



KID DESK

TM

Macintosh Guide

The Edmark Story

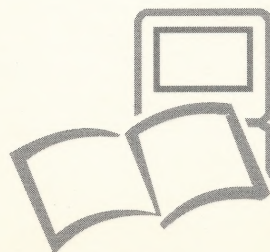
In the late 1960's, a group of educators at the University of Washington developed a dramatically different way to teach reading. This new method was remarkably successful with students who had met with failure in other programs. By slowly building skills, it ensured success and a feeling of confidence. The students who used this method began to believe in themselves and in their ability to read.

In 1970, the Edmark Corporation was formed to make the reading method and other quality educational products available to a broader market. Edmark's mission was to apply advanced educational concepts to the development of quality classroom materials. Since then, Edmark products have been used extensively in classrooms nationwide, and teachers have been vocal in their praise. "So much magic in one box!" wrote one, "Some of my students wouldn't be reading without Edmark's help."

Twenty years later, Edmark continues to find new ways of empowering young children to learn. Computers provide an exciting new tool for learning. Managed by educators, Edmark is leading the way in developing engaging, creative software based on proven educational concepts.

Now you can possess the same Edmark expertise that teachers have relied on for more than two decades. Edmark's Early Learning Software provides a captivating method for using the home computer to help your child to learn. *Millie's Math House*, *Bailey's Book House*, and *KidDesk* are the first in a growing family of products designed specifically for young children.

At Edmark, we're driven by the wondrous look of children learning something new. Our goal is to ensure that if Edmark's name is on the box, there's a world of learning inside.





Macintosh Guide

KidDesk gives kids a place of their own on the computer—a personalized, colorful desktop that lets them launch their own programs but keeps them out of *any* adult programs not selected for their use. Every desk includes lots of fun desk accessories—like a 13-month calendar, a calculator, a message machine, and a talking clock. With *KidDesk*, parents no longer have to worry about letting young kids use their computer!



Macintosh Guide

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Welcome to KidDesk!

Children need opportunities to explore, experiment, make decisions, take risks, make mistakes, succeed, and—most important of all—to learn. A rich and varied environment is essential to nourish their development.

As computers become an increasingly important part of this environment, children can begin early in life to enjoy and benefit from using the computer as an engaging, highly interactive learning tool. *KidDesk* was designed to enable your children to use the computer freely and independently—to gain confidence and self-esteem—without placing your own valuable data at risk.

Children are eager to use the tools that they see grown-ups use. With *KidDesk*, your child can learn real-life skills using an assortment of fully functional desktop accessories. There's a calculator, a talking analog/digital clock, a phone with a message recorder, and a perpetual calendar with colorful stickers for special dates.

Because "one size" never really fits all, *KidDesk* provides options for you to create a unique and personal desktop that is just right for each child. You control which applications on your hard disk each child can access. You may also want to turn off all of the desk accessories and have children begin by just using *KidDesk* as a personalized program launcher. One by one, you can add and explain how to use each accessory and watch their surprise and delight at each new addition. (It's almost like bringing home three or four new programs.)

We want to help you in your role as your child's first teacher by providing software that combines leading-edge technology, proven educational methods, and a sense of joy in learning, to ensure success for your child. Listening is a vital part of our development process. We listen to parents, children, teachers—and we really want to listen to you. Please drop us a line, describe your needs, and join us in helping children use the power of technology to increase their learning potential!

The Edmark Development Team

Getting Started

What's in this package?

KidDesk Guide
Registration Card
1 Program Disk
Product Brochure

What do you need?

- Macintosh Plus or later
- System 6.0.7 or later (with MultiFinder off)
System 7.0 or later required for some features
- Memory:
System 6.0.x—1 MB for monochrome; 2 MB for color
System 7.0 or later—2 MB for monochrome; 4 MB for color
- Hard disk

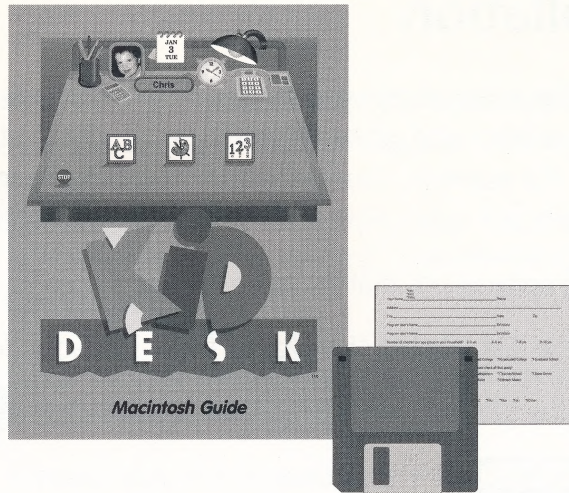
Remember...

Return your registration card today.

Read the rest of this Guide so you can help your child use KidDesk to its fullest potential.

Consider optional hardware:

- Printer—Print monthly calendars with your child's notes and reminder stickers.
- Sound-input device—If your Macintosh does not have built-in sound input, you can add a device to record sound and speech.
- TouchWindow—A removable touch screen that provides direct, easy input for very young children or children with special needs. The TouchWindow is available directly from Edmark Corporation, (206) 556-8484.
- Scanning device or video camera—If you have a hand-held or flat bed scanner or a camera with video digitizer, you can place a photograph in the Picture Frame on your child's desk.

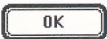


Installation

The Installer automatically checks your system software, memory, and monitor and then selects either the color or black and white version to install. Use Custom Installation to override the automatic selection. For example, choose Customize in order to install the black and white version, which requires less disk space. Follow these steps to install *KidDesk* on your hard disk:

1. Quit all applications that are open. (**Note:** System 6 users must turn MultiFinder off.)
2. Insert the disk labeled "Installation Disk" into your disk drive.

3. When the *KidDesk* window appears, double-click .

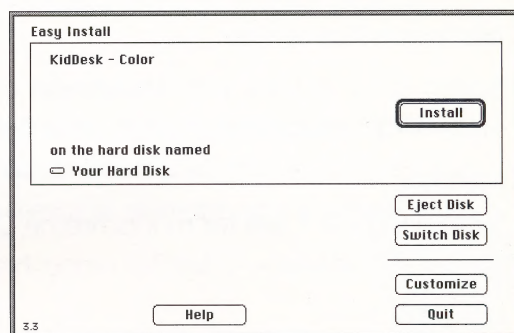
4. Click  on the *KidDesk* Installer title screen.

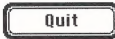
5. For **Easy Installation**, click , and proceed to step 6.

(OR)

For **Custom Installation**, click .

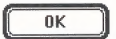
Select either "Color" or "B&W." Then, click , and proceed to step 6.



6. When the screen indicates that installation was successful, click .

(omit) 7. To set *KidDesk* to run automatically each time your computer is turned on, do the following:

System 6

- Open the *KidDesk* folder on your desktop.
- Select (by clicking once) the "KidDesk Startup" icon .
- Choose *Set Startup* from the Special menu.
- Click "Finder," and click "KidDesk Startup."
- Click , then choose *Restart* from the Special menu.

(To undo automatic running: Choose *Set Startup*, and click "Finder" and "Finder Only.")

System 7

- Open the *KidDesk* folder on your desktop, then select .
- Choose *Make Alias* from the File menu.
- Open the System folder, and drag the *KidDesk Startup alias* into the Startup Items folder in the System folder.
- Drag any other icons out of the Startup Items folder.
- Choose *Restart* from the Special menu.

(To undo automatic running: Drag the *KidDesk Startup alias* out of the Startup Items folder.)

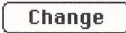
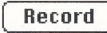
Running KidDesk automatically provides maximum hard disk protection for you while allowing your child the most independent access.

Quick Setup

No quick list can introduce every option available in *KidDesk*. However, after you have installed the program, if you take fifteen to twenty minutes, you can quickly become familiar with *KidDesk* and set up a personalized desk for your child.

Explore KidDesk: To run *KidDesk*, open the *KidDesk* folder on your desktop, then double-click . Use *Program Overview* (pages 6–7) to explore the program.

Personalize KidDesk: To set up a personalized desk for your child, follow these steps (see pages 18–28 for complete instructions):

1. Hold down the Option and Command ⌘ keys and press “A” to enter the Adult Section.
2. Click the “Kids” tab to see the Kids Card (if it is not showing), then choose *Add Kid* from the Kid menu.
 - Type your child’s name.
 - Click , then select a new icon.
 - Click  to record a Welcome Message for your child.
 - Click  when finished.
3. Click the “Applications” tab to see the Applications Card, then choose *Add Applications* from the Application menu.
 - Select the application you wish to add to your child’s desk (to add several applications, hold down the Command ⌘ key while you select the applications), then click . Use  to add applications from other drives.
4. Choose *Kid Exit Option* from the Options menu.
 - Click the desired exit option for your child. (If you choose “Allow Exit to Finder,” your child will be able to access your Macintosh desktop and hard disk.)

