELL IT PLUS WORD LISTS

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Listed here are the 1000 words contained in the *Spell It Plus* data files. Spelling and word divisions contained in the word lists are based on preferred usage as established in the *World Book Dictionary* and *Webster's New World Dictionary*.

### Novice Level

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#### Rules:

- List 1** – Be careful when spelling number words. Sometimes the spelling of the root changes. (four-forty, five-fifty)
- List 2** – Compound words are made up of two shorter words joined together. (foot-ball, football)
- List 3** – Plurals. To form the plurals of most nouns, simply add *s*. (balloon-balloons)  
Add *es* to nouns ending in *ch*, *sh*, *s*, *x*, and *z*. (church-churches)
- List 4** – The *neutral vowel with r* sound which usually appears in an unstressed syllable can be spelled *or*, *er*, or *ar*. (color, tiger, sugar)
- List 5** – The *ir* sound can be spelled *ear*, *eer*, *ier*, or *ere*. (appear, career, pierce, reve're)

#### Words:

##### List 1

eight	fourteen
eighth	fourth
eighteen	hundred
eighty	hundredth
five	nineteenth
fifteen	ninth
fiftieth	ninety
fifty	ninetieth
four	seventh
forty	seventy

##### List 2

basketball	goldfish
blueprint	midnight
bookmark	railroad
campground	schoolroom
cookbook	seaweed
driveway	snowfall
flagpole	spotlight
flashlight	sunrise
football	weekend
freeway	wristwatch

**List 3**

aches  
balloons  
boxes  
brushes  
chairs  
cameos  
chiefs  
churches  
cupfuls  
glasses  
lawyers  
lunches  
monkeys  
pictures  
poets  
radishes  
radios  
taxes  
topazes  
turkeys

**List 4**

anchor  
cellar  
color  
dollar  
flower  
grammar  
harbor  
humor  
hunter  
laughter  
owner  
polar  
razor  
shoulder  
soccer  
sugar  
supper  
teacher  
tiger  
weather

**List 5**

bier  
brigadier  
career  
cereal  
cheerleader  
disappear  
dreary  
earache  
fearful  
merely  
pierce  
pioneer  
query  
revere  
serial  
serious  
shears  
sphere  
tier  
veneer

**List 6**

area  
dropped  
eager  
entirely  
fashion  
guilty  
heroes  
hunger  
hungry  
laborer  
lengthen  
luxury  
material  
method  
oppose  
perceive  
practice  
regard  
sentence  
since

**List 7**

amount  
attempt  
beautiful  
carrier  
council  
dealt  
device  
disgust  
escape  
except  
heroic  
listener  
minutes  
paid  
really  
sense  
stepped  
stories  
woman  
writing

**List 8**

across  
addition  
advice  
among  
clothes  
collar  
coming  
dairy  
decent  
define  
divide  
fitness  
friend  
lose  
mere  
operate  
quiet  
simple  
simply  
studying

**List 9**

affect  
afraid  
against  
careful  
choose  
during  
enough  
group  
hoping  
increase  
involve  
lonely  
maybe  
meant  
passed  
peace  
rebel  
scene  
where  
whole

**List 10**

allowed  
already  
bargain  
boundary  
certainly  
cruelty  
different  
disease  
divine  
easily  
exercise  
further  
immense  
magazine  
medicine  
naturally  
opposite  
phase  
response  
source



## Intermediate Level

---

### Rules:

- List 1** – When a word ends in *silent e*, drop the *e* before adding a suffix. (arrive-arrival, become-becoming)
- List 2** – Pronouncing words carefully will help you to spell them correctly. Be sure not to add or omit sounds.
- List 3** – Pronouncing words carefully will help you to spell them correctly. Be sure not to add or omit sounds. For example, *athlete* has 2 syllables, not 3.
- List 4** – The *oi* sound can be spelled *oi*, as in *poison*, or *oy*, as in *voyage*.
- List 5** – If a word ends with *silent e*, keep the *e* if the suffix begins with a consonant. (manage-management, complete-completely)

### Words:

#### List 1

accuse  
accusing  
argue  
argument  
arrive  
arrival  
become  
becoming  
continue  
continuous  
desirable  
desirability  
encourage  
encouraging  
movable  
notice  
noticing  
shining  
value  
valuable

#### List 2

curious  
curiosity  
disaster  
disastrous  
enter  
entering  
entrance  
explain  
explanation  
hinder  
hindrance  
pronounce  
speak  
speech  
though  
thought  
thorough  
threw  
through  
throughout

