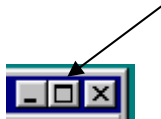


Upgrading/Installing Turbo-School - Win 95/98/2000/XP/Vista

1. If you are currently running Turbo-School, make sure you quit the program before installing the latest version. *Note: if your program is stored on a network, please skip this section and follow the steps in your manual's appendix section "Installing Turbo-School on Networks".*
2. Insert the Turbo-School CD into the CD drive.
3. Now, from your desktop, double-click on **My Computer**.
4. In the My Computer window that pops up, open the **CD** drive.
5. Finally, double-click on the file labeled "**Install**" or "**Install.bat**". (**Windows Vista** users should double-click "**VInstall**" or "**VInstall.bat**").
6. Turbo-School will install itself onto your hard drive. Follow screen instructions from that point on. *If a Turbo-School icon does not appear on your desktop, drag the Turbo-School icon from the CD onto your desktop.* (Windows Vista users should drag the Turbo-Vista icon onto their desktop).

Adjusting Your Windows Screen

To toggle the size of your Turbo-School Window, click on the rectangular "zoom" button in the upper right corner of the window.



Instead, if you wish to toggle Turbo-School between a sub-window and a full screen, press **<Alt-Enter>**.

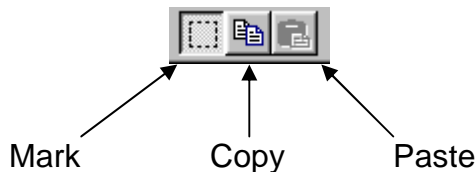
Printing a Turbo-School Screen

To print a screen in Turbo-School, press **<Alt-PrintScreen>**, then go to a new blank page in your favourite Windows word processing program and then select **Edit – Paste**. The window image will be pasted into your document. If you then print your word processor document, the window image and anything else you type in will appear in the printout.

As another method to print your screen, you can press **<Shift-PrintScreen>** to send the text to the printer and then press **<Ctrl-PgUp>** to eject the page. If the page does not eject from your printer, try going to Turbo-School's main menu and then pressing **<Ctrl-PgUp>**.

How to Copy and Paste in Turbo-School

You may have wondered if you can copy and paste from one Turbo-School field to another or from Turbo-School to some other Windows program or vice-versa. Windows makes this possible. If your Turbo-School is in a sub-window in Windows 98, you can use the three buttons shown below. The buttons are located in the upper left corner of the Turbo-School screen area.



How to copy from Turbo-School into the clipboard:

- 1) Be sure your Turbo-School is in a sub-window as opposed to in a full screen (<Alt-Enter> toggles this condition.)
- 2) **Click on the “Mark” button** (as shown above) (or if you use Windows 2000 or XP, click on the “C:\” icon at the top left of the window and select **Edit – Mark**).
- 3) Use your mouse to **highlight the text block** you want to copy.
- 4) **Click on the “Copy” button** (or in Windows XP and 2000, just press the <Enter> key).
- 5) The text is now stored in your clipboard ready to paste back into another area of Turbo-School or into some other Windows program.

How to paste from the clipboard into Turbo-School:

- 1) Start up your word processing program. If you have some text in your clipboard, the “Paste” button will be enabled.
- 2) **Put your typing cursor at the location** where you want the text to be pasted.
- 3) **Click on the “Paste” button.** (or in Windows XP and 2000, **click on the “C:\” icon** at the top left of the window and then **select Edit - Paste**).