

Instant ReportCard Help Index

Instant ReportCard was written to help teachers write report cards that consist of comments about the student's progress rather than grade averages.

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Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

<< Describe the actions of the various parts of the scrollbar, according to how they behave in your application. >>

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the Instant ReportCard window to an icon.

Shortcut


Mouse: Click the minimize icon  on the title bar.

Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.

Keys: CTRL+F10 enlarges a document window.

Next Window command

Use this command to switch to the next open document window. Instant ReportCard determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. Instant ReportCard determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the <<YourType>> window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

Instant ReportCard implements this command only through its shortcut. It is not available on any menu. You can also switch to a particular window directly by selecting it from the Windows menu.

Overview

This is what Instant ReportCard does for You:

- ✔ it creates report cards from a database of comments according to your instructions
- ✔ it automatically personalizes the comments using the student's name and gender
- ✔ it lets you edit the completed report card using a built-in word processor
- ✔ it prints report cards for all students of a class or for only one or more selected students.
- ✔ it allows you to build and organize your own database of comments

How does it work?

How does it work?

Instant ReportCard is built on the concept of a library of comments. To write a report card, you simply select the comments from the library and Instant ReportCard will put the full text for that comment into the report card. To make it as close to a handwritten comment as possible, the comments in the library can contain placeholders for details that depend on the student to which the comment applies: its first name, personal pronouns in the subject and object form and possessive pronouns. These placeholder get automatically resolved by Instant ReportCard when the comment is used, including correct gender and capitalization after a period.

The comments in the library are organized by categories. The categories do not have to be teaching subjects, they can be anything you like to organize the comments. For example

teaching subjects: General Comments, Language Arts, Math,
grades: Universal, Grade 3, Grade 4, Grade 5,
teachers : Mrs A, Mr B,

or, if you dont like the idea, put all comments into one ategory. But you need at least one category, because in Instant ReportCard every comment must be associated with a category.



A caution though: Instant ReportCard has not been optimized to handle large numbers (i.e. hundreds) of comments in a single category.

Where do you get that library of comments?

Where do you get that library of comments?

Firstly, Instant ReportCard comes with a comment library containing over 400 comments. Secondly, and more importantly, you can create your own libraries (or copy some from a colleague if s/he has Instant ReportCard as well). Instant ReportCard contains all necessary means to create and maintain comment libraries. You can have several of them. To your PC, these libraries are just ordinary files. You also can easily mix comments from several libraries in one report card: just close the current library and open a different one.

When writing report cards, you are never limited to the comments stored in the libraries. At any time you can go directly into the report card and edit the comments that you have selected, or add spontaneous comments.

The format of the reportcard files

The format of the reportcard files

A report card file created and saved with Instant ReportCard in text format can be opened by any text editor or wordprocessor as a plain text file.

You may want to modify the file with a different program, e.g. by using a spelling checker. If you obey the following rules, Instant ReportCard can still open the modified file and retrieve the student data and the text of the comments.

- ✎ the file must be saved as a plain text file. All wordprocessors have this option.
- ✎ Instant ReportCard imbeds the student data in the text. This student data must not be altered.

This is how an Instant ReportCard file looks when opened as a text file:

The string TEXTiRCd indicates that this files has originally been created by Instant ReportCard. It must remain as is at the beginning of the file.

The text between the ÇÇÊ and the ÊÊÊ are the student data last name, first name, middle initial or names (optional), gender (f or m) and a common or informal name (also optional), separated by tabs. This entire line, including the new-line characters at the beginning and end of it, must not be altered. Otherwise Instant ReportCard will not be able to rebuild the class roster and each students comments. There is one such line, enclosed by ÇÇÊ and ÊÊÊ, for each student in the class roster. The text following each such line are the comments for this student.

Can you not do all that with a wordprocessor program?

Maybe, but not easily. How would you do it? Glossaries give you the flexibility of different comments, but are not personalizable to the current student. Mail merge does give you the personalizability, but not the flexibility of different texts for each students since it is designed to produce the same form letter for every person in the database.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

TEXTiRCd

ÇÇÊDoe John John James m JohnnyÊÊÊ

This has been a very satisfactory term for John . He tackled all oral and written assignments and worked confidently and steadily. ...

This is sometimes also referred to as an ASCII file.

he or she


him or her

his or her

Think of it as books on a bookshelf. The comments are the books, the categories are the shelves. You need at least one shelf to hold the books. Multiple categories (shelves) help you to better organize your comments (books).

Sometimes students use a short form of their formal first name, or an entirely different name. You can make the report card more personal by using the formal first name only in the header, but the informal, every-day name in the comment text.

Creating Report Cards

The next couple of topics lead you through the typical steps in creating report cards using Instant ReportCard. The topics are linked in a browse sequence. You get to the next topic in sequence by clicking on the  button.

It assumes that you are familiar with the basic operations of Windows: dragging, clicking, double-clicking, what and where the ctrl and alt keys are, how to select from a menu, how to open and save a file, and so on.

Double-click on the Instant ReportCard icon.

A new, empty report cards file opens named "Untitled1":

The field in the toolbar with the black triangle is a drop-down menu that gives you access to the report card for each student in the file. Right now it is still empty. The class roster button to the right of it gives you access to the class roster.

You can not write report cards without having students. The first thing you need to do is to enter the class roster. Click on the class roster button or select "Class Roster" from the "Edit" menu.

A window with a title of **Students in Class "Untitled1"** opens:

This is where you maintain the roster of students in the report cards file: add or remove students or change the data about them.



The one file holds the report cards for **all** students in the roster.

Building the Class Roster

The next thing to do is to enter the student information:

- ◆ type **Doe** for the last name,
- ◆ jump to the firstname field by pressing the tab key,
- ◆ type **John** and press the tab key,
- ◆ type **Johnny** for a common and press the tab key again,
- ◆ type **James** for a middle name and press the tab key again,
- ◆ click on the **male** gender radio button.

Now click on the Add button, or simply press the enter key. The name Doe, John appears in the class list. The fields that you have typed into have been cleared and everything is ready for the next student.

Type **Doe**, tab, **Jane**, tab, tab, **Mary**, click on the **female** gender radio button and press enter. This time we did not enter a common name. A common name is optional. If none is given, the program automatically uses the first name instead.

The name Doe, Jane appears ahead of Doe, John in the class list. This is because Instant ReportCard automatically sorts the class list in alphabetical order.

Let us enter one more student for now: **Doe**, tab, **Richard**, press **Alt-m** and enter. This time we did not enter a common name nor a middle initial for Richard. Middle names or initials are also entirely optional.