**List 3**

athlete  
athletics  
column  
columnist  
drown  
drowned  
drowning  
govern  
government  
grieve  
grievous  
lighten  
lightning  
pamphlet  
particular  
particularly  
rhythm  
rhythmic  
strict  
strictly

**List 4**

anoint  
appoint  
avoid  
boycott  
decoy  
embroidery  
employer  
exploit  
loiter  
loyal  
moisten  
oilcloth  
oyster  
pointless  
poise  
poison  
rejoice  
royalty  
void  
voyage

**List 5**

acute  
acutely  
arrange  
arrangement  
careless  
complete  
completely  
extreme  
extremely  
hopeless  
immediate  
immediately  
likely  
likeness  
manage  
management  
sincere  
sincerely  
safety  
usefulness

**List 6**

applying  
cabbage  
certain  
decision  
effect  
interest  
losing  
possible  
prepare  
pursue  
receiving  
separation  
similar  
stretch  
stubborn  
themselves  
together  
treasurer  
useless  
worked

**List 7**

advisor  
annual  
calendar  
cyclone  
despair  
everybody  
generally  
loose  
necessary  
opinion  
personal  
practical  
principal  
principle  
realize  
religion  
remember  
satire  
sponsor  
strength

**List 8**

apartment  
apology  
barbecue  
category  
dining  
expense  
fiery  
greenish  
library  
occasion  
opponent  
original  
permanent  
pertain  
playwright  
presence  
relative  
resources  
roommate  
useful

**List 9**

acquire  
alcohol  
amateur  
desperate  
develop  
discuss  
fascinate  
favorite  
forward  
fulfill  
genius  
ideally  
knowledge  
license  
medical  
potato  
prisoner  
represent  
several  
therefore

**List 10**

awkward  
cemetery  
commission  
conscience  
definite  
embarrass  
laboratory  
marriage  
misspell  
occurred  
persuade  
recognize  
restaurant  
schedule  
sergeant  
straight  
terrific  
unusual  
villain  
women

## Advanced Level

---

### Rules:

**List 1** – Use *i* before *e*, except after *c*. (achieve, quotient, receive)

**List 2** – There are exceptions to the *i before e* rule. (leisure, neither) Use *ei* when the word has a *long a* sound. (freight, weight)

**List 3** – When *final y* is preceded by a consonant, change the *y* to *i* before adding a suffix, unless the suffix begins with *i*. (carry, carried, carrying)

**List 4** – Most words that end with the *seed* sound are spelled *cede*. (recede, concede) Exceptions are *exceed*, *proceed*, and *succeed*.

**List 5** – A *neutral vowel with r* sound which usually appears in an unstressed syllable can be spelled *ar*, *er*, *ir*, *or*, or *ur*. (burglar, equator, semester, directory, murmur)

### Words:

#### List 1

achieve

belief

believe

brief

chief

deceive

fiendish

fierce

hygiene

mischief

niece

piece

quotient

receive

relieve

shield

shriek

siege

sieve

yield

#### List 2

beige

either

foreign

freight

height

heir

heirloom

leisure

neigh

neighbor

neither

protein

seize

seizure

sleigh

veil

vein

weigh

weight

weird

**List 3**

accompany  
 accompanying  
 accompanied  
 busy  
 business  
 carry  
 carrying  
 carried  
 company  
 companies  
 enemy  
 enemies  
 family  
 families  
 lively  
 livelier  
 livelihood  
 satisfy  
 satisfied  
 satisfying

**List 4**

accede  
 access  
 accessory  
 antecedent  
 cede  
 concede  
 concession  
 exceed  
 excess  
 intercede  
 precede  
 procedure  
 proceed  
 procession  
 recede  
 recession  
 secede  
 succeed  
 success  
 supersede

**List 5**

bachelor  
 burglar  
 calculator  
 carburetor  
 directory  
 equator  
 foreigner  
 governor  
 murmur  
 muscular  
 passenger  
 percolator  
 predecessor  
 prosecutor  
 radiator  
 refrigerator  
 scholar  
 semester  
 singular  
 vinegar

**List 6**

bureau  
 chocolate  
 committee  
 courteous  
 disappoint  
 fascinating  
 loneliness  
 mischievous  
 mortgage  
 parallel  
 privilege  
 probably  
 recommend  
 sandwich  
 secretary  
 stationery  
 surprise  
 tragedy  
 vegetable  
 whether

**List 7**

alumni  
 approaches  
 beginning  
 challenge  
 confusion  
 difficult  
 discussion  
 entertain  
 excellence  
 fantasy  
 generally  
 happiness  
 industry  
 intellect  
 literary  
 morale  
 physical  
 ridicule  
 sherbet  
 suppose