Enjoy KidDesk: Choose *Return to Kid Section* from the File menu, and invite your child to use *KidDesk*!

PROGRAM OVERVIEW

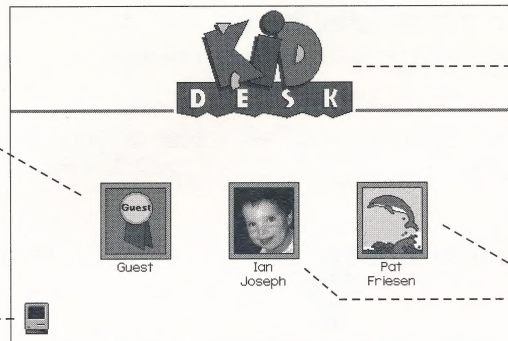
Kid Section

Guest Icon (page 10)

Click icon to go to Guest desk.

Exit Icon (page 10)

Click to leave *KidDesk*.



Screen Saver (page 10)

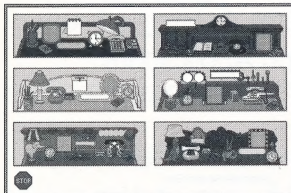
Click to activate Screen Saver.

Kid Icons (page 10)

Click icon to go to desk.

Pencils and Pens (page 13)

Select a different style of desk.



Picture Frame (page 12)

See your child's icon and hear a Welcome Message (if one has been recorded).

Calendar (page 16)

Use a monthly calendar and day box. Enter notes or reminder stickers on specific days.



Calculator (page 14)

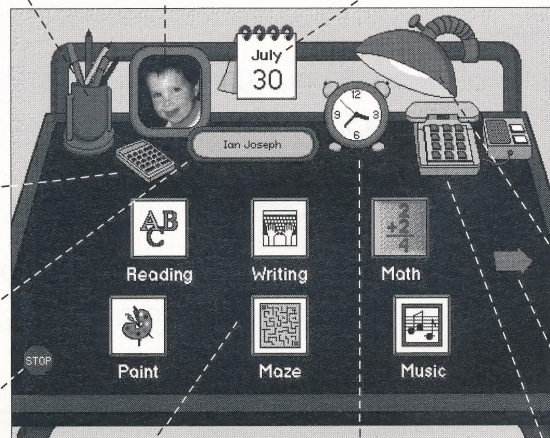
Use a large, on-screen calculator.

Name Plate (page 12)

Switch between first name only or first and last names.

Stop Sign

Return to the Opening Screen.



Lamp (page 13)

Dim or brighten the screen.

Arrow

See more applications.

Applications (page 11)

Run an application or see documents created by your child.

Clock (page 14)

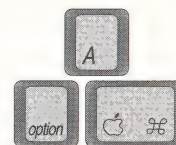
See a digital clock and hear the time spoken.

Phone and Recorder (page 15)

Record a message, and hear the phone play it back.

Adult Section

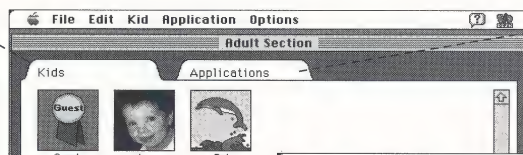
Hold down the Option and Command ⌘ keys while you press "A" to enter the Adult Section of *KidDesk*. Use the Adult Section to set up a desk for your child.



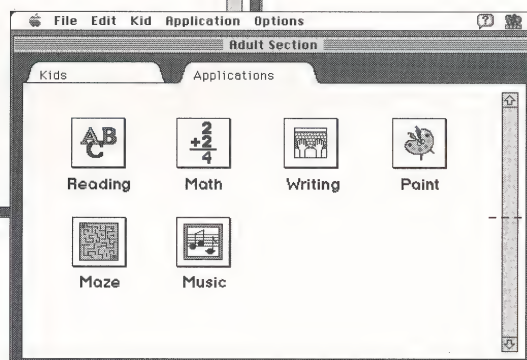
The Adult Section Window

Click the "Kids" tab to see the Kids Card and to use the Kid menu.

Kids you add will appear on this card.



Click the "Applications" tab to see the Applications Card and to use the Application menu.



--- KidDesk menu bar

--- Applications you add (from your hard disk) will appear on this card.

The KidDesk Menu Bar

File Edit Kid Application Options

Use the *KidDesk* menu bar to change kid and application settings and to control other features.

File menu (page 19)

- Return to Kid Section.
- Set up printer and page.
- Activate Finder or Quit to the Finder.
- Shut down.

Edit menu (page 19)

- Edit text and graphics.

Kid menu (page 20)

- Add or remove a child.
- Change name, icon, and Welcome Message.
- Control scanning functions.
- Limit the applications your child can use.
- Control your child's documents.

Application menu (page 25)

- Add or remove applications.
- Change an application's name in *KidDesk*.
- Run application with Finder active.
- Turn document collection on or off.

Options menu (page 26)

- Add or change an Adult Section password.
- Control the Screen Saver.
- Select your child's exit option.
- Set a Time Reminder for your child.
- Add and remove *KidDesk* accessories.

K I D S E C T I O N



The Opening Screen 10



The Desk 11



The Accessories 12

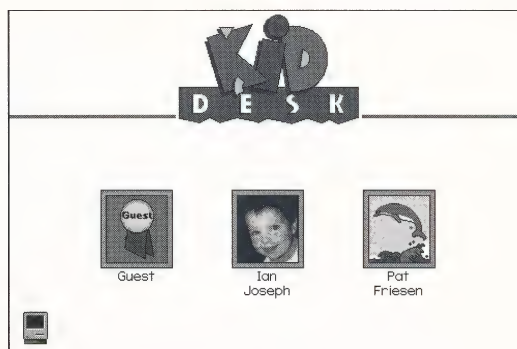
The Opening Screen

The icon and name of each child added to *KidDesk* appear on the Opening Screen of the Kid Section. To identify themselves, children just click their own icons. Before you add your child to *KidDesk* (see *Add Kid*, page 20), only the Guest icon will appear on this screen.

Before you add your child:



After you add one or more children:



You can disable the Guest icon (see *Guest Settings*, page 23); however, you may wish to leave it in so that visiting friends can use *KidDesk* without affecting your child's desktop.

To go to the Guest or Kid's desk, click the Guest or Kid's icon.

To activate the Screen Saver, click the *KidDesk* logo. To return to the Opening Screen, move the mouse or touch any key.

The Screen Saver will also appear anytime that there is no mouse or keyboard activity for five minutes. You can turn this function off or on and set the length of time after which the Screen Saver will appear (see *Screen Saver*, page 26). The Screen Saver will not appear while your child is running an application from *KidDesk* or while you are using the Adult Section of *KidDesk*.

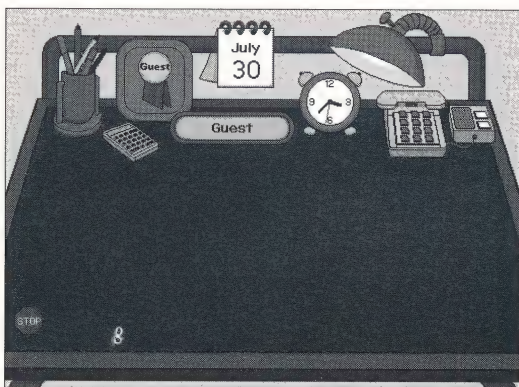
To exit KidDesk, click the computer icon (if displayed). Using the Options menu of the Adult Section (see *Kid Exit Option*, page 26), you can enable one of three exit options:

- Don't Allow Exit: There is no computer icon. (You must exit from Adult Section.)
- Allow Exit to Finder: The computer icon's screen is colored or white.
- Allow Shut Down: The computer icon's screen is black.

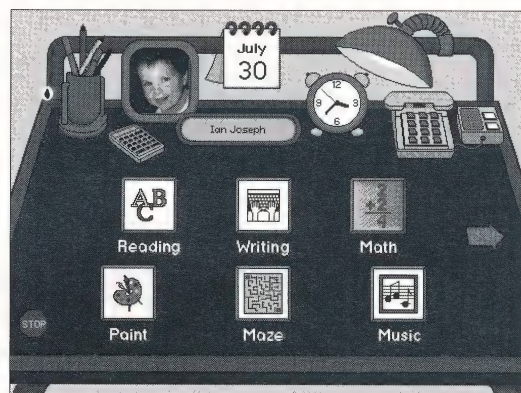
The Desk

The desk is your child's "home base." From here your child can use the accessories (Calculator, Clock, Phone, etc.) and run applications. You control the name, icon, accessories, and applications that appear on your child's desk.

