



Scholastic Keys™

Version 1.4.6

Installation Guide

Contents

Introduction.....	1
What is Scholastic Keys?	1
System Requirements.....	1
Checking your version of Office.....	1
Installing Scholastic Keys.....	2
Installing.....	2
Uninstalling.....	4
Registering	5
Installing Microsoft® Office Service Packs	5
Getting the latest Office updates from Microsoft.....	5

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Introduction

What is Scholastic Keys?

Scholastic Keys is an early childhood interface to Microsoft® Office suitable for children in grades Pre-K through 5. The flexibility of the programs makes them suitable for teaching children of all capabilities.

The suite of three products—**MaxWrite** for Microsoft® Word, **MaxShow** for PowerPoint®, and **MaxCount** for Excel—gives teachers a platform for incorporating technology across a wide range of subjects and lesson plans.

Scholastic Keys sits within the Microsoft® Office environment and uses child-friendly lessons and features to give young students productive and creative ways to learn skills they will use throughout their school years and beyond. Since all the documents created with Scholastic Keys are actually Microsoft® Office documents, they can be shared with anyone who has Microsoft® Office.

MaxWrite has easy-to-use icons and special tools that make it fun and easy for students to express themselves on the printed page. MaxWrite also includes easy-to-use templates for invitations, cards, and borders.

MaxShow encourages children to create fun, powerful presentations with their own sounds and pictures.

MaxCount gives young students an easy, attractive way to learn about numbers, charts, and graphs.

Scholastic Keys contains creativity and management tools not available in Microsoft® Office. **MaxPaint** is a fun and engaging drawing program that works easily with all three programs. **MaxRecorder** is a customized audio recording and creativity tool built into MaxShow. In addition, Scholastic Keys includes a set of powerful Management Tools that allow teachers to customize features and content for the needs of each student.

System Requirements

Operating System	Version of Office	RAM
Windows 98SE	Office 2000 SP2	128MB
	Office XP SP1	256MB
Windows ME	Office 2000 SP2	128MB
	Office XP SP1	256MB
Windows 2000 SP3	Office 2000 SP2	256MB
	Office XP SP1	256MB
	Office 2003	256MB
Windows XP SP1	Office 2000 SP2	256MB
	Office XP SP1	256MB
	Office 2003	256MB

The following system requirements are the recommended minimum for Scholastic Keys:

- Intel Pentium III 500MHz or higher
 - Minimum 800 x 600, 16-bit color (preferably 1024 x 768, 24-bit color)
- NOTE:** If you are using Office XP and 16-bit color, the toolbar buttons will appear distorted. This is a limitation of Office XP. Please set your color settings to 24-bit.

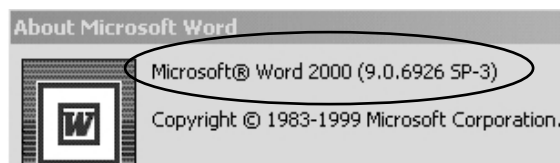
- CD-ROM drive (for installation)
- Windows Media Player for Insert Movie feature
- Sound card and speakers for text-to-speech feature
- Microphone for recording feature
- 380MB available hard-disk space for complete installation

Checking your version of Office

If you are not sure what version of Office you have, follow the steps below.

1. Launch Microsoft® Word.
2. From the Help menu, choose About Microsoft® Word.
3. Look for the version number at the top of the About Microsoft Word dialog box.

In the example below, the user has Office 2000 SP3.



