

# Crossword WIZARD

## Version 4



Crossword making magic!



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# Crossword Wizard

## Version 4.0

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### Overview

*Crossword Wizard - Putting more magic into  
Making crosswords than ever before.*

Over 30 new features make this already popular program a must-have utility for all schools and crossword enthusiasts.

Crossword Wizard has been designed to provide you with a user-friendly interface for creating, editing and printing crosswords. Its primary function is to create crosswords for solving onscreen or in printed form. Amongst its many unique features are a set of additional word puzzles that can be created from the same set of words and clues used for the crossword. This saves time and provides variety for students without adding to your workload. Also included is the ability to insert a background graphic of your choice to enhance your printouts and add meaning to your puzzle.

#### **New features include:**

**Crossword Wizard Creator** - Drag and Drop support for wordlists and graphic files, built-in dictionary generated puzzles, puzzle scaling, new puzzle styles, solutions for all puzzles, extensive preference control of clue columns, size and font, export as html, import tab delimited wordlists/clues, Manual Mode word placement, Colour printouts and colour control for all puzzle components, Extra long clue support, Graphic backdrops for JPEG, GIF, PICT and BMP Hint control, Export crosswords to clipboard as TIFF, PICT/BMP.....

**Crossword Wizard Player** - A separate crossword player allows you to share puzzles. Answers password protected, Hints, Progress printout, Race the clock, Auto Marking ....

## **Technical Support**

If you are experiencing any problems you can call, fax or leave a message on;

<u>Web</u>	-	<a href="http://www.rushsoftware.com.au">www.rushsoftware.com.au</a>
<u>Email</u>	-	<a href="mailto:rushsoft@bigpond.net.au">rushsoft@bigpond.net.au</a>

Remember to leave some details as to the problem and speak slowly when quoting your phone number. It is sometimes hard to reach you when you have classes or when we are at conferences, so if you don't mind us calling you at home please quote your home phone number and a suitable time (or better still use email). We are interested in what you have to say so be understanding if you don't hear from us straight away.

## **Hard Disk Installation**

### **Macintosh**

To install Crossword Wizard on a Hard Disk, insert the Crossword Wizard CDROM in any drive and double-click on the CDROM icon. This will then display the Macintosh Programs folder along with a number of file icons, open it. Move the pointer over the Crossword Wizard icon and hold the mouse button down.

Whilst holding the button down, move the pointer to be on top of the hard disk icon and release the button. This “clicking and dragging”; will copy the program onto your hard disk drive. Explore the other programs that are on the CDROM, there are a number of demonstration versions of other Rush Software programs, some are FREE but others require a REGISTRATION code which can be purchased from Rush Software.

If you would like to place the program in a particular folder, then you may do this by creating and naming a new folder and then dragging the Crossword Wizard icon onto it.

To run Crossword Wizard simply open the Crossword Wizard folder and double-click on the Crossword Wizard program icon (This appears as a wizard's hat with CW on a pink background).

### **Microsoft Windows**

- Start Windows
- Insert the CDROM into your D: drive (or possibly E:) If your computer auto-starts CDROMs, a screen will appear displaying the programs that you can install.
- Simply click the Crossword Wizard button and then the INSTALL button to start the process. Follow the onscreen directions to finish the installation.
- You can install all the programs on the CDROM but they will **ALL** run in demonstration mode until you purchase registration codes to unlock features.

**NOTE:** The Crossword Wizard code will **only** unlock that program. Other programs on the CD are there for evaluation purposes and will run in demo mode.

If the CDROM does not auto start, do the following:

- Click the START menu and choose RUN.
- Either Type D:\Xwizard4\Setup.exe and press Enter to start the installation or use the BROWSE button to navigate to the CDROM drive
- Follow the installation instructions and a new Program Group and icons will be installed in a folder called "Crossword Wizard".
- Double-click the Crossword Wizard program icon to start or select Crossword Wizard from the Windows 95/98/2000/XP Programs Menu or use the Desktop shortcut for quick access to the program.

## **Registration**

When running the program for the first time a Registration Window will giving you the opportunity to enter your registration details. If you have a registration number (check the inside of the CD-ROM cover), enter your Name, School or Company and the REGISTRATION number and then click the REGISTER button. If you click the LATER button the Printing and Save features are disabled. To Register at a later time select REGISTER from the menu options.

## **Teaching Strategies**

Crosswords are an excellent way of reviewing topic terminology and getting students to think laterally. It doesn't matter what ability level the student is, with guidance all will experience some success. By providing less able students with the word list they will be more able to complete the puzzle.

As a Teacher or Parent it is important to remember that students do need to review concepts on a regular basis. It is also important to note that some students are going to view solving puzzles with too many words as unnecessary, boring or even as a punishment. Find the right balance using the variety of puzzles available to keep students interested and if a student has mastered a task, keep it brief (don't use it as a time filler).

There are great benefits to be gained in having the students create their own puzzles for other students to solve. These can be played on screen with the word list provided or printed out and duplicated for the rest of the class.

Consider making an overhead transparency and have the whole class participate in solving the one puzzle in a cooperative group effort. I recommend the other Puzzles as a great homework tasks to reinforce the weekly spelling list the class is learning.

Try dividing the class into equal groups and have a competition to see which group can finish first. The brain-storming that goes on in this type of activity is fascinating to watch. If you come up with any other successfully activities that revolve around using the Crossword Wizard please write to me care of Rush Software or our email address [\*\*\*rushsoft@bigpond.net.au\*\*\*](mailto:rushsoft@bigpond.net.au)

# Quick Start Guide

It is a good idea to prepare your wordlist on paper before you start. This avoids duplication of words. In addition, it is a good idea to enter the largest words first. A wordlist created on computer can be turned into a completed crossword by clicking on the appropriate button or by accessing the appropriate menu item.

Crossword Wizard can create crosswords as small as 5 x 5 squares or as large as 25x20 squares in size. There is a number of ways that you can use the Wizard to create a Crossword. You may enter the words MANUALLY or use the AUTO CREATE feature.

1. Using the Auto Create process will save you hours of preparation time and allow for regular revision with the minimum of effort. These steps are just one way to create a Crossword quickly:

- Click the Auto-create button
- Select the type of Crossword you are going to create. If you choose STANDARD you can use a Current Wordlist or load a new one and a standard 25x20 Crossword will be created. Selecting DICTIONARY will allow you to create a Crossword from the 99000 words in the dictionary. Clues can be automatically generated or you can type your own later. Control is given over Size, Total Words and Letter Groups used in the puzzle.
- Your basic puzzle is now created
- Add a graphic if desired.
- Save the Puzzle if you are likely to reuse it.
- Click the Print button and select if you want a border and answer sheet printed. These are the basic operational steps to produce a quick Crossword.

Crossword Wizard does offer a lot more and by exploring the Puzzles menu options you will get the most out of the program. Check the sample printouts to see the wide variety of Puzzle options.

