



User guide

Background

The *PM Writing Interactive Writing Pro Formas* have been designed for whole-class and small-group writing sessions. Writing pro formas to support each of the eight text types are presented for use on interactive whiteboards, data projectors and/or PCs.

Each writing pro forma highlights the text structure and language features of the respective text type and fosters an environment in which students can actively contribute to the writing process by working alongside the teacher to construct meaningful texts.

Getting started

- *Main menu*

In order to begin working with a particular writing pro forma, select the text type from the main menu by clicking on one of the eight buttons.

Figure 1: Main menu



- *Using the writing pro formas*

Each writing pro forma clearly shows the text structure and language features of the particular text type. To begin constructing a text, simply click on the desired field and begin to type using the keyboard, or write using the handwriting recognition tool.

Figure 2: Recount writing pro forma

Please note: The **PM Writing Interactive Writing Pro Forms** have been designed for flexible use across a range of different interactive whiteboards and other mediums. When inputting text into the pro formas, teachers may choose to use the handwriting recognition tool or keyboard. However, the software may not be compatible with the handwriting recognition tool of all interactive whiteboards.

In order to focus on a particular aspect or section of a text type, or when writing longer texts, click on the arrow button to the bottom right of each field. This will allow you to view this section of the text exclusively. To return, click 'Back'.

Figure 3: Isolated view of the Orientation section

- *Highlighting the key language features*

At any point during the writing process, you can highlight the key language features of any of the eight text types to students.

Click on any of the language features listed at the top of the pro forma to display a list of high-frequency words that have been pre-loaded into the program. This list can be deleted or added to as required. In order to add your own words to list or delete existing entries, simply click on the field and type/delete.

Figure 4: Language features



Once you have added words used in the text to the language features boxes, you can automatically highlight these words by clicking on the light globe buttons to the right of each of the language features. You can highlight all language features individually or simultaneously by clicking on the light globe buttons as required.

Figure 5: Highlighting a language feature individually

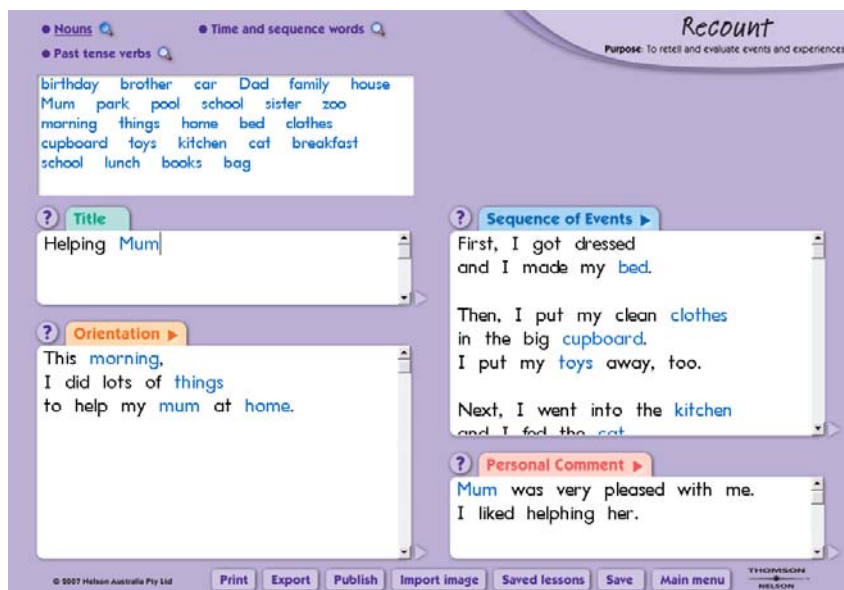
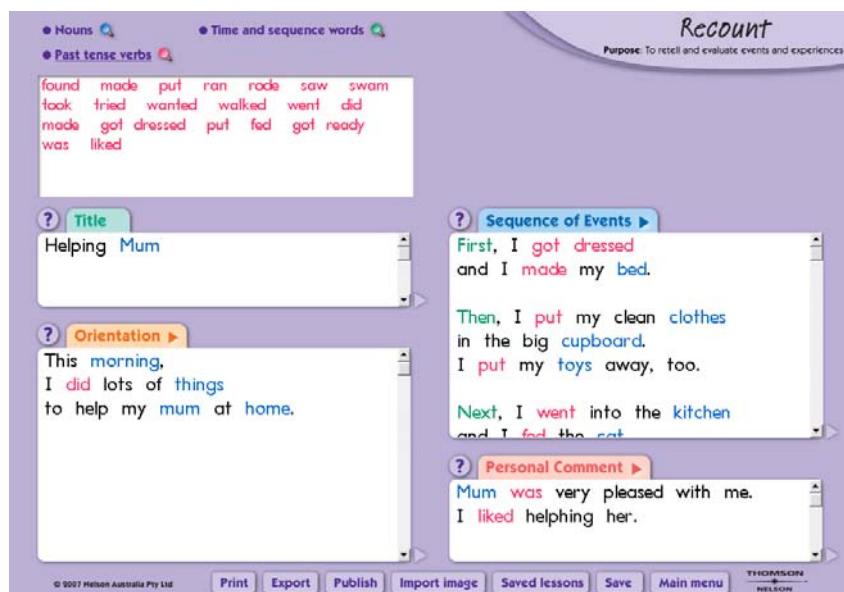


