



Welcome to PointScribe!

And congratulations...you are about to become part of the growing number of educators, therapists, and parents across the country who are changing the way handwriting is taught.

We recommend you **print out and review these simple instructions** to guide you during the installation process.

Also, we recommend you **print out the PointScribe Getting Started Guide** following these instructions, for useful information and tips about using PointScribe.

LICENSED USERS ONLY:

Please record your Customer ID Number (provided at the time of actual purchase) in a safe place for your reference. *You will not have a Customer ID if you are using the free Trial.*

IF YOU WILL BE INSTALLING MULTIPLE LICENSES

We highly recommend that you record:

- The date of installation for each computer
- The last four digits of the license and serial number for each computer.

When PointScribe is installed, use the License Info screen to access this information. These numbers are critical to us should you need to replace or restore a license, in particular to identify which one of the multiple licenses you are referencing.

NOTE: IF YOU HAVE A PREVIOUS PURCHASED VERSION OF POINTSCRIBE ON YOUR COMPUTER, YOU MUST UNINSTALL IT PRIOR TO INSTALLING A NEW VERSION. Use the Uninstall utility found in your Control Panel. Please do that before following the steps below.

DISCLAIMER: UPGRADING TO POINTSCRIBE 2.0. may result in the loss of some or all of your previously saved data and files. This includes students, classrooms / groups, user created shapes, lessons, and sequences. **UltraThera Technologies, Inc., maker of PointScribe, will not be responsible for missing or lost data.**

- If you purchased PointScribe for installation via download, start here.
- If you purchased PointScribe on a CD, please skip to Step 5 on the next page.

DOWNLOADING YOUR POINTSCRIBE SOFTWARE

- Step 1:** Click on the link provided at time of purchase to download your PointScribe software.
- A window will appear asking if you want to SAVE or OPEN the file.
- Step 2:** Select **SAVE**
- **IMPORTANT: DO NOT CLICK OPEN** (it will cause the download to malfunction).
 - A window will appear indicating where the download will be stored on your computer.
 - If your desktop is not already preselected as the save location, use the Browse button to locate your computer's desktop and SAVE it on the Desktop.
- Step 3:** Select **SAVE to place the file to your computer's desktop.**
- The download will begin.
 - Depending on your connection speed, the download could take anywhere from five to fifteen minutes. The Download Complete window will appear when the process is complete.
- Step 4:** Select **CLOSE.**
- PointScribe program has been successfully downloaded to your desktop, but it has NOT yet been installed on your computer.

INSTALLING YOUR POINTSCRIBE SOFTWARE

Step 5: Installing your download from the Internet

- Locate the “zipped” folder named PointScribe X (x = version number) on your computer desktop.
- Double click on it.
- A file selection window will appear.
- Drag the file **PointScribe X.msi** from this folder to your desktop.

Installing from CD

- Load the PointScribe CD into the CD drive and move the PointScribe folder from the CD to your desktop by clicking and dragging it to the desk top. **(DO NOT ATTEMPT TO INSTALL OR RUN FROM THE CD)**
- Double click on the PointScribe that is now placed on your desk top.
- A file selection window will appear.

Step 6: **Double click on the file named PointScribe X.msi**

- It may take 30 to 60 seconds for the install process to begin, and you may not see an hour glass timer during this period so **DO NOT CLICK AGAIN.**
- A security window may appear asking you to verify that you will accept this file from “unknown publisher.” If you encounter this window, **select RUN.**
- **NOTE: Previous versions of PointScribe must be uninstalled prior to proceeding.**
 - Use the Uninstall utility found in your Control Panel. Please do that before following the steps below.
- A window will appear indicating that PointScribe is preparing to install, followed by the PointScribe Set-Up Wizard Welcome window.

Step 7: **Select NEXT.**

- The next window to appear is titled: Select Installation Folder. The default location is in the Program Files area of your computer’s hard drive. **DO NOT CHANGE THIS LOCATION.**
- Below this window are two options: Install for “Just Me” and install for “**Everyone.**”

Step 8: **Select “Everyone.”**

- The Confirm Installation window will appear.

Step 9: Select **NEXT**.

- The Confirm License window will appear.