Before your child and applications are added:



After your child and applications are added:



Applications you add (from your hard disk) appear here.

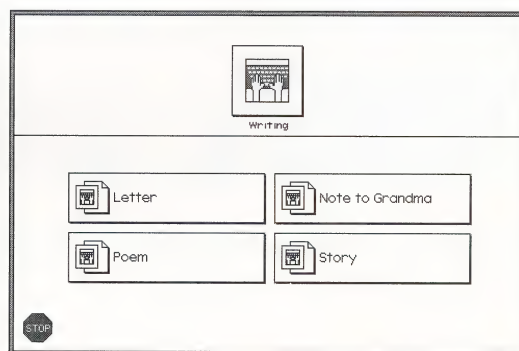
Applications (the programs that your child can use)

Add as many applications to your child's desk as you like (see *Add Application*, page 25). Your child will have access to the applications that appear on the desk, but will not be able to run any other applications on your hard disk. To run an application, your child clicks an application on the desk. After quitting the application, your child will return to the desk (if using System 6, your child will return to the Opening Screen).

Document List (System 7 or later required)

If your child has created documents while running an application from *KidDesk*, those documents will appear when the application's icon on the desk is clicked. You can add and remove documents from your child's document list (see *Kid's Documents*, page 24).

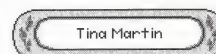
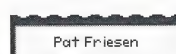
- To open a document, click the document's icon.
- To run an application, click the application's icon.
- To return to the desk, click .



The Accessories

KidDesk has six different desk styles. Each desk offers nine accessories—Name Plate, Picture Frame, Lamp, Pencils and Pens, Clock, Calculator, Recorder, Phone, and Calendar. To use an accessory, just click it! (Some accessories may be removed or added to the desk, see *KidDesk Accessories*, page 27.)

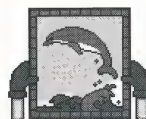
Name Plate



The Name Plate identifies the owner of the desk and displays either the first name only or the first and last names.

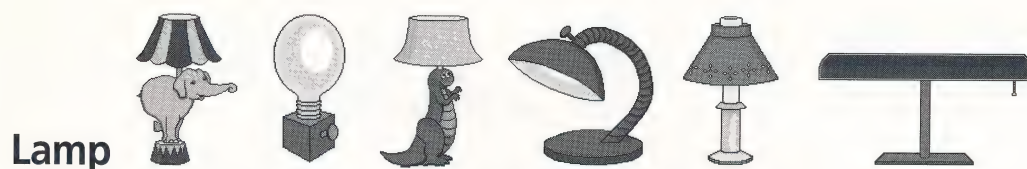
- Click the Name Plate to switch between first name only and first and last names.
- See *Add Kid* (page 20) to enter a name.

Picture Frame



The Picture Frame displays a personal icon for your child. You can choose one of *KidDesk's* 50 icons; you can draw your own icon in *KidDesk's* icon editor; or you can import a picture (such as a paint document or a digitized photograph) from another program. Clicking the Picture Frame will also play a Welcome Message, if you have recorded one.

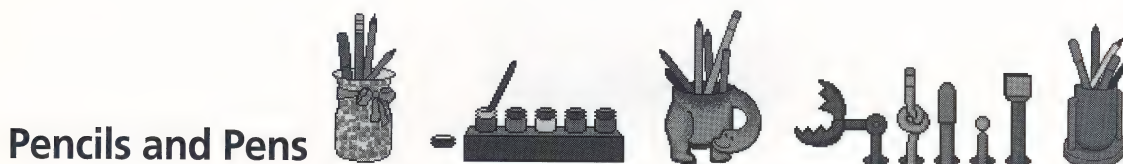
- Click the Picture Frame to play the Welcome Message.
- See *Record Welcome Message* (page 20) to record a Welcome Message.
- See *Choose Icon* (pages 21-22) to select, create, or import an icon.



Lamp

The Lamp is just for fun. Use the *KidDesk* Lamp to turn down the light on the desk.

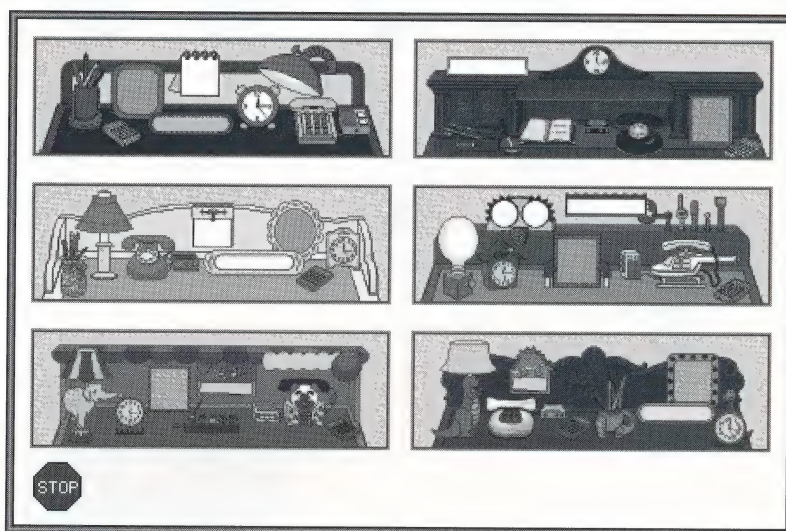
- Click the Lamp to dim the screen.
- Click it again to brighten the screen.



Pencils and Pens

The Pencils and Pens (or Paints) allow your child to choose a new style of desk. Although the “look” changes, anything specific to your child (such as name, applications, icon) remains as a part of the new desk.

- Click the Pencils and Pens to see the desk choices.
- Click  if you decide that you do not want to change desks.
- Click the desk that you want to replace your current desk.



Clock



The analog Clock uses hour, minute, and second hands to show the time. Your child can also see digital and analog clocks simultaneously and hear the time spoken. (The Clock displays the time set on your Macintosh internal clock. See the *Macintosh User's Guide* for information on setting the time.)

- Click the Clock to see a digital clock and hear the time spoken.



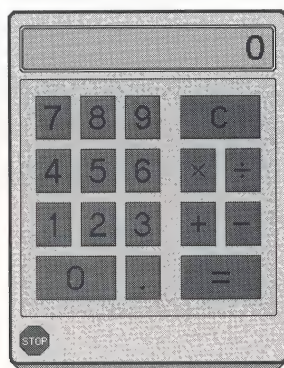
"The time is seven fifty-one."

Calculator

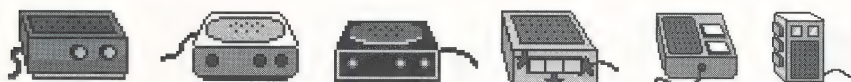


The Calculator allows your child to access the large, on-screen calculator. Use the *KidDesk* Calculator as you would a standard calculator.

- Click buttons on the Calculator, or use your keyboard (use the clear key for C; use the / key for ÷; use the * key for X) to operate the Calculator.
- Click  to return to the desk.

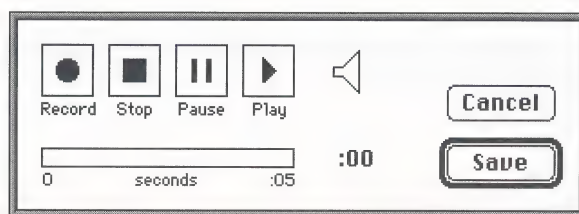


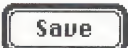
Recorder



The Recorder allows you or your child to record a message (if your computer is equipped with a microphone). Record anything you would like—a reminder, a funny noise, a riddle, a bit of encouragement.

- Click the Recorder on the desk.



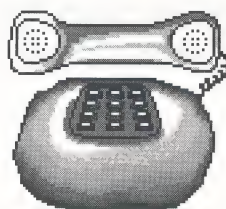
- Click  to begin recording. Click  when finished.
- Click  to hear what you recorded.
- Click  to save the newly recorded message and return to the desk.

Phone



The Phone plays the message recorded using the Recorder. Your child will hear an "off hook" signal if no message has been recorded. If you do not have a sound-input device, or if the Recorder is set to "Use Built-in Sounds," the Phone will play a variety of greetings (see *KidDesk Accessories*, page 27).

- Click the Phone to hear the message.



"Susan is coming over to play today."

Calendar



The Calendar on the desk shows the current date. Click it to view the calendar for the current month, the previous month, or one of the following 12 months.

- Click the Calendar to see the monthly calendar and day box.

Day Box -----

Reminder Stickers -----

Return to desk. -----

Print monthly calendar.