**NOTE:** Clicking on a word in the wordlist on the right hand side of the screen will highlight the word in the puzzle. Double-clicking the word in the list will show a window giving you the option to DELETE the word from the puzzle, which will cause the puzzle to be redrawn.

2. To create a puzzle Manually select **New Crossword** from the **Menu Options**, the screen will be cleared. The “**Enter Words Here**” field at the top of the screen is used for entering the words into your crossword if you wish to create your puzzle a word at a time.

Begin entering words and watch as Crossword Wizard arranges them into the crossword. If a word will not fit and is not larger than the size of the crossword, it will be entered into an **Unused Word List**. As you enter words into the crossword, if any words are in the unused word list, the **Wizard** will attempt to insert them into the crossword. You may find that when one new word is entered, several words from the **Unused Word List** will now fit and will be placed in appropriate spaces and removed from the **Unused Word List**.

If you have entered a word incorrectly, click on **Remove** to remove the last word entered. It is possible to remove a word at any stage by double-clicking on the word in the word list or

using the Delete key but this will cause the crossword to be redesigned if the word is not the last word entered. Care taken in typing in both words and clues will minimise time-wastage. If you notice a spelling error you can use the Edit Wordlist option to correct it.

As you create your crossword (manually), you control its design by **Relocating** the last word entered to a position that will better allow other word runs to form. By clicking repeatedly you can move the word around the crossword until it is in the desired location. If no alternative locations exist it will be redisplayed in the current location (you will need to resort to the **MANUAL ADD** option if you cannot enter any more words but can see space vacant in the puzzle).

It is possible to edit words that were added to the crossword much earlier in the creation process. When you do this, however, the computer will create a completely new matrix. This has to happen to allow for the changes in the crossing of words attached to the word you are editing. As all words in the crossword are linked, one simple change will have an impact throughout the entire crossword. Editing the most-recently inserted word will not cause such major changes.

Clicking on **Print** will display a requester with several options available. Click on each button to select which option you require for each function in the requester. You can print a **Puzzle**, a **Clue List** (Normal or Scrambled), a **Wordlist**, and a **Solution** for the currently selected crossword. A new feature allows you to give hints like showing the first letter, vowels or consonants.

Crossword Wizard offers you some unique features to enhance your printouts. You can select to fill the blank squares in the crossword to produce a traditional crossword with blackouts or to save ink have no blackouts by selecting the Blackout option. There is a new Dropshadow feature available for Crossword Printouts which is particularly useful when you have graphic backgrounds

A special feature allows you to overlay your crossword onto a **GRAPHIC** backdrop creating a crossword puzzle like no other crossword creator. You can import any colour PICT, BMP, JPEG or GIF file and also print the puzzle in colour. In the Windows version you can import BMP files and if you have Quicktime installed then the other file formats are available.

## **MENU and BUTTON OPTIONS**

The menu bar is located across the top of the screen, while the buttons are located in the row directly below. Menu options are found within the menu area. Most of the following will be found under either "File" or "Puzzle Options". "Buttons" are areas on a screen that can be clicked on directly to initiate an action. Most of the buttons provide the same functions as the pull-down options listed above. The following text displays the icon for each button and outlines its action.

**Note:** that as you move the pointer over the on-screen buttons, their function is displayed under the pointer.

The buttons and their respective menu option will be dealt with in the order that they appear across the screen.



### **New Crossword**

Select this option to clear the currently displayed crossword. You will be asked if you want to clear the crossword. Select **Yes** to clear the crossword or **No** to continue working with the currently displayed crossword. You will be prompted if there is unsaved work.



### **Open Crossword**

When selected, a dialog box will appear asking you to select a file from the list of crosswords. The default location is the users Documents folder. Select a file and click on OK to open the crossword.



### **Save Crossword**

When selected, the current crossword will be saved. If there is no filename for the crossword, a dialog box will appear asking you to enter a filename. Enter a filename and click **OK**. The crossword will be saved under that filename.

### **Save as...**

Use this option to save the crossword under a different filename.



### **Printing Crosswords**

Use this option to print your crossword. A requester box will appear with a series of options for you to choose from. The options are:

#### **Puzzle**

Print the currently displayed crossword including a background graphic if one is displayed. Options include Dropshadow, Blackouts and Plain puzzle squares. You may include the clues, a border or a solution.

#### **Print Clues**

Print clues using one of the following choices

- Normal - Prints the normal clues created for the crossword
- Scramble - Prints the clues in a scrambled format
- Mystery - Prints the words with missing letters

#### **Answer Hints**

A new feature in this version allows teachers to give hints in the crossword by including the First Letter, Vowels or Consonants in the printout.



## Printing Options

Make your selections clicking the buttons below and then click Continue. These options can be saved as a defaults in the Preference Window.

Enter a Title for your Puzzle.

Crossword Puzzle

Enter the instructions you wish to appear at the top of your Puzzle.

Complete the puzzle by using the clues below.

Puzzle	Clues	Answer Hints
<input type="button" value="Drop Shadow"/>	<input checked="" type="radio"/> Standard Clues	<input checked="" type="radio"/> Show First Letter
<input checked="" type="checkbox"/> Clues	<input type="radio"/> Anagram Clues	<input type="radio"/> Show Vowels
<input checked="" type="checkbox"/> Border	<input type="radio"/> Mystery Clues	<input type="radio"/> Show Consonants
<input checked="" type="checkbox"/> Solution		<input type="radio"/> No Hints

## Import Old CW Files

This option now allows you to import crosswords created with Version 3.x of Crossword Wizard.

## Import Word/Cluelist

This option now allows you to import TAB and COLON delimited text files to create crosswords. A highly useful feature as most users have databases with words and definitions stored and none like retyping data they have in other formats. When you select a file for import you will be shown a preview of the data. If the columns are not filled as below then the text file is not in the right format. You will need to correct the file and try again.

Check the preview and if you are happy with the import click OK to continue the process. If nothing appears then the file is not in the correct format.

eg Word : Clue    OR    Word Clue  
Word : Clue       Word Clue

Word	Clue
company	corporation
coral	marine growth
desolation	devastation
disappear	vanish
dolphin	porpoise
drifting	adrift
flyingfish	airborn
homeland	one's native land
hostile	not friendly
killerwhales	
manta	devilfish
octopus	
ominous	foreboding
outrigger	type of canoe

