



Student Instructions for Home Use

Introduction:

To use *SpellDoctor* you need:

- A PC running Windows XP or Vista, or an Intel-based Mac capable of running Windows. (*SpellDoctor* will not operate on the Mac OS.)
- Microsoft Word for Windows 2000 or newer. (not mandatory-see Set-Up.)
- Microsoft Internet Explorer or Firefox with the IE Tab:
<https://addons.mozilla.org/en-US/firefox/addon/1419>
- A sound card and speakers or headphones.

This dynamic teaching tool has 2 primary parts:

1. The **SpellDoctor Word Template**. This template is a quick download to any Windows computer from www.spelldoctor.com. You can install the template on as many computers as you like. The **SpellDoctor Word Template** logs all spell-checked words and uploads them to www.spelldoctor.com. The template also deactivates automatic spell-checking features. This gives the student the chance to proofread prior to spell checking and uploading.
2. www.spelldoctor.com Once words are uploaded, all other *SpellDoctor* activity happens at this website. Students log in and perform assignments created by their teacher. *SpellDoctor* lessons may include Captured Words, Teacher-assigned words, or both. The lessons are very simple to operate and all the necessary instructions are on each page.

Set-Up:

1. **Download The SpellDoctor Word Template**. Go to www.spelldoctor.com and select *Installation*. Pick the download option that meets your needs. Follow the prompts. (Choose "Run" when asked.) Installation is complete when you click the *Finish* button. If you don't have Microsoft Word, install Option 2.

2. If you have **Word 2000/2003**: At the desktop, open the new **SpellDoctor Word Template**. In the first window, click the box labeled *Always trust macros from this source*. Then click *Enable Macros*.

If you have **Word 2007**: At the desktop, open the new **SpellDoctor Word Template**. In the first dialogue box, click OK. Now click the Options... button at the upper left of the document window. In the new dialogue box click the 3rd button down labeled *Trust all documents from this publisher*.

3. **Check your screen resolution.** *SpellDoctor* works best at a resolution of 1024X768 or higher. On a blank area of your Windows desktop, right click and select *Properties*. Click the *Settings* tab. Check that your screen resolution is at least 1024X768. If it is, no action is needed. If it is not, move the pointer to right to achieve this setting. Click *Apply*, (the screen may go dark for a few seconds). Click *Yes* and *OK*. The screen resolution will reset. If your monitor does not support 1024X768, choose the highest available resolution.

Word Logging:

Using the **SpellDoctor Word Template** is easy. Open it from the desktop create a new document. Once you have completed a draft, proofread your work and run the spell checker. (Click the *abc* button or pressing the *F7* key.) When spell checking is complete, the **SpellDoctor Upload Window** will open. Enter your School ID, User Name and click *Submit*.

Note: The **SpellDoctor Word Template** is for *SpellDoctor* students only.

Lessons:

To perform *SpellDoctor* lessons, return to the home page at www.spelldoctor.com and go to the login screen. Enter your School ID, User Name, Password, and click *Sign In*. Make sure your computer sound is turned on.

The student **Assignment Monitor** appears. If your teacher has sent you a lesson, you will see one or two *Start* buttons. The *Start* button in the first row will open your **Captured Words** lesson. The second one will open your teacher **Assigned Words** lesson. Click the first *Start* button. Merlin will greet you and tell you what to do. If you do not hear Merlin's voice, click the button in the upper right corner labeled: **Help! I can't hear Merlin**.

You can click the *Instructions* button if you have questions. When you finish all the corrections and sentences, click the *Pass In Homework* button. The screen will change back to the **Assignment Monitor**. Click the next *Start* button. Once you have completed this lesson you will have to wait for your teacher to check your work. Periodically check your **Assignment Monitor** for new *Start* buttons.

After your teacher has checked your work, he/she will send you a new assignment. You may notice that you have a *Start* button back in the first or second row of the Assignment Monitor. This indicates that your teacher would like you to rewrite some of your sentences. This time, be sure to double check all of your grammar and write longer sentences that clearly demonstrate the meaning of each word.

A *Start* button in the third row will open the **Practice Dictation** section, where you will practice spelling each of your words. Your teacher may have you go through the list more than once. If you wish, you can use the *Enter* key on your computer keyboard instead of clicking the *Done* button with your mouse.

Once you have practiced all your words, you will notice a *Start* button in the fourth row of the Assignment Monitor. This button opens your **Spelling Test**. Take the test and check your results. Your teacher will check your results too, and then create a new lesson for you.

Other Details:

SpellDoctor will keep an Incidence Number on every Captured Word. When a word is captured a second or third time, you will be asked to write extra sentences in your lesson. The most sentences you will have to write for any one word is three. Don't forget, spelling errors are also captured from your sentences, so be sure to proofread before you click the Done button.

Click on the **Spelling Journal** tab to see all the words you have studied so far in *SpellDoctor* and the number of times each word has been captured. You can click on the column headings to sort the data in different ways. The **Spelling Journal** can not be opened when you are working on a lesson.