See previous month.

Return to current month and date.

See next month.

JULY 1992		Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	Today is my birthday!				1	2	3	4
		5	6	7	8	9	10	11
		12	13 NOTE	14	15	16 NOTE	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30 NOTE	31	

- Click a day to select it. Your child can enter notes or place reminder stickers on that day.

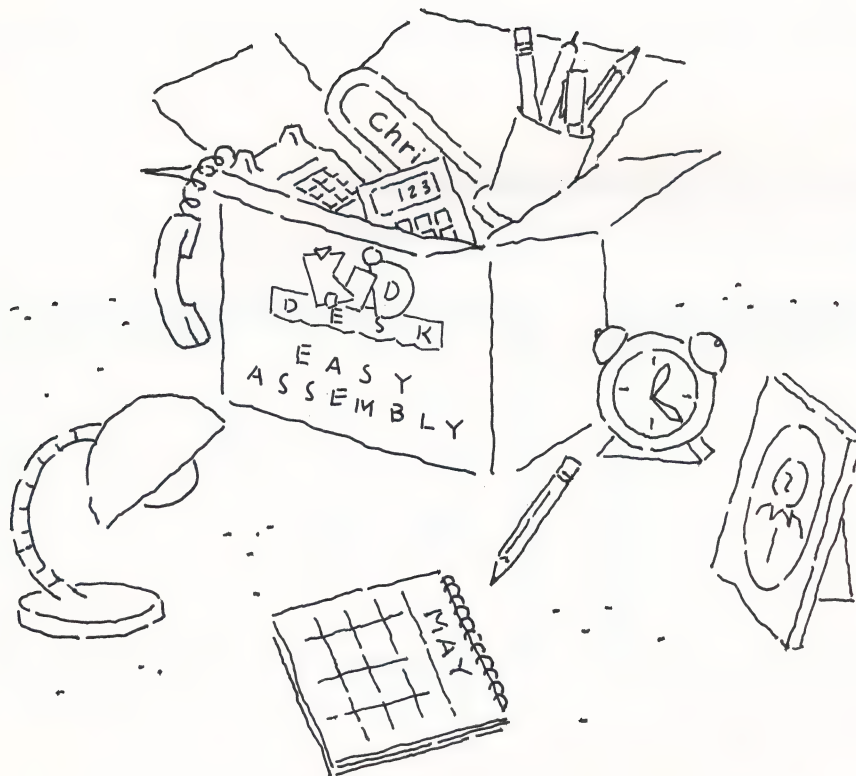
-To place a reminder sticker, click it. The sticker will appear in both the day box and the monthly calendar. To remove it, click the blank reminder sticker.

-To enter a note in the day box, type it on your keyboard. The monthly calendar will indicate a note has been entered.

If a note or reminder sticker has been entered for a particular date, an alert box with the note or sticker that was on the calendar will appear when the desk is used on that date.

- Click **STOP** to return to the desk.

A D U L T S E C T I O N



The Adult Section Window 18

File	
Return to Kid Section	⌘K
Activate Finder™	
Page Setup...	
Printer Setup...	
Quit to Finder	⌘Q
Shut Down	

File Menu 19

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A

Edit Menu 19

Kid	
Add Kid...	
Remove Kid	
Kid Settings...	
Limit Applications...	
Kid's Documents...	

Kid Menu 20

Application	
Add Applications...	
Remove Application	
Application Settings...	

Application Menu 25

Options	
Adult Password...	
Screen Saver...	
Kid Exit Option...	
Time Reminder...	
KidDesk Accessories...	

Options Menu 26

Adult Section

The Adult Section Window

Enter the Adult Section by holding down the Option and Command $\mathcal{H}$ keys while you press "A." You can also add a password as an extra security measure (see *Adult Password*, page 26).



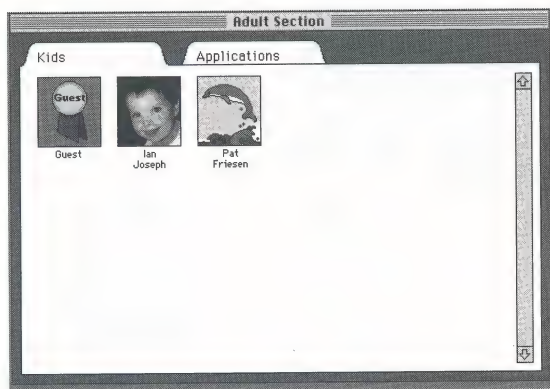
The Adult Section includes the Adult Section window (Kids and Applications Cards) and the *KidDesk* menu bar (File, Edit, Kid, Application, and Options menus). Use the Adult Section to set up a personalized desk for your child and to control other *KidDesk* options.

The Adult Section Window

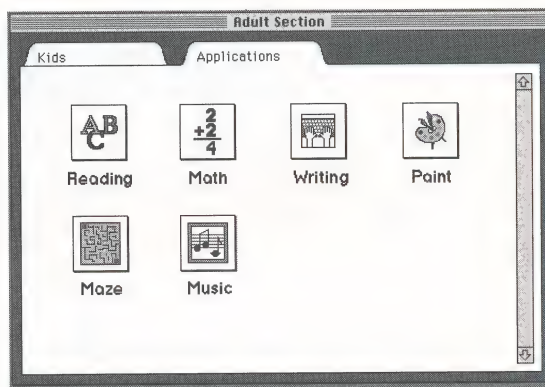
The Adult Section window displays the Kids Card or the Applications Card. The Kids Card displays the kids you have added to *KidDesk*, and the Applications Card displays applications on your hard disk that you have selected to work with *KidDesk*.

- Click the tabs to switch between the Kids Card and the Applications Card.

After you add kids to *KidDesk*:



After you add applications to *KidDesk*:



Applications you add (from your hard disk) appear here.

- When the Kids Card is showing, you can use the Kid menu to add a kid. To remove a kid or modify a kid's settings, select the kid's icon, then choose an item from the Kid menu (pages 20–24).
- When the Applications Card is showing, you can use the Application menu to add applications. To remove or modify applications, select the application's icon, then choose an item from the Application menu (page 25).
- The File, Edit, and Options menus can be used with either card showing.

The KidDesk Menu Bar

The *KidDesk* menu bar is the control center of the *KidDesk* Adult Section. Using the five menus (File, Edit, Kid, Application, and Options), you can control every aspect of the desk that your child uses.

Many of the *KidDesk* menu items display a dialog box. In a dialog box, you can enter or change information. Click  to save any changes you make and close the dialog box. Click  to close the dialog box without saving any changes and to retain the previous settings.

File Menu

Return to Kid Section: Return to the Opening Screen of the Kid Section.

Activate Finder (System 7 or later required): Use the Finder (the program that operates the Macintosh desktop) without quitting *KidDesk*. You must activate the Finder to use the *Chooser*, *Control Panels*, and other items in the Apple menu.

Page Setup: Select paper size, image enlargement, and printer effects for your child's calendar printout. (Options vary depending on printer.)

Printer Setup: Select options for your child's calendar printout. (The options may vary depending on the printer you have chosen.)

Quit to Finder: Exit *KidDesk* and return to the Finder.

Shut Down: Exit *KidDesk* and shut down the computer.

Edit Menu

The Edit menu contains the items (*Undo*, *Cut*, *Copy*, *Paste*, *Clear*, and *Select All*) that are used to edit text and graphics. Refer to your *Macintosh User's Guide* for further information.

File	Edit	Kid	Application	Options
------	------	-----	-------------	---------

File	
Return to Kid Section	⌘K
Activate Finder™	
Page Setup...	
Printer Setup...	
Quit to Finder	⌘Q
Shut Down	

Edit	
Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A

Kid
Add Kid... Remove Kid
Kid Settings...
Limit Applications... Kid's Documents...

