



INSTRUCTIONS

Makes Sense Strategies™ (MSS) is composed of an extensive set of Microsoft Word™ and Power Point™ documents that are accessed from links embedded onto Adobe PDF files and thus, is not a standalone software program composed of proprietary code. Therefore, MSS is not “installed” or “uninstalled” like a regular software program. Simply put, MSS consists of a folder that contains many Microsoft Word™ and Power Point™ files, as well as Adobe™ PDF files. The Makes Sense Strategies™ copyright is on the designs and information stored on these files.

To use Makes Sense Strategies™, your computer must have the following programs already installed:

Microsoft Word™ (not to be confused with Microsoft *Works™*)
Microsoft Power Point™
Adobe Reader™

How to load *Makes Sense Strategies- The Works!™*

Step 1: When you open the MSS compact disk, you will see a folder labeled “MakesSense.” Select the folder and drag it over to your desktop or to your “Documents” file.

Step 2: Once the folder has finished copying, *Makes Sense Strategies-The Works!* is now ready to use.

How to use *Makes Sense Strategies- The Works!™*

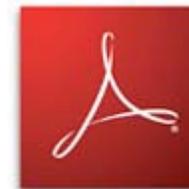
How to access *interactive SMARTsheets™*

Step 1: Open the folder named *Makes Sense Strategies*.

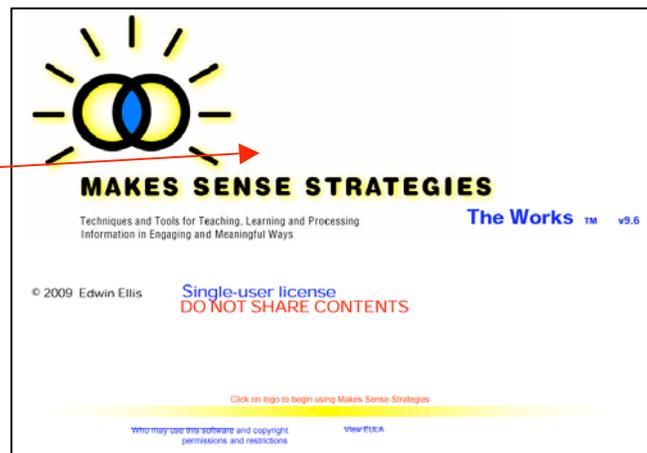
Step 2: Double-click on the red Adobe icon titled “*Open Makesense*”

Step 3: A click anywhere on the opening screen.

NOTE: Although there are several programs to read PDF files, *Makes Sense Strategies only works with Adobe Reader™ or Adobe A* do not have Adobe Reader installed on your free PC or Mac versions of Adobe Reader c; downloaded by either clicking on the blue lin copying the link and pasting it into your web browser.



<http://www.acrobatreader-8.com/index.asp?PID=7ed77ac0-2a0a-46f3-a193-fcbc408a3e68>





Techniques and Tools for Teaching, Learning and Processing
Information in Engaging and Meaningful Ways

Step 4: The *Makes Sense Strategies™* “**Home**” page will appear.

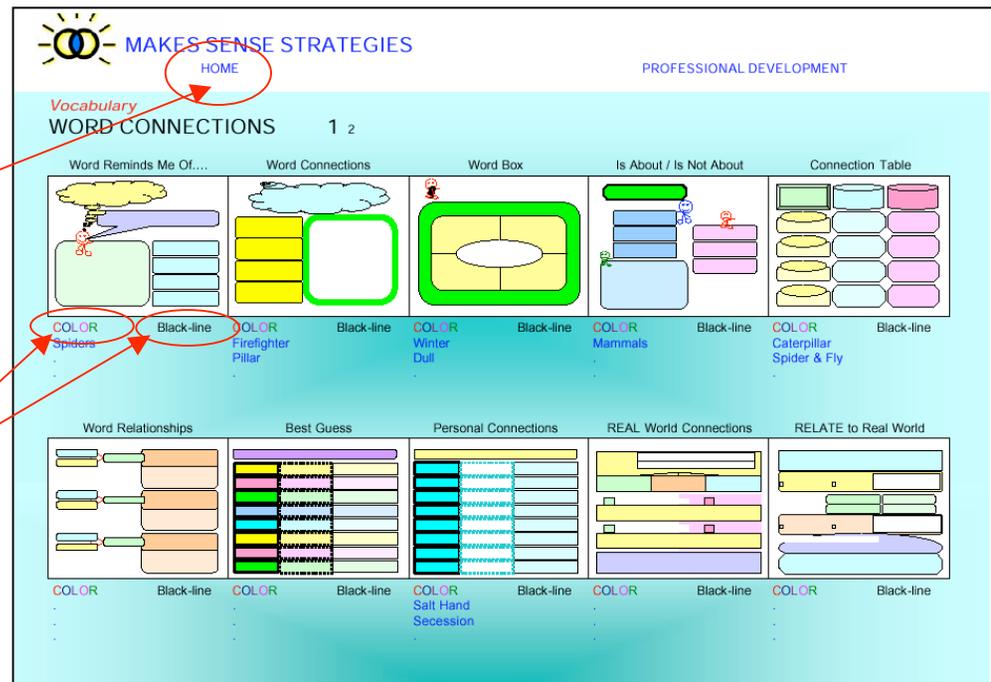
Step 5: Under each category of SMARTsheet™ are various subtopics. Click on the title of a specific subtopic to access SMARTsheets™ related to that topic.



Step 6: A page containing pictures of various SMARTsheets™ will appear.

