Module 02: The ParaTExt 7.3 Window

**Dialog:** Ask two students to read the following dialog:

Person 1: What do you have in your hand?
Person 2: This is my new cell phone! I just got it last week.
Person 1: It looks nice. How does it work?
Person 2: I’m not sure.
Person 1: Why don’t you know?
Person 2: Well, … I am still trying to figure out how to turn it on.

When we get something new, it takes a while to learn how to use it. This is especially true of electronics. If they have a lot of features, they usually have many buttons or options.

**Explain**

ParaTExt is a very powerful program. Therefore, it has many features. You manage those features through the controls at the top of the ParaTExt screen.

This module will explain how these controls are arranged.

**Text and window size**

The ParaTExt window normally fills only part of your screen when it opens. Sometimes, you may want to change the size, such as when you have several resources open. There are two ways to do that. You can hold the cursor over any edge of the ParaTExt window and it will change to the double arrow as show on the right. Then drag the edge to the window to make it larger or smaller.

**Demonstrate:** Drag the edges of the ParaTExt window to make it smaller and larger.

The middle button at the top right corner of the ParaTExt window can also switch between filling the entire screen and returning to the previous size. As you do this, the button will change to show you what the next click will do:

- Large, single box indicates it will fill screen
- Double, overlapping boxes means it will return to smaller size
Video Demo: 02-IN_Video-a_Window Size

**Menu bar**

Most of the options in ParaTExt are grouped together into several categories on the **MENU BAR**. The **MENU BAR** looks like this:

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>View</th>
<th>Insert</th>
<th>Tools</th>
<th>Project</th>
<th>Checking</th>
<th>Window</th>
<th>Help</th>
</tr>
</thead>
</table>

Each word on the **MENU BAR** represents a group of options. When you click on a word, it opens a list of options related to that category.

**Demonstrate:** Open each **MENU BAR** item for the students as you explain the general contents of each one. (Some choices are not available unless a project is open.)

1. **FILE** – decide which projects or resources are available or open
2. **EDIT** – make changes as you enter text in a project
3. **VIEW** – change the way a project or resource displays on the screen
4. **INSERT** – put a new object into a project
5. **TOOLS** – run reports or checks for a project
6. **PROJECT** – manage the way a project looks and acts
7. **CHECKING** – find errors in a project
8. **WINDOW** – control the arrangement of the text windows
9. **HELP** – get help with ParaTExt

Later modules will give a more complete explanation of the function of each of these options.

Video Demo: 02-IN_Video-b_Menu Bar

**Tool bar**

The next row of controls is called the **TOOL BAR**.

The **TOOL BAR** can save you time. It contains the options that you will use the most as you use ParaTExt. There are two types of controls on the **TOOL BAR**. “Buttons” are small
pictures. You will use them often and quickly learn what each picture represents. If you hold the cursor over one of these buttons, its name will appear below it in a yellow box.

**Demonstrate:** Hover over a few of the buttons to show how the names appear.

Examples of these controls that you will use often are:

- open a resource or project
- save a project
- copy text you have selected
- send/receive your project

There is a second type of controls in the middle of the **TOOLBAR**. These are lists that open to help you quickly do three very common tasks:

- change to a different project or resource
- navigate to a different verse in the Bible
- choose the format of a line of text

Other modules will explain how to use these controls.

**Video Demo:** [02-IN_Video-c_Tool Bar]

**Search Help**

The **HELP** link on the **MENU BAR** lists several ways you can get help with ParaTExt. However, there is also a **SEARCH HELP BOX** on the right side of the **MENU BAR**. This box is the fastest way to find help in ParaTExt. Simply click on the box and type any word or phrase into it. As you type, ParaTExt will immediately suggest topics that may assist you. When one matches your question, click on it to see the answer.

**Demonstrate:** Type a few sample words and phrases into the search box and look at some of the results that it offers.

**Assess**

**Video Review:** [02-IN_Video-d_Try It]

✓ Ask students to type the words and phrases below into the **SEARCH HELP BOX** and click on one of the results for each. They don’t need to understand the answers, but should see and understand how the **SEARCH HELP BOX** works.
Point to several different buttons on the TOOL BAR of each student’s ParaText installation. Ask them what task each of the buttons performs.