Step 10: After reading the License Agreement, select the “I Agree” Button, then select **NEXT**.

- A window will appear indicating that the installation is in process. This may take several minutes.

Step 11: When the installation is complete, select **CLOSE**.

Step 12: Launch PointScribe.

- **LICENSED USERS:** Confirm that your computer is connected to the Internet. If you cannot connect for any reason, contact PointScribe for assistance in completing your activation: **866-566-7819**.
- **ALL USERS:** To launch PointScribe for the first time, double click on the PointScribe feather and quill icon now located on your desktop.

Step 13: Activate Your License OR Begin Using 30-Day FREE Trial

- A green screen will appear when you launch PointScribe.
 - **30-DAY FREE TRIAL USERS:** this screen will appear each time the program is launched, displaying a countdown timer of how many days/uses are left in the Trial.
 - Click on the Use Trial button on the top left of screen to begin using PointScribe for free.
 - **LICENSED USERS:** this screen will not appear again after you have completed the activation as described below.
 - Click on the button to Activate License.
 - Enter the Customer ID # provided at the time of purchase.
 - Note that a Serial Number has populated but the License Number fields will be blank.
 - Click the Complete Registration Button in lower right of screen.
 - **CONGRATULATIONS! You have successfully activated your license. You are now ready to begin. Simply click on the feather icon on your desktop to begin teaching handwriting with PointScribe!**

First Use: The first time you launch PointScribe a window will appear indicating that PointScribe is configuring for your first use. You will not see this window or experience this delay again after your first use.

Getting Started With PointScribe

Simply click on the feather icon now located on your computer Desktop to begin teaching with PointScribe.

Managing Groups/Classrooms

After launching PointScribe, click on the **Manage Students/ Groups** button located under the **Administration** heading on the lower half of the red **Control Panel**.

- Select the Tab for **Group/Classroom**.

Add a Group/Classroom

- Click the **Add** button at the bottom of the screen.
- Enter an ID number or select “Auto-generate” to have PointScribe generate one for you.
- Enter the Group or Classroom name.
- Click “Next” to save, or click “Reset” to clear all fields and reenter the information.

Edit a Group/Classroom

- Select the Group/Classroom you would like to edit by clicking it on the list.
- Click the **Edit** button at the bottom of the screen to access a data entry window where information associated with this Group/Classroom can be changed.

Delete a Group/Classroom

- Select the Group/Classroom you would like to delete by clicking it on the list.
- Click the **Delete** button at the top of the screen.
- You cannot delete a Group/Classroom that has Students. Students must be deleted or assigned to another Group/Classroom before that Group/Classroom can be deleted.

Managing Students

After launching PointScribe, click on the **Manage Students/ Groups** button located under the **Administration** heading on the lower half of the red **Control Panel**.

- Select the Tab for **Students**.

Add A Student

- Click the **Add** button at the bottom of the screen.
- Enter your student’s ID number or select “Auto-generate” to have PointScribe generate one for you. ID number can be up to 10 digits in length and cannot contain letters or special characters.
- Select the corresponding Group/Classroom the student will be associated with.
- Click “Save Changes” to save, or click “Cancel” to not continue with the creation of the new student.

Edit a Student

- Select the Student you would like to edit by clicking that name on the list.
- Click the **Edit** button at the bottom of the screen to access a data entry window where

information associated with this student can be changed.

Edit Student Preferences

You can personalize and set the characteristics of the lessons for each student in the Student Preferences Window.

- Select the Student you want to save preferences for by clicking that name on the list.
- Click the **Student Preferences** button at the top right of the screen.
- In the window which appears, set preferences for color, sound, visual cues, and theme options.
- You can also adjust the level of any letter, number or shape manually in the Tutor Options section of this window.

Delete a Student

- Select the Student you would like to delete by clicking that name on the list.
- Click the **Delete** button at the top of the screen.

Find A Student

There are several options for finding a Student.

- Select "Show All Students" to scroll through the entire list
- Select a Group/Classroom to display only Students associated with that organization.
- Enter all or part of the name of a particular Student, then click "Find Student"

Creating Lessons

PointScribe allows you the flexibility of creating your own customized lessons.

You will combine Shape Options, Sound Options, Themes, Color Options and even your own creations, to create, save, and use your own customized lessons.

