

Developing Tray

User Guide

A publication designed to support teachers using Developing Tray in the classroom.

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DEVELOPING TRAY WEBSITE

Developing Tray has its own website - www.devtray.co.uk. Here you will find comprehensive information about Developing Tray, as well as reviews, information about training and additional texts to download.

ACKNOWLEDGEMENT

The original idea and program specification for Developing Tray was by Bob Moy. The IT Learning Exchange and 2Simple would like to express appreciation for his invaluable help and advice and for permission to reproduce his work, both in this book and as example texts on the distribution disc.

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Introduction

In the photographer's developing tray a latent image is gradually developed, to form the photograph. The *Developing Tray* software performs a similar role to the photographer's tray. In *Developing Tray* you develop a piece of text instead of a picture.

Developing text

Developing Tray presents the undeveloped text on the screen. At first, you will see only dashes to show you where the missing letters are. To play the game, you must predict what the text says by typing over the dashes. You can predict single letters or whole passages. Correct predictions gain you points and the longer your prediction, the higher the score.

A powerful aid to reading

Developing text encourages you to use all the contextual cues offered by the part-formed text. These cues include context, syntax, grammar, punctuation, word length and spelling. *Developing Tray* has well-deserved reputation as a powerful aid in the development of reading strategies. In encouraging the use of cues, it calls upon the skills essential to a good reader.

Encouraging co-operation

Developing Tray can be particularly rewarding when used by a group. Whether the group is mixed ability or not, a degree of co-operation and constructive discussion will ensue. Talking and listening are added to reading, writing, and reasoning as language experiences that can be provoked during a session with *Developing Tray*.

The Windows version of Developing Tray

This new version brings back an old favourite – many teachers will remember *Developing Tray* on Spectrum, BBC and RM Nimbus computers – and presents it in the way that Windows users have come to expect.

A flexible tool

Just as the photographer's developing tray can accommodate any image, simple or complex, *Developing Tray* can be used with any piece of text. The text could be a scientific law or a nursery rhyme: you choose. The *Developing Tray* Editor makes it easy to enter text and set it up. *Developing Tray* can be used with a wide range of ages and abilities and this is what makes it so powerful a tool.

Making changes

Increasing the power and flexibility of the software involves the teacher in the extra workload of setting up the options. However, the software can be used to great advantage as it is initially configured until such time as you feel confident enough to employ the facility to make your own changes and adjustments.

Using Developing Tray

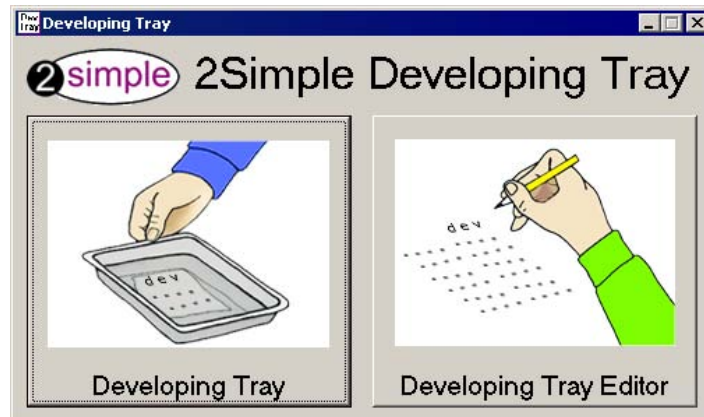
Getting started

When you start *Developing Tray* you will be presented with a choice.

You can either start *Developing Tray* itself, to play a game, or the *Developing Tray Editor*, to create or amend some text:

In this section, we'll look at *Developing Tray*.

- Click **Developing Tray**



There are three ways to continue, as shown here:

Start a new game:

This means opening a piece of text for the first time. It could be one of the files supplied with *Developing Tray* or one created by you or someone else, using the *Developing Tray Editor*.



Continue an old game:

At any time during a game, you can stop and, instead of abandoning the game, save it so that you can carry on later. This option is for returning to a game you've saved.

Playback a recorded game:

Developing Tray makes a record of every key pressed during a game. If you chose to save the recording when exiting the game, you can play it back later and see every move made. This provides a useful diagnostic tool, for example to examine progress in an unsupervised session.

In this example, we'll start a new game.

Starting a new game

- Click **Start a new game**

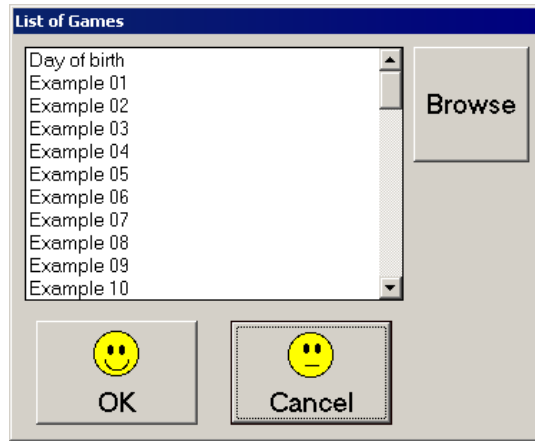
- Click 

A list of *Developing Tray* files is displayed:

They have neutral names so as not to give the game away.

