KiwiWrite Math Written Instruction Guide

This guide provides a listing of how to use all of KiwiWrite's features and controls. It is written in a style most suitable for adults or older students.

Instructions use the word "click" for mouse clicks, but if you are using a touch-screen device, a tap will work the same way. The word "symbol" is used to mean any individual number, variable, or math symbol KiwiWrite supports. Examples of symbols are "2", "=", "y", "cm", "cos", fraction, and square root.

Creating math problems

Use "new problem" and "new line" to organize your work into math problems. This allows KiwiWrite to manage the alignment and spacing of your work properly.

- Create a "new problem" for each individual math problem, by clicking on the "new problem" button, or clicking on any open space in the math display.
- Use the "new line" button or enter key, for each new line within a problem.
- Move any entire problem by dragging it.
- The "active" math problem will have a box or grid around it, depending on your math level. To make a prior math problem active, click anywhere on it.

Entering numbers and symbols

- The L-shaped cursor will always show where the next number or symbol will be placed.
- Click the on-screen math keys to enter symbols.
- You may also enter symbols by typing them on a physical keyboard, for those symbols that have single-key equivalents. In addition, the keys enter (new line), delete, tab, and arrows up, down, left, and right will act the same as the corresponding on-screen buttons. In addition, backspace will remove the symbol to the left of the cursor. Multi-letter symbols, such as "cos" or text words will not format correctly in this way. See the ABC section for how to enter text/words.
- Any math key with a little triangle on it has "alternate symbols" available. To access those symbols, hold down on the math key for 1 second with the mouse or your finger, and a drop-down menu will appear. Let go of the mouse, and then click the symbol you want. If you want the drop-down to disappear without entering a symbol, click somewhere else on the keyboard side of the screen, such as on the gray-blue vertical bar containing the new problem and new line key.
- In level 4 only, the blank key with alternate symbols provides a space to put one of the symbols from the lower section of the keys nearer to the number keys. This is only for convenience.

Correcting mistakes

- Click undo to undo the last action, and redo to undo an undo. Infinite undo is available, up until the last time a file open or new file action was selected.
- The eraser icon and the delete keyboard key will delete the individual symbol under and to the right of the cursor, or alternately, if the cursor is at the end of a line, then delete will delete the last symbol of the line. See the next sections on how to position the cursor for a delete.
- If the cursor is directly to the left of a symbol, the backspace keyboard key will delete the symbol to the left. Otherwise, it will move the cursor to the right of the prior symbol within that line.

Levels 1 or 2 – Using the grid – Moving the cursor, inserting, and deleting

- To insert a symbol into an existing problem, position the cursor to the desired location, then enter the symbol.
- To insert a line within the middle of an existing problem, position the cursor anywhere in the prior line, and click the new line button or type enter on the keyboard
- To move the cursor within the active problem, click on an existing grid rectangle, or use the up, down, left or right arrow buttons or keyboard keys to move the cursor.
- You may also add a column immediately to the left or right of the existing problem grid, or row immediately above or below the existing problem grid, by either clicking or by moving the cursor with arrow keys. To create by clicking, click next to the problem within the distance equal to the size of one grid box. This is needed, for example, to line up a subtraction problem such as 7-3 vertically.
- To delete a symbol, position the cursor over it, and click the delete icon or press the delete key on your keyboard. Clicking delete when the cursor is at the end of a line will instead delete the prior symbol (act as backspace).
- Alternately, to delete a symbol to the left of the cursor, type the backspace key on the keyboard
- To delete an empty line, position the cursor at the start of the line, and click delete.
- To delete a math problem, delete all the symbols within the problem, including the empty lines.

Levels 3 or 4 – Positioning the cursor, inserting, deleting, and moving within math problems

- To insert a symbol into an existing problem, position the cursor to the desired location, then enter the symbol.