Three students is enough for this exercise. Click on OK or in the close box to close the dialog.

Saving the ReportCard file



It is a good idea to save your work after you entered the class roster.
Select Save As from the File menu.

The standard windows file save dialog opens and suggests a file name of "untitled.irc".
Change the filename to **tutorial**, but leave the extension **.irc**, then click on Ok. The file tutorial.irc now contains the report cards for all three of our students (albeit all still empty). If your real class has e.g. 28 students, the (one) Instant ReportCard file will contain the report cards for all 28 students.

Instant ReportCard file formats

Instant ReportCard supports two file formats:

- ◆ an internal format with extension **.irc** that is only understood by Windows Instant ReportCard itself
- ◆ a text format with extension **.txt**. A reportcard file that has been saved in text format can be opened by any word processor program (to do spell checking for example) or can be transferred to a Macintosh and opened by Instant ReportCard for Macintosh.



The extension of a file does **not** determine the file format. It is merely a convention that should be followed. When saving a file for the first time, you must select the desired format from the file type list in the file save dialog.

When opening a file, Instant ReportCard recognizes the format automatically, regardless of the extension. Saving a file whose format has been established (either by having selected the format from the file type list, or by having opened an existing file) will always use the current format. To change the format, you have to use the command **Save As..** from the file menu.

Opening a Comment Library

Now we need to open a comment library. Select Open Library from the Comments menu. Find and open the file COMMENTS.IRL that came with the Instant ReportCard program.

A list appears on the left side of the Instant ReportCard window. The empty window with the title of the reportcard file that we just created (tutorial.irc) is moved to the right to make room for it.

On the top of the list is a drop down listbox which lets you select the different categories of comments that are contained in the library. Currently the comments in category **Personal Development** are selected. The list below this drop down listbox contains the descriptors of all comments in this category.



Tip - You can use the name of the currently selected category as a chapter heading in the students' reportcards by clicking on the chapter-heading button in the toolbar or using the keyboard shortcut Ctrl-D. You have to do this for each student separately.



Tip - If you want a printout of some, or all, comments in a library, there are two ways:

- 1 - You can create a fictitious class with a few "students", best is one per category with a "name" equal to the category; set the comment placement to leave a blank line between comments and double click on every descriptor, thus using every comment in this "report card". Then print it. The drawback of this method is that you only get the comments, not the descriptors.
- 2 - You can order Comment Browser which was written for this exact purpose. It allows you to view and print the content of a comment library. See the readme.txt file for price and ordering information.



Comment Configuration

There are some controls that let you manipulate the way in which comments that you select from the library show up in the students' report cards. Before we actually use the comments from the library, I want to introduce these controls.



the toolbar contains two groups of push buttons that control some aspects of putting comments from a library into a student's report card:

One button in each group is always selected, indicated by appearing to be pushed in.

The left group lets you select where, in relation to the previous comment, the next comment should be placed; See the [toolbar](#) topic for an explanation of the meaning of the pushbuttons.

Click on the leftmost button of this group to select adjacent placement of comments.

The group on the right lets you decide what subject you want to use for comments with a [subjectless comment](#). See the [toolbar](#) topic for an explanation of the meaning of the pushbuttons.

Click on the rightmost button of this group, the dice, to select the random choice for sentence subject.



The setting of these controls is automatically saved in the [configuration file](#) when you terminate Instant ReportCard, and restored to the last setting when you start the program.

"Writing" Comments

You are now ready to begin placing comments into the report cards. Double-Click on "**cheerful and courteous**" in the list of descriptors. The full text of the associated comment

"Jane is a cheerful and courteous student in class with peers and teachers."

is placed in the report card (your comment may read "She is ..." because of the random selection).

Let's put a few more comments into this paragraph. Not that the resulting paragraph will make a whole lot of sense, just to show how it works. Double click on "eager to learn". The comment is put adjacent to the first comment because we had requested adjacent placement of the comments with the pushbutton in the toolbar.

Click on the arrow to the right of **Personal Development** and select **Language Learning** from the drop down list. The list of descriptors changes because the descriptors are now those for the comments for Language Learning. Double-click on **enjoys stories**.

It is time to save what you have done so far. Select Save from the File menu.



A note regarding saving files.

Navigating the class roster

Let us leave Jane Doe for now and turn to John Doe. Click on the arrow in the drop-down box in the toolbar

A menu pops up with the names of all students in the class roster. Select Doe, John from the list. The name that is displayed changes to Doe, John and the lower part of the window, which contained the text of Jane's report card, is now blank, just as it was for Jane at the beginning.

Don't worry. All that text is still there. It is just not shown. Only one student's report card is displayed at a time. Click to pop up the list and select Doe, Jane. The name changes back to Jane and the comments are back too. Click again and re-select John.

Now go ahead and put in some comments for John, just as you did for Jane. Then do the same for our third student, Richard.

When you are done, save the report cards file

Note that you can also navigate through the list of students using just the keyboard: hold down the ALT key and press the Home or End key to move to the first and last student in the class list respectively. Press the Page-up or Page-down key (while holding down the ALT key) to move forward or backward through the list of students.

Safe Saving

Instant ReportCard uses a "safe saving" technique. When you select **Save** from the file menu, Instant ReportCard does **not** write the new contents over the original file. Doing so could risk losing everything: if something should happen while the new content is written, the new file is not completely written yet and therefore most likely unusable, but the old one is already destroyed. The "safe saving" technique avoids that by employing a temporary file. The new content is first written to a temporary file, leaving the real file untouched. After the temporary file has been successfully written, it is then copied over the original. Once that is complete, the temporary file is reset to empty. Now if something happens during the save there is always a good copy of either the old file, or the new one.

Ordinarily, you can just forget about all this. So why am I telling you? Because there are circumstances where knowing it can be useful, if not important. For example, you may receive an error message that there is not enough room on the disk to save the file, but when you check, there seems to be plenty. Firstly, there obviously must be enough disk space for two times the file since the entire file is temporarily also stored in the temporary file. Or it is actually during saving to the temporary file that the space shortage occurs, while the disk where the real file resides has enough space. So where is that temporary file stored? If you haven't made special arrangements, in the windows directory. If there was an error, Instant ReportCard subsequently will tell you the name and location of the temporary file. If there was a complete crash, you can check the section [Temp] of the configuration file. It contains a list of files that were open when the program (or windows) crashed and their associated temporary files. When a file is closed, its entry is removed from the list, and when Instant ReportCard terminates, the entire section is deleted.