- **Example 38** (you'll have to scroll down to find it)

- Click 



The text to be developed is placed on the screen, 'as set'. This means that the text will appear letter by letter and show:


- the 18 least common letters
- starred words and letters
- headstarted words
- punctuation

In addition, missing letters will be represented by an equals sign or whichever character was set when the text was created.

Controlling the speed at which the text appears

You can control the speed using the slider at the top right of the screen:



- Click  (the slider) and drag it towards **Fast** or **Slow**

Stopping during loading

You may want to cancel this process altogether without waiting for it to finish – perhaps because you have chosen the wrong text. To do this:

- Click  in the top right-hand corner

Pausing

It may be quite useful to stop the text temporarily, perhaps to see if anyone has any ideas about the subject matter from the text so far revealed.

- Click  next to the slider

When first loading the text, you can type letters while the process is paused, but you won't be able to use the menu buttons until all the text is in place.

Restarting

- Click  next to the slider

The Developing Tray screen

The screen is divided into three main areas: the text window, at the top, and the buttons and scoring information below.

The text window

You can think of the text window as your 'working area'. Part of the text is shown here:

In this example, each missing letter is represented by an equals sign.

```

*****
= =h==k *****
=== rather ==c=:
=h=== ===l= === l==g,
=h=== f=c=== =m=ll,
=h=y h=v=== '= ==y

```

The menu

This is made up of buttons near the bottom of the screen which enable you to play the game. They will all be explained fully as you work through this example.



If you want to concentrate just on the text to start with, you can hide these buttons by clicking the **Hide Menu** button:

Hide Menu

The buttons disappear and **Hide** changes to **Show** so that you can bring them back.

The scoring area

Snowball 0	Peeps Left 9	Score 200
------------	--------------	-----------

There are three scoring figures: on the left is the *snowball*, which makes your score grow faster as a kind of reward for being brave enough to try longer and longer predictions. It's always set to zero at the beginning of a game.

In the middle is the number of times you can *peep* at a letter quickly if you need a hint. You always start with 9 peeps.

On the right is the actual score. Here are the scoring rules:

- The starting score is 200. This allows you to buy letters and words.
- For each letter correctly predicted, the snowball increases by 1 and the score by 1 plus the snowball.
- For each letter incorrectly predicted, the score reduces by 1 and the snowball is halved to the nearest whole number.
- When you buy a letter the score reduces by 5 points for an ordinary letter or 50 points for a starred letter (after the text has been revealed). Buying *all* of a letter reduces the score by 50 points.
- When you buy a word the score reduces by 5 times the number of letters in the word replaced or 50 the number of letters for starred words.
- Peeping doesn't affect the score, but reduces the number of peeps by one each time.
- No negative scores are allowed.

Getting help


At any point during a game, you can display help about any aspect of playing.

- Click 

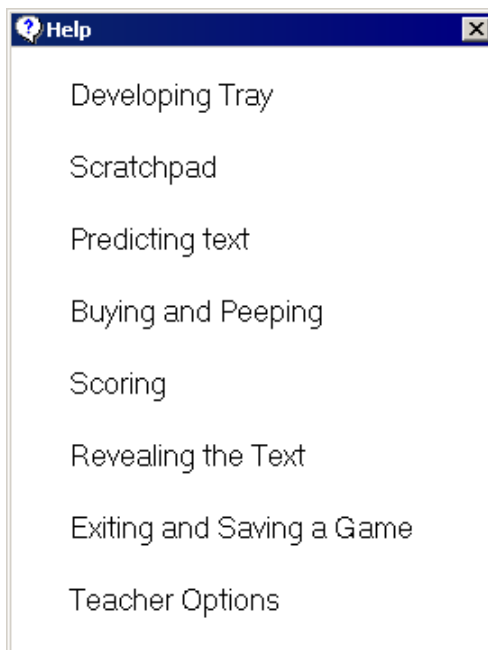
This dialogue box will be displayed:

Click on any of the headings to display the help you need.

You can return here from any Help screen by clicking:

 Back to Menu

You can also watch a video if you need more visual help, by clicking **Watch a Video**.



Playing the game

The idea of the game is that you make predictions of what the text might say. You do this by typing over the top of the equals signs. When you have finished typing, you can tell *Developing Tray* to check it. If any part of your prediction is correct, it will stay on the screen, and your score will increase. If any part is incorrect, you will lose points. Long, bold predictions gain more points than short timid ones. You will see this indicated by a number called the *snowball* which increases as a long prediction is checked.

When you run out of ideas about the text, you can buy a single letter, a word, or even all the occurrences of a particular letter. This affects your score, as each 'purchase' costs some points (see page 8 for details).