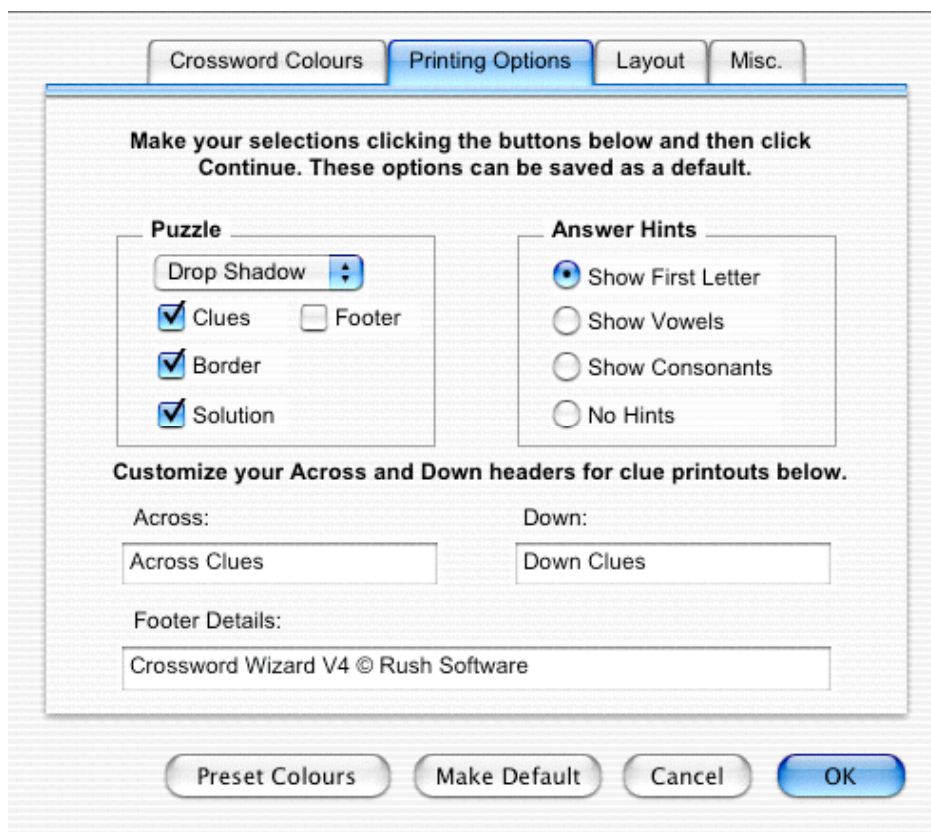
### Save as Wordlist

Enables you to save the current crossword as a wordlist. A dialog will appear asking you to enter a filename. Enter a name for the wordlist and then click on OK. The wordlist will then be saved under that filename. This option does not save the clues.

### Save as HTML Web Page

Enables you to save the current crossword as a HTML Internet web page ready for viewing in your favourite Internet Browser. A solution is also saved at the same time.

### Preferences



The Preference menu will appear in a different place depending on the Operating System and version you are using. You can check the Help Menu, Edit Menu, Apple Menu or the Finder Menu.

**Crossword Colours** allows you to select your colours for each component of the crossword puzzle or turn on Black and White printing.

**Printing Options** control Puzzle, Border, Footer, Across/Down headings and Answer Hint Options. You should note that a footer will only print if a border is printed.

### Layout

This allows you to select a full range of design options, for example

- Number of Clue Columns - 1,2 or 3,
- Type of Solution - Small, large or text only,
- First Word Location – Horizontal centre, Vertical Centre or Random placement
- Fonts and Font sizes – This is self explanatory

- **Scale the Puzzle to Fit** – What this does is if you reduce the puzzle to 15x15 it will scale it to fill the 25x20 crossword area.

### **Miscellaneous (Misc)**

Only one option here at the moment which controls the password you want saved with the puzzle. This is necessary for the Crossword Wizard Player so that teachers can reveal to students the answer to the puzzle.

Clicking the Make Default button will save these options as defaults for the program to use the next time it runs.

Clicking the Preset Colours button will return the Crossword colours to the original set by the program.



### **Auto-Create**

This is perhaps the most powerful option available in CROSSWORD WIZARD. To use this option you must have a wordlist created and stored on disk or wish to use the built-in dictionary as the source. The word list must consist of a list of single words on separate lines. This list can be created using any **Text Editor** or by using the built in editor in the **Menu Options**. After selecting **Auto-Create** a dialog will appear asking you to select Standard Crossword or Dictionary Crossword.

1. **Standard Crossword** - Click on your choice or change the directory location, click on the file name and select **Open** to load the word list. CROSSWORD WIZARD will attempt to design a crossword using the words from your word-list within the dimensions currently set. Once all the words that fit have been used, you can begin entering your own words. Any words that did not fit into the crossword are placed in the **Unused Wordlist** and will be added where possible as you enter more words. Clues will have to be entered manually or using the Dictionary option later.
2. **Dictionary Crossword** - Crossword Wizard has a special built-in dictionary that allows you to quickly create wordlist with associated clues. The dictionary window has some special searching features to allow you to customise the wordlist generated. There is a delay the first time the dictionary is accessed while the words are loaded into memory.

### **Examples**

- . \* will search for any words of any length
- . \*ly will find only words ending with ly
- .... will find a set of 4 letter words
- g. {3,7} will find words in the range of letters 3-7 beginning with "g"



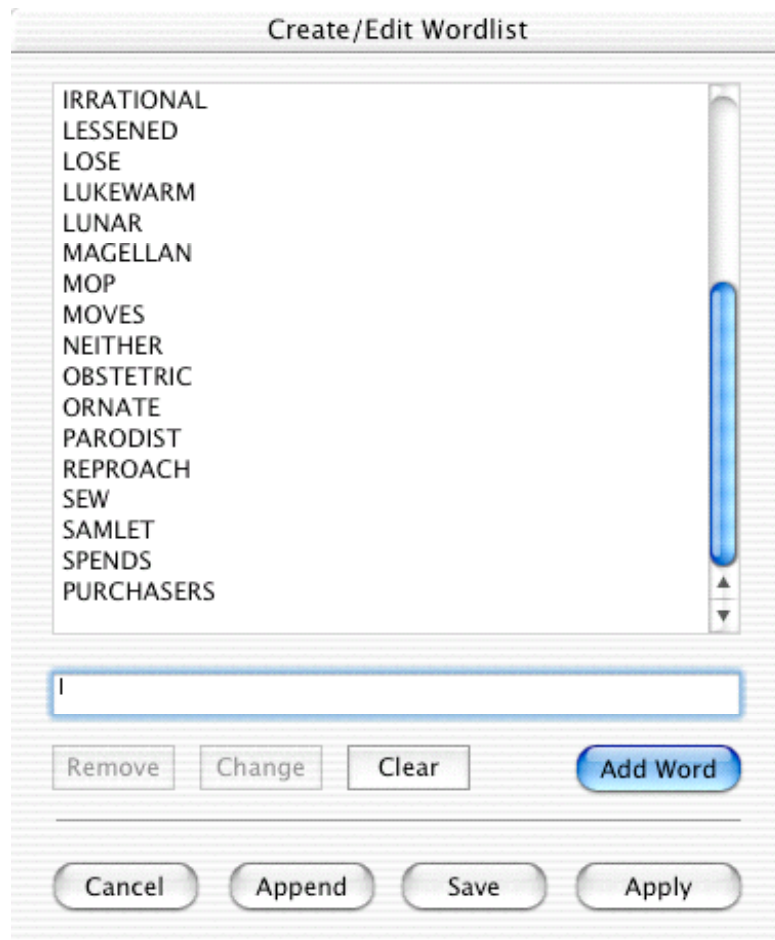
### **Create Wordlist**

Allows you to create a NEW wordlist. Enter words in the window that appears. You can also Append a number of lists and then select Save to save your wordlist. Enter a name for the wordlist and then click on **OK**. The wordlist will then be saved under that filename.