**List 8**

aluminum  
 appropriate  
 attitude  
 behavior  
 burial  
 cigarette  
 concentrate  
 counselor  
 destruction  
 dilemma  
 disguise  
 familiar  
 ignorant  
 indefinite  
 mathematics  
 morally  
 pheasant  
 simile  
 summary  
 tomorrow

**List 9**

aggravate  
 anticipate  
 beauteous  
 commercial  
 condemn  
 devastation  
 emperor  
 equipment  
 fallacy  
 imagination  
 likelihood  
 narrative  
 obstacle  
 peculiar  
 prestige  
 ridiculous  
 sacrifice  
 shepherd  
 sophomore  
 symbol

**List 10**

abscess  
 arguing  
 author  
 bankruptcy  
 candidate  
 changeable  
 conferring  
 descent  
 describe  
 elementary  
 genealogy  
 momentum  
 pageant  
 personnel  
 profession  
 quantity  
 repetition  
 syllable  
 technique  
 transferred

## Champion Level

---

### Rules:

- List 1** – The *k* and *g* sounds are usually followed by the *ant* ending, as in *elegant*. The *s* and *j* sounds are usually followed by the *ent* ending, as in *magnificent*.
- List 2** – The *k* and *g* sounds are usually followed by the *ance* ending, as in *significance*. The *s* and *j* sounds are usually followed by the *ence* ending, as in *adolescence*.
- List 3** – The *sh* sound can be spelled with *ti*, *ci*, or *si*. (reception, conscious, expansion)
- List 4** – Double the final consonant when adding a suffix if the word has only one syllable or if the last syllable is accented.
- List 5** – When using the prefixes *dis* and *un*, do not change the spelling of the root word.

### Words:

#### List 1

abundant  
agreement  
consistent  
convenient  
descendant  
document  
dominant  
efficient  
elegant  
employment  
expectant  
important  
independent  
pleasant  
magnificent  
persistent  
prevalent  
prominent  
significant  
warrant

#### List 2

absence  
acquaintance  
adolescence  
ambulance  
annoyance  
appearance  
attendance  
audience  
conference  
evidence  
existence  
experience  
guidance  
ignorance  
intelligence  
interference  
remembrance  
residence  
resistance  
significance

**List 3**

abbreviation  
ambition  
artificial  
beneficial  
conscious  
crucial  
description  
dietitian  
distinction  
exemption  
expansion  
facial  
gracious  
musician  
precious  
reception  
spacious  
spatial  
substantial  
vicious

**List 4**

acquittal  
admittance  
allotted  
beginner  
benefited  
controlled  
difference  
equipped  
gladden  
happened  
listening  
occurrence  
offered  
omitted  
preferred  
quitting  
referring  
revealing  
spurring  
swimming

**List 5**

disability  
disagree  
disapprove  
disarray  
discourage  
dishonor  
disillusion  
disqualify  
dissatisfied  
dissimilar  
uncommon  
unconscious  
unearned  
unequaled  
unguarded  
unknown  
unmoved  
unnamed  
unnatural  
unnecessary

**List 6**

aggressive  
analysis  
atheist  
basically  
capitalism  
communist  
contemporary  
defensible  
divisible  
efficiency  
friendliness  
incidentally  
interrupt  
mechanics  
nutrient  
political  
propaganda  
satellite  
suspense  
vacuum

**List 7**

asterisk  
astronaut  
brilliance  
competition  
criticism  
emphasize  
exhaustion  
financier  
guarantee  
influential  
maneuver  
mysterious  
organization  
philosophy  
reminisce  
stability  
sufficient  
temperament  
theory  
varies

**List 8**

accelerate  
alleged  
association  
compatible  
credible  
criticize  
discipline  
eliminate  
evidently  
financial  
gaiety  
humorous  
ingredient  
jealousy  
manufacture  
numerous  
optimism  
sarcastic  
subtle  
various

**List 9**

abundance  
accidentally  
adolescent  
assassin  
colonel  
crocheting  
elicit  
finally  
hypocrisy  
imaginary  
initiative  
occurring  
possession  
predominant  
prophecy  
sociology  
succession  
synonymous  
undoubtedly  
unusually

**List 10**

alleviate  
approximate  
catechism  
competitor  
diligence  
forcible  
fundamental  
hospitalized  
ingenious  
laboriously  
melancholy  
paralyzed  
politician  
psychology  
sabotage  
suppress  
tendency  
tremendous  
ubiquitous  
vengeance

## Grand Master Level

---

### Rules:

- List 1** – The *k* and *g* sounds are usually followed by *ant*, as in *extravagant*. The *s* and *j* sounds are usually followed by *ent*, as in *negligent*.
- List 2** – The *k* and *g* sounds are usually followed by *ance*, as in *elegance*. The *s* and *j* sounds are usually followed by *ence*, as in *innocence*.
- List 3** – The *able* suffix is used more often than the *ible* suffix. The *s* and *j* sounds are usually followed by *ible*. (irritable, legible, accessible)
- List 7** – Words in this list are of Spanish origin.
- List 8** – Words in this list are of Italian origin.
- List 9** – Words in this list are of French origin.