Starred words

Starred words (or parts of words) are usually displayed that way because they could give the text away if discovered too early. Starred words are different from other words: you can never *peep* at them, and you can't *buy* them until all other text is revealed.

They are indicated by asterisks instead of equals signs:

In this example, the title and one word in the first line are starred.

= =h==k *****

Headstarts

Some sections of the text may appear in full, no matter what initial options were selected. These are described as *headstarts*, and are there to provide vital (or perhaps misleading) information.

One word in this example
is *headstarted*:

= =h==k ****
=== rather ==c=:

Making predictions

You can predict anything from one letter at a time to the whole text at once. The longer the prediction, the higher your score will be; this is to encourage thinking about and relating to the text in a constructive way instead of just guessing odd bits.

You can work on any section of the text, or on several sections at once. Let's suppose you have an idea about the third stanza.

- Click on the first letter of the third line
- Type over the missing letters as shown here:

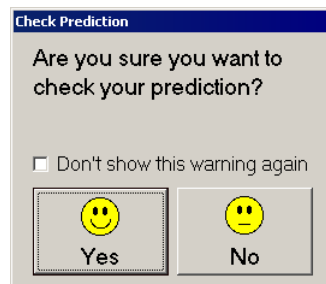
These tails are long,
=h=== f=c== =m=ll,

Tip: you can move the cursor along by pressing the spacebar; you don't have to type either missing or visible letters. Use the backspace key to correct mistakes.

Checking your predictions

- Click 

The first time you check a prediction, this message is displayed:



- Click  Yes

Tip: if you don't want to see this message every time you check a prediction:

- Click **Don't show this warning again**

This goes for all the other warnings as well.

Starting at the beginning, *Developing Tray* will check each letter against what you have predicted. If your prediction is correct it will stay on the screen; if not, it will be replaced by a dash. When it has finished, the program will amend your score.

Pausing the check

This can be useful in a group situation, to achieve greater engagement with the text; when some of the prediction has been checked and letters revealed, you might want to pause to ask the class what they think will happen during the rest of the check.

- Click 

Restarting

- Click 

Seeing the result

When *Developing Tray* has finished checking your predictions, that part of the text should look like this:

As you can see, some predictions were right and some wrong.

The== tails are long,
=h=== f=c== =m=ll,

The snowball and the score have both gone up and down during the check and the final result looks like this:

Snowball 0	Peeps Left 9	Score 246
------------	--------------	-----------

Over to you...

Now try some more predictions of your own. Get used to predicting and checking in different parts of the text, and see how much you can predict before checking.


Using the scratchpad


During the game you can make use of the *scratchpad*. This is an area in which you can jot down your thoughts about the text. This should be encouraged, as it can be revealing to see how thoughts about the text changed during the game.

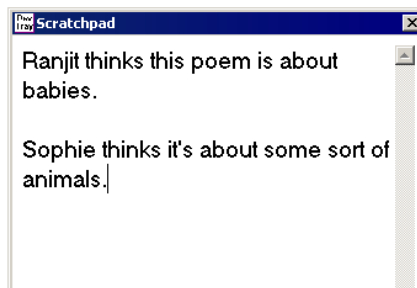
- Click 

The scratchpad window will be placed on the screen:

Any comments you want to make can be recorded here for studying later.

- Click  (the **Close** button at the top right of the scratchpad window) to return to the text

- Click  to print the scratchpad at any time




=== rather  =c=:

tails are long,
= f=c== =m=ll,
h=v== '= ==y

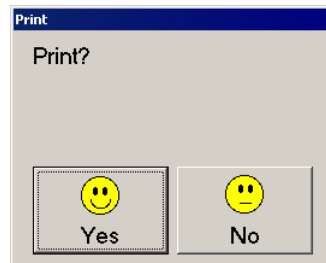
Printing the text

A print of the text at various stages of the game can be very useful as you can study it away from the computer and study how your development of the text progressed.

- Click  at the top left-hand corner of the screen

Each time you print, *Developing Tray* will ask you to confirm:

- Click 




Using Developing Tray's 'helping hands'

Developing Tray doesn't just leave you to fend for yourself – it gives you various ways to gain an advantage and move you on when you're stuck. Of course, this comes at a price; your score is reduced when you make use of these features (see **Scoring**, page 8).

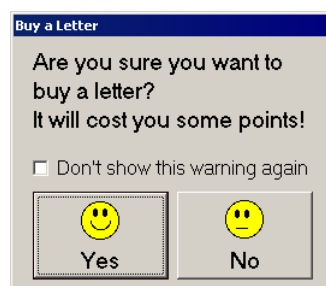
Buying individual letters

You can buy an individual letter at the cursor position. This is very useful if you are struggling over a particular word. The cost of buying a letter is 5 points; a letter in a starred word costs 50 points, but you can only buy these once all the text is revealed. If you buy a lot of letters you will find your score reducing rather quickly.

- Click on a missing letter
- Click 

Developing Tray will display this message:

- Click 



The letter will be revealed and your score will be amended.