Installing Scholastic Keys

Installing

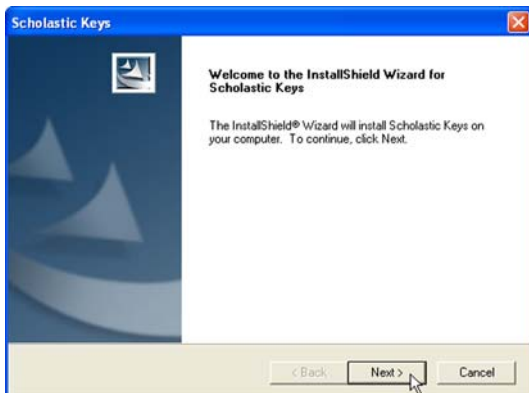
1. Close all applications, including Outlook® (especially if you use Microsoft® Word as your email editor).
2. Insert the Scholastic Keys CD into your CD-ROM drive. The following start-up screen will be displayed.



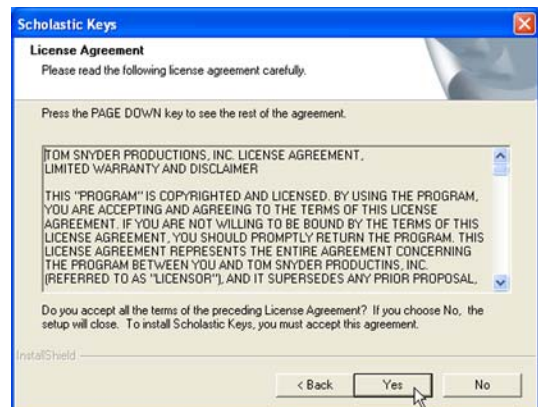
3. Click Install Scholastic Keys hyperlink from the start-up screen. The "Scholastic Keys Setup is preparing the InstallShield..." dialog box will be displayed.



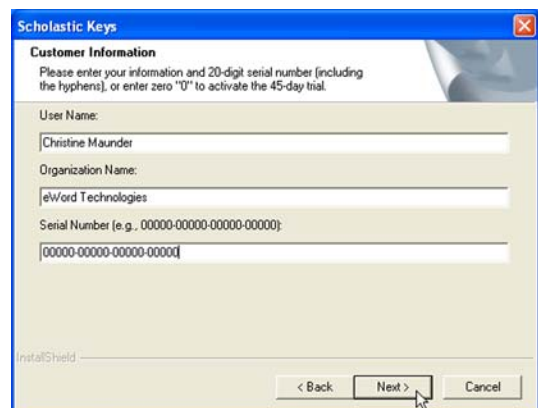
4. The Welcome dialog will be displayed. Click the Next button.



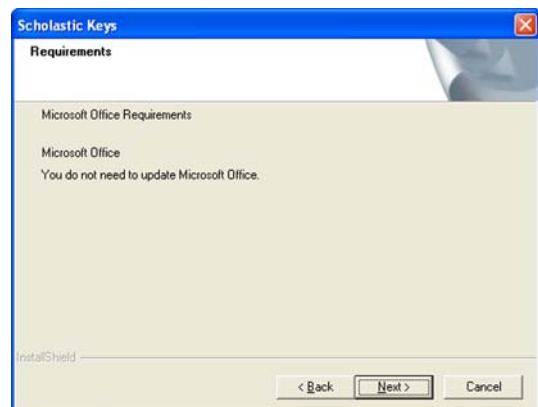
5. The License Agreement will now be displayed.



6. Click the Yes button if you accept the terms of the preceding License Agreement.
7. The Product Registration dialog will now be displayed.



8. Type in your User Name, Organization Name, and the 20-digit Serial Number.
9. To use Scholastic Keys 45-day free trial period enter 0 (zero) as the Serial Number.
10. Once you have entered this information click the Next button.
11. The installer will now check if you have the correct service packs for Microsoft® Office. If you have the correct Microsoft® Office service packs the following dialog box will be displayed.