### Words:

#### List 1

arrogant  
assistant  
brilliant  
competent  
compliant  
confident  
defiant  
dependent  
diligent  
divergent  
excellent  
extravagant  
fluorescent  
indulgent  
insistent  
intelligent  
negligent  
tolerant  
turbulent  
violent

#### List 2

abstinence  
alliance  
appliance  
assurance  
clearance  
compliance  
consequence  
disturbance  
elegance  
endurance  
inference  
influence  
innocence  
insurance  
maintenance  
nuisance  
performance  
preference  
reference  
reliance

**List 3**

acceptable  
accessible  
admirable  
admissible  
available  
contemptible  
convertible  
digestible  
disposable  
eligible  
excitable  
incredible  
inevitable  
irresistible  
irritable  
legible  
permissible  
plausible  
responsible  
susceptible

**List 4**

acquiesce  
aesthetic  
baroque  
bellicose  
cryptic  
curriculum  
epitome  
euphemism  
hemorrhage  
nemesis  
ostracize  
panacea  
panache  
paradigm  
physics  
psychiatry  
separate  
subpoena  
synonym  
verbatim

**List 5**

accommodate  
admission  
advertising  
auxiliary  
clientele  
comparative  
environment  
exaggerate  
experiment  
fictitious  
hysterical  
medieval  
primitive  
psychic  
recipient  
rheumatism  
saccharin  
scissors  
situation  
sovereign

**List 6**

accumulate  
advantageous  
allegiance  
apparatus  
authority  
conqueror  
cylinder  
excitement  
exhilarated  
harass  
hypocrite  
hypothesis  
leisurely  
noticeable  
oblique  
paralysis  
persuasive  
phenomenon  
raspberry  
spontaneous

**List 7**

abalone  
alligator  
armadillo  
avocado  
barracuda  
cafeteria  
desperado  
enchilada  
filibuster  
guerrilla  
hacienda  
mosquito  
palomino  
pueblo  
sierra  
stevedore  
tapioca  
tobacco  
tortilla  
vigilante

**List 8**

bologna  
broccoli  
campaign  
corridor  
dilettante  
espresso  
fettucine  
fiasco  
ghetto  
imbroglia  
incognito  
influenza  
intrigue  
lasagna  
minestrone  
miniature  
mozzarella  
picturesque  
scenario  
spaghetti

**List 9**

aperitif  
bizarre  
bouffant  
bouillon  
burlesque  
champagne  
chignon  
connoisseur  
croissant  
decolletage  
julienne  
mayonnaise  
mousse  
parliament  
peignoir  
quiche  
roux  
syndicate  
talisman  
vichyssoise

**List 10**

aberration  
abysmal  
adjudicate  
anathema  
auspicious  
corroborate  
diaphragm  
extraneous  
facsimile  
ingenuous  
ingratiating  
inveigle  
narcissistic  
obsequious  
perspicacity  
rambunctious  
resuscitate  
subterranean  
supercilious  
tortuous



## APPENDIX C – JUNIOR DATA FILES

---

### Rules:

**List 1A** – The *ch* sound can be spelled with *ch* or *tch*. (chip, itch, hunch)

**List 1B** – Words on this list have the *th* sound. (that, weather)

**List 1C** – Some words contain silent letters. The *w* in *wr*, the *k* in *kn*, and the letters *gh* are sometimes silent. (wrap, know, right)

**List 1D** – Words on this list have the *long a* sound, which can be spelled *ai* or *ay*. (grain, play)

**List 1E** – The *q* is always followed by a *u*. The *qu* has the sound of *kw*. (square, quiz)

**List 1F** – Words on this list begin with *wh* and *ph*. The letters *ph* make the sound of *f*. (whale, phone)

### Words:

#### List 1A

batch	crunch
chat	hitch
chess	hunch
chick	itch
chill	latch
chip	stitch
chug	witch
chum	

#### List 1B

bathe	then
clothes	therefore
either	these
neither	this
than	those
that	weather
theirs	whether
them	

#### List 1C

bright	sight
knee	thought
kneel	wrap
knight	wrecks
knob	wrists
know	wrong
night	wrote
right	

