

The *Glencoe PuzzleMaker* software was designed and developed by FSCreations, Inc. Microsoft, Windows, and MS-DOS are registered trademarks of Microsoft Corporation. Apple, Macintosh, and PowerPC are registered trademarks of Apple Computer, Inc.

SECTION 1 — INTRODUCTION

The *Glencoe PuzzleMaker* software is an easy-to-use program that lets you create crossword puzzles, word search puzzles, and jumble puzzles. You can print the puzzles you create, or you can have your students complete the puzzles on the computer using the *PuzzlePlayer*. Whichever option you choose, the *PuzzleMaker* software makes creating puzzles fun and easy.

Every *PuzzleMaker* program is accompanied by one or more vocabulary databases of words from your textbook. Although the *PuzzleMaker* provides numerous vocabulary words, you can add your own words. You may also edit and delete words in the database.

If you want your students to work on the computer, simply save the puzzles you create instead of printing them. Your students can then open the puzzles using the *PuzzlePlayer* program. It's that easy!

***PuzzleMaker* Features**

Both you and your students will benefit from these innovative *PuzzleMaker* software features:

Easy Installation and Setup — Installing the software on a hard drive or network requires only a few minutes. Step-by-step instructions guide you through the entire process.

Teacher Preference Settings — The software includes several options that let you control how the software functions. Do you want to provide custom instructions? Should students be allowed to check their own work?

Computerized Scoring — The program automatically scores puzzles that students complete on the computer.

Intuitive, graphical user interface — The intuitive interface lets you and your students begin using the software immediately. You don't have to waste valuable class time explaining how to use the program.

Picture clues — You can include pictures in the clues to help your visual learners solve vocabulary word puzzles.

Foreign language support — Words and clues may include French, Spanish, German, or Latin characters. For example, a vocabulary database may have both English and Spanish clues; or a database may include words in a foreign language.

SECTION 2 – INSTALLATION INSTRUCTIONS

Review the following information before you begin using the *PuzzleMaker* software. This information describes the system requirements and explains how to install the software on a hard drive or a network.

System Requirements

Verify that your computer system meets the following minimum hardware and software requirements:

Windows: IBM PC (or 100%-compatible) computer, Windows 95 (or a more recent version), 32MB available memory, CD-ROM drive, 256 color monitor, and a mouse.

Macintosh: PowerPC Macintosh, System 7.5 (or higher), 12MB available memory, CD-ROM drive, 256 color monitor, and a mouse.

Installation Procedures (Windows)

Follow these steps to install the software.

1. Turn on your computer.
2. Insert the *PuzzleMaker* disc in a drive.
3. Click the **Start** button on the Taskbar and choose the **Run** option.
4. Type d:\setup and press **Enter** to run the installation program. Note: Use the appropriate disc drive designation (e.g., d:\setup.exe or e:\setup.exe).
5. Follow the prompts on the screen to install both the *PuzzleMaker* and *PuzzlePlayer*, or either component individually.
You, the teacher, will use the *PuzzleMaker* to create puzzles for your students. The *PuzzlePlayer* program allows your students to complete puzzles on the computer.
6. Remove the installation disc from the drive.

Network Installation (Windows)

The *PuzzlePlayer* software is designed to run from a network server. Before you begin the installation process,

however, make sure that you have the necessary access privileges. Additionally, you will need write-access privileges to the program folder after you install the software. Your students must have read-access privileges to the files in the program folder.

Follow the instructions below to install the software.

1. Turn on your computer.
2. Insert the *PuzzleMaker* disc in a drive.
3. Click the **Start** button on the Taskbar and choose the **Run** option.
4. Type *d:\setup* and press **Enter** to run the installation program. Note: Use the appropriate disc drive designation (e.g., *d:\setup.exe* or *e:\setup.exe*).
5. Follow the prompts on the screen to choose to install only the *PuzzlePlayer* program.
6. Enter a destination folder (for example, *x:\courses\puzzleplayer*). The installation program creates the necessary folders and copies the files onto the network server.
7. Remove the installation disc from the drive.
8. At each computer, create a program shortcut icon. Performing this step provides the computer with the necessary information so that your students can easily access the software.
 - Click the **Start** button and choose **Taskbar** from the **Settings** menu.
 - Choose the **Select Menu Program** tab (or the **Advanced** tab on Windows 2000) and click the **Add** button.
 - Use the **Browse** button to identify the location of the program on the network server.
 - Proceed to the next screen and create a new folder called **Glencoe PuzzleMaker 2.0** in the Programs folder unless you have already installed other versions of the software.
 - On the next screen, enter a shortcut that includes the program name (for example, *PuzzlePlayer*).
 - Indicate that you are finished.

Your students can now click the **Start** button to access the software through the **Programs** menu.

Installation Procedures (Macintosh)

Follow these steps to install the *PuzzleMaker* software. The setup program will automatically install the software.