Lessons are a combination of options located on the Lesson Editor page that are selected and saved under a name of your choice. The options include color, theme, sound, visual cues, audible cues, shape content, accuracy score, accomplished, completions, display status, and the option for using student preferences. Which elements, and how they are combined, are up to you. Saving lessons allows you to save the combinations of characteristics that you determine you will use repeatedly for ease of access.

You can make changes to Lessons on the fly by simply clicking and changing options as you go.

Getting Started with Lessons

Begin by making a selection from the Shape Library pull down menu. Then, make a selection from the Shape Type pull down menu. Shape Type choices will correspond to your Shape Library selection as shown below:

Shape Library

Shape Type Choices

Block Letters..... Individual letters A to Z and a to z listed alphabetically,

upper case then lower case

Block Numbers Individual numerals 0 to 9

Shapes Eleven individual pre-writing shapes

Sequence Built-in alphabetical sequence of all lower case letters
Built in alphabetical sequence of all upper case letters
Built in alphabetical sequence of all upper and lower case letters
Built-in sequence of all numerals in order
Built in sequence of all pre-writing shapes
Any sequences you have created

User Created Any user created shapes you have created

Experiment with various combinations of size, sound, color and other option.

- Save your favorites as lessons for repeated use.
- Select saved lessons from the control panel.
- Launch lessons by clicking the pencil icon on lower right of screen.

Exit a Lesson in progress

- To exit a lesson while in progress, hold down the control key.
- Push down and let up the X key.
- Then, let up the control key.

A few of the main features of PointScribe you will use frequently are described below:

User Created Shapes

User Created Shapes: use this feature to create your own letters, words, characters, mazes or graphics

- Select the User Created button from the Lesson Editor Screen.
- Choose desired settings for line thickness and rules using the menu across the top of the screen.
- Draw your shape
- Select Save.
- To run a lesson using your shape, Select User Created from the Shape Library pull-down menu in Lesson Editor Screen, Select the name of your shape from the Shape Type pull-down menu.

Sequences

Sequences: allow you to build lesson content by combining shapes from all libraries in a variety of ways using a simple drag & drop window.

- Select the Sequences button from the Lesson Editor Screen.
- Select the Shape Libraries from which you wish to drag and drop shapes while creating your sequence.
- Drag and drop shapes from the Available Shapes section to the Shape Sequence section to build sequences exactly as you want them.
- Switch between Shape Libraries to mix shapes as desired.
- Select Save.
- To run a lesson using your sequence, return to the Lesson Editor screen, Select Sequence from the Shape Library pull-down menu, Select the name of your sequence from the Shape Type pull-down menu. Click the Start Lesson to begin.

Classroom Mode

Classroom Mode allows you to teach a group of students the same lesson

- Select Classroom Mode at the top of the Red Control Panel.
- Select the Lesson you wish to run.
- Click the Start Lesson pencil icon at lower left of screen.
- You or the student selects the student name from roster of pencils.
- You or the student confirms the name by clicking Stop or Go.
- Lesson begins.

Running Reports

Running Reports (PointScribe Professional Version)

- With the Enable Tutor box checked (lower left of Lesson Editor Screen) PointScribe is always collecting handwriting data.
- If Enable Tutor is not checked, no data is collected.
- Select the Student you wish to run a report for.
- Select Run Reports from the Control Panel
- Choose the Group/Classroom, and the student for the report
- Chooses the report type
- If a report over a specific time period is desired, use the Report Date filter boxes to select the Start Date and the End Date, and click Generate Report.

Setting Success Goals and Options

PointScribe will automatically advance the challenge of each shape for each student based on success goals you set.

In the Tutor Options area (lower left of Lesson Editor screen) you can set:

- **Accuracy:** This option allows you to set the % accuracy each student must meet or exceed to be considered accomplished for a particular shape.
- **Accomplished:** This option allows you to set the number of times you would like the student to successfully accomplish each shape at the accuracy goals you've set.
- **Completions:** This option allows you to set the number of times the lesson will repeat.
- **Visual Cues:** This option lets you set how much visual prompting you want a student to

- have.
- **Display status:** This option lets you determine how on-screen scoring is displayed.