#### List 1D

bay	rain
day	snail
faith	stay
grain	strain
jail	stray
jay	wait
play	way
rail	

#### List 1E

quack	quiz
quail	quote
quake	square
queen	squash
quick	squeal
quilt	squeeze
quit	squint
quite	

#### List 1F

graph	where
phone	whiff
phrase	while
whack	whine
whale	whip
wharf	white
what	why
wheel	

**Rules:****List 2A** – The *ow* sound can be spelled *ow* or *ou*. (how, round)**List 2B** – The letter *g* has two sounds: a *hard* sound, as in *go*, and a *soft* sound, as in *age*.**List 2C** – Words in this list can be divided into two syllables. (mu sic)**List 2D** – No rule.**List 2E** – Dividing a word into syllables makes it easier to learn. (ham mer)**List 2F** – No rule.**Words:****List 2A**

cloud	ounce
count	our
crouch	owl
down	round
flour	shout
how	spout
mouth	town
now	

**List 2B**

age	grade
bridge	hug
cage	huge
change	judge
game	large
gem	page
globe	stage
gold	

**List 2C**

cleaner	open
decide	paper
delay	prevent
elect	reason
final	refer
frozen	reform
glider	tiny
music	

**List 2D**

above	light
across	none
done	piece
doubt	ready
fight	straight
guide	tonight
heard	won
high	

**List 2E**

basket	plastic
hammer	rocket
invent	sharpen
ladder	shorten
letter	summer
master	traffic
number	tunnel
person	

**List 2F**

backpack	drink
black	kick
block	pink
bread	quickest
clock	think
coast	track
crack	trick
crowd	

**Rules:**

**List 3A** – The *neutral vowel with l* sound can be spelled with *el, le, or al*. (level, trouble, total)

**List 3B** – The *s* sound can be spelled with *s, ss, or c*. (seesaw, hissing, nice)

**List 3C** – The *long e* sound can be spelled *ee* or *ea*. (sweet, wheat)

**List 3D** – The *long a* sound can be spelled *ai, ay, or a-consonant-e*. (waist, clay, plate)

**List 3E** – Some words begin with silent consonants. (wrench, knock)

**List 3F** – No rule.

**Words:****List 3A**

ankle	nickel
battles	paddle
petals	petals
eagle	puddles
kettle	purple
labels	rifle
level	sprinkled
medal	stumble
metals	total
model	trouble

**List 3B**

cents	prince
cinders	princess
citrus	scrambled
city	scratch
fuss	seesaw
hissing	send
ice	sphinx
nice	street
pencil	swallow
place	swiftly

**List 3C**

cream	screen
deep	sheep
dream	streaks
feast	stream
green	steep
peaches	sweep
peel	teeth
reach	sweet
read	treat
scream	wheat

**List 3D**

base	maid
braided	plate
brave	railroad
claim	skate
clay	spray
crate	snake
faded	stain
grapes	sway
gray	trail
lake	waist

**List 3E**

knapsack	reindeer
kneel	ring
knife	wrapping
knit	wreath
knobs	wreck
knock	wrestling
knot	wrench
never	wrinkles
nose	wrist
rainbow	write

**List 3F**

bark	forks
carport	jar
chart	mark
chores	porch
cordless	short
corn	star
dark	starry
door	starting
dwarf	storm
floor	story

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## ABOUT THE AUTHORS

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*Spell It Plus* was developed by a team of educators and programmers. The team was directed by Dr. Jan Davidson, former teacher and founder and president of Davidson & Associates, Inc., and Mike Albanese, programming director.

The *Spell It Plus* team:

**Faye Schwartz** served as product leader, developed the data files, and wrote the manual;

**Cathy Johnson** served as product advisor and wrote and edited the manual;

**Kelly Yeary** assisted with the documentation editing and layout;

**Kevin Burley** programmed the Apple version;

**Larene Wade Spitler** developed the MS-DOS version;

**Kevin Kachikian** developed the Macintosh version;

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Leslie House, Barbara DeWitt, Kelly Yeary, Anne Hertz, David Reed, Erin Yoshida, Lori Hayase, and Michaelle Fields all assisted in the testing and evaluation of this product. Kelly McMahon created the drawings for the manual.

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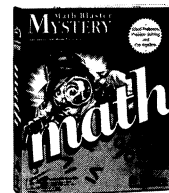
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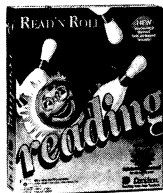


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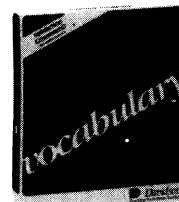
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