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Each function is also available from the pull down menu as noted after the description in italics.

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File Overview

Records for Merit Audio Visual Windows 95 programs are kept in files that have an MAV extension. You can either double-click these files in an Explorer window or open a file by clicking the  Open a file icon or the Open command from the File pull down menu.



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Open a file

Use this dialog to go to the folder where the Merit AV record files are located on your system and select one to open.

 [File Overview](#)

Print Overview

Printing will either be in columns (like the display) or with the column headings on the left and a student's records on the right (repeated for each student). The choice will depend on the width of the printable columns and the orientation of the printout. The screen width is roughly equivalent to the Portrait page width. Landscape will give you a bit more width. Thus if all your columns fit on the screen, the printout will be in columns. *Caution: some columns may be "under" the fixed name column on the left. If everything fits on the screen, there will be no scroll bar on the bottom of the display.*

To customize which columns are printed, see:  [Hide Overview](#).

The following print options are available from the speed bar or the File pull down menu:



[Printer set-up](#)



[Print all students](#)



[Print marked students](#)




[Print current student](#)



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Printer set-up

Select the name of the printer you wish to use. You have the option of changing the orientation. See  [Print Overview](#) for more information.

Print all students

Prints all students' records. Student names marked (X) will appear in bold.

 Keyboard shortcut: **Ctrl+P**

 [Print Overview](#)

Print marked students

Prints all records of students whose names have been marked. To toggle the mark for a name, mouse click on the Mark (X) column for that student or press Ctrl+M to toggle the mark for the current student's name.


 [Print Overview](#)



Print current student

Prints the current student's records (the row containing the highlight). To change which student is current, use the arrow keys or mouse click on the name of the student you want to be current.

 [Print Overview](#)

Hide Overview

Hiding a column lets you customize the display or the printout so that only the information you are interested in is shown. For more information on customizing the printout, see  [Print Overview](#).

Hiding a column does not delete the information. You can always reverse the operation by  [Revealing all hidden columns](#) or by  [Reveal some columns](#).

If you make any changes to the columns' hidden attributes, you will be prompted when you exit the program: "Save changes to Hidden columns?" Answer *Yes* if you would like the current hidden attributes to be used as the default the next time you open this record file. Answer *No* to lose your changes to the hidden column attributes. Even if you answer *Yes*, you can always undo the changes at a later time with no loss of information.

Note: The Reveal buttons are disabled (grayed) if all the columns are not hidden.



[Hide current column](#)



[Reveal all hidden columns](#)



[Reveal some columns](#)



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Hide current column


Hides the current column (the column containing the highlight). To change which column is current, use the arrow keys or mouse click on the column you want to be current.

 Keyboard shortcut: **Ctrl+H**

 [Hide Overview](#)

Reveal all hidden columns

Makes all columns visible. If the button is disabled (grayed), all columns are already visible.

 Keyboard shortcut: **Ctrl+R**


 Hide Overview

Reveal some columns

Presents a list of hidden columns so that you can select one or more to make visible again. To select more than one item, hold the Ctrl key down and mouse click additional choices. If the button is disabled (grayed), all columns are already visible.





 Hide Overview

Delete Overview

Deleting a student's records helps to tidy up the database. During the current session you can undo deletions by  [Restore deleted students](#).

If you delete any student's records, you will be prompted when you exit the program: "[Make deleted students permanent?](#)" Answer *Yes* if you would like to permanently delete the records flagged for deletion (no recovery possible after answering yes). Answer *No* to keep all students' records (aborts the delete).

Note: The Restore button is disabled (grayed) if no student's records are flagged for deletion.


-  [Delete current student](#)
-  [Delete marked students](#)
-  [Delete all students](#)
-  [Restore deleted students](#)



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Delete current student

Flags the current student's name (the row containing the highlight) for deletion. To change which row is current, use the arrow keys or mouse click on the row or student you want to be current.

 Keyboard shortcut: **Ctrl+D**

 [Delete Overview](#)

Delete marked students

Flags all student names that have been marked for deletion. To toggle the mark for a name, mouse click on the Mark (X) column for that student or press Ctrl+M to toggle the mark for the current student's name.

 [Delete Overview](#)

Delete all students

Flags all students' records for deletion. The records are not actually deleted till you exit the program and answer Yes to the "Make deleted students permanent?" message.

 [Delete Overview](#)


Restore deleted students

Restores all students' records previously flagged for deletion. If the button is disabled (grayed), no record is flagged for deletion.