Don't forget – you don't have to see this message every time you buy a letter. To suppress it:

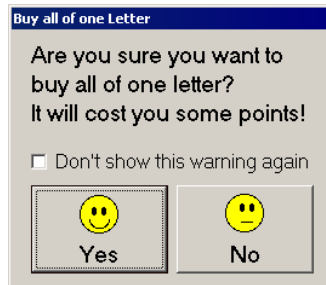
- Click **Don't show this warning again**

Buying all occurrences of a letter

You can choose to reveal all the occurrences of a particular letter or character in the text.

- Click 

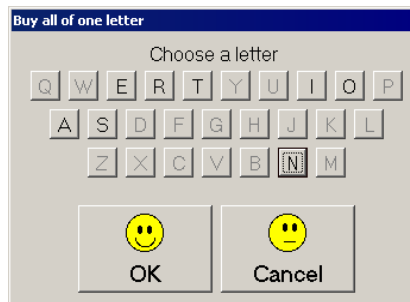
Developing Tray will display this message:



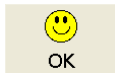
- Click 

This list of letters appears on the screen:

You can only choose from the 8 remaining letters (the least common 18 are already revealed).



Buying all occurrences of a letter costs 50 points.

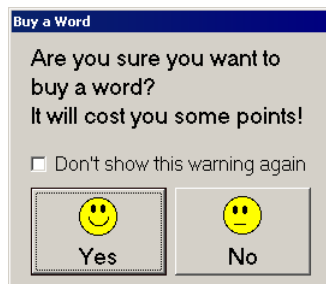
- Click the letter you want to buy
- Click 

Buying a whole word

You can buy a whole word at the cursor position. This is useful if you do not know where the ends of the words are because the positions of the letters are not marked by dashes (the *no dashes* option). The cost of a word is the same as the sum of the individual letters.

- Click **word**


Developing Tray will display this message:



- Click 

The word will be revealed and your score reduced by 5 times the number of letters.

Peeping

- Click on the letter you want to see
- Click 

The chosen letter appears in grey for about a second and then reverts to what it was. The score won't change, but the number of available peeps will be reduced by one.

Predicting to the finish

As soon as you have successfully revealed all the text by predicting and checking, *Developing Tray* detects this and congratulates you.

You will see this message, which includes your final score:



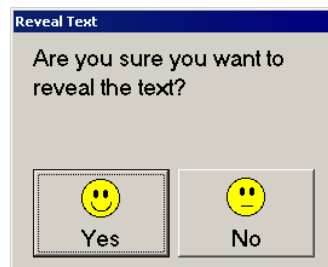
Revealing all the text

If you are short of time or want to concentrate on developing the starred words, you can reveal all the text.

- Click 

The first time you do this, *Developing Tray* will display this message:

- Click 



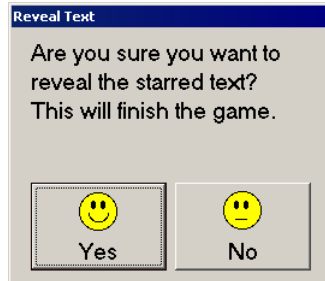
This will not cost any points. Any starred words will be left for you to work on, and you can buy them or their individual letters if you want. You still won't be able to peep though. Remember that each starred letter costs 50 points!

Finishing a session

If you have not revealed all the text, you can either abandon the game or, if you want to resume later, you can save it.

- Click  again

This time you do this, you'll see this message:



- Click 

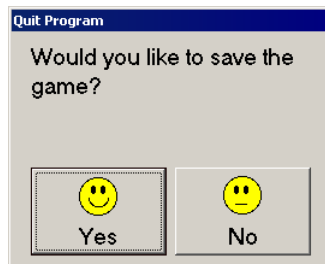
All the starred sections will be revealed, and you will see the congratulations message.

Closing down

- Click 

Developing Tray will ask if you want to save the game:

Your choices are to exit, without saving, or to save the game for later.



Abandoning the game

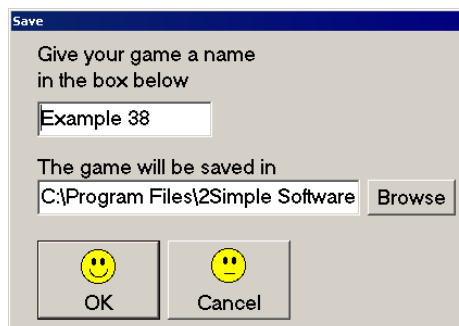
- Click 

Saving the game

- Click 

Developing Tray will ask you to give your file a name:

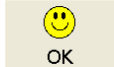
It suggests a name based on the original name of the file and tells you where it will be saved.



Since you know by now what the text is about, it's a good idea to change the name to something more meaningful.