You can create a special directory for temporary files - Instant ReportCard isn't the only program that uses them - and tell windows by setting the temp environment variable. e.g. create a directory temp right on your C drive and add the following line to your autoexec.bat file:

```
SET TEMP=C:\TEMP
```

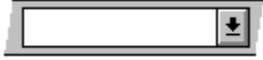
Having a special directory has the advantage that it is easy to monitor. Normally, it should always be empty.

or press **Alt-m**, i.e. press the m key while holding down the Alt key

or press **Alt-f**, i.e. press the f key while holding down the Alt key



Last Name <input type="text"/>	<input type="text"/>		
First Name <input type="text"/>			
Common Name <input type="text"/>			
Middle Names / Initial <input type="text"/>			
Gender <input checked="" type="radio"/> <u>m</u> ale <input type="radio"/> <u>f</u> emale			
0			
<input type="button" value="Add"/>	<input type="button" value="Replace"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="button" value="OK"/>			
<input type="text"/>			



Make sure that **no** character translation is done during the transfer except for converting the carriage-return line-feed combination, which indicates a new line on PCs, to just carriage-return, the Macintosh's indication for a new line.

To open reportcard files saved by Instant ReportCard for Windows in text format requires version 1.5 or later of Instant ReportCard for Macintosh.

Instant ReportCard for Windows can open reportcard files created by Instant ReportCard for Macintosh version 1.3 or later.

Save File as Type:

ReportCard Format (*.irc)	↓
ReportCard Format (*.irc)	
Text Format (*.txt)	

Part of the window may disappear "behind" the right edge of the surrounding frame. If that happens, you can bring all of the window back inside the frame by selecting **tile** or **cascade** from the Window menu

A comment descriptor is a mnemonic that lets you identify, and therefore find and select, a particular comment in a list of other descriptors. For the comments provided with Instant ReportCard, I have tried to use catchwords from the comments as descriptors. When you create your own libraries of comments, you can use as descriptors whatever works for you: words, numbers, symbols

The file **rptcard.ini** in the windows directory

Printing Report Cards

Many schools use forms for printing report cards. The forms generally consist of two areas: a header portion for the student's name, the school name, date or term, etc. And a portion for the text of the report card. With the Page Setup dialog (accessible from the ReportCard menu) you tell Instant ReportCard where on the page these two areas are located.

With Instant ReportCard, you build the text portion of the report cards. But what about the header? Instant ReportCard automatically prints the student's name in the header area. You can choose from four different formats using the Preferences dialog.

Before printing the report cards, you may want to Preview how the printed pages look.

Select Print from the File menu. The Print Dialog allows you to select whether you want to print the report cards of all students or just individual ones. Beyond that, you can **not** select just individual pages out of a student's report card. The entire report card(s) of all selected students are printed.

To select individual students, first choose Select instead of All, then select students by clicking on their name. Students whose name is selected (highlighted) are printed. Simply clicking on an unselected name selects it and unselects any existing selection(s). Holding down the CTRL key while clicking on a name reverses that selection - selects if it was not selected, unselects if it was - without affecting any other selections. Holding down the shift key while clicking on a (unselected) name selects all names between it and a previously selected name.

Print Preview

Select Print Preview from the File menu.

Creating a new Comment Library

Select **New Library...** from the Comments menu.

An empty list appears on the left side of the Instant ReportCard window. If a reportcard window is open, it is moved to the right to make room for the list.

On the top of the list is a drop down listbox which lets you select the different categories of comments that are contained in a comment library. Because this is a brand new library, it is empty.

Adding Categories to the Library

Select **Edit Categories...** from the **Comments** menu.

Instant ReportCard displays a dialog with a title of **Categories from Library1**.

Type *Attendance* and press the enter key or click on the Add button. Then type *Language Arts* and press enter again. You now have two categories in this new library. For your own library you'll probably create a couple more. You don't necessarily have to create all categories at once. You can always come back and add - or delete - categories.

Click on OK. This closes the dialog.

Adding Comments to the Library

Select **Edit Comments...** from the **Comments** menu.

Instant ReportCard displays a dialog with a title of **Comments from Library1**.

The category combo box is the only one not empty. It reads **Attendance**. Click on the arrow, or anywhere in the field. A list opens containing all the categories in this library - here the only other one is **Language Arts**.

We will use it later when we want to enter comments for another category. Any comments you enter get catalogued under the category shown in the combo box, so make sure the right category is selected before entering comments.

Creating a Comment - Descriptor

Lets assume you want to store the comment

Name *has to this date enjoyed perfect attendance*

in the library. For *Name* of course we want to use the students common name.

The first thing you need to do is think of a descriptor, a mnemonic that lets you find this comment in a list with other descriptors, other mnemonics.

Type **perfect** as descriptor for this comment into the field at the top right; the insertion point is already positioned there (in case it is not, click in the field to move it there).



Tip - When you create your own comments, you can use descriptors that are in sync with the way you keep track of your students' performance. Perhaps a numbering scheme, e.g. 1 through 10 or 100%, 80%, ..., or descriptors reminiscent of grades (A, B+, ...). And the associated comments reflect the gradation that is implied by the descriptors, of course. Then, at report card time, you just need to pick the comment(s) that reflect the student's current level in accordance with your notes.

Press tab to move the insertion point to the next field.

Creating a Comment - General Rules

This is where you type the actual comment. You can write comments that are longer than the field, a scrollbar appears when that happens. When you write your comment, you should not press enter or return at the end of the line like you would with a typewriter. They activate the default button, in this case **Add** causing your incomplete comment to be stored in the library. This wouldn't be the end of the world since you can [edit the comment](#) and complete it.

Don't pay any attention to the lines at all. How the text wraps here has nothing to do with how it wraps when you put the comment into a report card. A report card is wider and therefore more text fits into a line before it has to begin a new line.



If you want to make sure that something (a new sentence for example) starts on a new line, you can do that by holding down the SHIFT key while you press the enter or return key.

The descriptor is used to identify a comment within the list of comments for a category. For your own comments, you can use whatever you like as a descriptor: key words from the comment, or number them sequentially, or grade marks (A, B+, ...), or percentages (100%, 90%, ...).

Creating a Comment - the name placeholder

If you would just type

Name has to this date enjoyed perfect attendance.

this is exactly what would be written into a report card when you select this comment. We want **Name** to be replaced by the students common name however. Somehow you have to let Instant ReportCard know that. The way you do that is to use a special symbol as a placeholder.

That symbol is &0. As a little help, Instant ReportCard provides a shortcut for the name symbol &0: hold down the Ctrl key and type 0 (zero).