Step 7: If you wish to select a different category of SMARTsheets™, click on “**HOME**,” located in the upper left-hand corner of the screen, just under the Makes Sense logo. The home page will then appear and you can click on the name of a different SMARTsheet™ category

Step 8: You will be linked to a page containing pictures of a variety of different SMARTsheets™ related to the category you selected. To access a color version of a specific type of SMARTsheet™, click on the word “**COLOR**” that appears under the picture of the think sheet; to access black-line master versions of the



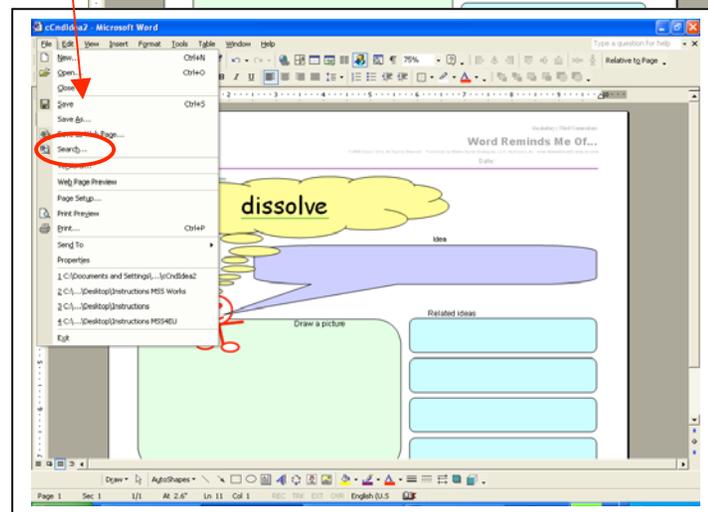
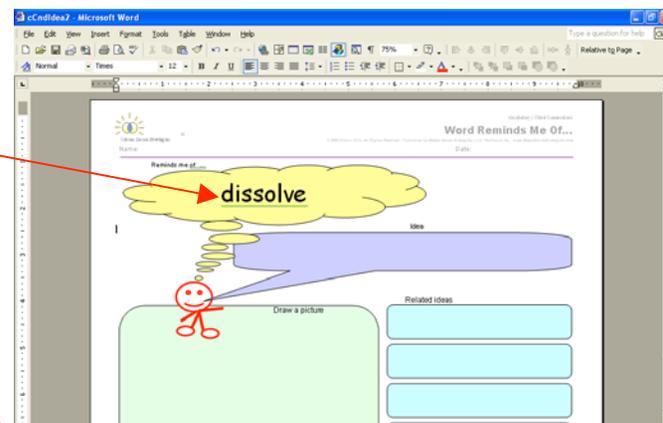
SMARTsheet™ click on the word “**Black-line**” that appears under the picture.

A Microsoft Word document depicting a blank version of the desired SMARTsheet™ will appear in a new window on your screen.

Step 9: To type information on the SMARTsheet™, click on any of the boxes that appear on the SMARTsheet™, and begin typing using your keyboard.

Step 10 After you have finished typing information on the SMARTsheet™, use the “**Save As**” feature from the **FILE** menu bar to rename the document and save it in a new location on your computer. NOTE: If you forget to use the Save As feature after typing on the SMARTsheet™, the information you added to the SMARTsheet™ will be stored onto the original template. When you wish to use this SMARTsheet™ again for a new topic and select it, the original version of the SMARTsheet™ will appear as will also the information you typed onto it the last time you used that SMARTsheet™.

Step 11 After you have re-named and saved your document in a different location in your computer, close the document the same way as you would any Word document.



How to access and view the SMARTsheet™ examples

Step 1: From the **HOME** page, click on the name of the category of SMARTsheet™ you wish to view.

Step 2: A window depicting a PDF page will appear containing pictures of a variety of different SMARTsheets™ related to the category you selected. Below the picture of specific SMARTsheets™, under the word **COLOR**, topics will appear in **blue** font. To view the sample, click on the **blue** topic. The window you were viewing will change and now display an example of the SMARTsheet™.

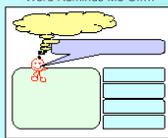
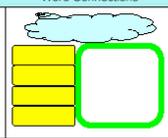
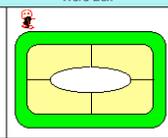
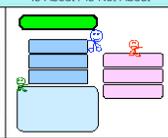
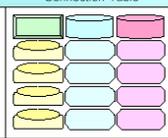
Step 3: All examples will have the word “**MENU**” under the logo. Click on **MENU** to return to the menu depicting a specific category of SMARTsheet™.

REMEMBER!

When you click on the words **COLOR** or **Black-line**, you will be accessing Word™ documents that will appear in a separate window. These are closed after viewing it using (e.g., PC users click on the “X” in the upper right-hand corner of the window).

When you click on the **blue** titles of topics under the picture of the SMARTsheet™, you are accessing samples of the SMARTsheet™ that appear as PDF files in the same window. **DO NOT** close these documents (do not click on the X in the upper right hand corner because doing so will close out the Adobe Reader™ program). To return to the menu of SMARTsheets™, click on the word **MENU**.

Vocabulary
WORD CONNECTIONS 1 2

Word Reminds Me Of...	Word Connections	Word Box	Is About / Is Not About	Connection Table
				
Black-line	Black-line	Black-line	Black-line	Black-line

Vocabulary: Word Connections
Word Reminds Me Of...

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Reminds me of ...

Charlotte

Idea

Spiders

Draw a picture

Related ideas

- Eight Legs
- Eyes
- Hairy
- Spinning Webs

