COPYING A KIDSPIRATION® ACTIVITY TO ANOTHER COMPUTER

Note: This guide will assume you are using the **Windows Explorer** program to work with your files. Remember that to get to this program, select **Start**, then **Programs**, then **Windows Explorer**.

Copying the Activity from your Hard Drive to a Diskette
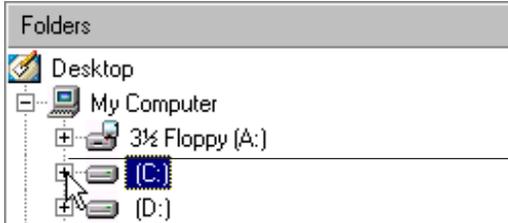
Click here to see what is on your hard drive. (Click directly on the + sign.)

Scroll down the subdirectory list on the left side of your screen until you find PROGRAM FILES (Click directly on the + sign again.)
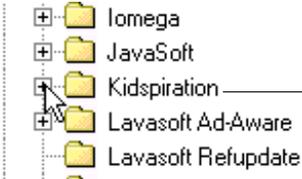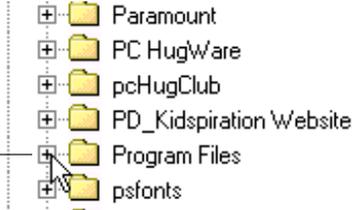
Scroll down the subdirectory list on the left side of your screen until you find KIDSPIRA-TION (Click directly on the + sign again.)

Scroll down the subdirectory list on the left side of your screen until you find KIDSPIRATION ACTIVITIES (Click directly on the + sign again.)

Click on the name of the folder that contains your activity

1. Left-click on the name of the activity you want to copy.

2. Left-click on "Send To".

3. Left-click on "3 1/2 Floppy (A)" [Make sure a disk is actually in the floppy drive when you do this.]

The file has been copied to your floppy disk.

Comparison.kid	19KB	Kidspiration 1.0 Document
Elephant Grammar.kid	21KB	Kidspiration 1.0 Document
Initial Me.kid	13KB	Kidspiration 1.0 Document

Open
Add to Zip
Add to Initial Me.zip

Scan for Viruses...
Add to archive...
Add to "Initial Me.rar"

Conversions Plus ▶
Scan with Norton AntiVirus

Send To ▶   (G) Zip 100
      3½ Floppy (A)
Cut   AIM Buddy
Copy   AIM Share

Create Shortcut
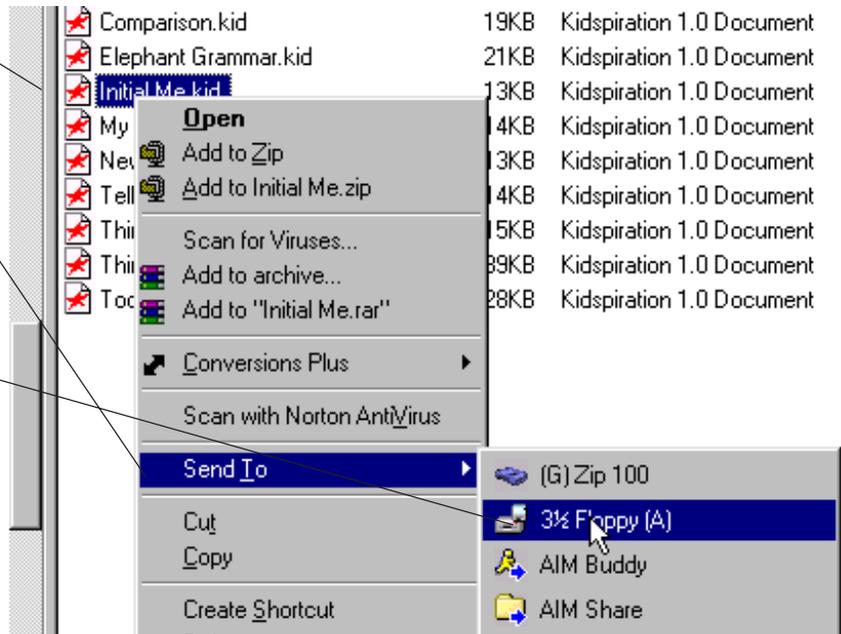
NOTE: You can copy multiple files at once. This is done by using the "**Shift**" or "**Ctrl**" keys along with the mouse.

- **"Shift" Key** - To select a whole range of files, click with the left mouse button on the first file, then while holding the "**Shift**" key, click with the left mouse button on the last file. All the files in between will also be selected.

- **"Ctrl" Key** - To select files not all in a row, hold the "**Ctrl**" key each time you click on them with the left mouse button. All files selected in this manner will be highlighted at once.

Copying the Activity from the Diskette to Another Hard Drive

Insert the disk you have copied your activities onto, following the directions above, into the A: drive of the computer you wish to share them with before you begin.