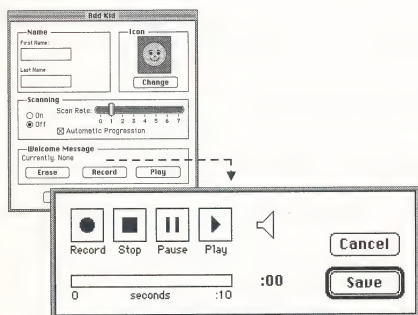
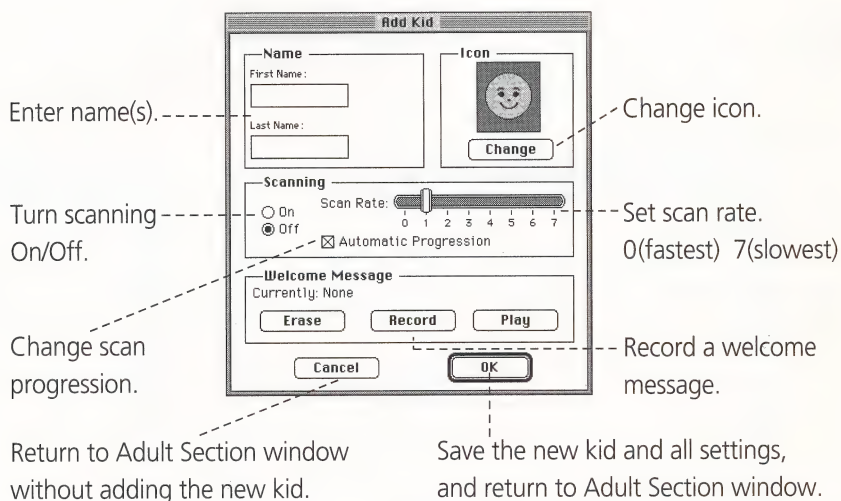
Kid Menu

Click the "Kids" tab to see the Kids Card (if it is not showing) and to use the Kid menu.

Add Kid

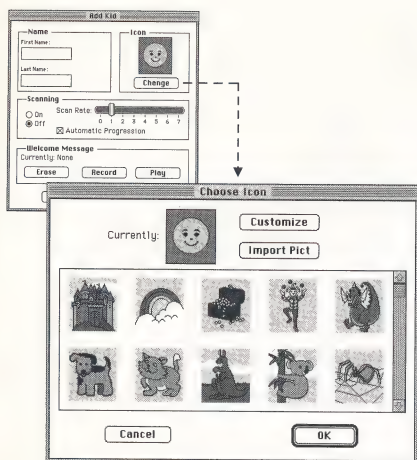
To add a new kid, choose *Add Kid* from the Kid menu. You can also choose an icon, record a Welcome Message, and select scanning options (see *KidDesk for Special Needs Users*, page 28).

You may find it useful to create fictional kids whose desks hold specific groups of applications. For example, you might create one kid who has all games and another kid who has only math programs.



Record Welcome Message: Click **Record** from the Add Kid dialog box to record a Welcome Message. The message you record will be played when your child enters the desk and when the Picture Frame is clicked.

- To begin recording, click . Click  when finished.
- To hear what you recorded, click .
- To save your newly recorded message and return to the Add Kid dialog box, click **Save**.



Choose Icon: Click **Change** from the Add Kid dialog box to choose a new icon.

- To see more icons, use the scroll bar.
- To choose an icon, select it, then click **OK**.



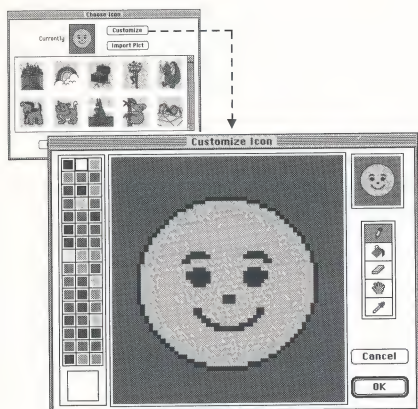
Import Picture: Click **Import Pict** to import a PICT file. A PICT file is a specific kind of file created by a paint or graphics application and may contain a photograph you have scanned or a picture you have drawn, etc.

- Select the name of the file, then click **Open**.

The Import Picture dialog box will appear. Use it to select the area of the file that you want to use as an icon. You have two options:

1. Fixed Area: Drag the icon-sized box over the area you want to use (releasing the mouse button selects the area).
2. Variable Area: Drag to draw a box around any part or all of the picture. That area is reduced or enlarged to fit into the icon frame.
 - Normally, dragging will be restrained (retaining the correct aspect ratio and avoiding distortion) to fit the picture into the frame.
 - If you hold down the Shift key, you can drag freely, but the image may be distorted when fit into the frame.

Use the Dither check box to maintain color consistency when reducing or enlarging images with the Variable Area option.



Customize Icon: Click **Customize** from the Choose Icon dialog box to create your own icon or to create a customized copy of the icon currently shown.

- To select a tool, click it.

Pencil: Draw freehand. Select the pencil and a color from the palette. Drag the pencil to draw with the selected color.

Paint Bucket: Fill areas with color. Select the paint bucket and a color from the palette, then click the space you wish to fill.

Eraser: Erases to white. Drag over the area you wish to erase. To erase the entire image, double-click the eraser, or choose *Clear* from the Edit menu.

Hand: Reposition an image. Drag to move the image in the frame.

Eyedropper: Use a color from the picture. Select the eyedropper and the color on the picture. Then, select the pencil or paint bucket to use that color (color version only).

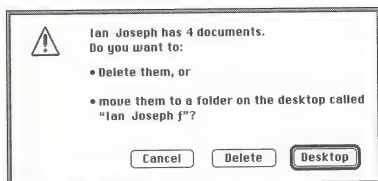
- To import a picture that you have copied to the Clipboard, choose *Paste* from the Edit menu. You will see the Import Picture dialog box (page 21).

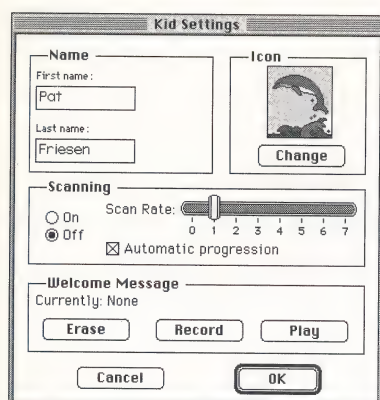
Remove Kid

To remove a kid, select the kid's icon on the Kids Card, then choose *Remove Kid* from the Kid menu.

If you are running System 7, you must decide what to do with the child's documents (if any have been created with an application):

- To delete both the child and documents, click **Delete**.
- To delete the child but save the child's documents, click **Desktop**. The documents will be placed in a folder with your child's name on the Macintosh desktop. You can then move or delete them individually, using the Finder.



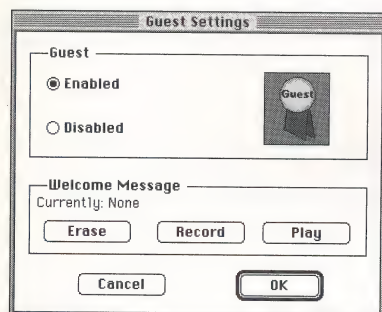


Kid Settings

(includes Guest settings)

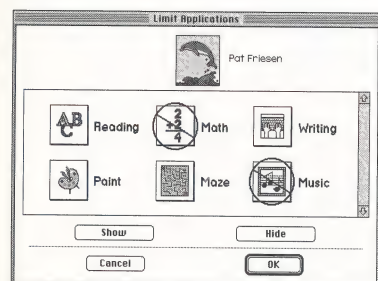
Kid Settings: To edit settings (such as name, icon, and Welcome Message) for a kid who already appears on the Kids Card, double-click the kid's icon; or select the kid's icon, then choose *Kid Settings* from the Kid menu.

You will see the Kid Settings dialog box, which functions the same as the Add Kid dialog box (pages 20–22).



Guest Settings: To edit the Guest settings, double-click the Guest icon; or select the Guest icon on the Kids Card, then choose *Kid Settings* from the Kid menu.

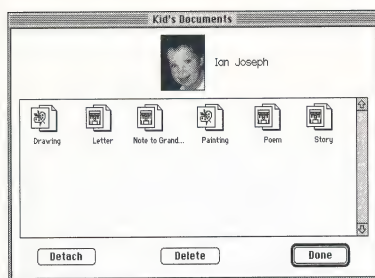
- To remove the Guest icon from the Opening Screen of the Kid Section, click ☒ **Disabled**.
- To show the Guest icon on the Opening screen, click ☒ **Enabled**. You may wish to leave the Guest icon enabled, so that visiting friends can use *KidDesk* without disturbing your child's calendar, applications, etc.
- To record a Welcome Message for the Guest, click **Record**.



Limit Applications

When you add an application to *KidDesk*, it is automatically placed on all kids' desks. To restrict a specific child's access to any applications that you have added to *KidDesk*, select the child's icon on the Kids Card, then choose *Limit Applications* from the Kid menu.

- To hide an application on the kid's desk (and restrict access), select the application, then click **Hide**.
- To show an application that has been hidden, select the application, then click **Show**.



Kid's Documents

(System 7 or later required)

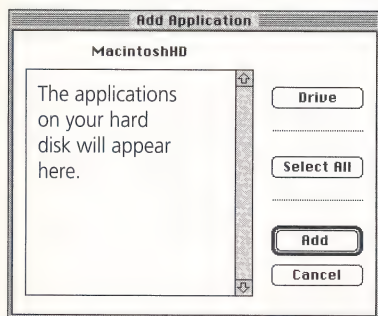
KidDesk organizes the documents that your child creates while using applications run from *KidDesk*. These files may be text or graphics (such as files created in a word processor or paint program), or they may occasionally include other data (such as preferences files). The documents are displayed when your child clicks the icon of the application that created them.

