

SPACE BOARD TEACHER-AUTHOR GUIDE

SKILL PACKETS

PAGE 1



Skill Packet in use

Follow these guidelines and instructions to create your Skill Packets correctly and efficiently.

Use ONLY MS Word (preferably 2010) to create your Skill Packets using our Space Board Skill Packet Template.

NeoLithix's MS Word Templates are part of NeoLithix's patent-pending authoring system that is designed to make the job of creating digital learning content for our Space Board iPad Apps. The Template is designed to let you work within a frame the same size of the iPad's screen, so you can see the size of the type, placement of copy, artwork and the overall spacing. Because students will write on your Skill Packet using a stylus, it's important that the type sizes and illustrations be appropriate for writing on and tracing by hand. Thus, the Template will let you see your work on your computer, on your iPad or on a paper print out in the same size and proportions as the iPad screen, so you can design and edit each page more efficiently. It is required that at least one member of the Teacher-Author Team have an iPad. This will also enable the Team to check the completed work as it will be seen by the student. (See section 18 for instructions). Follow the directions to transfer it to the iPad for a final proofing before submitting it to NeoLithix for approval and publication.

1. Template Page Margins: DO NOT ADJUST THE TEMPLATE MARGINS! Your Skill Packet will be rejected if the margins have been adjusted in any way.

2. Footer - Page Topic: On the left side of each page's footer, provide a short description for the specific topic of the current page (NOT the title of the Skill Packet). Use the text boxes that are already in place on the Template for the page-topic. (See Diagram 3.1)

Footer - Page Numbers & Page Types: In the center of every page's footer, there will be a page number. Page Types in the Skill Packets can be Teaching Pages, Practice Pages, Game Pages, Question Pages or Answer Pages. The only pages that will be specifically labeled under the page number will be the Question and Answer pages. These pages will be labeled with a green Question icon or a red Answer icon that is placed directly below the page number. These icons will be provided with the Template. Use the text boxes that are already in place on the Template for the icons. (See Diagram 3.1 for an example of a footer).

Footer - Page Instructions: On the right side of each page's footer, provide a short instructional sentence, ending with a period. Exception: On Answer pages, always write 'Check your answers'. Use the text boxes that are already in place on the Template for the instructions. (See Diagram 3.1)

Footer - Fonts - The typefaces (fonts) and their respective sizes already included in the text boxes of the footer section are:

Topic- short description: size: 10 Calibri: Bold.
Page number: size 12 Calibri Bold.
Instructions: size 9 Calibri Italic.

Sample font.
Sample font.
Sample font.

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DIAGRAM 3.1: FOOTERS

Footers for Question and Answer pages have the topic on the left, the page number in the center, along with the Question icon or Answer icon (seen to the right) below the page number and the instructions to the right. (Seen below)

Questions

Answers

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Adding Whole Numbers

9

Check your Answers.

Answers

All other pages have the topic to the left, page number in the center and instructions to the right. (Seen below)

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Summary

1

*Read the information
and trace the dotted words.*

3. Question and Answer Pages: Every Question page MUST be followed immediately by an Answer page. The Answer page is EXACTLY the same as the Question page, only with the answers added so the students can self-assess (self-check) their answers. The Question page and Answer page should line up EXACTLY. When matching columns with lines drawn from one column to another, each item should have a bullet point to match. Without bullets or some sort of graphic for the students to draw their line connecting related items (the word cat with line drawn to the picture of a cat) in the two separate columns, the correct answers from the Answer page will not line up with the student's hand-written responses. Don't make the lines crisscross excessively, as this makes self-assessment more difficult. Make sure there's enough space between the two columns of bullets to be connected without crowding. Make sure blanks are long enough for the entire answer written out by hand. Make sure all blanks are the same length to give the page consistency. (See Page 7 for Question and Answer Page examples).

4. Free-Form Pages: All other pages in the Skill Packet will essentially be "Free-Form". There should always be at least a few free-form pages before Question and Answer pages, in order to teach your student the material before they are questioned on it. Here are some examples of what your Free-Form pages may consist of:

a) Teaching and/or Practice Pages: Teaching pages introduce the material of the current topic. Key words should be in ABC Dotted Print to encourage tracing. This supports the student handwriting the words at least once correctly, instead of copying it incorrectly. It's often harder to "unlearn" something than just learning it correctly in the first place. Practice pages should repeat the material first presented in the Teaching pages, but in a non-redundant, creative and engaging manner. Prompts are used to get the student to write the whole word or phrase, or at most with hints from the Word Bank or by providing the first tracable letter of each word. (See Page 6) For example: There could be two Teaching pages, then three Practice pages, then a Question and the matching Answer page, then a Game page, or whatever order is best for the material.