Whenever Instant ReportCard detects this combination, it will replace it with the students common name ROSTRDLG_COMMONNAME when writing the comment into the report card. So, type

&0 has to this date enjoyed perfect attendance.

Dont forget the period at the end. Then press enter, or click on the Add button. The comment descriptor **perfect** appears in the comment list, the two entry fields are cleared and the insertion point returns to the comment descriptor field.

Creating a Comment - placeholders for he/she, his/her

The next comment we want to write is

She has now missed so many days that her completion of this years work is in doubt.

Again you let Instant ReportCard know about the pronouns by using special symbols:

&1 for he/she &2 for his/her

This is therefore what you write:

"missed many days" as comment descriptor, then tab forward and type

&1 has now missed so many days that &2 completion of this years work is in doubt.

The same shortcut for the special symbols works here: you can hold down the Ctrl key and type 1 and 2 respectively.

Press enter to add the comment to the library.



Instant ReportCard automatically capitalizes personal pronouns after a period or a new line in the report card.

Creating a Comment - placeholder for him/her

The next comment is for our other category: Language Arts. Click on the arrow of the combo box (or in the field itself) and select **Language Arts**. The category combo box shows now Language Arts as current category.

There is a third kind of pronoun that requires personalization: him/her, as in

He expresses himself well but needs to project his voice more to be heard in a large group setting.

The special symbol for him/her is &3.

Give the comment a descriptor of **expresses self well** and type

&1 expresses &3self well but needs to project &2 voice more to be heard in a large group setting.

Again you can produce &3 by holding down the Ctrl key and typing 3.



This example also shows that the special symbols do not have to stand by themselves to be recognized. Here we combined &3 with self, which will become herself/himself. Another use of this capability is in &0s which becomes e.g. Janes or Johns. With this use, however, you have to watch out when a student's common name ends with an s, e.g. Andreas, because Instant ReportCard will in this case write Andreass which of course is not correct. You'll have to correct that in the report card.

Press enter to add the comment to the library.

Creating a Comment - subjectless comment

There is one more special feature that was mentioned in the tutorial on how to use Instant ReportCard to write report cards: subjectless comments.

Comments often come in two almost identical forms: **Name has** and **He/She has** and I said that you can write comments in such a way that the decision which form to use is delayed until you actually select the comment. This is how you do it: omit the &0 or &1 and begin the comment with the blank, i.e. instead of

&0 is progressing well with &2 language arts.

you write

is progressing well with &2 language arts.

The space at the beginning is important! Without the blank at the beginning only the normal replacement of the special symbols is done. This also means that you can have this delayed choice only at the beginning of the comment, not for a sentence later in the comment.

That is all there is to writing your own comments. Click on OK. You can now use these comments in reportcards.


or select close from the system menu or use the ALT-F4 shortcut



When you delete a category, all comments in that category are deleted as well.

or use the toolbar shortcut:



or use the toolbar shortcut: 

File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new report card.
<u>Open</u>	Opens an existing report card.
<u>Close</u>	Closes an opened report card.
<u>Save</u>	Saves an opened report card using the same file name.
<u>Save As</u>	Saves an opened report card to a specified file name.
<u>Check Spelling</u>	Checks the spelling of all report cards in this file.
	You must have acquired the spelling checker add-on for this menu option to appear and be available.
<u>Print</u>	Prints a report card.
<u>Print Preview</u>	Displays the report card on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Exit</u>	Exits Instant ReportCard.

Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the report card and moves it to the clipboard.
<u>Copy</u>	Copies data from the report card to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the report card.
<u>Select All</u>	Select all text in the current student's report card.
<u>Class Roster</u>	Add, delete or edit students to the active report card document.
<u>Preferences</u>	Customize some aspects of Instant ReportCard

Comments menu commands

The Comments menu offers the following commands:

<u>New Library</u>	Creates a new comment library.
<u>Open Library</u>	Opens an existing comment library.
<u>Close Library</u>	Closes the currently opened comment library.
<u>Save Library</u>	Saves the currently opened comment library using the same file name.
<u>Save Library</u>	Saves the currently opened comment library using the same file name.
<u>AS</u>	
<u>Edit</u>	Add, modify, or delete comment categories in the library.
<u>Categories</u>	
<u>Edit</u>	Add, modify, or delete comments in the library.
<u>Comments</u>	

Reportcard menu commands

The Reportcard menu offers the following commands:

<u>Page Setup</u>	Set the position and margins of the report card page body and header.
<u>Set Font</u>	Choose the font and font size for the report card.
<u>Check</u>	Checks the spelling of the report card of the currently shown student.
<u>Spelling</u>	You must have acquired the spelling checker add-on for this menu option to appear and be available.

View menu commands

The View menu offers the following commands:

<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Comment List</u>	Shows or hides the comment list
First Student	Displays the report card for the first student in the class roster.
Last Student	Displays the report card for the last student in the class roster.
Next Student	Displays the report card for the next student in the class roster.
Previous Student	Displays the report card for the previous student in the class roster.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple report cards in the application window:

<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Window 1,</u> <u>2, ...</u>	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:


<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using</u>	Provides general instructions on using help.
<u>Help</u>	
<u>About</u>	Displays the version number of this application.

New command (File menu)

Use this command to create a new report card in Instant ReportCard.

You can open an existing report card with the [Open command](#).

Shortcuts


Toolbar: 
Keys: CTRL+N

Open command (File menu)

Use this command to open an existing report card in a new window. You can open multiple report cards at once. Use the Window menu to switch among the multiple open report cards. See [Window 1, 2, ... command](#).

You can create new report cards with the [New command](#).

Shortcuts

Toolbar: 
Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

Instant ReportCard native file format - extension .irc.

Instant ReportCard text file format - extension .txt. This format can be used to exchange files with Instant ReportCard for Macintosh or to import the file into a word processor.

Drives

Select the drive in which Instant ReportCard stores the file that you want to open.

Directories

Select the directory in which Instant ReportCard stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close the window containing the active report card. Instant ReportCard suggests that you save changes to your report card before you close it. If you close a report card without saving, you lose all changes made since the last time you saved it. Before closing an untitled report card, Instant ReportCard displays the Save As dialog box and suggests that you name and save the report card.


You can also close a report card by using the Close icon on the report card's window, as shown below:



Save command (File menu)

Use this command to save the active report card to its current name and directory. When you save a report card for the first time, Instant ReportCard displays the Save As dialog box so you can name your report card. If you want to change the name and directory of an existing report card before you save it, choose the Save As command.

Shortcuts

Toolbar: 
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active report card or change the file format. Instant ReportCard displays the Save As dialog box so you can name your report card and select type and directory.

