

INSTALLATION INSTRUCTIONS – PC, CD version

This guide is for all formats: Installation instructions for formats other than CD are supplied on a separate sheet.

Please follow the instructions relevant for the operating system you are using (i.e. DOS, Windows or Windows 95). Below, we assume your CD is drive D – substitute the appropriate letter for this if it is different.

During installation you can specify the drive and directory where the software is installed to, but if you are a new user we recommend that you just press Return or Enter at each question to install it to drive C in the directory TENTENCD. Note that although a few small files are installed onto your hard disk (achievements, high scores etc.) you must have the CD in the drive at all times when you are running the program.

DOS: To install the program type **D:DOSINS**. To run the program, follow the instructions displayed on the screen after installation.

WINDOWS: To install the program double-click the file called **D:WININS.EXE** from the file manager. To run the program, double-click the icon created in the Ten out of Ten group.

WINDOWS 95: To install the programs, double-click the file called **WIN95INS.EXE** in your CD drive folder. The program can then be run from the Ten out of Ten group in the programs section of the Start Menu.

FURTHER NOTES

The CD can be placed into any of your CD drives and the *RUN* program will automatically find it (only the first drive if you have *MSCDEX 1.0* – you'll see it in the start-up text). If the program fails to find the CD the error message "CD not found". will be displayed.

To reset High Scores simply re-install the product. All other user data will remain intact.

For details about how to use the programs see the Guides and the file called *ReadMe* on the CD. The *ReadMe* file also gives notes that will help you if you have problems running the CD – for example memory requirements.

To ensure that all the results are saved, **always LEAVE 10 out of 10 USING the QUIT option.**

A School Site or Network Licence is required if 10 out of 10 products are used in an establishment with more than two computers. Ring 0113 239 4627 for details.

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The Fun Learning System
For Home and School

SPELLING & Punctuation

PLAYER GUIDE

TEN OUT OF TEN
EDUCATIONAL SYSTEMS

How to play the 10 out of 10 Spelling & Punctuation Games

This guide gives you all the information you need to play and learn from the games. Your parents or teachers can alter the games to suit you best – they can find a lot more information about how to do this and how to print your results in the Parent/Teacher Guide.

Spheroids

Douglas needs to collect as many correct plurals as possible. Several possible colour coded spellings are given for each plural corresponding to coloured answer icons. Your task is to guide Douglas to each correct answer icon while keeping him away from the deadly spheroids as contact with one will result in Douglas's immediate demise. You have a few moments to read the question before the spheroids wake up. If you are feeling lucky, why not pick up as many bonus icons as you can? Be careful; these spheroids will begin to close in as time progresses.

Lunarpede

It may seem easy to steer the Lunarpede around the moon's surface, but don't be too complacent. The longer you play, the longer the Lunapede becomes making your task more difficult. You must collect the answer icon with the same colour as one of the groups of letters. Only one group will produce the correct spelling when inserted into the target word. A hint box (at the bottom left of the screen) indicates the sound made by the added letters. Try to avoid crashing into the surrounding walls, scattered rock fragments and the Lunapede's tail as you collect the right answer icons - score additional points by picking up diamonds.

Astrograb

This fast and furious game requires accurate and fast reflexes. You must click on the asteroid that contains the correct letter combination to complete the word displayed. A hint box at the bottom left of the screen will help you decide which asteroid contains the correct letters. Extra points can be gained by grabbing asteroids containing bonus points. If you are slow and miss an asteroid by clicking after it has moved you will be penalised by having points deducted, so concentrate and sharpen your reflexes.

Match Out

Find the homophone that matches its meaning or match the right prefix or suffix to the word by clicking on the matching cards. If this sounds easy, you can make it more difficult using the game menu. Instead of splitting the card pairs, mix them together by turning off the split deal option, or select more pairs, or more screens, or turn the cards face down so you cannot see them except at the start when the viewing time can be made very short. See how you cope when it gets really hard!