Figure 6: Highlighting all language features simultaneously

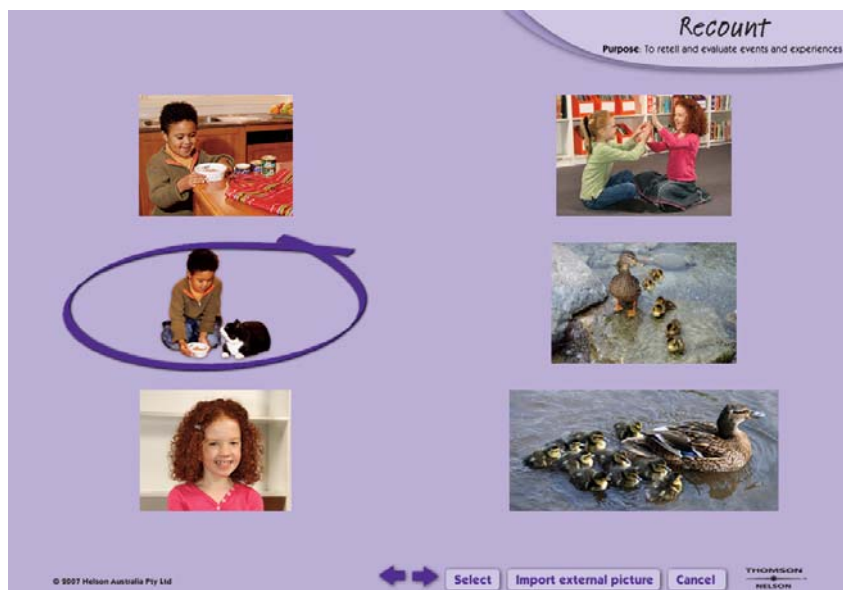


• Importing images

The software allows you import images from a library or from other sources (e.g. from the Internet, digital photos, etc.) in order to act as stimuli for students during the writing process. To add an image, click on the 'Import image' button.

To select an image from the library, click on it and then click 'Select'. To import an image from another location on your computer, click on 'Import external image'.

Figure 7: Importing an image



Once you import the image, it will appear in the top right of the pro forma.

Figure 8: Writing pro forma with image imported



In order to change or remove the image, click on 'Import image' and select another image or click 'Cancel' to remove.

- *Key questions*

In order to access key questions that will assist students during the writing process, click on the coloured arrow button to the right of the text structure headings. To hide these questions, click on the button again.