Folders
Desktop
My Computer
3½ Floppy (A:)
(C:)
(D:)
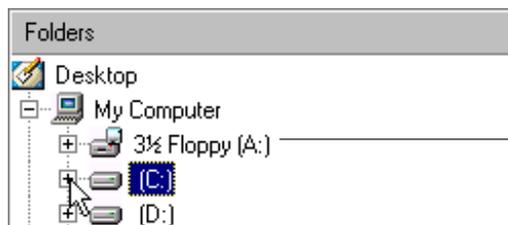
Click here to see what is on your diskette. (Click directly on the + sign.)
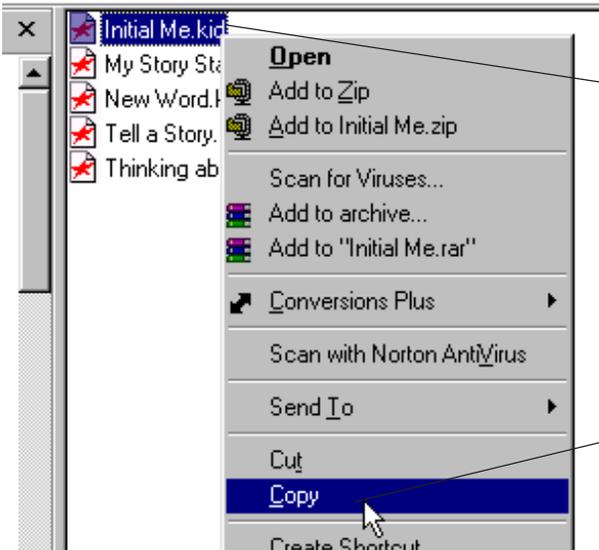
1. Left-click on the name of the activity you want to copy.

OR: Copy multiple files at once by using the "**Shift**" or "**Ctrl**" keys along with the mouse.

2. Right-click on "Copy".

OR: Use the Shortcut Keystrokes: Hold down the "Ctrl" and "V" keys
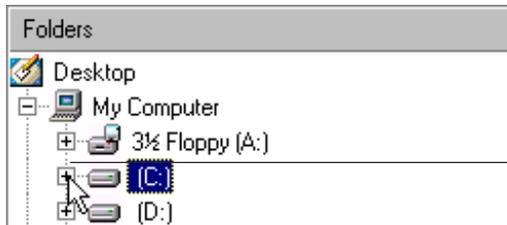
Click here to see what is on your hard drive. (Click directly on the + sign.)

Scroll down the subdirectory list on the left side of your screen until you find PROGRAM FILES (Click directly on the + sign again.)
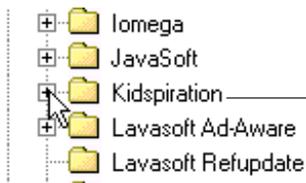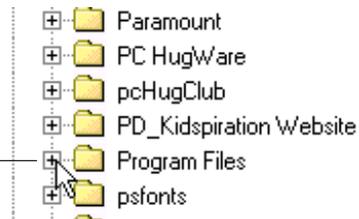
Scroll down the subdirectory list on the left side of your screen until you find KIDSPIRATION (Click directly on the + sign again.)

Scroll down the subdirectory list on the left side of your screen until you find KIDSPIRATION ACTIVITIES (Click directly on the + sign again.)
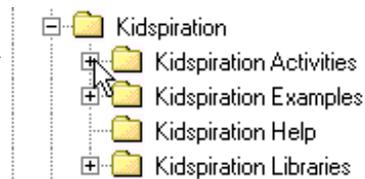
Right-Click on the name of the folder that you want to contain your activity.

Left-click on "Paste"

OR: Use the Shortcut Keystrokes:
Hold down the **"Ctrl"** and **"P"** keys
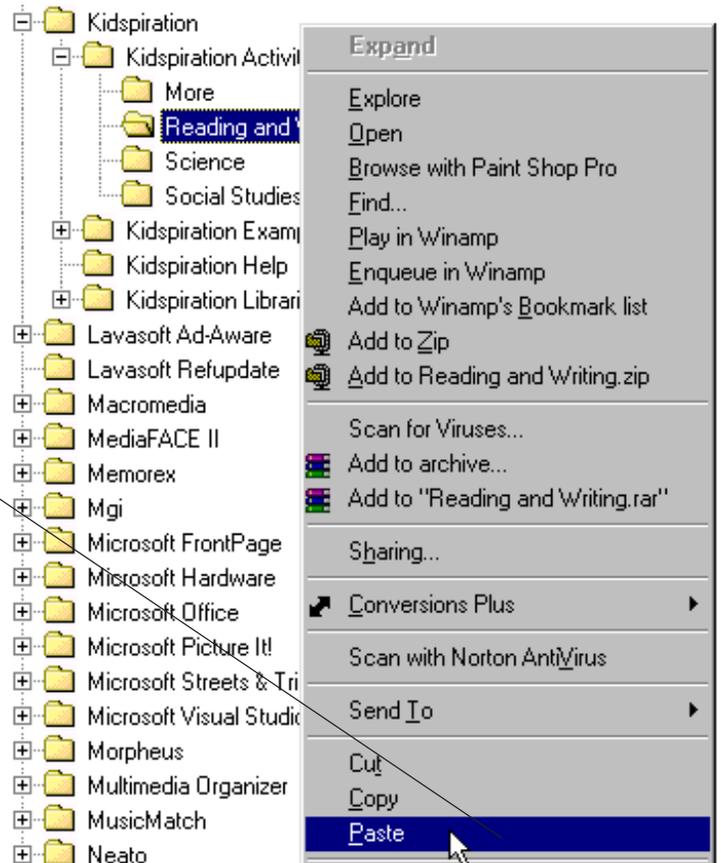
Additional Resources

A Quick Guide to teach you about file management, with specifics on using Windows Explorer to copy, delete, move, rename, and organize files and folders can be found at:
http://www.northcanton.sparcc.org/~technology/Tutorials/filemanagement.html

Several websites featuring Kidspiration® activities for download can be found at:
http://www.northcanton.sparcc.org/~ptk1nc/kidspired2002/samples.html

See the Inspiration/Kidspiration section of the NCCS Technology website for additional tutorials, activity templates and Kidspiration resources.
http://www.northcanton.sparcc.org/~technology/Tutorials/inspiration.html