- To insert a line within the middle of an existing problem, position the cursor somewhere on the prior line except for the very start of the line, and click new line.
- To insert a line before an existing line, such as above an existing problem, position the cursor at the start of the line, and click the new line button or type enter on the keyboard.
- To move the cursor to a different line in the currently active problem, then click on a symbol on that line, or type the up or down arrow keys on the keyboard
- To move the cursor within the current line, either click on an existing symbol, or use the right or left arrow keys. The arrow keys will move the cursor through the various "parts" of symbols on a line.
- To delete a symbol, position the cursor over it, and click the delete icon or press the delete keyboard key.
- To delete an empty line or empty symbol part when the cursor is at the start of the line or part, click delete.
- To delete an entire symbol with parts, such as a fraction, then either delete all the symbols within it, or use the arrow keys to move to the location at the start of this symbol, and click delete. For example, an entire fraction can be deleted by clicking on the symbol immediately before it, then clicking right arrow, then delete. Remember undo is best to fix accidental deletes.
- The keyboard backspace key will delete the symbol to the left of cursor, or else move the cursor the right of the prior symbol within a symbol "part".

Levels 3 or 4 – Entering fractions, exponents, square roots, and other symbols containing "parts"

- The button containing only 1 or two yellow boxes determines how the program acts when entering math symbols that have "parts".   When 1 yellow box is selected, then only one digit/symbol is allowed in each part. When two yellow boxes are selected, then more than 1 digit/symbol is allowed in each part. Click this button to switch or toggle the button between showing 1 or 2 yellow boxes.
- When the yellow box toggle shows 1 yellow box, then enter a fraction by clicking the fraction symbol, then the top numerator value, then the bottom denominator value. Kiwi will automatically move between the parts after 1 digit is entered.   For an exponent, enter the exponent then the value. Other symbols that contain yellow boxes work in a similar way – except for square root and long division, which always allow multiple symbols to be entered.
- When the yellow box toggle shows 2 yellow boxes, then it is necessary to tell KiwiWrite when you are done with each "part", by clicking on the button with the green square. As an example, to enter the fraction 11/12, enter

"fraction", "11", "green button", "12", "green button".   The cursor will also change color as it moves between parts.   The green button is called the "complete" button.

- Clicking the button with the orange square will switch the cursor to the other "part", of a 2 part symbol. The orange button is the "swap" button.   For example, click this button if you want to return to the numerator of a fraction, after having started entering the denominator.
- For long division problems, it is best to switch to level 2 and use the grid system layout.   To instead do long division on levels 3-4, first enter the divisor, then the division sign, then the dividend (the number you will divide). Next click the green button, which will move to the area above the long division sign, to enter the quotient. Entering new lines will allow you to enter numbers below the division sign.

Special symbols - Cross-off key, line segment, and tab

- The cross-off key is shown as the letter "n" with a slash through it.
- To cross-off a symbol, position the cursor over the symbol, then click the cross-off key
- To cross-off a symbol plus add carry or borrow digits into the corner, follow these steps;
    - Position the cursor over the symbol.
    - Open the alternate symbols for the cross-off key, if needed, by pressing down on the cross-off key for 1 second.
    - Click either the second or third symbol in the pop up
    - Next enter 1 or 2 number digits. They will be written in the tiny yellow box in the corner of that grid square
    - If you are done after entering just 1 carry/borrow digit, then you need to tell Kiwi this specifically.   In levels 1-2, tell Kiwi by clicking on another grid square, or in levels 3-4, click on the button with the green square.
- To enter a line within your problem in levels 1-2, click the line segment key
- To enter a line within your problem in levels 3-4, enter new line, and then the line segment key
- In levels 3-4, the tab and tab-to-equals keys are alternate symbols for the space key
- Selecting tab will move the cursor to the next tab position.
- Select tab-to-equals will move the cursor to below the last equal sign entered

Moving within the page

- On laptops, chromebooks, and desktops, use the blue scroll bar to move to a different part of the page

- On an iPad, drag your finger on an open part of the math display area to move to a different part of the page.
- To change the magnification of the display, click the zoom in or zoom out icons. This will not impact how a file is printed or exported.
- To add a new empty page to the current display, click the math display area close to the bottom of the page. A new page will also be added if a new line action extends the problem past the page end.