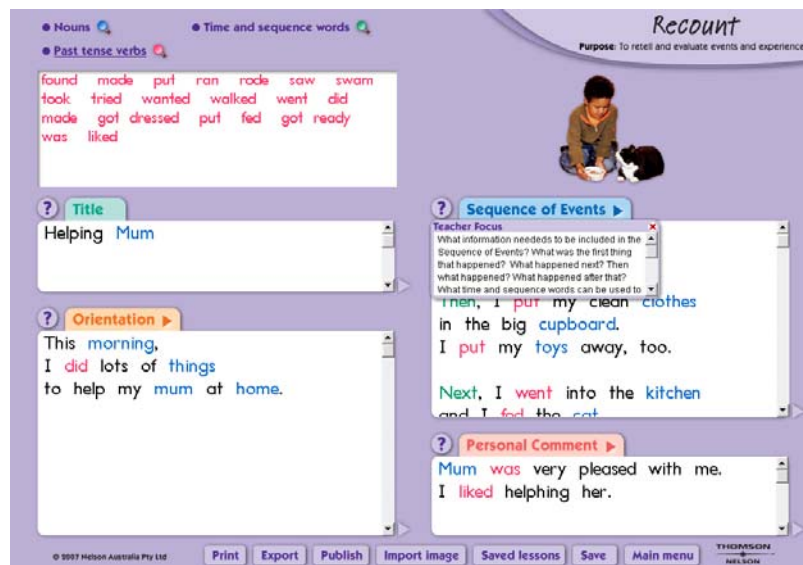
Figure 9: Key questions showing



- *Teacher Focus*

In order to access the Teacher Focus notes, click on the '?' button located to the left of each text structure heading. To hide the Teacher Focus notes, click on the red cross in the corner of the box or click the '?' button again.

Figure 9: Teacher focus notes showing



- *Publishing a text*

To view your text without the writing pro formas at any point during the writing process, click on the 'Publish' button.

Figure 10: Publishing a text



- *Printing a text*

At any stage during the writing process, you can print a text by clicking the 'Print' button at the bottom of each writing pro forma. In addition, you can print from the publishing page. See figure 10 above.

- *Exporting a text*

The program allows you to export and save your work to any location on your computer or network. The file can be named and exported in rich text format (.rtf) and opened in Microsoft Word.

- *Saving a lesson*

The software will allow you to save texts you are working on in order to return to them at a later date or with another class. In order to save a lesson, click on 'Save' and insert a title for the lesson. This lesson will then be saved to the same directory that the software is saved to.

When exiting any of the Interactive Writing Pro Formas, the software will also automatically prompt you to save your lesson.

- *Importing/deleting a saved lesson*

In order to import or delete a lesson that has previously been saved, click on the 'Saved lessons' button.

Select the saved lesson from the list and click 'Import lesson' or 'Delete lesson' as required.

Please note: When accessing saved lessons from the main menu, all text types will be featured in the list. In order to define your search to a particular text type, click on the 'Saved lessons' button at the bottom of a particular text type writing pro forma. For example, if you are searching for a saved recount, open the recount writing pro forma and click on 'Saved lessons'.

- *Backing up saved lessons*

To prevent the loss of any data, it is recommended that you regularly perform a backup. In order to back up saved lessons click on the 'Backup' button on the main menu screen. Specify a location on your computer or on the network and then click 'Continue'. Once your files have been successfully backed up, click 'Complete'.

- *Restoring saved lessons*

If for any reason your saved lessons are lost, you may restore them from the backup folder on your computer or on the network. In order to restore saved lessons click on the 'Restore' button on the main menu screen. Specify a location on your computer or on the network where your backup files are saved and then click 'Continue'. Once your files have been successfully restored, click 'Complete'.

- *Using PDFs of the writing pro formas*

For those teachers who may not have on-going access to an interactive whiteboard or data projector, eight gray scale writing pro formas have been provided for use on overhead projectors. These can also be copied and distributed to students for use during independent or small-group work. These PDFs can be accessed and printed by clicking on the 'PDFs of pro formas' button on the 'Main menu' screen.

If you have any queries regarding the **PM Writing Interactive Writing Pro Formas**, please contact: helpdesk@thomsonlearning.com.au