1. Turn on your computer.
2. Insert the *PuzzleMaker* installation disc in a disc drive.
3. Double-click the installation program icon.
4. Indicate the folder where you want to install the program. Follow the prompts on the screen to install both the *PuzzleMaker* and *PuzzlePlayer*, or either component individually. You, the teacher, will use the *PuzzleMaker* to create puzzles for your students. The *PuzzlePlayer* program allows your students to complete puzzles on the computer.
5. Remove the installation disc from the drive.

Network Installation (Macintosh)

The *PuzzlePlayer* software is designed to run from a network server. Before you begin the installation process, however, make sure that you have the necessary access privileges. Additionally, you will need write-access privileges to the program folder after you install the software. Your students must have read-access privileges to the files in the program folder.

Follow the instructions below to install the software.

1. Turn on your computer.
2. Insert the *PuzzleMaker* installation disc in a disc drive.
3. Open the installer disc window, if necessary. Then, double-click the installation program icon.
4. Indicate the server and folder where you want to install the program.

When prompted for a location to install the program, select a folder on your local area network that is accessible to all students.
5. Choose to custom install option to install only the *PuzzlePlayer* program.
6. Remove the installation disc from the drive.
7. At each workstation, enable file sharing and program.

SECTION 3 – WORKING WITH THE PUZZLEMAKER

The *PuzzleMaker* software lets you create crossword, word search, and jumble puzzles. You can print these puzzles or have your students complete them on a computer. Follow the appropriate startup instructions provided in this section. After the splash screen appears, you will see the main menu on the right side of the window as shown in Figure 1. Use your mouse or arrow keys to choose an option.

While you use the program, refer to the online help for assistance with almost any task. Just click the **Help**

button for step-by-step instructions that explain how to use the software.

Startup Instructions (Windows)

Follow these steps to start the software.

1. Turn on the computer.
2. Click the **Start** button on the Taskbar, highlight the **Programs** menu, and locate the **Glencoe PuzzleMaker 2.0** option.
3. Choose the **PuzzleMaker** option to create a puzzle, open an existing puzzle, or edit the vocabulary database.

Startup Instructions (Macintosh)

Follow these steps to start the software.

1. Turn on the computer.
2. Locate and open the **Glencoe PuzzleMaker 2.0** folder.
3. Double-click the **PuzzleMaker** icon to create a puzzle, open an existing puzzle, or edit the vocabulary database.



Figure 1 – PuzzleMaker Main Menu

SECTION 4 – USING THE PUZZLEPLAYER

The *PuzzlePlayer* software lets your students complete puzzles on a computer. The software makes it easy and fun for students to work on any kind of puzzle you may create with the software. And, since you can have the program automatically score a puzzle, you won't waste time checking your students' work.

After you create a puzzle, instruct your students to start the *PuzzlePlayer* software following the appropriate startup instructions provided in this section. After the splash screen appears, you will see the main menu on the right side of the window as shown in Figure 2. Use your mouse or arrow keys to choose an option.

Startup Instructions

Follow these steps to start the software.

1. Turn on the computer.
2. **Windows:** Click the **Start** button on the Taskbar, highlight the **Programs** menu, and locate the **Glencoe PuzzleMaker 2.0** option. Choose the **PuzzlePlayer** option.
Macintosh: Locate and open the **Glencoe PuzzleMaker 2.0** folder. Double-click the **PuzzlePlayer** icon.
3. Click the splash screen to display the main menu.
4. Select the **Complete a puzzle** option.
5. Highlight a new puzzle or one that you have not finished, and then click the **Open** button.

6. Review the instructions and then begin working on the puzzle.
7. When you finish a puzzle, you can choose to print the puzzle and/or save it. If you do not finish a puzzle, you can save it to disk and then complete the puzzle later.