To save a report card with its existing name, type and directory, use the Save command.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a report card with a different name. A filename can contain up to eight characters and an extension of up to three characters. Instant ReportCard adds the extension you specify in the Save File As Type box.

File Type

Instant ReportCard supports two file formats:

extension **.irc** an internal format that is only understood by Instant ReportCard for Windows itself

extension **.txt** a text format. A ReportCard file that has been saved in text format can be opened by any word processor program (to do spell checking for example) or can be transferred to a Macintosh and opened by Instant ReportCard for Macintosh.

Drives

Select the drive in which you want to store the report card.

Directories

Select the directory in which you want to store the report card.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Check Spelling command (File menu)

Use this command to check the spelling of every report card in this file. To check the spelling of just the report card of the currently shown student, use the Check Spelling command from the ReportCard menu.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four report cards you closed. Choose the number that corresponds with the report card you want to open.

Exit command (File menu)

Use this command to end your Instant ReportCard session. You can also use the Close command on the application Control menu. Instant ReportCard prompts you to save report cards with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

Undo/Can't Undo command (Edit menu)

Use this command to reverse the last editing action, if possible. The name of the command changes, depending on what the last action was. The Undo command changes to Can't Undo on the menu, or is disabled (grayed), if you cannot reverse your last action.

Shortcuts

Keys: CTRL+Z or
ALT-BACKSPACE

Cut command (Edit menu)

Use this command to remove the currently selected data from the report card and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

Keys: CTRL+V

Select All (Edit menu)

Use this command to select all text in the currently active window. In other words, the entire text of the report card of the current student.

Shortcuts

Keys: CTRL+A

Edit Class Roster (Edit menu)

Use this command to start the [class roster dialog](#) for adding, deleting or changing the names of the students in the currently active report card file. It is disabled if there is no report card file open.

Shortcuts

Toolbar:



Edit Preferences

Use this command to start the preferences dialog for selecting the type of print header for the report cards and setting the odds for the random selection of the subject of a subjectless comment

Subjectless Comment

Comments often come in two almost identical forms: "Name has ..." and ..."He/She has ..." where the only difference is the form of the subject of the sentence: first name or personal pronoun. Instant ReportCard allows comments to be written such that the sentence subject remains undecided until the comment is put into a report card, allowing the same comment to be used either way.

New Library command (Comments menu)

Use this command to create a new comment library in Instant ReportCard.

You can open an existing comment library with the Open Library command.

Open Library command (Comments menu)

Use this command to open an existing [comment library](#).

You can create a new comment library with the [New Library command](#).

You can have only one comment library open at a time. If a comment library is already open, this command will be grayed and disabled.

Close Library command (Comments menu)

Use this command to close the active comment library. Instant ReportCard suggests that you save changes to your comment library before you close it. If you close a comment library without saving, you lose all changes made since the last time you saved it. Before closing an untitled comment library, Instant ReportCard displays the Save As dialog box and suggests that you name and save the comment library.

Save Library command (Comments menu)

Use this command to save the active comment library to its current name and directory. When you save a comment library for the first time, Instant ReportCard displays the Save As dialog box so you can name your comment library. If you want to change the name and directory of an existing comment library before you save it, choose the Save As command.

Library Save As command (Comments menu)

Use this command to save and name the active comment library. Instant ReportCard displays the Save As dialog box so you can name your comment library.

To save a comment library with its existing name and directory, use the Save command.

Edit Categories (Comments menu)

Use this command to start the [edit categories dialog](#) for adding, deleting or changing the names of the comment categories in the currently open comment library. It is disabled if there is no comment library open.

Shortcuts

Toolbar:



Edit Comments (Comments menu)

Use this command to start the [edit comments dialog](#) for adding, deleting or changing the [descriptors](#) and/or the text of comments in the currently open comment library. It is disabled if there is no comment library open.

Shortcuts

Toolbar:



Page Setup (ReportCard menu)

Use this command to start the Page Setup dialog to set the location and size of the header and body areas for the report card.

Set Font (ReportCard menu)

Use this command to select the font and font size for the report card. All text of the report cards of all students in the active document will change to the chosen font and/or size.

Check Spelling (ReportCard menu)

Use this command to check the spelling of the report card of the currently shown student. To check the spelling of every report card in this file, use the Check Spelling command from the File menu.

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Instant ReportCard, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Instant ReportCard,

To hide or display the Toolbar, choose Toolbar from the View menu (Alt, v, t).

Click To



Open a new report card.



Open an existing report card. Instant ReportCard displays the Open dialog box, in which you can locate and open the desired file.



Save the active report card with its current name. If you have not named the report card, Instant ReportCard displays the Save As dialog box.



Print the active report card.

Next is a drop down list box which gives you access to the individual students in the current document.



Edit the class roster.



Edit the subject categories in the comment library.



Edit the comments in the comment library.



Insert the name of the currently selected category as a heading for the next block of comments. Shortcut key: Ctrl-D

The next six buttons do not perform an action when clicked, but rather show the choice of a setting that affects how selected comments are processed. One, and only one, in each group of three buttons is always pushed, or in other words, selected



Append the next comment to the previous one, just leaving a space.



Start the next comment in a new line.



Leave a blank line before starting the next comment.



Use the student's name to complete a subjectless comment.



Use the personal pronoun to complete a subjectless comment.



Choose at random between name and pronoun to complete a subjectless comment.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the Instant ReportCard window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Comment List command (View menu)

Use this command to display and hide the list of comment descriptors, from which you select corresponding comment by double-clicking on the descriptor. A check mark appears next to the menu item when the Status Bar is displayed. This command is only enabled if a comment library is open.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Arrange Icons command (Window menu)

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

Instant ReportCard displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Instant ReportCard and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About Instant ReportCard command (Help menu)

Use this command to display the copyright notice and version number of your copy of Instant ReportCard.

The Class Roster Dialog

The Class Roster dialog is the place where you input and maintain the student data for the report card file. It consists of five input fields, two output or feedback fields, a list and five command buttons. Click on each field for information about its use.

The screenshot shows a dialog box titled "The Class Roster Dialog". It features a form with the following elements:

- Last Name**: A text input field.
- First Name**: A text input field.
- Common Name**: A text input field.
- Middle Names / Initial**: A text input field.
- Gender**: A group box containing two radio buttons: **male** and **female**.
- A large empty rectangular area on the right side of the form.
- A small number **0** located at the bottom right of the large empty area.
- Five command buttons at the bottom: **Add**, **Replace**, **Edit**, **Delete**, and **OK**.

Enter here the student's last name. The last name is required.