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b) Game Pages: A Game page should ideally follow an Answer page. Not every Answer page need be followed by a Game page. If there are no Question and Answer pages, a Game page could then follow a Practice page. Your Skill Packet should contain at least two Game pages. Game pages, while needing to be a reward/break for the student, also must be age and subject appropriate and related to the content of the Skill Packet. (See Page 8 for example of a Game page).

5. Fonts: We use two families of fonts in our Skill Packet digital workbooks: ABC Print and Calibri. (See Diagram 3.2). Calibri is included with most versions of Microsoft Word. If for some reason you don't have it, you can purchase and download it online at:

<http://www.ascenderfonts.com/font/calibri-family.aspx>

Many teachers and other educators have been using the ABC Print family of fonts on their computers for years. If you don't already have this family of fonts, you can purchase and download them at:

http://www.fonts4teachers.com/Print_Handwriting_Font_Set_p/printwritingfont.htm

DIAGRAM 3.2: FONTS

ABC Print

ABC Print Arrow

ABC Print Dotted

ABC Print Dotted Lined

Calibri

Note: To create blank dotted lines, use the backslash (\\) key in ABC Print Dotted Lined font. It will look like this:

Always make these large enough for students to write in comfortably.

Font Sizes:

For Skill Packets use ABC Print Dotted Line minimum size 54 pt or larger for exercises and words you want the student to trace. Use the regular ABC Print size 22 pt or larger for all other body text. Standardize on using just one space at the end of a sentence in the body content.

6. Body Copy: EVERY WORD in the body of your Skill Packet needs to be in ABCPrint Family. Exception: Math Skill Packets. For Math Skill Packets (all grades) use Calibri for the body text and numbers that are not dotted. Use PrintDotted for the numbers that will be tracable. This is because ABC Print family fonts number "9's" look like lower case "q's", etc. Use the same point sizes in Calibri as specified for the Skill Packets.

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7. Body Content: Additional exceptions to the body text are the following:

Word Banks: Use Calibri, Max size is 20 pt., for more words Min 14 pt. Bold. Make Word Banks fun! Use interesting boxes and images that go with the Short description. Always capitalize the words "Word Bank", "Word Puzzles" and "Word Searches".

Answers for self-assessment on the Answer page: must be centered below or if needed, to the side of the blank. Use Calibri Bold, Max size is 22 pt., Min size 14pt. The answers must not be placed where the student will be writing, except for lines when connecting columns.

Spacing: Use One (1) Space after the period in a sentence (NOT TWO).

Tabbing: Use tab stops (i.e., the "tab key") and columns to align items on the page rather than using the space bar.

Fill-in-the-blank type: (where the students write their answers) 54 pt. in the respective body font.

8. Layout: Be aware of the space on the page as exemplified by the Template; you do not want to waste space, but you do not want to over-crowd. Be aware that the spaces between lines of text will fluctuate as the font sizes change. Make sure you are filling all the space on each page. Huge blank areas waste teaching opportunities. You need to arrange sentence content to accommodate this so that you do not end up with very little space between some sentences and large amounts of space between others in the same paragraph. (If using Word 2010 on Windows 2010, you can go to File > Options > Display > Show all Formatting Marks or Non Printing Character Options on other versions of Windows which will keep you aware of the spacing.)

9. Artwork. Use only the original artwork that you or your Team creates. Do not insert copyrighted artwork or clipart from other sources. The artwork you submit with the text of your Skill Packet becomes the property of NeoLithix, LLC and for which you will receive royalties on sales. If you've chosen to have your Skill Packet's artwork created by NeoLithix for reduced % share of sales royalties, then simply type a description in brackets [xxxxx] of what artwork needs to be created and where it is to be inserted. NeoLithix will create it and send it to you for review. Place the description approximately where you want it to go on the page, if it's not obvious. Please provide as much descriptive detail as possible. Be sure the graphics and illustrations tie in to the subject matter that each section is covering.