To delete or remove documents from a kid's document list, select the kid's icon on the Kids Card, then choose *Kid's Documents*.

- To permanently delete a document, select the document, then click **Delete**.
- To separate a document from *KidDesk*, select the document, then click **Detach**. The document will no longer appear in your child's document list, and it will no longer be accessible from *KidDesk*. Detach does not delete a document, it merely "disconnects" the document from *KidDesk*.

You may wish to detach a document if it does not belong to your child (for example, a document created by another child while using your child's name), or if your child has no reason to open the document (for example, a preferences file).

- To add an existing document to your child's document list:
 1. Open the *KidDesk* folder on the Macintosh desktop.
 2. Open the *KidDesk f* folder (inside the *KidDesk* folder).
 3. Open the Kids *f* folder (inside the *KidDesk f* folder).
 4. Drag the document (alias of the document) into the folder with your child's name.



Application Menu

Click the "Applications" tab to see the Applications Card (if it is not showing) and to use the Application menu.

Add Application

To add applications to all kids' desks, choose *Add Applications* from the Application menu. **Caution:** In choosing applications to add, be aware that through the menu items of some applications, your children can access documents you have created using other applications.

- To select applications from a different drive, click .
- To add an application, select the application's name, then click . To add several applications, hold the Command ⌘ key while you click to select the applications.
- To add all applications, click , then click .

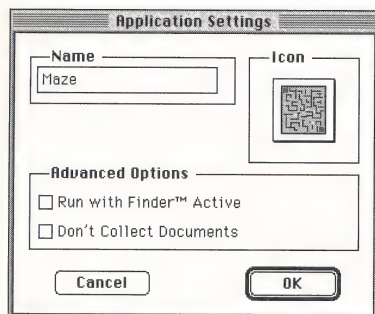
Remove Application

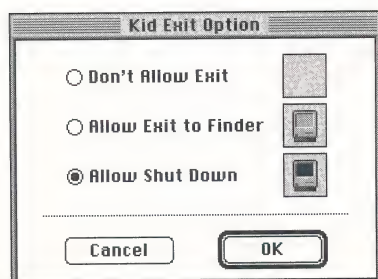
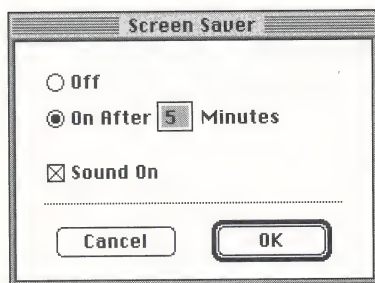
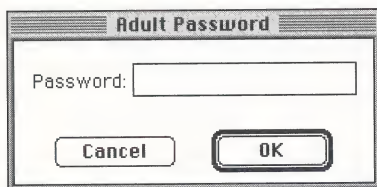
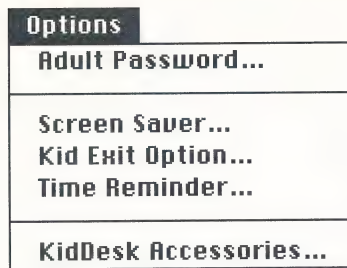
To remove an application from *KidDesk*, select the application's icon on the Application Card, then choose *Remove Application* from the Application menu. The application will no longer be accessible from *KidDesk*. (To restrict a child's access to an application, use *Limit Applications* page 23, from the Kid menu.)

Application Settings

To change application settings, select the icon on the Applications Card, then choose *Application Settings* from the Application menu.

- To enter a new name, type the name. The application will be renamed in *KidDesk*, but will not be renamed on your hard disk.
- To allow the application to run with the Finder active (System 7 or later required), click the check box. Caution: With the Finder active, Apple menu items and Finder functions are accessible, and the child can access the Macintosh desktop while using that application.
- To turn document collection off for the application (System 7 or later required), click the check box: *KidDesk* will not collect documents that your child creates.





Options Menu

Changes you make using the Options menu (which include *Adult Password*, *Screen Saver*, *Kid Exit Option*, *Time Reminder*, and *KidDesk Accessories*) are global. They will affect all kids using *KidDesk*.

Adult Password

To increase security, you can add a password for entering the Adult Section (in addition to Option-Command-A).

- Choose *Adult Password* from the Options menu.
- Type the password. Be sure to write it down. You will need it to enter the Adult Section.
- To change or remove a password, choose *Adult Password* and either edit or delete the current password.

Screen Saver

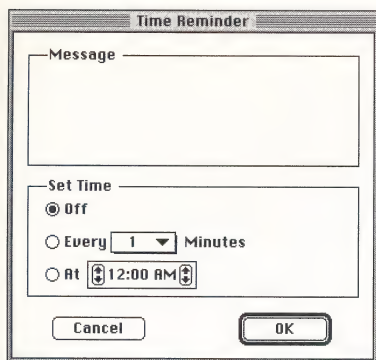
To control the Screen Saver, choose *Screen Saver*. By displaying a moving image, the Screen Saver helps to protect your monitor from "burn in."

- To turn the Screen Saver off, click "Off."
- To turn the Screen Saver on after a number of minutes, click "On After" and enter 1–99 minutes. The Screen Saver will activate after that interval without mouse or keyboard activity.
- To turn the Screen Saver sound on/off, click the "Sound On" check box.

Kid Exit Option

To control how children exit from *KidDesk*, choose *Kid Exit Option*.

- To select an exit option, click your choice. (This choice determines the icon on the Opening Screen.)

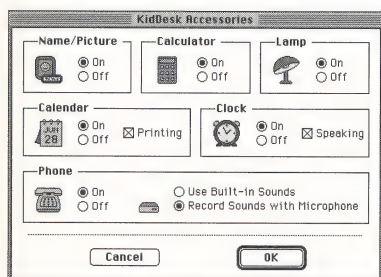


Time Reminder

(System 7 or later required)

To enter a written Time Reminder that will appear on your child's screen, choose *Time Reminder* from the Options menu. The reminder will even appear while your child is running another application from *KidDesk*.

- To enter a message, type it in the message box.
- To turn the reminder off, click "Off."
- To set the reminder to appear at a regular interval, click the pop-up menu ▼ and drag to the desired number. The reminder will continue to appear at that interval until it is turned off.
- To set the reminder to appear at a specific time of day, click the hour and minute arrows.



KidDesk Accessories

To place accessories on or remove accessories from **all** desks, choose *KidDesk Accessories* from the Options menu.

- To place an accessory on or remove an accessory from all desks, click "On" or "Off."
- To turn Calendar printing and Clock speaking on/off, click the appropriate check boxes.
- To set the Phone to play a variety of greetings, click "Use Built-in Sounds." To set *KidDesk* to record your own sounds, click "Record Sounds with Microphone."

KidDesk for Special Needs Users

KidDesk supports single switch forms of entry (scanning). When scanning is turned on, the user can operate most *KidDesk* functions with a single click from a mouse, TouchWindow screen, or a single switch device. In scanning mode, "hot spots" (those areas upon which a click has some effect, such as the *KidDesk* accessories, Stop Sign, etc.) are automatically highlighted in a regular sequence. A click selects the highlighted hot spot. (See *Add Kid*, page 20, for information about enabling scanning and controlling the scan rate and scan progression.)

- While *KidDesk* is set to scanning mode, you can turn scanning off and back on by holding down the Option and Command ⌘ keys while you press "S."

Scan Progression

In the Add Kid and Kid Settings dialog boxes (see pages 20 and 23) you may choose between two kinds of scanning:

- When Automatic Progression is on, scanning begins automatically. The user clicks to select the highlighted hot spot.
- When Automatic Progression is off, scanning begins after the user clicks once. A second click selects the highlighted hot spot. A third click begins scanning again.

Scanning and the KidDesk Features

Most of the *KidDesk* accessories and features function normally when scanning is on. However, three features change:

- The Time Reminder is disabled.
- The Recorder on the desk is not scanned (but the Phone is scanned). Two options are available: (1) Set the Phone to play a variety of greetings; (2) Record a message by turning scanning off (using Option-Command-S), recording as you normally would, then turning scanning back on (using Option-Command-S). See *KidDesk Accessories*, page 27, for details.
- The Calendar displays only the current date (and a note and reminder sticker, if they have been entered for that date). To enter a note or reminder sticker, first turn scanning off (press Option-Command-S), then click the Calendar to enter them as you normally would (page 16).