Enter here the student's first name. The first name is required.

This is an optional field. Enter here, if you wish, a common name for the student if the name used to address the student in class is either different from his/her first name, or is a commonly used derivation of the first name, e.g. Johnny for John. This allows you to make the reportcard more personal since the common name is used to personalize the comments while the first name is used in the printed header.

If no common name is entered, the first name is automatically used.

This is an optional field. Enter here, if you wish, middle name(s) or initials. These are only used in the printed header if the appropriate type is selected in the preferences dialog.

Click on the appropriate radio button to set the gender of the student. The gender is required to choose the right form of personal pronoun (he vs. she, his vs. her, him vs. her) when personalizing a comment. Instead of clicking a radio button, you can set it with a keyboard shortcut: ALT-m for male, ALT-f for female.

This is the count of students in the list. Simply a convenient quick check whether all students in the class have been entered.

This area is used to display an error message if you try to add a student without having entered. both last and first name.

This is a display of the list of all students in this report card file. You can select a student from this list (by clicking on the name) if you need to either edit the student data, e.g. to correct the spelling, or delete that student from the list. To de-select a student click on it while holding down the Ctrl key.

When you push the **Add** button, Instant ReportCard checks that last and first name are present, then creates a student according to the data in the input fields and adds him/her to the list in alphabetical order. All input fields are then cleared and the cursor placed in the last name field.

The **Add** button is usually also the default button, indicated by a thicker outline. The default button can be activated by pressing the enter key. This means that you can enter the class list solely using the keyboard: typing, tabbing between fields, alt-f/alt-m to select the gender, and pressing enter to add to the list, without the need to use the mouse in between.

The **Replace** button is only enabled if a student is selected in the list. When you push this button, Instant ReportCard checks that last and first name are present, then changes the student's data according to the data in the input fields.



These changes will **not** retroactively change the personalization of comments already in the student's report card.

All input fields are then cleared and the cursor placed in the last name field.

The **Edit** button is only enabled if a student is selected in the list. When you push this button, Instant ReportCard retrieves the student's data and places it in the appropriate input field so that you can make any corrections or additions.



Instant ReportCard assumes that you pushed the **Edit** button because you want to modify or correct some data of this student. It therefore changes the default button to be **Replace** rather than **Add**.

The **Delete** button is only enabled if a student is selected in the list. When you push this button, Instant ReportCard deletes that student from the class roster.

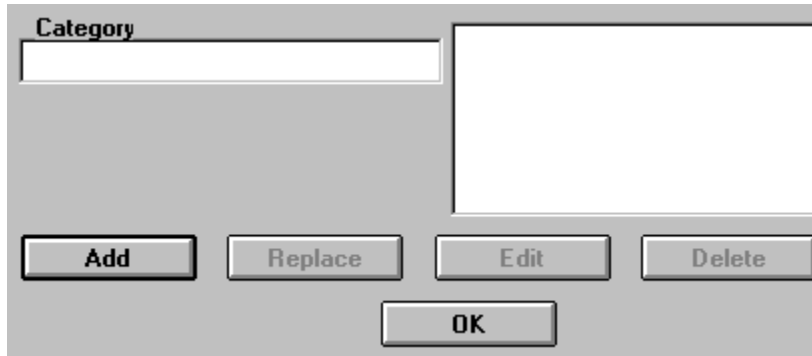


Any comments placed in the student's reportcard will be deleted as well!

The **OK** button closes the dialog.

The Categories Dialog

The Categories dialog is the place where you input and maintain the categories for a comment library. It consists of one input field, a list and five command buttons. Click on each field for information about its use.



The screenshot shows a dialog box titled "Categories". It features a text input field at the top left, a large empty rectangular area on the right, and five buttons at the bottom: "Add", "Replace", "Edit", "Delete", and "OK".

Enter here the name of the category. The name is required. If you try to add a category without giving it a name, Instant ReportCard will alert you with an audible alarm (a beep).

This is a display of the list of all categories in this comment library. You can select a category from this list (by clicking on the name) if you want to



edit the category name, e.g. to correct the spelling



delete that category from the list



direct Instant ReportCard where to add a new category:.



Unlike the students in the class roster, the categories are not sorted alphabetically when added to the list. If no category is selected, new categories are added to the end of the list. If a category is selected in the list, new categories are added in front of the selected category.

To deselect a category, click on it while holding down the Ctrl key.

When you push the **Add** button, Instant ReportCard checks that the name is present, then adds the category to the list. The input field is then cleared and the cursor placed in the name field.

The **Add** button is usually also the default button, indicated by a thicker outline. The default button can be activated by pressing the enter key. This means that you can enter categories solely using the keyboard: typing the name and pressing enter to add to the list, without the need to use the mouse in between.

The **Replace** button is only enabled if a category is selected in the list. When you push this button, Instant ReportCard checks that the name is present, then changes the name of the selected category. Any comments associated with this category will be unaffected.

The input field is then cleared and the cursor placed in the name field.

The **Edit** button is only enabled if a category is selected in the list. When you push this button, Instant ReportCard places the category's name in the name field so that you can make any corrections.



Instant ReportCard assumes that you pushed the **Edit** button because you want to modify or correct the name of this category. It therefore changes the default button to be **Replace** rather than **Add**.

The **Delete** button is only enabled if a category is selected in the list. When you push this button, Instant ReportCard deletes that category from the comment library.

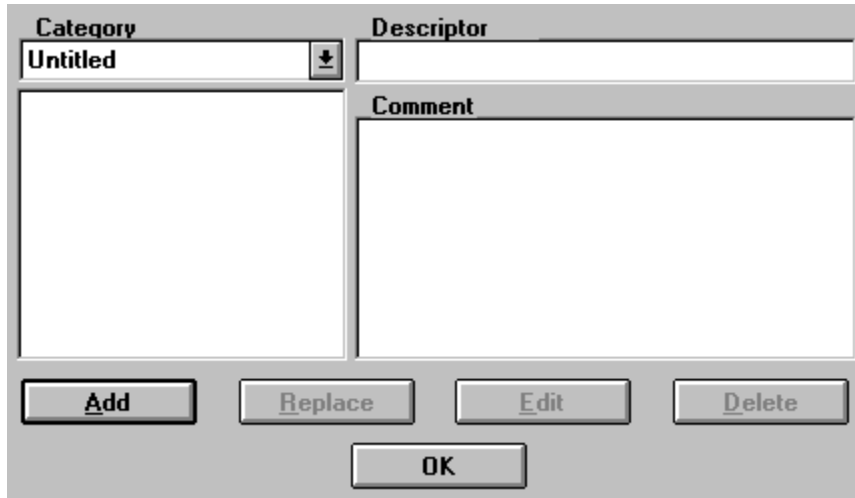


Any comments associated with this category will be deleted as well!