- Type: **I like mice**

If you want to save the text in a different place:

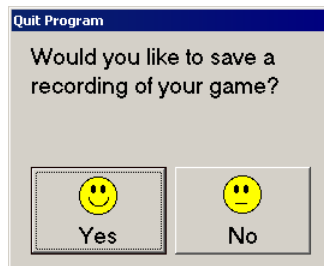
- **Browse** and move to the new location
- Click  to return to the **Save** box

- Click  to save the game

If you have saved the file already under this name, will *Developing Tray* will ask you to confirm that it's all right to overwrite the last saved version.

Developing Tray will now ask if you want to save a recording of the game:

- Click 

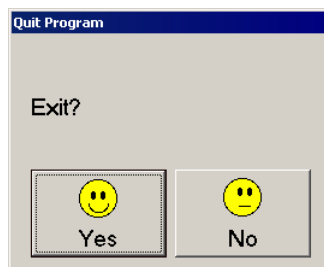


This will enable you to watch the whole game again.

Leaving Developing Tray

Whether you have saved the game or not, *Developing Tray* will ask if you want to exit:

- Click 



You will be returned to the original screen, giving you the choice of *Developing Tray* or the *Developing Tray Editor*.

Using the Customise Text Wizard

In the previous example, the text was displayed 'as set up'. If you want to experiment with the other options when starting a game, you must turn on the *Customise Text Wizard*. This is done in *Teacher Options*. These are explained fully on pages 18 and 19.

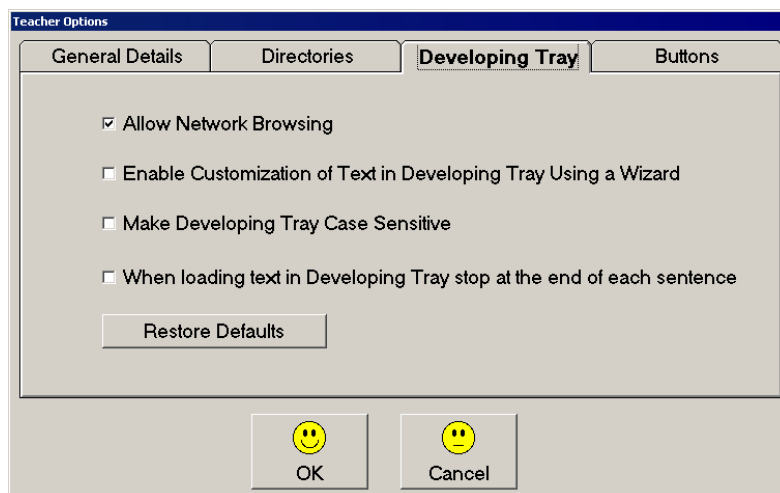
Displaying the teacher options

- Hold down **Ctrl** and **Shift** together and press **O**

- Click **Developing Tray**

These options will be placed on the screen:

- Click **Enable Customization of Text in Developing Tray Using a Wizard**



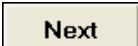
- Click 

Starting a game with the wizard

- Click the **Developing Tray** button
- Click **Start a new game**
- Select **Example 38**

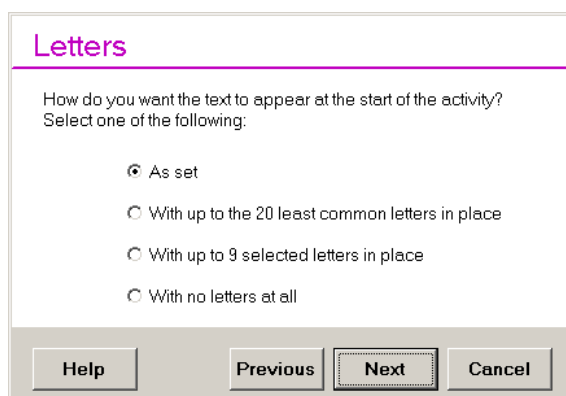
- Click 

The **Customise Text Wizard** appears, enabling you to change how the text will be displayed in various ways. In this example, we'll allow fewer letters to be displayed and remove the punctuation.

- Click  to move to the next step of the wizard

This set of options appears:


- Click **With up to the 20 least common letters in place**



- Click 

By default, *Developing Tray* puts the 18 least common letters in place:

You can choose a different number by changing the value in the box.

- Click  four times to change the number to **14**

- Click 

The final four options are displayed:

- Click **Punctuation** to remove the tick

- Click 

The wizard summarizes your choices.

- Click 

Exploring the options

You can choose many different combinations of display options. For example, you may want to remove the characters indicating missing letters, to make the game more challenging, tell *Developing Tray* to stop at the end of each sentence when loading the text, or choose nine specific letters to be revealed and no punctuation. You can choose according to your purpose in the classroom.