### Edit Wordlist

Allows you to edit the current wordlist of the puzzle on the screen. Enter or Edit words in the window that appears and then select **Save** to save your wordlist.



### Resize

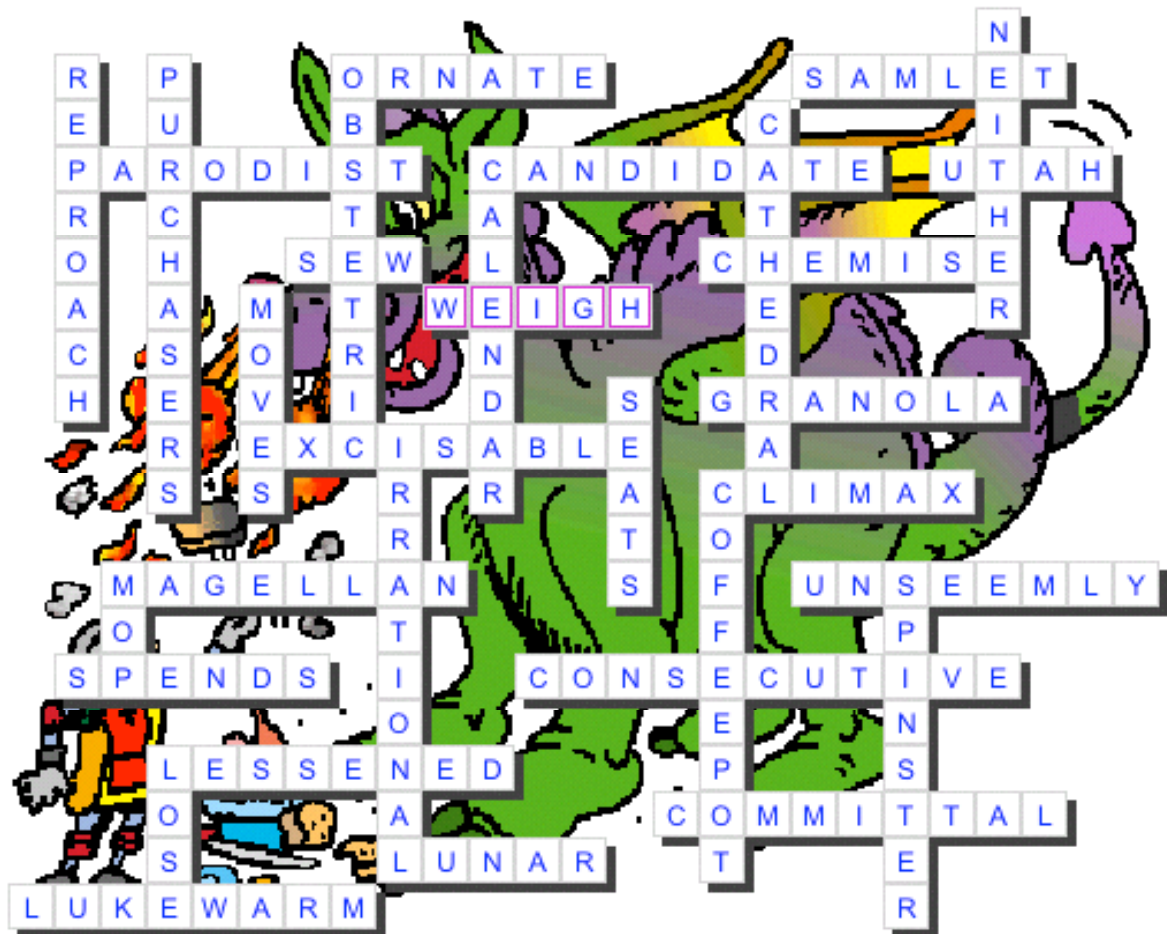
Allows you to alter the size of the crossword. Change the horizontal and vertical values and click OK. The minimum size for a crossword is 5 x 5. The maximum size is 25 x 20. The crossword will change to the size requested and then as many words as possible will be inserted into the crossword.



### Add Graphic

A background graphic can greatly enhance the presentation and support the puzzle theme. Some puzzles allow you to add a colourful graphic. Click on the "Add Graphic" icon and you will be presented with a dialog asking you to locate the graphic for loading. Crossword Wizard allows a full range of graphic formats including PICT, JPEG, GIF and BMP. Once a graphic has been added the program supports "drag and drop" for further selections. Only PICT (Apple) and BMP (Windows) will load without Quicktime being installed. Quicktime is a free download from the Apple web site for both platforms.

The program will default to the **Pics** folder inside the Crossword Wizard folder. You can use graphics from CD-ROM, floppy disk or hard disk by using the standard file dialog to navigate to the desired location. Only usable graphic file names will appear.





1. Select **Manual Add**.
2. Enter the word and select a direction for the word, across or down.
3. You will be asked to click on the location in the crossword to place the word. Make sure there is enough free squares to place your word otherwise the word will be placed in the unused word list.



### Enter Clues

You can enter/edit clues for the current crossword here. You are not realistically restricted in the clue length in this version but remember the essence of a crossword is not to write an essay as a clue but to supply a few words that are suggestive of the answer.

You may enter the clues yourself or you can Search the dictionary for a built-in clue or if you are editing the clues you can choose to clear them all and Search All from the dictionary.

The clues are automatically saved with the crossword.

Some additional buttons now allow you to clear all the clues if you wish to make a new set and the clues can be **Exported** to a file for use in a desktop publishing program [The puzzle and solution can be exported from another menu option].



### Play a Crossword

Select this option to play/test a crossword for onscreen solving in the separate Crossword Wizard Player. The current Crossword that you are working on will be opened in the Player Window for testing. Further information is contained following the **Creator** section of this tutorial. A tutorial on the use of the **Player** has been included at the end of the manual.



## Help

Opens a condensed version of this Help File. If you wish to find a specific word in the **Help** topics, click the Search button and enter the word in the find field and press **Enter**. If the word exists a list of topics will appear that the word appears in. You can also print the currently displayed topic at any time.

## Regenerate Crossword

Select this option to redraw the crossword in a different layout. Sometimes the creator will fit less words and these will be placed in the unused wordlist.

## Copy Puzzle to Clipboard

Select this option to copy the crossword to the clipboard. This is most useful for inserting a crossword into a word processing document or your favourite Desktop Publishing Program. It is a convenient way to bring to move data from one program to another.