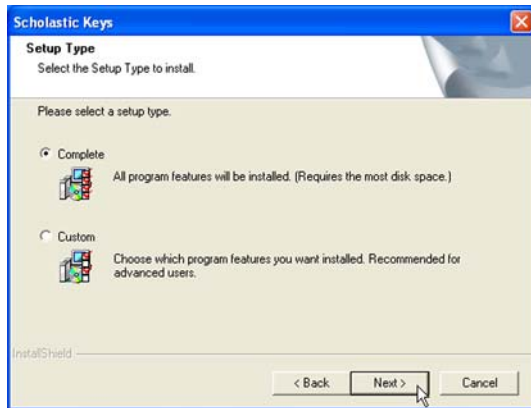


If you do not have the correct Microsoft® Office service packs, a dialog box will appear reminding you to install the update at the end of the Scholastic Keys installation.

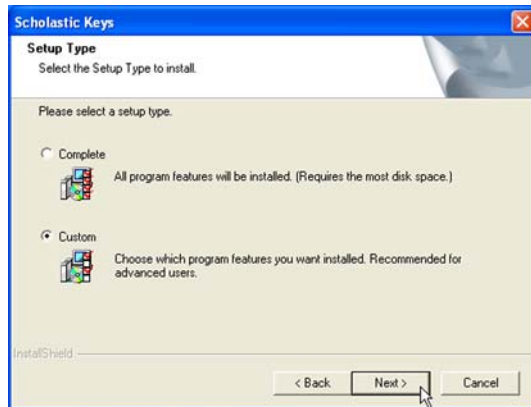
Click the **Next** button to continue the installation.

For more information on updating Microsoft® Office, see page 5.

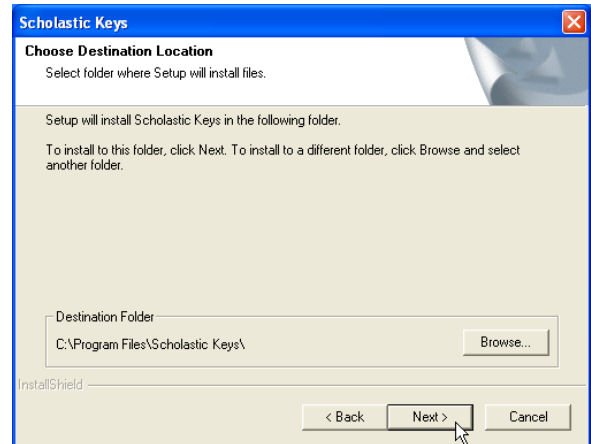
- For a Complete Setup select the **Complete** option, click the **Next** button and go to step 19.



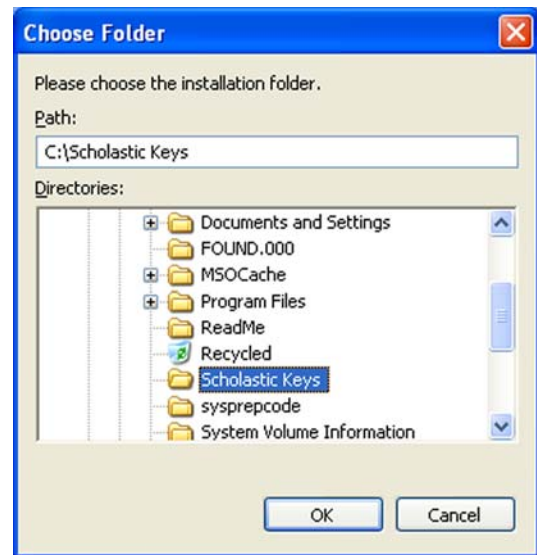
- For a Custom Setup select the **Custom** option. Click the **Next** button.



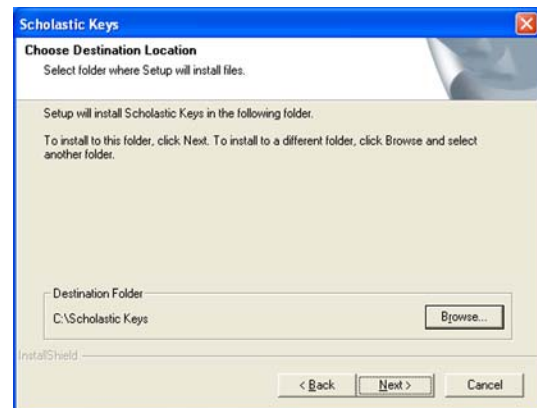
To accept the default Destination Location, click **Next** and go to step 19. Otherwise, click the **Browse** button.