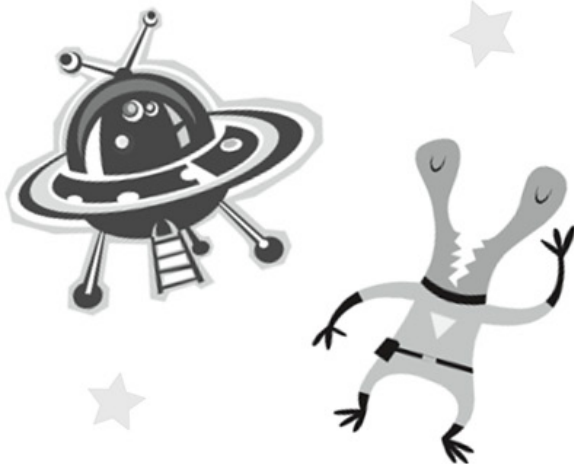


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10. Using Grayscale for Artwork: 20% max, 10% min. Borders use max 20%. If copy runs across your gray scaled artwork, keep the artwork to 10% to provide proper contrast for copy readability. On games or traceable images, keep it simple: only the outside line is traceable; everything else needs to be grayscale 10%. Stroke depends on image, thin stroke 2 and Max thick 4.

11. Colors: All text in your Skill Packet are to be black on white. All illustrations in your Skill Packet are to be black and/or gray on white. NO COLORS. The reason for this is to support the student's focus on the content and writing, NOT on the pretty colors. The student ADDS the color by use of the color pallet built into the App. This is about focusing on the learning content, writing by hand, checking their answers and learning the next set of facts.

12. Page Count: Each Skill Packet has a total of between 25 pages plus 2 bonus pages (27) and 35 pages plus 2 bonus pages (37). Make sure that your Skill Packet has a total of 27-37 pages, including the last two built-in Bonus Pages included in the Template. Do not modify the bonus pages in any way. DO NOT SUBMIT INCOMPLETE WORK. EXCEPTION: If you've chosen to have NeoLithix provide the illustrations and artwork, then you may submit the full copy-ready text in the Template, with just your [bracketed] description of what the artwork should look like and where it should go. We will send you a proof of the complete fully-illustrated Skill Packet to review prior to its publication. All pages must be completed and included in your MS Word file and pdf files to be submitted for final review.

13. Saving and Proofing: First save your Skill Packets as Word .docs. Make sure to save your file as the catalog number given. Each page of the Skill Packet will then need to be proofed. To do this, save your Skill Packet pages again, but change the format to .pdf. PDF format will enable you to view it centered like how it will actually look on the iPad. You can then print these pages and they will print the same size as what will show up on the actual iPad. This will let you see the actual size students will be working with when your work is published. To further proof your work, email this pdf to whomever owns the iPad on your Team and open it on the Team iPad. Here you can more efficiently check sizing, usability, etc.

14. Skill Packet Catalog Numbers: NeoLithix will assign a Catalog Number to your Skill Packets when your proposal is accepted. You need to provide both a short description and learning objective of your Skill Packet. Skill Packet Catalog Numbers will consist of the Series letter (right now, A for Astronaut, R for Rocket and the new L for Lunar) hyphen and then the two digit sequence number (01 through 99). Examples of valid Catalog Numbers are A-01, R-10 and L-99. All descriptions and catalog numbers will be displayed on a cover page, which will be added to your Skill Packet pdf by NeoLithix. We refer to Skill Packets primarily by their Catalog Numbers, so always include your catalog number when referring to a particular Skill Packet.

15. CHECK YOUR SPELLING, YOUR GRAMMAR AND YOUR FACTS! You ARE Teachers, respected education professionals, working with your peers to create world-class digital learning content that could be seen by tens of thousands of students around the world over the coming years. Your work will be peer-reviewed by your Team to help catch unnecessary errors, and also by NeoLithix, but poor work and lack of quality will result in fewer or zero new Skill Packet opportunities for your Team.