The **OK** button closes the dialog.

The Comments Dialog

The Comments dialog is the place where you input and maintain the comments for a comment library. It consists of two input field, a combobox, a list and five command buttons. Click on each field for information about its use.



The image shows a screenshot of a software dialog box titled "The Comments Dialog". The dialog is divided into several sections:

- Category:** A combobox containing the text "Untitled" and a small downward-pointing arrow icon.
- Descriptor:** A single-line text input field.
- Comment:** A large, empty text area for entering the comment text.
- Buttons:** A row of five buttons: "Add", "Replace", "Edit", "Delete", and "OK".

Use the combobox to select the category to work on. The list will display the descriptors of the comments in the selected category (if any) and new comments will be added to the selected category.

Enter here a name/descriptor for the comment. The name is required. If you try to add a comment without giving it a name, Instant ReportCard will alert you with an audible alarm (a beep).

The descriptor is used to identify a comment within the list of comments for a category. For your own comments, you can use whatever you like as a descriptor: key words from the comment, or number them sequentially, or grade marks (A, B+, ...), or percentages (100%, 90%, ...).

This is what the descriptors of the comments in the library that comes with Instant ReportCard use.

This is where you enter or edit the actual comment. See

This is a display of the list of all comments in the selected category of this comment library. You can select a comment from this list (by clicking on the name) if you want to



edit the comment name, e.g. to correct the spelling



delete that comment from the list



direct Instant ReportCard where to add a new comment



Unlike the students in the class roster, the comment are not sorted alphabetically when added to the list. If no comment is selected, new comments are added to the end of the list. If a comment is selected in the list, new comments are added in front of the selected comment .

To deselect a comment , click on it while holding down the Ctrl key.

When you push the **Add** button, Instant ReportCard checks that the descriptor is present and a comment has been entered, then adds the comment to the list. The input field is then cleared and the cursor placed in the descriptor field.

The **Add** button is usually also the default button, indicated by a thicker outline. The default button can be activated by pressing the enter key. This means that you can enter comments solely using the keyboard: typing the descriptor, tabbing to the comment field and typing the comment, and pressing enter to add the comment to the list, without the need to use the mouse in between.

The **Replace** button is only enabled if a comment is selected in the list. When you push this button, Instant ReportCard checks that the name is present, then changes the name of the selected comment .

The descriptor and comment fields are then cleared and the cursor placed in the descriptor field.

The **Edit** button is only enabled if a comment is selected in the list. When you push this button, Instant ReportCard places the comment's descriptor and full text into the respective fields so that you can make corrections or additions.



Instant ReportCard assumes that you pushed the **Edit** button because you want to modify or correct the name of this comment. It therefore changes the default button to be **Replace** rather than **Add**.

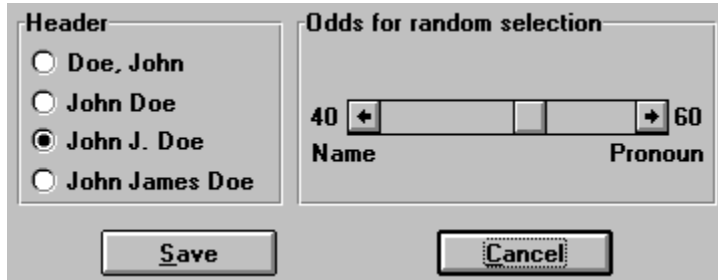
The **Delete** button is only enabled if a comment is selected in the list. When you push this button, Instant ReportCard deletes that comment from the comment library.

The **OK** button closes the dialog.

The Preferences Dialog

The Preferences dialog is the place where you maintain what type of header you want to print on each reportcard as well as the odds for the random choice between the common name and the personal pronoun for subjectless comment.

It consists of four radio buttons, a scrollbar, two output or feedback fields and a save and cancel button. Click on each field for an explanation of its use.



The image shows a dialog box with two main sections. The left section, titled "Header", contains four radio buttons: "Doe, John", "John Doe", "John J. Doe" (which is selected), and "John James Doe". The right section, titled "Odds for random selection", features a horizontal scrollbar with "40" on the left and "60" on the right. Below the scrollbar, the word "Name" is positioned under the "40" and "Pronoun" is positioned under the "60". At the bottom of the dialog are two buttons: "Save" and "Cancel".

In the header of each student's report card print the last name then the first name, separated by a comma.

In the header of each student's report card print the first name followed by the last name.

In the header of each student's report card print the first name followed by the middle initial and the last name.

In the header of each student's report card print the first name followed by the all middle names and the last name.

Use the scroll bar to set the odds for choosing the subject for a subjectless comment to anywhere between 99:1 in favour of the name and 1:99 in favour of the personal pronoun.

This field show the selected odds in favour of choosing the name as subject for a subjectless comment.

This field show the selected odds in favour of choosing the personal pronoun as subject for a subjectless comment.

Click on the **Save** button to save the settings and exit the dialog

Click on the **Cancel** button to exit the dialog without saving the settings

The Page Setup Dialog

With the page setup dialog you set the size and location of the header and body area on a report card page. This lets you adjust the print output to pre-printed forms.

It consists of eight input fields. Click on each field for an explanation of its use.

All measurements, except for the header height, are margins from the corresponding edge of the paper

Header:

Left	<input type="text" value="1.750"/>	Right	<input type="text" value="0.750"/>
Top	<input type="text" value="1.250"/>	Height	<input type="text" value="0.750"/>

Body:

Left	<input type="text" value="0.750"/>	Right	<input type="text" value="0.750"/>
Top	<input type="text" value="2.250"/>	Bottom	<input type="text" value="1.000"/>



Enter in this field the distance (margin) from the left edge of the paper to the left edge of the area on the page designated for the report card header which will receive the student's name.

The measurement is in inches and will be rounded to 1/8"



Enter in this field the distance (margin) from the right edge of the paper to the right edge of the area on the page designated for the report card header which will receive the student's name.

The measurement is in inches and will be rounded to 1/8"



Enter in this field the distance (margin) from the top edge of the paper to the top edge of the area on the page designated for the report card header which will receive the student's name.