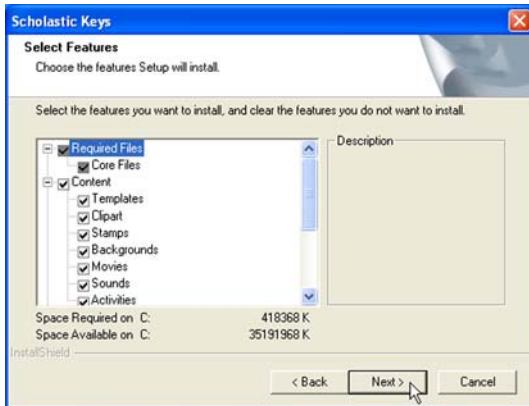
- Select the desired location and click the **OK** button.



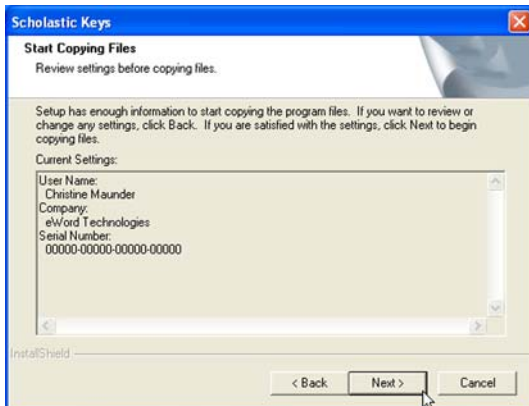
- The Destination Folder will reflect the location for the installation of Scholastic Keys. Click the **Next** button.



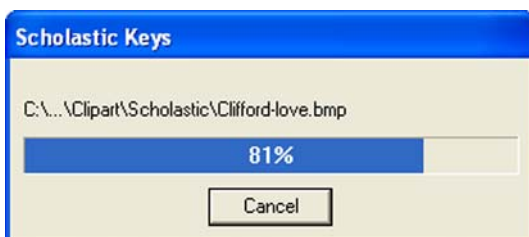
- Select the features you wish to install and clear the features you do not wish to install. Click the **Next** button.



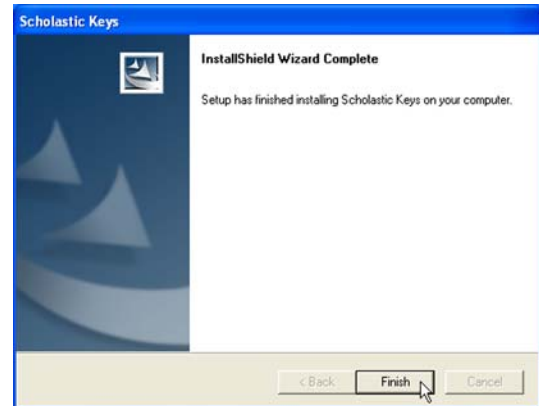
- The product registration information will be displayed. Check that the details are correct. Click the Back button and change the information if required. Click the Next button.



- Please wait while Scholastic Keys copies the program files to your computer. A progress dialog box will display the action being performed and the percentage progressed in the installation.



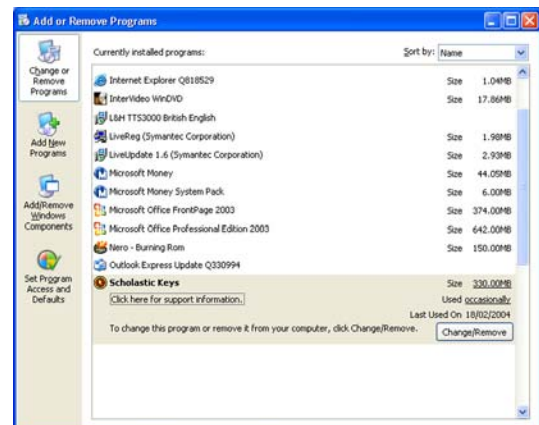
- Once the installation is complete click the Finish button.
- Once the installation is complete and if you have installed Scholastic Keys on a computer without the correct service packs, a dialog box will appear reminding you to run the Microsoft® Office update. To run the update, make sure the checkbox on this dialog box is checked. Click the Finish button. You may need your original Office CD during this process.