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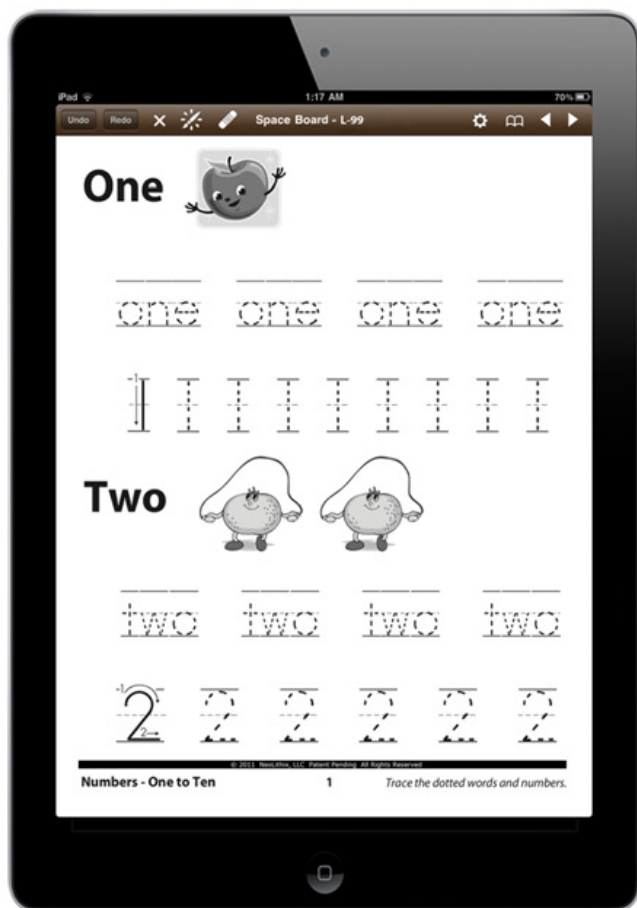
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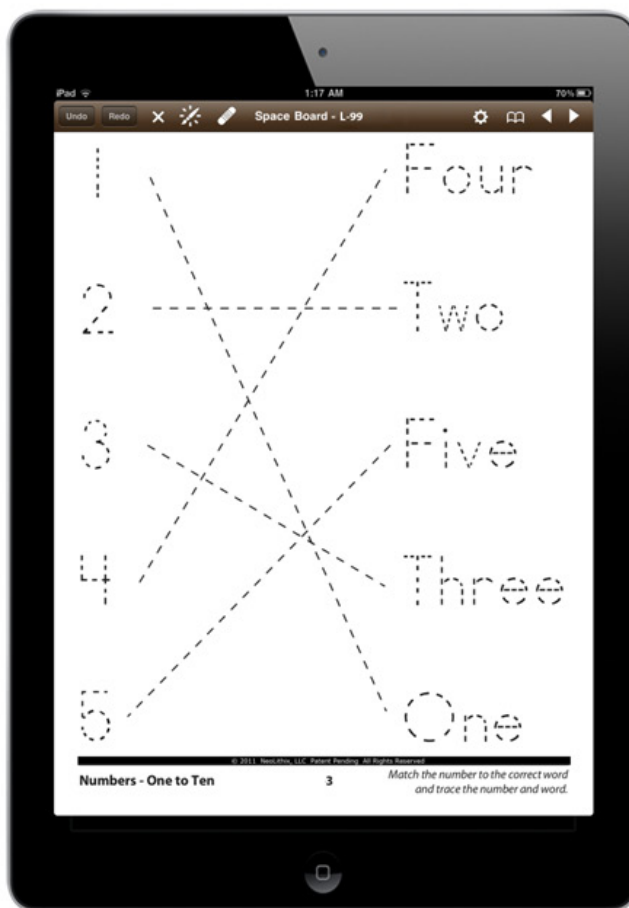
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16. When Ready to Submit: Send both Word doc and pdf files. If either file format is missing, submission will not be accepted. The subject of the email should include the assigned Catalog Number given when the proposal was originally accepted. Send your submissions to: Elizabeth@Space-Boards.com. Your submission will be reviewed and sent back for any additional edits or requirements. Then submit again when revisions are made. After the review process, we will again send the Skill Packet back to you, but this time with the Skill Packet Covers.

In summary, we trust that you are committed to providing GREAT learning content for 1,000's of students across the globe, excited to be tutored by YOUR SKILL PACKETS. Thank you for taking the time and putting in the effort to learn how to create an entirely new generation of digital learning content for the children of the 21st Century. The first time you see your creation fully functioning on the iPad, you'll know why you stuck with it. The first time you see a child learning from it, you'll experience a new thrill that will remind you why it is that you became a Teacher in the first place.