 [Delete Overview](#)

Comment for student

This lets you communicate with the student via the program. When the student starts the CAI program, he/she will see your comment. Once the student has viewed the comment it will be cleared. The comment area holds 255 characters.

 Keyboard shortcut: **Ctrl+C**









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Item zoom

This option is not applicable to all Merit Audio Visual CAI programs.

This enables you to see fields that are too wide for the display. The zoom window has the following buttons:

-  OK Close the zoom window
-  Copy to clipboard Copies the field to the windows clipboard
-  Previous Zoom the previous column
-  Next Zoom the next column
-  Up Zoom the student above
-  Down Zoom the student below

While the zoom window is open you can use the arrow keys to the same effect as the direction buttons.

Note: You can use  Copy to clipboard to bring the field to the  Comment for student window or other Windows programs. Use Ctrl+V to "paste" the clipboard data.



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CAI configuration

The first two options control the default start-up of the Computer-Assisted Instruction (CAI) program. This configuration must be customized for each level.

Sound: If checked, the program will produce sounds if the machine has a sound card. If not checked, the CAI program is quiet.

Graphics: If checked, the CAI program will use graphics where appropriate. If not checked, the CAI program will use progress bars.

The next two options, if checked, will let the student change the start-up default (checked), or the CAI program will run only in the mode as indicated by the first two options.

Ask about Sound: If checked, the student can turn the sound on or off regardless of the default. If not checked, the default sound option (above) is always true.

Ask about Graphics: If checked, the student can turn graphics on or off regardless of the default. If not checked, the default graphics option (above) is always true.

The following options may not be applicable to all Merit AV CAI programs:

Allow file Import: If checked the CAI program will let you import plain text files or the clipboard. *(To start the import right mouse click on the title page of the CAI program.)* If not checked the right mouse click is disabled.

Word Processor: Enter the full path of the word processor which you wish to use with the program. By default the program uses Wordpad.exe. *(Note: If the path is set in the Autoexec.bat then all you need to enter is the EXE name.)*

Extension for Word Processor: Enter the file extension you wish to use with the word processor files. By default the program uses DOC.



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Exit

Closes the Teacher Program Manager. If you have made any changes to the hidden columns or deleted any students' records, you are prompted: if you would like to make the changes permanent, answer **Yes** (write the changes to the disk). Answering **No** will abort any changes you made in the Teacher Program Manager.




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Sorting

To perform complex sorting, such as having student names sorted within class codes, first sort the student's name, then the class code. (Sort the minor columns first and the major column last.)

 Click the column heading to sort that column. Click again to reverse the sort.

 **Ctrl+S** sorts the current column (the one with the highlight). Press **Ctrl+S** again to reverse the sort.

Ctrl+N sorts the student names column. Press **Ctrl+N** again to reverse the sort.

To sort the marked column, use the column pull down menu | **Sort** | **Marked**.



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Mouse Shortcuts

Hold the mouse over a button for a second and a hint will pop up explaining what the button does.

Click the column heading to sort the column. Click again to reverse the sort.

Click the student's marked field (extreme left) to toggle the mark for that student's name.

Click in any field to make that row/column current.



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Keyboard Shortcuts

To access any control on the screen you can press Alt plus the letter that is underlined to jump to that control.


Arrow keys move current cell pointer.

F1 This help file.

Ctrl+C  Comment for student


Ctrl+D  Delete current student


Ctrl+G  CAI configuration


Ctrl+H  Hide current column

Ctrl+M Toggle Mark for current student

Ctrl+N Sort name column

Ctrl+O  Open a file

Ctrl+P  Print all students

Ctrl+R  Reveal all hidden columns

Ctrl+S Sort current column

Ctrl+V Version of Teacher Program Manager you are running



Ctrl+X  Exit

Ctrl+Z  Item zoom



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Marking Students

A student's name is marked when an "X" is in the left column. Marking a name is the way you can select a group of students for  [Printing](#) or  [Deleting](#). To toggle the mark for a name, mouse click on the Mark (X) column for that student or press Ctrl+M to toggle the mark for the current student's name.



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Waiting on network clearance

This message pops up when the file you are trying to access is locked by another application. In normal situations this message will clear in a moment. If it does not, press Abort and try again later. Under extreme conditions you may have to restart the computer in order to release the lock (the program that locked the file may have terminated abnormally).