The teacher options

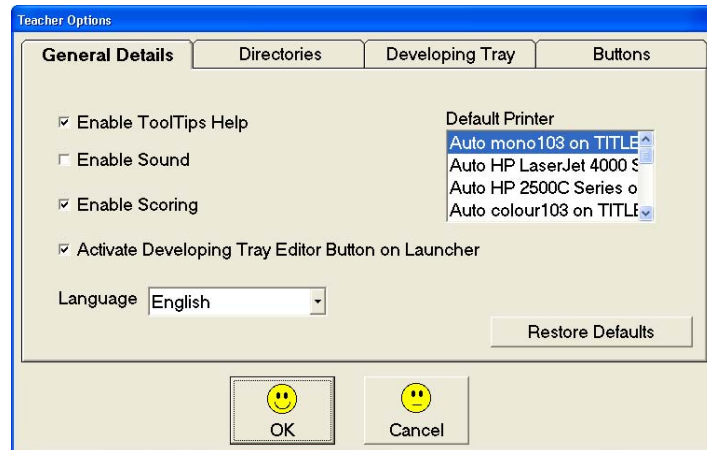
Teacher options allow you to change various aspects of the way *Developing Tray* behaves.

- Hold down **Ctrl** and **Shift** together and press **O** to display the options

This dialogue will be placed on the screen:

There are four sections.

General Details is displayed by default, with six options.



General options

These six options are displayed when you click **General** at the top of the dialogue box:

- Enable Tooltips help:** this option controls whether the buttons display an explanatory label when you point to them without clicking.

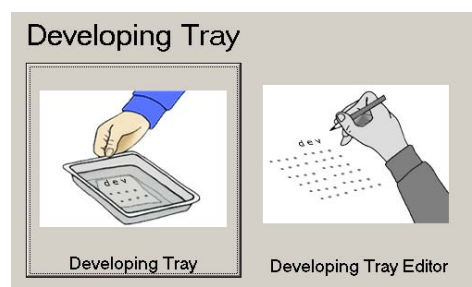
Here's an example:



- Enable Sound:** this turns the sound effects (for example, a typewriter sound to accompany the text as it appears on the screen) on and off
- Enable Scoring:** it may be that you want your class to concentrate on the text alone and not bother about how many points they are accumulating. This option allows you to turn the scoring off.
- Activate Developing Tray Editor Button on Launcher:** the *Launcher* is the first screen you see when you start *Developing Tray*.

If you turn this option off, you will not be able to use the editor:

Use this option to prevent your class straying into the editor.

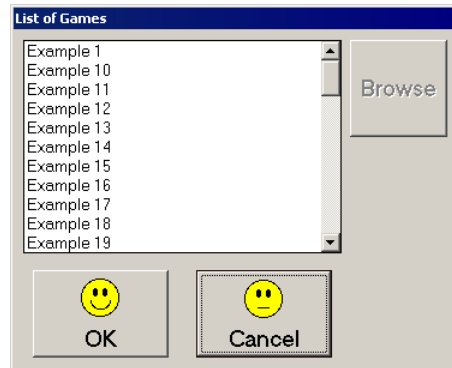


- Language:** here you can choose from any of the languages currently available
- Default Printer:** this lists all the printers available to you. It may be that you have a choice of colour or black and white, and which to print out texts from the editor showing the starred and headstarted sections in their respective colours.

Developing Tray options

- ❑ **Allow Network Browsing:** turning this option *off* (removing the tick) makes it impossible to search for *Developing Tray* files outside of their normal folder.

When you start a new game, you'll see that the **Browse** button has been disabled:




- ❑ **Enable Customization of Text in Developing Tray Using a Wizard:** see page 16 for an explanation of this option.
- ❑ **Make Developing Tray Case Sensitive:** this is very useful if you want your class to work on understanding capital letters for proper names and at the beginning of sentences.
- ❑ **When loading text in Developing Tray stop at the end of each sentence:** this can be used to provide automatic pausing, perhaps to encourage discussion on the text before it is complete. *Developing Tray* stops when it finds ., !, or ?

Directory (folder) options

These are displayed when you click **Directories** at the top of the dialogue box. It shows where *Developing Tray* looks when you are starting a game and where it saves games and recordings. You would only want to change these if you decide to change the location of *Developing Tray* games, and understand how to find your way around files and folders.

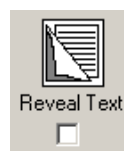
To change either of these folders:

- Click  next to the appropriate location
- Navigate to the desired folder

Button options

You can decide which buttons to display when playing games. For example, you might want to disallow peeping, or buying words.

- Click each button you want to remove, to remove the tick:



Confirming your choices

When you have finished selecting your options:

- Click 

Using the Developing Tray Editor

Developing Tray text files have a special format and are best produced using the *Developing Tray Editor* - a simple word processor specially geared to the task. It lets you set up a piece of text to appear exactly as you want, with *starred* and *headstarted* words.

Starred words, which appear as asterisks, are the ones that might give the game away if discovered too early, or words you wish to single out as special for some other reason. For example, you might want to single out words relating to a theme your class has been working on.

Headstarted words will appear in full when the game starts, no matter what initial options have been selected. As their name suggests, they help to get you going.

A *preview* option shows you how the text will appear when used in *Developing Tray*.