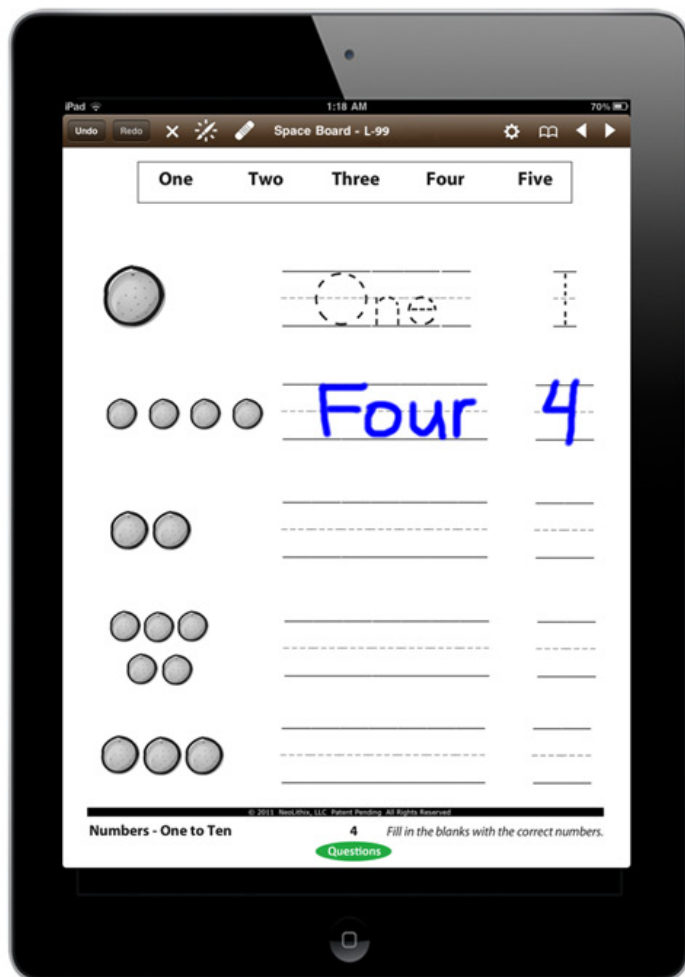


Example: Teaching Page- See page 2 for instructions.

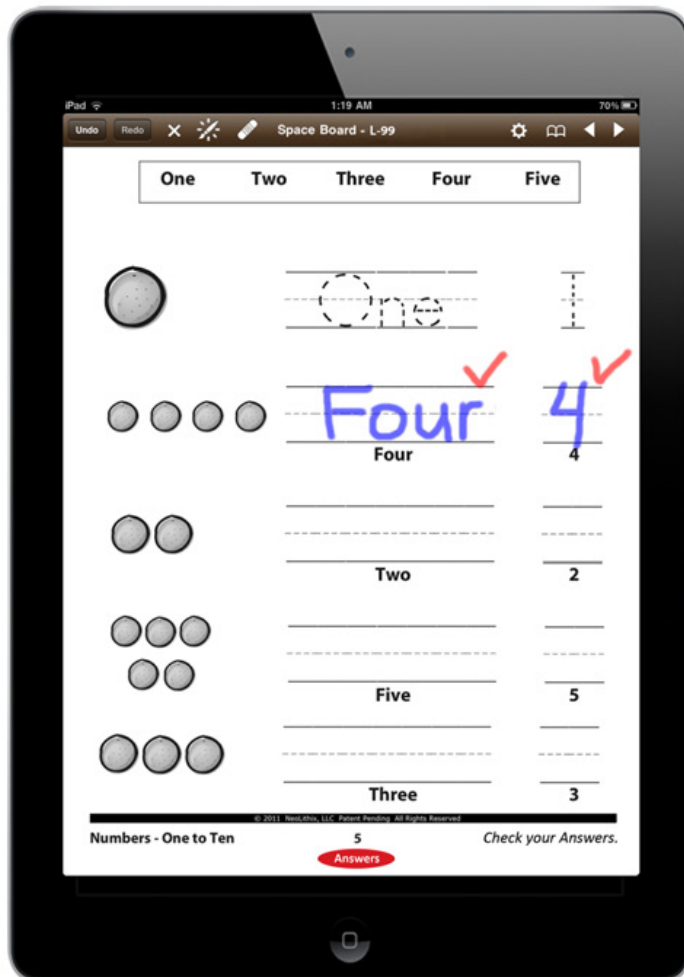


Example: Practice Page- See page 2 for instructions.