**NOTE:** If the Crossword is more than 1 page then the second page only will be copied to the clipboard. You can set the Page Setup reduction option to 75% for example to fit more on a page.

## Copy Solution to Clipboard

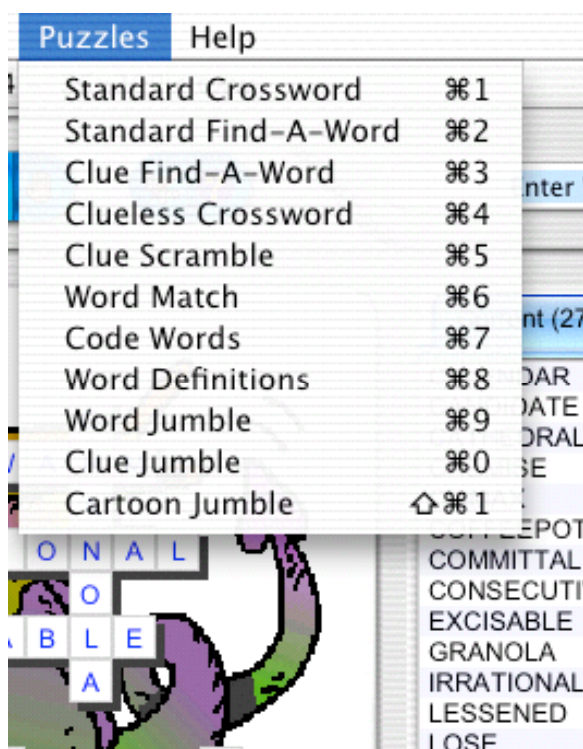
Select this option to copy the crossword solution to the clipboard as above.

## Music Load/Play/Stop

Available for Macintosh OSX only.

## Special Puzzle Printouts

Crossword Wizard is more than just a crossword creator although that is its primary function. This latest release has 12 puzzle printouts that are able to printed from the one set of words and clues, making it possible to review terminology and content through a number of methods



- Standard Crossword
- Standard Find-a-word (uppercase and lowercase)
- Clue Find-A-Word (uppercase and lowercase)
- Clueless Crossword
- Clue Scramble
- Word Match
- Code Words
- Word Definitions
- Word Jumble
- Clue Jumble
- Cartoon Jumble

There are 11 types of puzzles with 29 variations available in this version of Crossword Wizard. Puzzles can be created from a wordlist loaded from disk, a wordlist created in the program's wordlist editor, from a current list or from a powerful built-in Dictionary (see Dictionary help)

Each type of Crossword offers a number of styles in the wordlist presentation, for example,

- **Standard** - The words are in normal form, HOUSE. These are presented in alphabetical order.
- **Anagram** - The letters of the words in the wordlist are scrambled, HOUSE -> SEHOU. Students must first unscramble the letters and then find the words in the puzzle.
- **Mystery** - The words in the wordlist have missing letters H\_U\_E. This variation helps students recognise words from only a few letters.
- **Blank** - This option allows students to search the puzzle for words and write them at the bottom of the puzzle as they find them. It allows for those accidental words that are created in Crossword Puzzle.

### **Standard Find-a-word (uppercase and lowercase)**

This puzzle creates a standard Find-A-Word where the wordlist can be placed in a variety of ways underneath the puzzle. Graphics cannot be added to this type of puzzle. If you are after a big range of Find-A-Word Puzzles options then you should download and check out Find-A-Word Wizard. This is a dedicated Find-A-Word/Word Search generator program producing some interesting puzzle variations including Circle Find-A-Words.

### **Clue Find-A-Word (uppercase and lowercase)**

Clue Find-A-Word puzzles are a hybrid of a Crossword puzzle and a Find-A-Word puzzle. This puzzle creates a Find-A-Word but instead of the wordlist the crossword puzzle clues are shown, an interesting puzzle

### **Clueless Crossword**

Clueless Crosswords are an interesting crossword variation with 4 different levels.

As the levels get harder fewer letters are provided to solve the code.

- Level 1 = 13 letters
- Level 2 = 10 letters
- Level 3 = 7 letters
- Level 4 = 4 letters

In this puzzle the wordlist is not provided at all. It is up to students to crack the code without the standard clues. The end result should be a puzzle filled with the words that are making up the wordlist. As the students discover a word they write it in the space provided alongside the puzzle or as an additional task ask them to sort them in alphabetical order.

An added motivation is the secret message that teachers can insert when the puzzle is created. If you don't want a message then leave the message area blank and the message area will not be printed at the bottom of the puzzle.

### **Clue Scramble**

Clue scramble allows you to select a word from the wordlist and other words from your wordlist are used with their clues to form the previously selected word. It is up to students to then unscramble the boxed letters to solve the scrambled word.



**Word Match**

Word Match is a straight forward puzzle where the student simply matches the column A words with the column B definitions. Great for revision!

**Code Words**

Code Words is a variation of Clue Scramble and allows you to select a word from the wordlist. The other words from your wordlist are used and coded to form the previously selected word. It is up to students to then decode the boxed letters to solve the main code word.

**Word Definitions**

Definitions is a straight forward worksheet where the student simply write definitions in their own words of the words in the wordlist. Great for revision!

**Word Jumble**

Just like in the newspapers. Select a word to jumble, enter a special clue. Click the TEST button to see if the selected word can be formed from letters of other words in the wordlist and away you go.