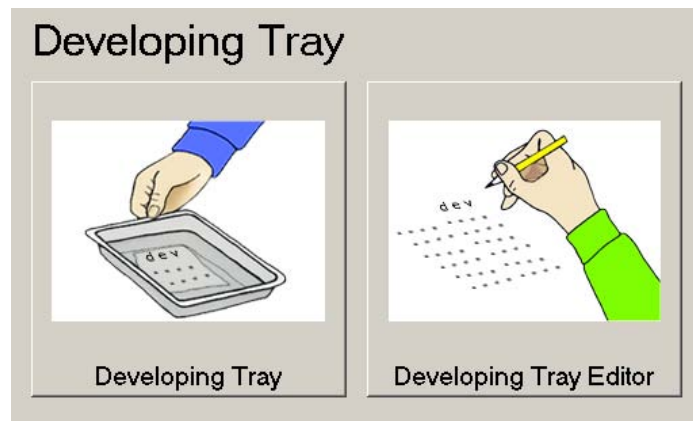
As with *Developing Tray*, you can use either a mouse or the keyboard move the cursor and there are buttons for selecting functions. The Editor includes comprehensive help pages so that it can be used with minimal instruction.

Getting started

To start the editor, start *Developing Tray* and you will be presented with a choice.

In this section, we'll look at the *Developing Tray Editor*.

- Click **Developing Tray Editor**



The editing screen

There are three sections to the editing screen:

The toolbar

This is at the top of the screen, and looks like this:



The first six and last six buttons will probably be familiar to you from word processing; if not, point your mouse, without clicking, to any of them and after a short while an explanation will appear. The remaining buttons will be explained in what follows.

The editing area

This is where any text you write or change will be placed.

The buttons

These enable you to use particular functions of the Editor. They will be explained as you work through this example.

They are at the bottom of the screen and look like this:



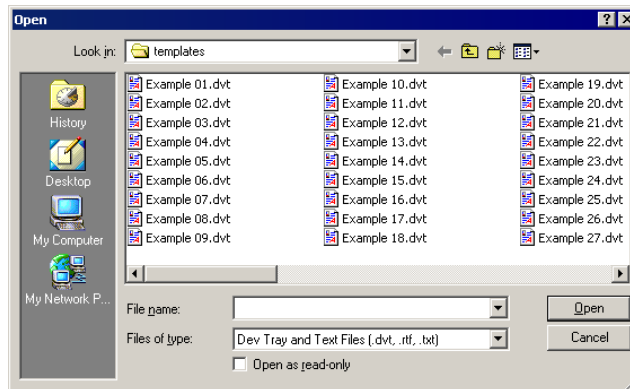
Opening an existing file

A number of changes will be made to one of the example files supplied with *Developing Tray*.

- Click 

The **Open** dialogue box will be displayed:

All the available files are listed. They are deliberately given neutral names so that their subject matter is not obvious to the class.

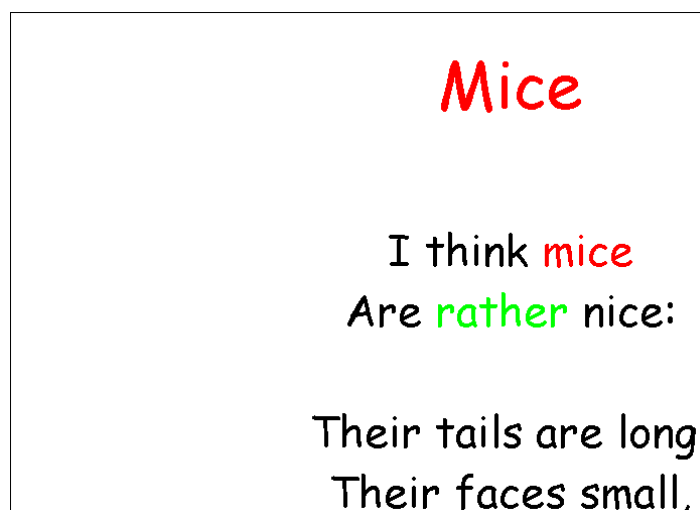


- Click on **Example 38**

Depending on how your computer is set up, you may see **.dvt** at the end of the file name. You will probably have to scroll right to locate the file.

The text (a poem about mice) will be loaded.

Here is part of it:



Making changes

In this section, we will change the font (typeface) and its size as well as the colour any predictions appear in, and add some starred and headstarted words.

Changing the font

Developing Tray gives you the freedom to use a variety of fonts and font sizes.

Recommended fonts: some fonts are more suited for the game than others, and for this reason we have listed some fonts that we have found work well:

- Comic Sans MS
- Arial
- Verdana
- Courier
- Courier New

It's worth experimenting with different sizes as well as fonts, as this can make a big difference to the clarity of the text. If you find it difficult to see the gaps between the words using certain fonts, try using **Courier** or **Courier New**. These are *monospaced* fonts, which means that every letter is the same width.