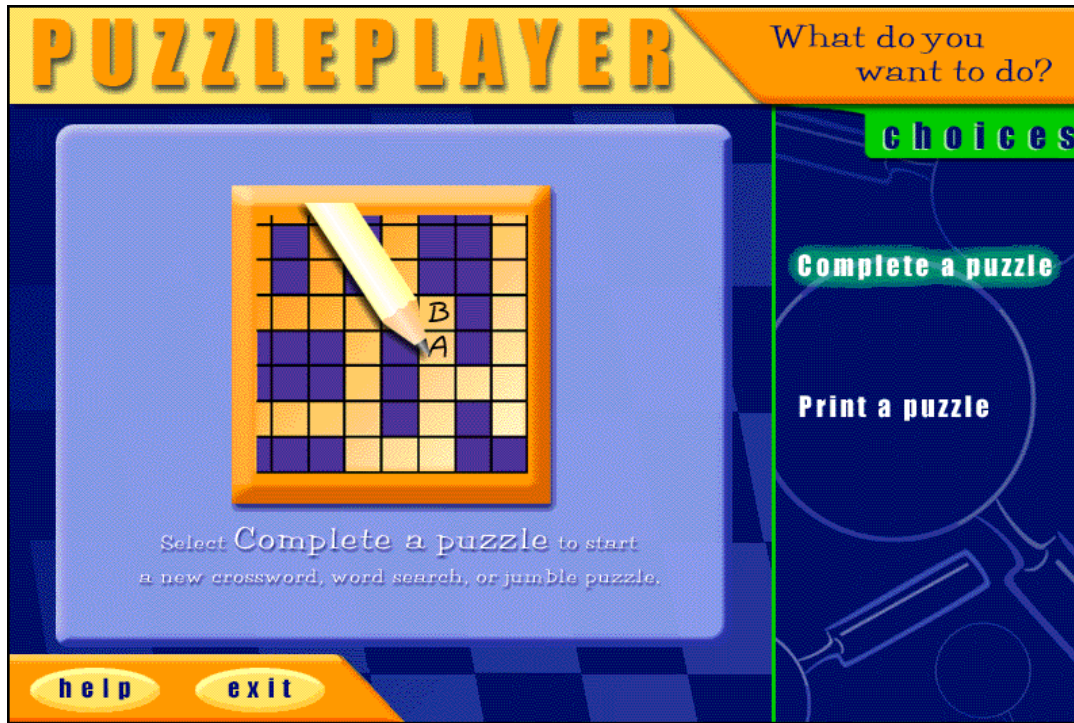


Figure 2 – PuzzlePlayer Main Menu

SECTION 5 –TROUBLESHOOTING TIPS AND SOFTWARE SUPPORT

This section contains several troubleshooting tips and information on how to contact the technical support hotline. Please review the information provided here if you run into problems using the software.

Troubleshooting Tips

If you experience problems using the *PuzzleMaker* or *PuzzlePlayer* software, refer to these troubleshooting tips before contacting technical support.

The *PuzzleMaker* software displays a message stating that it cannot use certain words to build a crossword or word search puzzle. The *PuzzleMaker* software may have difficulty constructing a crossword or word search puzzle when many of the puzzle words are longer than 10 letters and/or you have the maximum of 20 words. The program will try many different combinations, but still may not be able to use all of the words. You can remove some words or try others to get the program to build a puzzle.

The appearance of a puzzle printout is not correct. Try to print a puzzle on another computer with a different kind of printer. If that configuration works properly, you may want to update the printer driver software on the system that is not working properly. Many printer manufacturers have a website that provides access to the latest printer driver. (A printer driver controls how a program such as the *PuzzleMaker* interacts with the printer.) After updating the system, check to see if this corrects the problem.

The fonts used for the puzzles do not appear properly. The *PuzzleMaker* (Windows) software requires the following TrueType fonts: Arial, Times New Roman, and Courier New. The Macintosh version requires Geneva, Helvetica, Courier, and Times. These fonts are usually installed on a computer at the factory. If the fonts are not available, install them on the computer.

The software displays an error message when a students attempts to save his or her work. Students must have the proper write-access privileges before they can save their work to a network server. Initially, the program attempts to save new student files in the program folder. Usually, students do not have the proper access privileges to save data at the location used to store the program. Either grant students the appropriate rights or identify a

different location for saving data.

A message indicates that there is not enough memory to run the program. On Windows systems, close other applications to free additional memory. If the problem persists, make sure that the virtual memory option is enabled.

On Macintosh computers, verify that you have at least 12MB free memory. Quit other applications before running the *PuzzleMaker* software. If you get a low memory message while running the program, use the **Get Info** Finder option to increase the memory requirement.

What steps are required to remove (uninstall) the program? *Windows:* Click the **Start** menu and locate the **uninstall** program in the *Glencoe PuzzleMaker 2.0* menu. (Note: You must have chosen to include this feature when you first installed the program.) The uninstall option will not remove any puzzles you or your students create. You must delete these files manually.

Macintosh: Drag the program folder (e.g., **PuzzleMaker**) along with its contents into the Trash and then choose the **Empty Trash** option. If you remove the program folder (e.g., **HD: PuzzleMaker**) and its contents, you will effectively erase all of the files. No other files are located on your computer, except if your students' puzzle files are stored in a different location.

Technical Support

Glencoe provides toll-free telephone assistance for teachers who experience difficulty using our software or templates. Before calling for assistance, please check the following:

- Is your computer working properly? Try some other software that you know is working.
- Can you repeat the problem?
- Does the problem occur at the same point each time?

In order for the Software Support Center to help you as quickly as possible, have the following information on hand when call for assistance:

- exact title and ISBN number from the disc label or package
- brand, model, and configuration of the computer and printer you are using
- version of operating system installed on your computer
- all text from any error messages

The Glencoe Software Support Center toll-free number is 1-800-437-3715. The Support Center is available from 8:00 a.m. to 6:00 p.m. Eastern Time. You can also contact the Software Support Center on the Internet at the following e-mail address: epgtech@mcgraw-hill.com.