**Clue Jumble**

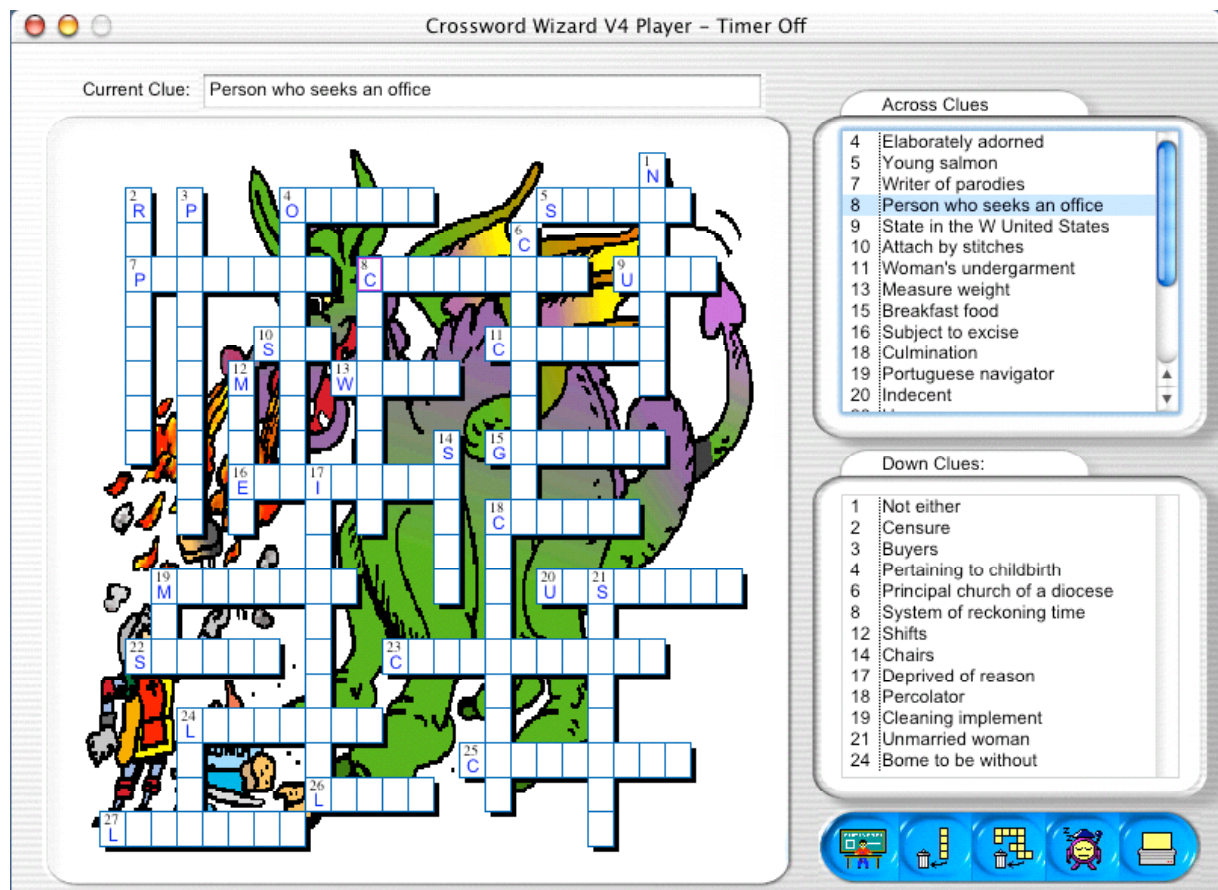
Clue Jumble is another jumble puzzle. Select a word to jumble, enter a special clue. Click the TEST button to see if the selected word can be formed from letters of other words in the wordlist and away you go. The variation in this puzzle is that it incorporates the clues of the words being used to form the special word.

**Cartoon Jumble**

Cartoon Jumble, just like in the newspapers, another jumble puzzle but with a graphic/cartoon that you can just drag and drop into place. You can also add a caption for the graphic. Select a word to jumble, enter a special clue. Click the TEST button to see if the selected word can be formed from letters of other words in the wordlist and away you go. The variation in this puzzle is that it incorporates the clues of the words being used to form the special word.

# Playing a Game

There are two areas of use of the Crossword Wizard program. The first area is the Creator area. This is used to make crossword puzzles. The second is the Crossword Wizard Player. The Player appears in the creator program as well as a separate stand-alone program that can be distributed freely. In the Player module crossword answers are protected by a password that is set in the Preferences Misc. section, so students can't peek at the solution. This makes them ideal for use in the classroom network.



Once you have opened a crossword file, the crossword will be displayed with the across and down clues listed on the right side of the page. A purple cursor indicates your current position in the crossword. The currently selected clue is displayed at the top of the page and highlighted in the across or down clue box.

## Typing

As you type an answer the cursor will move in the direction of the clue you are working on. Use **Delete** to delete the letter under the cursor.

## Clue Selection

Click on any clue in either list to highlight the clue and set it as the current clue. The cursor will move to the start of the answer in the crossword and the clue will be displayed at the top of the page. Or if you use the cursor keys to navigate the current clue will automatically change. Tab will move between the Across and Down clues.

## PLAYER MENU OPTIONS

### **File-Open Crossword**

When selected, a dialog box will appear asking you to select a file from the list of crosswords. Select a file and click on **OK** to open the crossword you wish to play.

### **File-Save Crossword**

Select this option to save the crossword you are playing as a game file. This allows you to complete your game at a later date.

Note: Saved games cannot be opened by the **Crossword Creator**.

### **File-Print Crossword**

Use this option to print your crossword. Your crossword will be printed with a clue list and your current answers. You may also use the button located at the bottom right of the screen to print the crossword.

### **File-Quit**

Select this option to quit the Crossword Wizard.

### **Options - UPPERCASE**

Select this option to change the crossword answers to UPPERCASE.

### **Options - lowercase**

Select this option to change the crossword answers to lowercase.

### **Options – Speak Clues**

Use this option to have the clues spoken to you each time you click on a clue

### **Options – Show First Letter**

Used to give a hint that is temporarily flashed on the screen

### **Options – Show Answers**

This option is Password protected. The password is set in the creator preferences.



### **Check Crossword**

Selecting this option will display a report of the current status of the crossword you are playing. The report shows the number of words in the crossword, the number of words attempted and the number of words correct, as well as percentages for each value. The elapsed time will also be displayed if you have the timer activated. Select **Print Report** to print these details as well as the incorrectly attempted or incomplete clues for review or research.



### **Clear Word**

Select this option to clear the word entered for the selected clue. Intersecting letters will not be disturbed.



### **Clear Crossword**

Select this option to clear the crossword and start again.



### **Timer On/Off**

Select this option to activate or deactivate the timer. This enables to set time limits for completing your crosswords.

# **TUTORIALS**

Locate the folder containing the Crossword Wizard program and open it (by double-clicking on it) to display the Crossword Wizard icon\*. Double click on this icon to open this folder. You will find that the Crossword Wizard folder contains:

- the icon for the **Crossword Wizard** program
- a folder which is used to store **WordLists**
- a folder which is used to store **Crosswords**
- a folder which is used to store the **Manual**
- a folder which is used to store the **Internet Crosswords**
- a folder which has the **Help** files
- a folder which is used to store graphics which can be used as backgrounds (**Clipart**)  
there are only a few samples here as most people will access their own clipart library

## **1) Crossword Creator**

You can open the Crossword Wizard program now by double-clicking on its icon.

This will launch the program. Once loaded, you will be presented with the crossword creator screen. Familiarize yourself with the screen layout. If necessary, refer to the manual section to find out what each of the button icons represent or simply move the pointer over the buttons and check the meaning from the help prompt. Most of their functions are found also in the pull-down menu items.

For our introductory exercise, the wordlist to be use will be small. This will enable us to perform a number of manipulations. We will now start to create a crossword puzzle using the following computer related words:


bit, byte, computer, CPU, data, electricity, input, internet, joystick, keyboard, modem, monitor, mouse, output, plotter, printer, scanner

As you type each word, press **Return** to enter the word. You will see the list of **Current**

**Words** grow as you type. These words are not listed alphabetically. You should also notice that words that do not fit at the time you type them do not appear on the screen. They are stored in the **Unused** section. If you click on the tab at the top, you will see that all of the unused words will now be shown. You can revert to your **Current** words by clicking on the appropriate tab.

