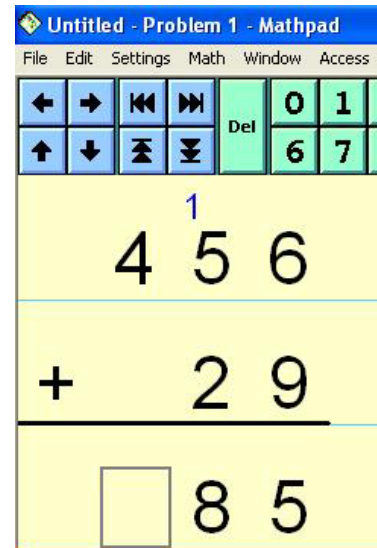
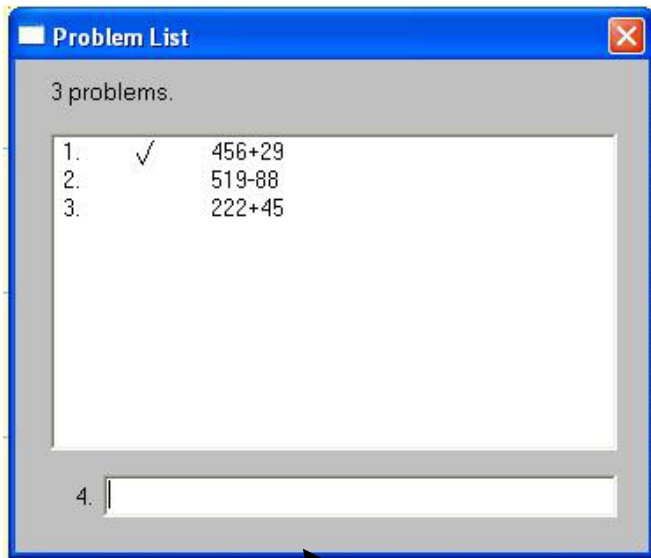


AT Quick Guide

About Math Pad

MathPad is a tool for students to work on addition, subtraction, multiplication or division problems on a computer. MathPad is a word processor for math, not a tutorial or calculator. The student provides answers to math problems and the final answers can be checked in the Problem List mode for accuracy. MathPad can be used with a traditional keyboard, a mouse, with an Intellikeys keyboard or with scanning and switches.



Work Modes:

There are two different modes: “Problem List” to enter new problems or “Worksheet” to work on the problems. In the “Problem List” mode problems are displayed all at once in a horizontal format. Problem lists can be saved for different students to work on. The “Worksheet” is where the students actually work on the problems. The “Worksheet” can be customized by color, font, and level of auditory feedback. On the “Worksheet” math problems are displayed one at a time in a vertical format. Regrouping and remainders can be shown when working with the “Worksheet.”

Input Devices:

Mouse: A single click with the mouse is used to select where you want an “Entry Box” as well as to select numbers and symbols from the tool bar.

Standard Keyboard: All numbers or symbols can be accessed through the keys on the keyboard. To navigate around the “Worksheet” use the arrow keys. When regrouping press **b** to borrow or press **c** to carry. A remainder can be displayed by pressing **r**.

Intellikeys with an Overlay: MathPad comes with two overlays, advanced and regular. The regular overlay has all the functions needed to use the “Worksheet” mode and the advanced allows access to both the “Worksheet” and the “Problem List”.

Switch: For those students who cannot use a mouse or keyboard MathPad can be controlled by a switch, most often connected through an Intellikeys keyboard.

The Problem List:

Toggle between “Problem List” and “Worksheet” on the right box of the toolbar with a single click. “Problem List” is where a list of arithmetic problems is created. Problems are entered using any of the above access methods. Save your problem list by going to File, Save As > name your document >click “save”.

Problem lists can also be imported from a word processing program. Problems need to be saved in text-only format with each problem on a separate line. For multiplication either a lowercase x or an asterisk, *, can be used. A forward slash, /, is used for division. Save your file as a text file. To import the problem list into Math Pad, open Math Pad and go to File > Import. Locate your problems and click OK to have your problems appear in the “Problem List” window.

Hints when creating Problem Lists:

- Do not use =
- Do not answer the problem
- Use only one type of operation in a problem (such as + or –)
- Do not use negative numbers
- Subtraction, multiplication and division can contain two operations, but addition can contain more than two.
- When multiplying the larger number will always appear on top on the worksheet.

Opening an existing “Problem List”:

A ready-made Problem List can be opened by going to File > Open Problem List, > select the level that you want with a single click > click on “open”. A unique problem list created by the teacher can also be found and opened in the same way.

Stationary Files:

Original problem lists can be protected by saving them as a stationary file, File > Save > and indicate type in lower part of save box as “stationary”. Stationary files, similar to templates in word processing programs, are useful when more than one student is using the same Problem List files. When a student saves their work from a stationary file the “Save” selection directly switches them to “Save As” and the document must be named. This prevents a student from writing answers on the original.

The Worksheet:

This is where students will solve the problems created on the Problem List. Numbers are entered into the Entry Box. The Entry Box can be positioned using the arrow keys on the keyboard or on the toolbar. Auto Navigation, an option under the Settings menu, can be selected which then automatically moves the Entry Box to the “best guess” position. Auto Navigation does not move to every location needed to solve a problem. For example, the student must decide if regrouping is needed when adding or subtracting or when to move to the next level in division.

Decimals and Commas – Decimals are placed to the left of a number, any number can only have one. Commas are placed to the right, a number can have one or more. To delete the period or comma without deleting the number use the arrow key to move the entry box to the number and hit the comma or period key to remove the symbol.

Regrouping in addition – With Auto Navigation “on” and doing addition select “regroup” from the toolbar immediately after the answer for the first column. An entry box will appear next to the next column. With Auto Navigation “off” you must use the arrow keys to move the entry box to the desired location.

Regrouping in subtraction- Regrouping needs to be anticipated. Select “regroup” before you subtract the first set of numbers. With Auto Navigation off select the number you want to borrow from, then select “regroup” and the Entry Box will move above the digit that was selected.

Regrouping in division and multiplication – follow the directions as above. When multiplying a number can be regrouped multiple times.

Remainders in division – Remainders can be displayed when working whole number division problems by selecting remainder from the toolbar or type the letter r.

Printing:

The completed “worksheet” can be printed and the computer will prompt for a student name and the paper is automatically dated. Font size and style can be individualized. Individual problems can also be printed. The worksheet can be printed before it has been completed, which makes it easy to give typical students the same work as those with special needs.

MathPad is published by Intellitools, and more information about it can be found on their website: www.intellitools.com.