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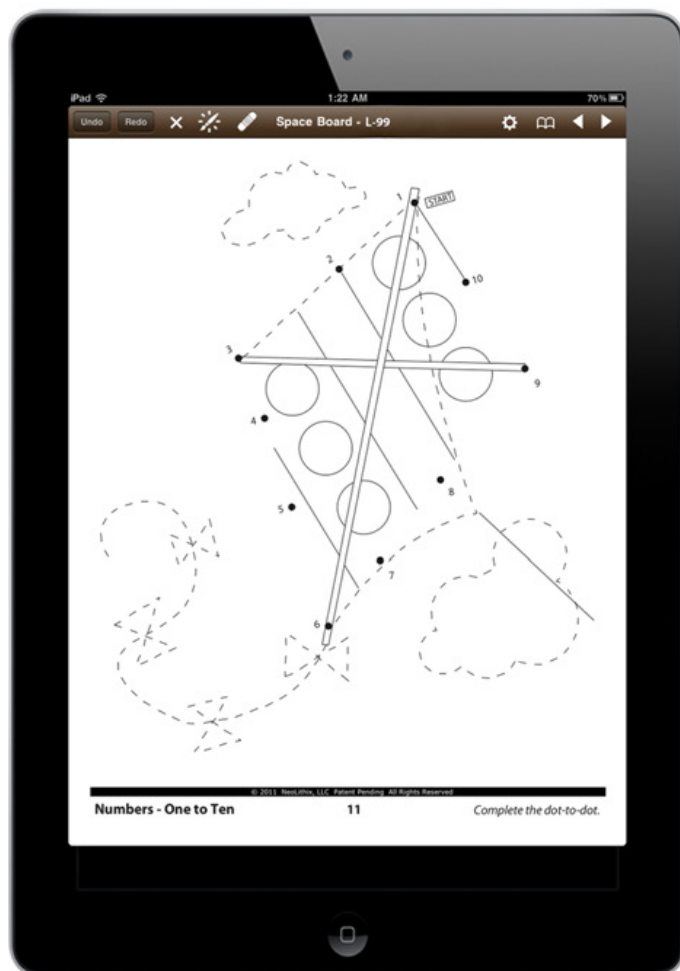


Example: Question Page- See Page 2 for instructions.

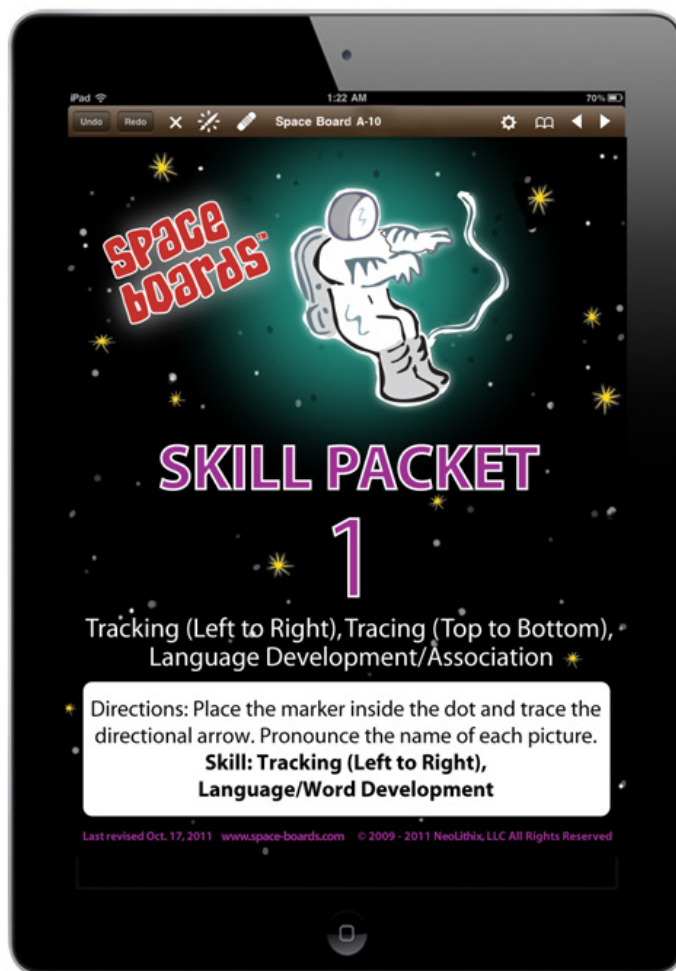


Example: Answer Page- See Page 2 for instructions.

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Example: Game Page- See Page 3 for instructions.



Example: Cover Page- This page will be added by NeoLithix after your submission is accepted. See Section 14 and 16 for more details.