Should you type the same word in twice, a prompt box will appear and warn you that the word has already been used and ask if you want to use it again. Click on the **No** button unless you want it entered twice.


If at any time you feel that a better place may exist for the most recent word, then you can


**Relocate** it by clicking on the  button. You may click on this as many times as you like. Eventually, the word will return to the original place.

Continue typing words in until all of the words have been entered. You may notice that words will be removed from the **Unused** list when a space is created for them by the addition of an appropriate new word.


Before we do anything more, it is a good idea to **Save** our work. Good computer habits involve saving **regularly**. How regularly is up to you, but realise that 10 minutes of work which is lost will require the same time to replace it. Think in terms of time lost, not typing speed or computer expertise.



Saving can be effected in one of two ways:


- go to the **File** menu area and pull down to **Save Crossword** and release the mouse button. You will be asked for a file name. Type in "Test" for this exercise and click **Save** or press **Return**. By default it should be located in your Documents folder.
- click on the on-screen button , type in a file name and click on **Save** or press **Return**. Keyboard shortcuts are also available.

Your puzzle may be saved at any time by simply clicking on the  button. Once you have given your crossword a name, saving will be automatic. You will not be prompted for a filename. Should you wish to change the filename, you will need to use the **File-Save Crossword As** option.

Now that our crossword to date has been saved, let's look at some of the options available to us to enhance the finished product.


- Our finished crossword puzzle has only a small number of words in it. It would probably look better if we **Resized** it to be smaller. We do this by either accessing the menu option **Puzzle Edit -Change Size** or by clicking on the  button. A suitable size may be 18 across by 18 down. Don't panic if some words won't fit (check the Unused words list). You can simply choose **Resize** as many times as you like or choose the menu option **Edit -Regenerate Crossword**. (This puzzle will fit a matrix 16x16, but it may take many attempts to make this happen.) If all else fails, simply return your puzzle to full size and **Resize** until all words fit. If you have saved before you make these changes and don't save over the original, you can always reload your earlier version.

- We can add an appropriate background graphic to enhance our crossword. Click on the  button and select an appropriate picture from the available images by double-clicking on its name or by clicking on **Open**. A different image may be used to replace the one already chosen by following the same steps. Should you wish to remove the graphic from your crossword, you may do this by selecting the menu option **Options** - **Remove Graphic** or by clicking on the  button.

Having now entered our words and modified the crossword appearance to suit our needs, it is now necessary to enter the clues for the puzzle. This is achieved by either accessing the menu option **Puzzle Options - Edit Clues** or by clicking on the  button. The process is quite simple. Type the clue into the white field and press **Return** at the end of each clue. Continue this until all clues have been entered. Click on **OK** when you have finished or wish to leave the clue entry area. Below is a suitable set of sample clues in alphabetical order for you to use in this exercise.

bit	- a zero or one
byte	- represents one character
computer	- programmable electronic device
CPU	- central processing unit
data	- raw facts
electricity	- a flow of electric charge
input	- entered into a computer
internet	- world-wide network of computers
joystick	- games input device
keyboard	- most common alphanumeric input device
modem	- used in communications over telephone wires
monitor	- VDU
mouse	- hand held input device with button(s)
output	- sent from a computer
plotter	- device which commonly uses pens for hardcopy
printer	- common hardcopy device
scanner	- converts images to numerical form

It is a good idea to save your work immediately you have entered the clues. At this stage, your crossword puzzle is now complete and ready to print. Should you wish to add words and clues you may still do so by following the appropriate steps above. Similarly, it is still possible to edit words in the crossword (remembering that this will cause the crossword to be recreated) as well as clues.

It is now time to print our finished crossword. Click on the  icon (or use the menu option **File-Print Crossword**). For our first attempt, we will go with the preset settings. You may not choose to print blackouts since we have a background graphic, but you can add a dropshadow if you wish. Provide a name for your crossword ("Computers") and edit the instructions if you want and click on **OK**. You will then be taken to the page setup component for your printer. Usually you will be printing on **A4** paper, so select this from the


available page sizes (if it is appropriate to your needs) and click on **OK**. (Page size is important as this will determine how much will fit to a page and where the page breaks occur.)


Click on **OK** to print. You should now have successfully printed your first crossword puzzle.

At this stage you are advised to experiment with some of the other options that are available in the **Print** menu area to see how they work and if they are suitable to your needs. You will find that these options provide variety for use of your wordlist and clues without additional work. You may choose to print the puzzle with hints such as the first letter for a less able class.


Our finished crossword can also be printed as a find-a-word puzzle or one of 10 other puzzle types with little extra effort. Trial the various options to see how they work and to determine which are most suited to your needs. This will depend upon the ability level of your group. Any of these alternatives are additional features to your existing crossword. Trying them will not alter the original saved crossword, so there is absolutely no harm in experimenting.

As a final area of investigation of the crossword puzzle making component, we need to look at the creation of a wordlist and its conversion into a completed puzzle. Wordlists are used in conjunction with the autocreate button to speed the process up.


A wordlist may be created by either clicking on the Create a Wordlist button  or by accessing the menu function **Puzzle Options-Create A Wordlist**. Simply type in your list of words, by typing the word and pressing **Return** after each one. On completion of typing your wordlist, click on **Save Wordlist** and provide a name for your file. Then click on **Continue** and click on **Yes** when prompted as to whether you have saved your wordlist.

Your wordlist may be edited at any time by clicking on the edit wordlist button  or by accessing the menu function **Puzzle Options-Edit A Wordlist**.


A wordlist can be created easily in a wordprocessor. Your words should be typed and then followed by a **Return**. Your file should be saved as a **text file** into the **Lists** folder in the Crossword Wizard folder. Using a wordprocessor means that you can spellcheck the words as well and reduce the chance of typographical errors being introduced (If you use a wordprocessor you can prepare the words and the clues all at the one time and use the autocreate option). It can then be brought into your crossword by accessing **Edit a Wordlist**. This is especially useful if you have a list of words (either spelling or topic terminology) which is prepared for program use. You can reduce duplication of work.



Once your wordlist has been created, it can be easily turned into a crossword by using the **Auto-create** facility. This can be accessed by clicking on the  button or by using the menu option **Puzzle Options-Auto-Create**. You will be asked to identify the wordlist you wish to use. Click on it and press **Return**. Your crossword will be created. You may need to select the option **Edit-Regenerate A Crossword** several times in order for all of the words to be used. It may also be possible that some words may not fit, regardless of how many attempts are made.



An additional creation feature that has not been investigated is the  **Manual Add** feature. This option enables you to manually add a word to the crossword in the location of your choice.


The steps for manually adding a word are;

1. Select **Manual Add** .
2. Enter the word in the entry field and select a direction for the word, across or down.
3. You will be asked to click on the location in the crossword to place the word. Make sure there are enough free squares to place your word otherwise the word will be placed in the unused word list.