If you still find it difficult to see the gaps between words:

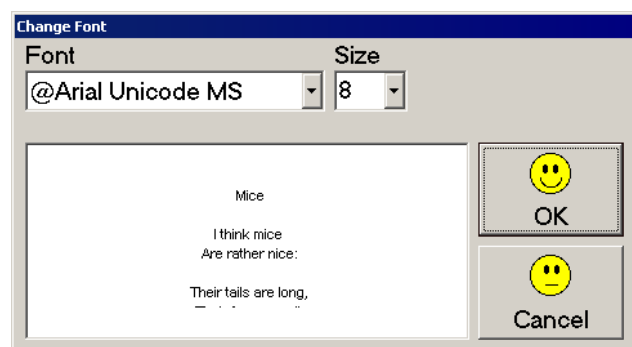
- Hold down the **Ctrl** key and press **a** to select the whole of the text.


You can also do this by dragging the mouse from top to bottom, but **Ctrl-a** is quicker and more accurate.

- Click 

This dialogue box will appear (it may take a second or two if you have a lot of fonts installed):

Here you can choose which font you want to use and change its size.



- Select **Verdana** from the dropdown list labelled **Font**
- Select **18** from the list of sizes
- Click 

Now select the title - **Mice** - and make it size **24**.

Your text should now look like this:

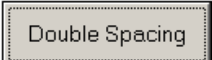
Mice

I think **mice**
Are **rather** nice:

Their tails are long,
Their faces small,
They haven't any
Chins at all.

Double spacing


If you want to emphasize the gaps between the words (perhaps as an aid to younger children, you can choose to have two spaces between them instead of one.

-  at the top of the screen

The wording on the button changes to **Remove Double Spacing**.

Previewing the text

This feature enables you to check what your text will look like without actually running *Developing Tray*.

- Click  at the bottom of the screen

The **Customise Text Wizard** is started.

- Click  to display the text as it is set so far

You should see something like this:


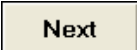
As you can see, Verdana displays very clearly, particularly at this size.

```
M=c=
= =h=k m=c=
=== ===h=== ==c=.
      =h=== ===l= === l==g,
      =h=== f=c=== =m=ll,
      =h=y h=v===' =y
      Ch=== == =ll.
```

Returning to the editor



- Click 
Return to Text



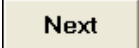
Setting different display options

- Click  to start the wizard again
- Click **With up to the 20 least common letters in place**
- Click 

By default, *Developing Tray* puts the 18 least common letters in place:

You can choose a different number here:

How many letters do you want to appear?  

- Click  six times to change the number to **12**
- Click 
- Click  again to leave the options as they are

Developing Tray summarizes your choices:

You can go back and change any of these by clicking **Previous**.

Preview and Finish

You have chosen to have the text appear with up to the 20 least common letters in place.

Number of letters appearing: (12)

You will be able to see:

Headstart text

Punctuation

Characters where the hidden letters are

- Click 

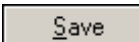
There will be a marked difference in the number of letters visible. Note that the double spacing button is visible here too, so that you can change your mind about it.

Saving your changes

It's a very good idea to save often; anything from your computer being temperamental to a power cut could lose you hours of work.

- Click 

Developing Tray gives you the option to change the file name.

- Type: Example 38 updated
- Click 

Adding starred sections

You can make anything from a single letter or number up to a line of text starred.

Since the word **mice** in the title would reveal what the poem is about, it might be a good idea to make it starred. When playing a game, you can't buy starred words or letters or peep at them.

- Select the title

It should look like this:

Mice

- Click 

The word will now be displayed in red.

Adding headstarted sections

Making words or parts of words appear straight away, regardless of any options set, can give some help in making sense of the text. In this example, the second line of the poem will be headstarted to give a rhyme clue.

- Select **Are rather nice**

- Click 

The words will now be displayed in green.

Checking the result with different options

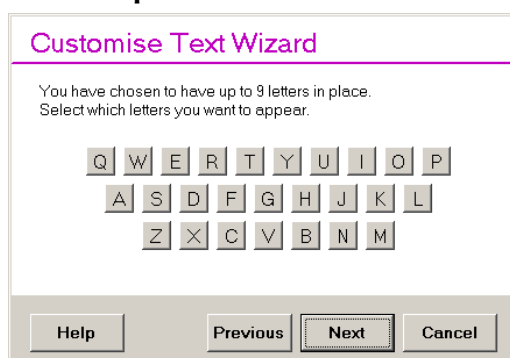
- Click 

- Click **With up to 9 selected letters in place**

Developing Tray displays a choice of letters:

- Click on any number of letters up to 9.

- Click 




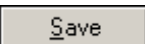
Experiment with other settings and options. As you get used to the editor, you'll be able to tailor how the text appears to your purpose in the classroom.

Saving your settings

Once you are happy with the options you have chosen, you can save them so that the text will appear with them in place. If you have the **Customise text wizard** turned on, choosing **As set** will display your text with these options.

-  Save with these Settings

Finishing off

- Click 
- Click 

Developing Tray asks you to confirm overwriting the existing file:

- Click 