Space Race

Can you stop the rockets crashing into the right side of the screen? Every time you get an answer right you have a chance to select a rocket and slow it down. To succeed, you must quickly spot each correctly spelt word and keep slowing down the leading rocket.

Lettergram

Correct punctuation is the all important key to discovering the word hidden behind the grid. Selecting the correctly punctuated sentence allows you to uncover another square in the word grid by simply clicking the mouse. Once one or more letters of the hidden word are uncovered, you can have a guess by typing the word or using the mouse pointer to spell it out and clicking on *GUESS*.

The hidden word will belong to the category chosen in the game menu. The way the hidden word appears in the grid is governed by the *letter pattern* option in the **Game Menu**. *Ordered letters* - The word reads from top left to bottom right. *Jumbled letters* - The letters are in a random order. *Hidden letter* - Same as ordered letters but with one letter appearing as a question mark. *Bogus letter* - Same as ordered letters but with an addition letter inserted.

- **Green:** The child knows the facts and has proved it by achieving 100%.
- **Blue:** This is a colour to encourage the real experts and is available in most packages - although the criteria for its award varies depending on the age range and subject matter of the package. Details are in the *ReadMe* file where appropriate.

Note that the Achievement Record always shows the progress of the current player and is only updated if the number of players is set to one.

THE LEVELS

Every game has six levels - each one stretching the child further than the last. When a player first loads a game it will be set on Level 1. **Progress to the next level is possible when the current level has a yellow record. (Over 50% accuracy).** Parents or teachers can select any level - see Customisation opposite.

THE SCORING SYSTEM

All *10 out of 10* programs have two scoring methods - the *Achievement Record* and the *High Score Tables*. The *Achievement Record* is based on the percentage of questions the child answers correctly and speed etc. are not taken into account.

The scores also take into account the level it was achieved on, the speed of answering, bonuses and so on. To rise up the *High Score Tables* children have to become proficient with the academic challenges in the package and also apply knowledge with accuracy and speed.

Note that when two or more children play a game, they each aim for their own high score but the total percentage will be joint. No change is therefore made to the *Achievement Record*. On the *High Score Table*, to show that a percentage has been achieved by teamwork, a small dot is displayed after the % sign.

THE PLAYERS

When you first load *10 out of 10* you or your child should enter their name by selecting *New Player*. This will be saved to disc. Many features of *10 out of 10* are selected automatically by the software but the choice can be altered by a parent or teacher - either by key presses or from the *Customisation Screen*.

To access the *Customisation Screen* press **Shift+Ctrl+C** (**Shift+Ctrl+X** on some versions) while the **Main Menu** is displayed. You can then set the following:

- In *10 out of 10* foreign language packages, wherever possible, the target language is used. English may be used for the first three easier levels and the appropriate language for the higher three. If you would like a foreign environment to be used throughout the package, highlight the **Environment** option.
- At the end of a game the child is awarded a **rating** and during the games some messages may be displayed. If you prefer these messages not to be displayed they can be turned off from the *Customisation Screen*.
- Some packages allow various features to be turned off from the Customisation Screen - for example the beetles in *Essential Maths*.
- **Sound** can be turned on or off.
- The *10 out of 10* Series uses six graded levels in each game. From the *Customisation Screen* you can choose whether the word **Level** or **Grade** is used to describe these.
- Children cannot progress to a **higher level** until they have achieved yellow on the record for the current one. You can select any level from the Customisation Screen or by pressing **Ctrl+F1, 2, 3, 4, 5** or **6** while a **Game Menu** is displayed.
- When achievements are saved to disk they are saved in **Classes**. The class number (1 to 64) is set from the Customisation Screen - if the number is in green it already exists, but if it is red it will be set up. **Note that this feature is for hard disc and network users.** *There is only room on the floppy disk version for one class - for more classes use a separate backup disk for each class and save the results on it in Class 1.* Site licences are required - please ring for details.
- When the achievements are printed out as text, the software has to be given the **length of paper** and how much **gap** to leave at the **top** and **bottom**. Set these from the *Customisation Screen*.
- **Default** puts all other options back to their starting values.