You may now create a new crossword from **File-New Crossword** or by clicking on the  button. Alternatively, you may wish to play this crossword (or another) by choosing **Crossword Player-Play a Crossword** or by clicking on the  button. Once you have finished, ensure that you have saved your work and **Quit** the program.

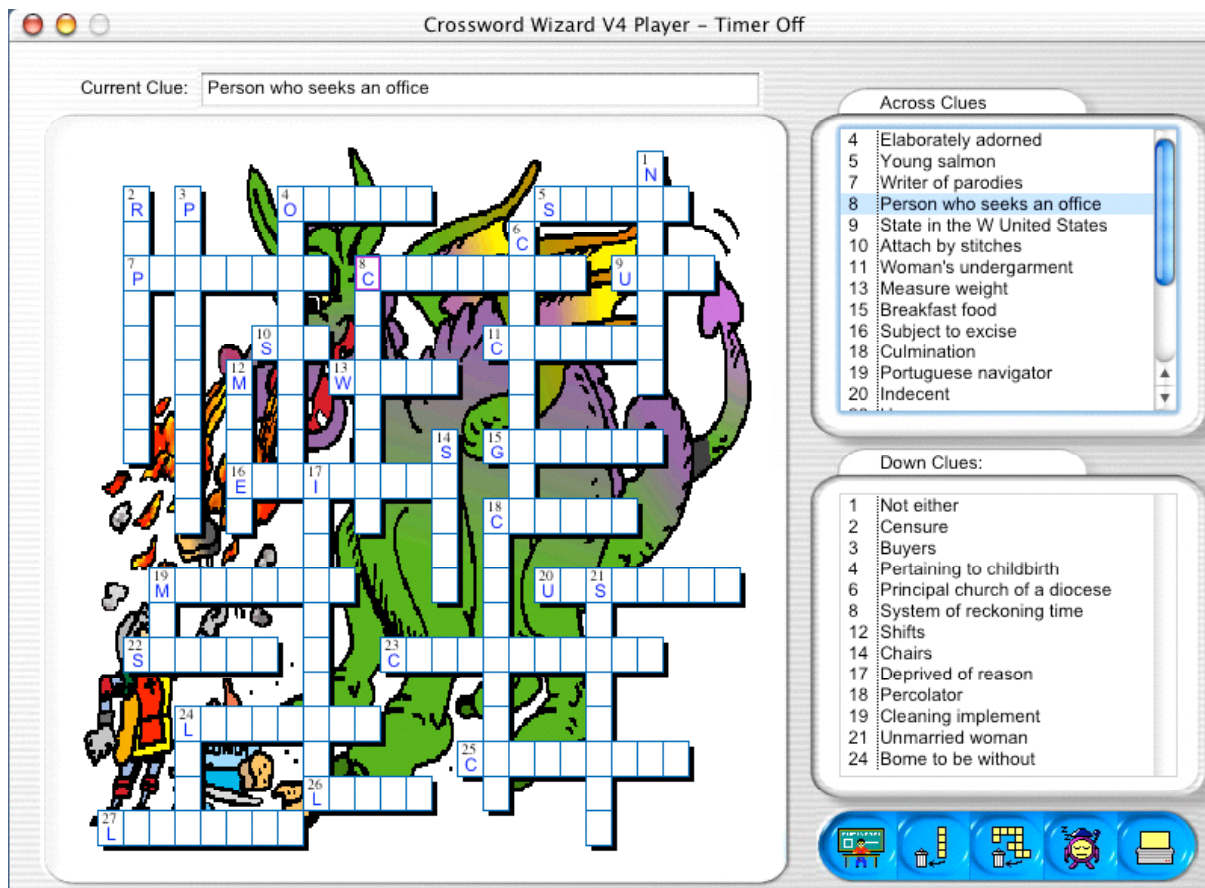
## 2) Crossword Player

You may enter **Crossword Player** in a number of ways

- Launch **Crossword Wizard** from its icon.
- From the creator, you can choose **Crossword Player-Play a Crossword** from the menu area.
- From the creator, you can click on the  **Play a Crossword** button.
- From the player, you can choose either **File-Open a Crossword** or **File-Open a Game**.
- You can open the **Games** folder and launch the desired game by double clicking on its icon. (Note, you will have had to have saved a game earlier to be able to do this.)

You will need to select the appropriate file from those listed in the dialog.  
Once you have loaded your desired crossword, you can then explore how to play a game.  
Your sample screen will appear like this:





You will notice that the menu bar has only a limited number of options available, particularly when compared with the **creator**. Each of these has been dealt with in the manual information above for the **Player** section.

The crossword occupies the area on the left, while the clues are displayed on the right. To enter a word, simply click in the crossword where you wish to type. Check the clue for that location, and, if you know (or think you know) the answer, then type it in. You may choose to have answers inserted in either uppercase or in lowercase. This is done in the **Options** section of the menu bar. Your lettercase choice will apply for the whole crossword.

Move around the crossword by clicking the desired clue, and then type in your answer. Clicking on a clue will automatically move the crossword "cursor" to the correct square. Note that the current clue is also displayed at the top of the screen. This is especially helpful for clues that are too long to be fully viewed in the clue list.



You may delete a word by simply clicking on the **Clear Word** button. Any word may be deleted at any time.

To add a degree of challenge, you may choose to time your attempt. This is done by clicking



on the **Timer** button. To stop the clock, simply click on it again. The time taken will be used when you generate a report. Clicking on the timer icon again will restart (and reset) the clock.

When you have completely finished playing this crossword, you may then check the answers




by clicking on the button. Click on **Yes** in the requester if you wish to have the crossword checked (or **No** if you don't wish to have it checked).

Your performance will be evaluated and the following information displayed:

- Crossword name
- Total words in the crossword
- Words complete number/% correct
- Words correct number/%
- Elapsed time

You have the option of displaying your name and can then choose to **Print Report** or to **Continue**. If you click **Print Report**, you will follow the steps outlined previously for **printing**. Clicking **Continue** will return you to the puzzle you have been playing.

Your completed crossword may also be printed directly. You can use the menu option **File-**

**Print Crossword** or click on the  button. You will be prompted for a title for your crossword. Type in suitable name and click **OK**. This will then take you to the **Page Setup** requester. Select the appropriate page size (usually A4) and click **OK** or press **Return**. You may **cancel** if you don't wish to proceed. Choosing **OK** will then take you to the **Print** requester. Again click **OK** or press **Return** if you wish to print or **Cancel** if you don't wish to proceed. Your completed crossword should then print. (Time will depend upon the printer you are using.)

Should you not finish a crossword, you can **File-Save** so that you can pick up where you left off. A file name will need to be provided. The use of games can be used in class. Students are prevented from seeing the correct answers in the games environment. Crossword Wizard can mark the crossword and print a final report for you if you so desire.