- The Scholastic Keys shortcuts will appear on the desktop and within the Program Files list. Now, turn to the Features guide to learn more about how to use Scholastic Keys.

Uninstalling

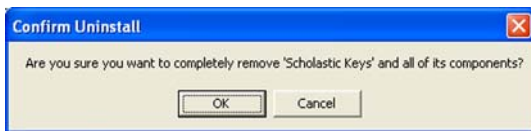
- Close all applications including Outlook®, especially if you use Microsoft® Word as your email editor.
- Click the Start Menu, Control Panel, Add or Remove Programs.
- The Add or Remove Programs dialog box is displayed.



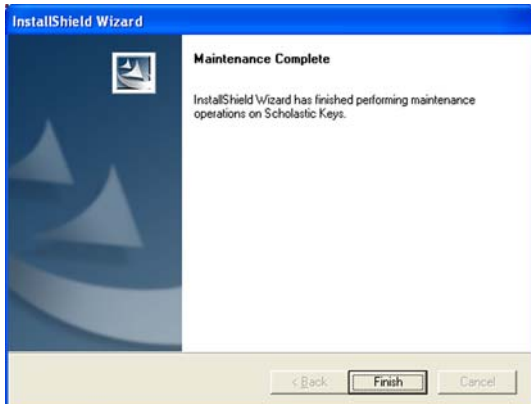
- Select Scholastic Keys from the installed programs list. Click the Change/Remove button.
- The "Scholastic Keys Setup is preparing the InstallShield..." dialog box will be displayed.



- The Confirm Uninstall dialog will be displayed.



- Click the OK button to uninstall.
- Scholastic Keys will begin uninstalling.
- Once the uninstall process is complete click the Finish button.



Registering

- If you have installed Scholastic Keys as an evaluation copy, each time you open Scholastic Keys the following dialog box will be displayed.



- To purchase Scholastic Keys, please contact Customer Service at 1-800-342-0236. Once you have purchased a serial number you can register Scholastic Keys by clicking on the OK button. The following dialog box will be displayed.



- Enter the 20-digit Serial Number and click the OK button.
- Scholastic Keys is now registered.

Installing Microsoft® Office Service Packs

It is **strongly** recommended that you update your version of Microsoft® Office to meet the system requirements. Review the System Requirements on page 1 to see if you need to update your version of Microsoft® Office. Although you can run Scholastic Keys without updating Microsoft® Office, you may encounter errors when running the program.

If you do not meet the system requirements, you will be prompted to install the Office Update during the installation of Scholastic Keys. If you choose not to install the Office Update during the Scholastic Keys installation, each time you launch a Scholastic Keys application you will be warned with the following message.



To install the Office Update, click Yes and follow the on-screen instructions.

NOTE: You may need your original Office CD during this installation process.

An alternative way to run the Office Update installer, which can be done at any time, is to click **Start, Programs, Scholastic Keys, Microsoft Office Service Packs** and choose the appropriate service pack.

Getting the latest Office updates from Microsoft

The Office updates on the Scholastic Keys CD-ROM are offered as a convenience and may be out of date. To receive the most current updates from the Microsoft Web site, follow the steps below.

- Launch Microsoft® Word.
- From the Help menu, choose Office on Web. (If a world map appears, click on your region.)
- Click Check for Updates on the next 2 screens.

Microsoft will scan your computer and initiate an Office update if necessary