Simplifying the Screen

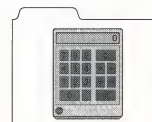
All of the *KidDesk* accessories, calculator buttons, reminder stickers, etc. are large and designed for clarity and ease of use. If you wish to further simplify the screen, you can remove accessories using *KidDesk Accessories* from the Options menu (page 27).

K I D D E S K I D E A F I L E S



Picture Frame

30



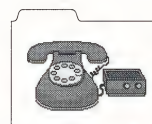
Calculator

31



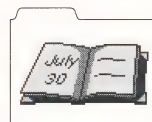
Clock

32



Phone and Recorder

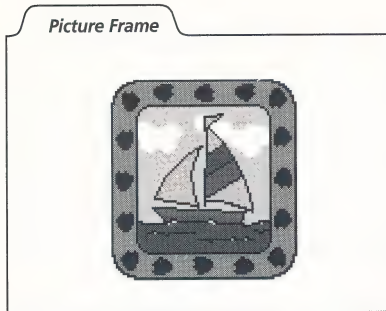
33



Calendar

34

Picture Frame



The Picture Frame, with its Welcome Message, offers you a means to enhance your child's self-esteem with a verbal "pat on the back." It also allows you to leave reminders of assignments or appointments. The Welcome Message is recorded in the Adult Section and is played each time your child enters the desk and each time the Picture Frame is clicked. (You must have a sound-input device to record.)

Record Encouragement or Thanks

- The picture you painted is great! Would you do another?
 - Hi! You're becoming a computer expert.
 - Thanks for being so helpful this week. It meant a lot to me.
-

Record an Audio Fortune Cookie

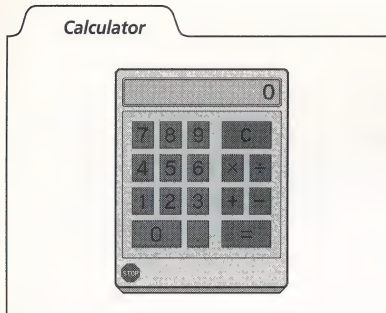
- Your mind is full of great ideas—use them!
 - A fun and interesting challenge awaits you.
 - Success is headed your way.
 - This is going to be a terrific day!
-

.....

Record Assignments or Reminders

- Please take a few minutes to write a thank-you note to grandmother.
- Remember to practice your flute.
- Try to write a poem today.
- Please put your clothes in the laundry basket.

Calculator



By allowing your child to quickly see results, a calculator can be a valuable tool in recognizing numerical relationships and in developing mathematical skills. The activities suggested here will help your child become accustomed to the keys and display window, practice skip counting, and use the Calculator to solve problems.

Take Turns Skip Counting

Use the *KidDesk* Calculator to count by 2s, 3s, 5s, etc. For example, enter $3 + 3 = = =$ to count by threes. Continue to press the equal sign as your child guesses the next number in the series.

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Play "Greater-Than and Less-Than"

Have your child use the Calculator to solve problems like "What number is 6 more than 11?" or "What number is 5 less than 20?"

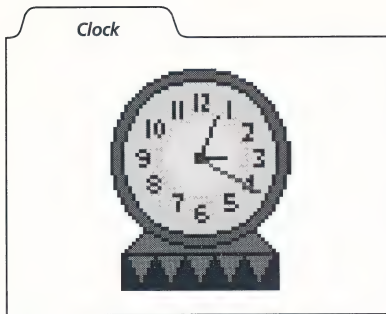
.....

Create Problems for Each Other!

Make up story problems for your child. For example, "How many hours have you been alive?" You can add to the fun by letting your child make up problems for you, then your child can use the Calculator to check your answers.

.....

1



The *KidDesk* Clock can help your child learn to read both a digital and an analog clock. If your child has not yet learned to read the time, hearing the time spoken while viewing the display is an excellent way to increase both numeral and time recognition. Viewing the digital and analog clocks together will help your child learn how to read an analog clock.

Practice Counting by Fives

Using the gadget, the circus, or the dinosaur desk, watch the second hand move around your *KidDesk* Clock. As it reaches the appropriate number, count by fives.

Kids Can Time Interesting Things

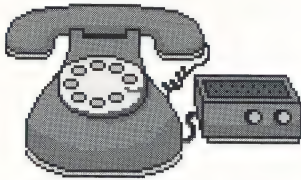
- How long does it take a friend to sharpen a pencil?
- How many times do you blink in a minute?
- How long does it take to write your name?
- How fast can you say "Mississippi" five times?

Sharpen a Child's Time-Telling Skills

Have your child look at the analog clock on the desk and say the time aloud. Then, click the clock to check the time against the digital display and spoken time.

Phone and Recorder

Phone & Recorder



Both kids and adults can use the *KidDesk* Phone and Recorder to leave messages or entertaining comments. By leaving themselves messages, kids can take responsibility for remembering activities and planning ahead. (You must have a sound-input device to record.)

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Help Your Child Record Messages in Other Languages

- French - *Bon jour*
- Italian - *Buon giorno*
- German - *Guten Tag*
- Spanish - *Hola*

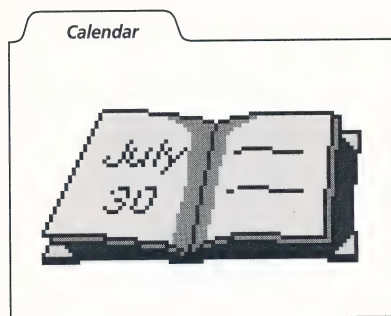
Kids Can Record Messages for Themselves or for Each Other

- Friendly notes
 - Helpful reminders
 - Tongue twisters
 - Theme music or singing
 - Messages using different voices
-

Kids Can Use an Encyclopedia to Find Fun Facts to Record

-
- A camel is born without humps.
 - Your skin weighs about ten pounds.
 - You blink 5,000 times a day.
 - Hummingbirds can fly backwards.
 - Butterflies taste with their feet.
 - Pigs can get sunburned.
-

६



The *KidDesk* Calendar can be used as an appointment calendar and a diary. Through use of its reminder stickers and notes, the Calendar accommodates both readers and non-readers. It can be used for a wide range of educational activities. For example, children can learn the order of the months, learn to plan ahead, or keep track of the weather. Parents can use the Calendar's notes and stickers to encourage their children.

Leave Encouraging Notes or Stickers for Your Child

If your child can read, write notes like "Thank you for the painting!" or "Great job at school!" Brighten your child's day by leaving sunshine, heart, or star stickers on the calendar. Positive reinforcement enhances self-esteem and is a wonderful motivator!

Adults Can Leave Reminders for Their Children

At the beginning of the week, write notes or leave reminder stickers for each day of the week ahead. Then, each day when your child uses *KidDesk*, a new message will appear on the desk.

Help Your Child Learn the Order of the Calendar Months

Read the names of the months as your child clicks the arrow. Then switch roles, so your child reads the month while you click the arrow.

Non-Readers Can Use the Reminder Stickers to

- Mark special occasions.
- Keep track of the weather.
- Mark activities for the week ahead.
- Remember appointments and assignments.

.....

Kids Can Keep a Mini-Diary and Print It Out

Write brief descriptions of fun events and other activities.
Record feelings, too. Add stickers to represent special days.
Then, print out your diary each month.

AUGUST						1992
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 I really liked the painting you gave me! -Mom
2	3 I played soccer and scored a goal!	4 Remember to write a thank-you note to grandmother.	5	6	7	8
9	10 Pat came over to play today.	11	12	13	14	15 Sleepover at Pat's.
16	17	18	19 I saw a shooting star!	20	21	22
23	24 Orthodontist 2:30 p.m.	25	26	27 Dad added the Calculator to my desk today!	28	29
30	31 First day of school.	Ian Joseph				

From Their Desks... to Yours!