The choices you set out in the Customisation Screen, together with the access code, are saved to disk and will be used every time a child uses the package. If options are set from the Game Menu they will only be used during that game.

DATA PROTECTION

To prevent children from altering any of the stored information, access to *Change Player*, *New Player* and *Remove Player* can be restricted by use of an access code which is set to 0000 when you first load *10 out of 10*. With it set to this, free access is allowed to all features and the code is not asked for.

However, if you press **Ctrl+F10** and enter a new four-digit code, it will be saved to disk and you will in future have to enter the code before altering players.

If you choose to use an access code please remember it. If you forget it you will have to resort to your backup disks and all achievements etc. will be lost.

SPECIAL NEEDS

Many programs in *10 out of 10 Suites* have several sets of graphics. These are automatically selected depending which level is selected - lower levels use **graphics** that appeal to younger children. However, parents and teachers can select the graphics that will be **always** used from the *Customisation Screen*. (1 = youngest, A = Auto-select).

If graphics are available alteration can be done for a single game by pressing one of the three keys **Ctrl+F7**, **8** or **9** while the **Game Menu** is displayed. Once a parent or teacher has selected the graphics for a single program by this method they are used, whichever level is selected, until another program is loaded.

PRINTING

A major encouragement for the child is that a certificate showing the current achievements can be printed by simply selecting the option from the **Main Menu**.

If you want to print the *Achievement Record*, select **Player Information** from the **Main Menu** and, when the record is displayed, press **Ctrl+P** to print a text list of the achievements. Alternatively, you can press **Ctrl+S** to save the colour screen to disk for you to print out using an art package.

If you want to print the achievements of more than one child, press **Ctrl+M** while the *Achievement Record* is displayed. A list of names will be displayed and you should highlight the ones you're interested in, using the **Right Hand** mouse button. Start printing by clicking with the **Left Hand** one.

PARENT/TEACHER FEATURES

Details of how to play the games are in the *Player Guide*. This *Parent/Teacher Guide* gives extra information about how to get the most from the programs and how to customise them to suit your child's needs. Further points are in the *ReadMe* file (where provided).

You can see the exact areas covered by any *10 out of 10* product by loading the program and selecting **Player Information** from the **Main Menu**. Then the *Achievement Record* will be displayed with numbers below the game titles ranging from 1 to 6 - indicating the difficulty of the challenge. If you move the mouse pointer to one of the numbers, the topic covered by that level of the game will be displayed.

Some packages have *Practice Levels*. Letters *a*, *b*, *c* or *d* in the boxes on the *Achievement record* show that the levels are assessed. Some products have Practice Levels that are not assessed and are only intended to help the child to grasp the subject matter. **You can discover whether a subject has Practice Levels (and how many) by pressing the letter I on one of the Game Menus**. If they are available, a display of their content will be given. They are selected by pressing function keys **F1 to F6** (corresponding to the available *Practice Levels* 1 to a maximum of 6) while a **Game Menu** is displayed.

If all this sounds a bit tricky, load *10 out of 10*, look at the *Achievement Record* on screen and move the pointer around. You will find the on-screen interpretation quite easy to follow - you will have no problem following your child's progress and discovering strengths once he or she starts playing the games.

When you view an *Achievement Record* for a new player - by selecting *Player Information* from the **Main Menu** or *Information* from a **Game Menu** - all the numbers are on black backgrounds. As the child plays and learns from the games, these records change to one of four colours as follows:

- **Red:** The child has played the game and achieved under 50% - needs more practice or assistance.
- **Yellow:** The child has scored 50% or more so probably knows the facts but needs more practice. They can now go on to the next level - but should return to the yellow one and try to turn it green.