The measurement is in inches and will be rounded to 1/8"



Enter in this field the height of the area on the page designated for the report card header which will receive the student's name.
The measurement is in inches and will be rounded to 1/8"



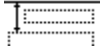
Enter in this field the distance (margin) from the left edge of the paper to the left edge of the area on the page designated for the report card body in which the comments will be printed

The measurement is in inches and will be rounded to 1/8"



Enter in this field the distance (margin) from the right edge of the paper to the right edge of the area on the page designated for the report card body in which the comments will be printed

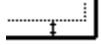
The measurement is in inches and will be rounded to 1/8"



Enter in this field the distance (margin) from the top edge of the paper to the top edge of the area on the page designated for the report card body in which the comments will be printed

This measurement includes the header and should therefore be larger than the sum of the top margin and the height of the header or else the header will overlap the body.

The measurement is in inches and will be rounded to 1/8"



Enter in this field the distance (margin) from the bottom edge of the paper to the bottom edge of the area on the page designated for the report card body in which the comments will be printed

The measurement is in inches and will be rounded to 1/8"


Click on the **Save** button to save the settings and exit the dialog

Click on the **Cancel** button to exit the dialog without saving the settings

Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar: 
Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify what you want to print:

All Prints the report cards of all students.

Selection

Enables the list with the names of the students, allowing you to select individual students. Use the shift- or ctrl- keys for selecting contiguous or non-contiguous ranges of students.

Only the report cards of the selected student(s) will be printed.

Copies

Specify the number of copies you want to print.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that Instant ReportCard is sending output to the printer. The page number and student name indicate the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which each page will be displayed in its printed format. The print preview toolbar offers you options to move back and forth through the report cards and initiate a print job. You can zoom in and out of the page by clicking on it with the mouse.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print

Bring up the print dialog box, to start a print job.

Next Page

Preview the next page of the current student's report card.

Prev Page

Preview the previous page of the current student's report card.

Next Student

Preview the report card of the next student in the class roster.

Prev Student

Preview the report card of the previous student in the class roster.

Close

Return from print preview to the editing window.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Check Spelling

If you bought the Instant ReportCard spelling check add-on, three spelling check options become available:



Check individual comments in the comment library



Check a single student's report card



Check all report cards in the report card file

The spelling check add-on consists of a DLL and the dictionaries. These pieces must be accessible to Instant ReportCard, either in a directory which is in your PATH statement (e.g. the windows directory) or in the same directory as Instant ReportCard. It is probably best to keep them in the same directory as Instant ReportCard. That is also where they are put by the install process.

Apart from the three different ways to invoke the spelling check and the corresponding different scopes of the check, the remainder of the spelling check process is the same.

Selecting which dictionary to use

When you use spelling checker, it checks to see what dictionaries are present, and if more than one is found, it looks in the SPELMATE.INI file to see if a preference has been set. If no such preference is found, it will prompt you to select a dictionary.



If you check the Use Always Checkbox, the selected dictionary choice is stored in the SPELMATE.INI file. From then on, the spelling checker will not prompt for the dictionary choice anymore. If you later want to change the dictionary, simply delete the file SPELMATE.INI and you will be prompted again the next time you use the spelling checker.

The data dictionary is then loaded and held in memory for maximum speed.

When this option is checked, the choice of dictionary is stored in the file SPELMATE.INI and used from then on to determine which dictionary to load without presenting this dialog.

Correcting Mis-spelled Words

When the spelling checker detects a word that it can not find in the main dictionary, nor in the private dictionary, it presents the following dialog:



It shows the word in question as well as a list of possible alternatives. The alternatives are words from the dictionaries that closely resemble the word in the original text. You have five choices to deal with the situation, represented by the 5 buttons in the dialog:

- Ignore Accept the word as is and continue with the spelling check. If the word is encountered again, this dialog is presented again.
- Ignore All Same as Ignore, except that all occurrences of this word are ignored, i.e. if the word is encountered again, this dialog is **not** presented again.
- Change Change the word to the one in the "Change To" combo box, then continue with the spelling check. You can either select a word from the suggestion list, or type the correctly spelled word into the field yourself.
If the word is encountered again, this dialog is presented again.
- Add Add the word in question to your private dictionary, then continue with the spelling check.
If the word is encountered again, this dialog is **not** presented again.
- Cancel Abort the spelling check.

the word in question

If you click on the Change button, the mis-spelled word will be replaced with the one in this edit field. You can either select a word from the suggestion list, or type the correctly spelled word into the field yourself.

A list of possible alternatives for the mis-spelled word. The alternatives are words from the dictionaries that closely resemble the word in the original text. One of the suggestions is pre-selected into the edit field of the combo box.

The dialog title in the caption tells which main dictionary is being used

Accept the word as is and continue with the spelling check.
If the word is encountered again, this dialog is presented again.

Same as Ignore, except that all occurrences of this word are ignored, i.e. if the word is encountered again, this dialog is **not** presented again.

Change the word to the one in the "Change To" combo box, then continue with the spelling check. You can either select a word from the suggestion list, or type the correctly spelled word into the field yourself.
If the word is encountered again, this dialog is presented again.

Add the word in question to your private dictionary, then continue with the spelling check. If the word is encountered again, this dialog is **not** presented again.

Abort the spelling check.

Spelling Check Complete



This message signals the end of the spelling check.

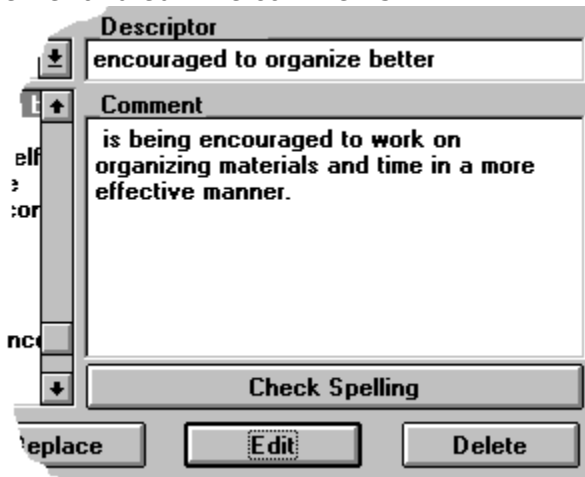
SPELMATE.DLL

an American English dictionary, MAINUS.DIC,
and a British English dictionary, MAINUK.DIC

RPTCARD.EXE

Check individual comments in the comment library

An additional button appears in the "Edit Comments" dialog underneath the field where you enter and edit the comments:



Click on it with the mouse to spelling check the current comment.

Check a student's report card

An additional menu option, "Check Spelling", appear in the "ReportCard" menu. Select it to spelling check the report card of the current student.

Check all report cards in the report card file

An additional menu option, "Check Spelling", appear in the "File" menu. Select it to spelling check the report cards of all students in the file.