Donna Stanger



Paul Elseth

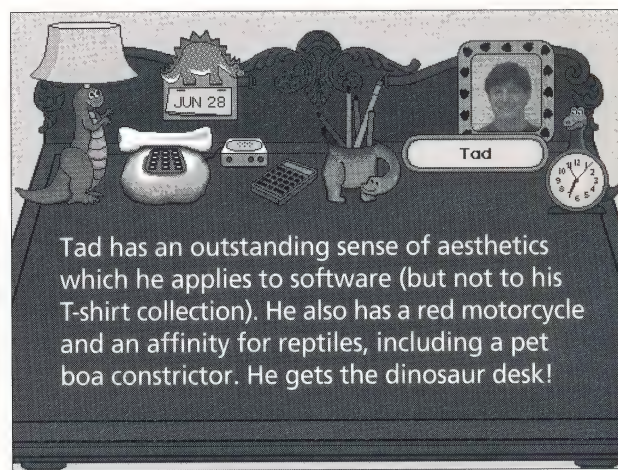
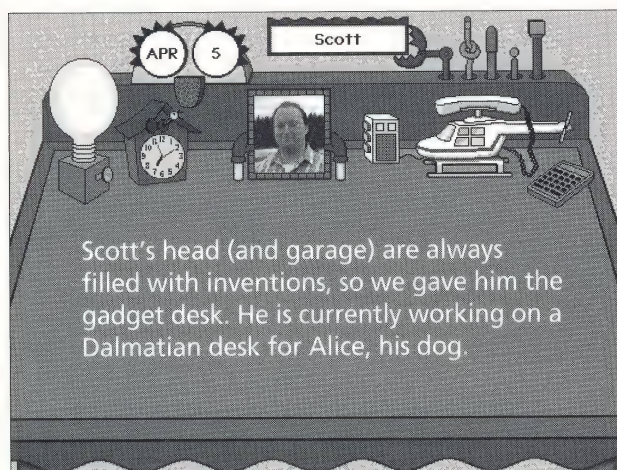
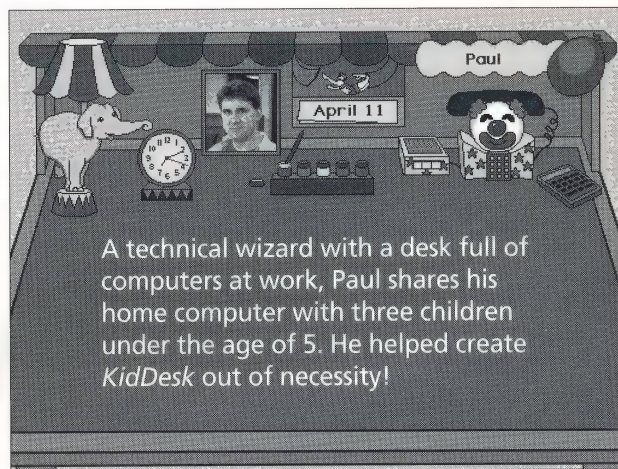
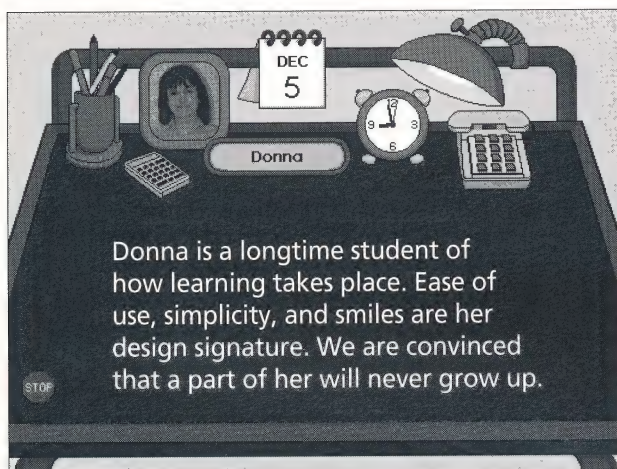


Scott Clough



Tad Wood

In 1980, Donna (then a teacher for 17 years) received a federal grant to develop software. She wanted to create programs that would challenge children to think, learn, and use the computer as a tool. After initial designs caused professional programmers to say, "We can't do that," she headed for the local high school, recruited a few talented students, and started developing. Since then, this group has published over 40 products for schools and has won dozens of major educational software awards. With *KidDesk*, they begin a new adventure—creating software for both school and home!



Troubleshooting

Problem	Possible Cause	Solution
Sound is barely audible or too loud.	Speaker volume is set too low or too high.	Use the "Sound" Control Panel* to set volume to the desired level (see <i>Macintosh User's Guide</i>).
<i>KidDesk</i> does not display color on a color monitor.	Monitor is not set to 256 Colors. (<i>KidDesk</i> uses grays on 16-color monitors.)	Use "Monitors" Control Panel* to set monitor to display 256 Colors (see <i>Macintosh User's Guide</i>).
	Hardware is not capable of 256 Colors.	Upgrade your video to 256 Colors.
	<i>KidDesk</i> is installed as black and white.	Re-install <i>KidDesk</i> (page 4).
Printing icon does not appear in Calendar.	"Printing" is turned off.	Click "Printing" in <i>KidDesk</i> Accessories dialog box (page 27).
Calendar does not print properly.	Printer is incorrectly attached (will not print in any program).	Refer to printer manual.
	Incorrect printer is selected in <i>Chooser</i> .	Use the <i>Chooser</i> * to select desired printer.
A <i>KidDesk</i> accessory does not appear on the desk.	Accessory is turned off.	Click "On" for the accessory in <i>KidDesk</i> Accessories dialog box (page 27).
Wrong Calendar date or Clock time appears.	Macintosh internal calendar/clock is set incorrectly.	Use the "General Controls" Control Panel* and set correct date or time (see <i>Macintosh User's Guide</i>).
Application does not appear on your child's desk.	Application has not been added to <i>KidDesk</i> .	Add the desired application using <i>Add Application</i> from the Application menu (page 25).
	Application has been hidden for this child.	Use <i>Limit Applications</i> from the Kid menu to show the application (page 23).
No Recorder on desk.	Recording is turned off.	Click "Record Sounds with Microphone" in <i>KidDesk</i> Accessories dialog box (page 27).
	Your Macintosh does not have built-in sound input.	Install a sound-input device.

*These items (*Control Panels*, *Chooser*, etc.) are under the Apple menu. To access the Apple menu, you must be in the Adult Section of *KidDesk*. In addition, if you are using *KidDesk* with System 7, the Finder must be active (page 19).

For Edmark technical support, call (206) 556-8480.

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Edmark Corporation

Attention: Customer Service Department
P.O. Box 3218
Redmond, WA 98073-3218

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The People Behind the Desk...



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KidDesk 1.1 Update

This is a new, upgraded version of *KidDesk*. Some of the new features on your disk are not documented in the Guide.

New Features Include:

- Password-protected desks
- Secure auto-start that can be set from the Adult Section of *KidDesk**
- Document access options*
- Disk eject options
- Add Application options
- 16-color support

*System 7 only

Control these features from the KidDesk Adult Section (page 18):

Kid Passwords: You can protect each desk with a password by turning "Password" on in the child's Add Kid or Kid Settings dialog box (pages 20 and 23). Then, either set a specific password by entering it in the box, or leave the box empty to allow the child to set a password the first time the desk is entered. Note: If you set an Adult Password (page 26), that password will work as a master kid password, allowing you to enter any password-protected desk or change a child's password if it has been forgotten.

Auto-start: System 7 users can set *KidDesk* to run automatically each time the computer is turned on by choosing *Startup Options* from the Options menu, and then selecting "Startup to KidDesk." (System 7 users, please disregard the instructions in Step #7, page 4.) System 6 users, see Step #7 of *Installation*, page 4, to set *KidDesk* to auto-start.

Document Access Options: To control where your kids can open and save documents, choose *Document Access Options* from the Options menu. When document access is limited, kids will be able to open or save documents only where you have indicated. For example, you can allow your child to open and save documents only from floppy disks.

- To allow kids to open and save documents anywhere on the hard drive or floppy disk, click "Open/Save Anywhere."

- To restrict where kids can open and save documents, click "Open/Save Limited to." Then click to place or remove check marks in the Floppy Disk, Kid's Folder (each kid has a personal folder in the *KidDesk* folder on the hard drive), or Shared Folder (any folder you specify) check boxes. (An "X" in the check box indicates that kids **can** access that area.)

Disk Eject Options: To control whether your child can eject floppy disks and CD-ROM discs, choose *Disk Eject Options* from the Options menu. Place an "X" in the "Display CD-ROM eject icon" or "Display floppy disk eject icon" check boxes to allow kids to eject disks by clicking a disk icon on their desks. The icon only appears on the desk if a disk is in the drive. If "Eject floppy disk when exiting desk" is checked, the disk in the internal drive is automatically ejected each time a kid exits a desk and returns to the Opening Screen.

Add Application: Place applications on your child's desk by choosing *Add Application* from the Application menu. (See page 25 of the Guide for more information.)

- To search the drive automatically (*KidDesk* displays an alphabetical list of all applications on the drive), choose "Auto Search," and use the pop-up menu to indicate which drive you wish to search. Click "OK." Then, follow the directions on page 25 to select the applications.
- To search the drive manually, choose "Manual Search," and click "OK." Then, use the standard "Open File" dialog to find the application you wish to add.

Having Problems?

If you encounter any difficulties in using the program, please refer to *Troubleshooting* in your *KidDesk Guide* (page 37). If that page does not answer your questions, you can reach Edmark's Technical Support Team at (206) 556-8480.