Changing font or problem sizes

- Click on the font increment or font decrement buttons, to change the font size. This will adjust the active math problem and become the new font size for new math problems.
- The default font size used each time a user logs in is determined by a setting in Preferences. Select this item from the user profile icon to change it.
- An entire math problem may also be scaled by holding down on the mouse or with your finger on an active problem for 1 second, and then when a green scaling box appears, dragging a corner circle.

Entering text with ABC key – devices with physical keyboards

- Text may be entered as part of a math problem, or as a separate, individual text element. Text must be a separate element to contain multiple lines.
- To enter text within a math problem, follow these steps;
  - Click the ABC key. A green text box will appear
  - Type your text on the keyboard. Delete can be used to fix mistakes
  - Optionally, if you wish to change this text box to be a separate element, then drag the green text box to a new location, and follow the directions below.
  - Click the ABC key to tell KiwiWrite you are done entering text.
- To enter text as a separate item, first click new problem or click on an open area of the display to create a new problem. Then follow these steps;
  - Click the ABC button
  - Enter text
  - Optionally, type an "enter" key to enter a new line and more text
  - Optionally, adjust the width of the text to word wrap, by dragging the small green circle on the side of the green text box
  - More text may be entered after changing the word wrap
  - Click the ABC button to end the text entry
- Separate text elements have some similar properties as math problems. For example, they can be dragged to be moved, resized, or have the font increment/decrement buttons used to change the font size. However letters

cannot be added once the ABC action is done, and math keys will not add symbols to text.

- To delete a text element, click anywhere on the text, and click delete.
- Undo will remove the entire contents of a text box, as opposed to individual letters.

Entering text with ABC key – iPads

- Text may be entered as part of a math problem, or as a separate, individual text element. Text must be in a separate element to contain multiple lines.
- To enter text as a separate text element, first click new problem or click on an open area of the display to create a new problem, then follow the steps for entering text below.
- To enter text, follow these steps;
    - Tap the ABC key. A text dialog box will appear.
    - If the iPad keyboard hasn't appeared, tap in the text entry box to bring it up
    - Type your text on the keyboard.
    - Click Enter Text in the dialog box
- To delete a text element, click anywhere on the text, and click delete.
- Separate text elements have some similar properties as math problems. For example, they can be dragged to be moved, resized, or have the font increment/decrement buttons used to change the font size. However they cannot be added to once the ABC action is done with, and cannot contain math symbols.
- Undo will remove the entire contents of a text box, as opposed to individual letters.

File Commands

- KiwiWrite automatically saves your work to the cloud once a minute. To ensure all your work is saved, click the Save File icon when you are done working.
- KiwiWrite will automatically display the last math file you worked on when you log in, unless you have told Kiwi you are "done" with that file (see below).
- To create a new file, click the new file icon
- To import a copy of a homework assignment file to be shown in the background of your math page, click the new file icon, and then click the import picture, and then select your file. An import file must be added at the start of work on a file. JPG, PNG, or PDFs (10 page maximum length) may be imported. The recommended size of JPG images shared from a phone is Large.

- To work with an imported file, just enter your math as usual right on top of the image.   Use zoom in or out to move around the image or increase white space. Use font size increment or decrement to match the font size Kiwi is using to the size of the worksheet problems for ease-of-use.
- To rename a file, click the file name in the upper left-hand corner, and type a name in the text entry box.   File names do not need to be unique.
- To print a file, click the print icon.
- To share a KiwiWrite file, you must first export it. This will download an image copy to your local system. KiwiWrite files are special formats and cannot be opened by other programs directly.
- To open a previously created file not automatically displayed, do the following;
    - Click the open file icon
    - If needed, click the folder at the top of the page containing the file
    - Click the file icon you wish to open
    - Click the "open" button
- To move a file to another folder, follow the above steps, except select "move" at the end.
- Files are organized into 3 folders. All new files are automatically placed in the "not done" folder. The "done" folder is provided for work a student wants to keep in KiwiWrite, but does not expect to work on again. Items put into the "trash" folder will be deleted after 30 days.   Only files in the "not done" folder will be automatically displayed upon login.
- After a print or export, KiwiWrite will ask students if they would like to move a file to the "done" or "trash" folder. This is to aid in organization, but can also be turned off by going to "Preferences" in the profile menu, and selecting "Turn off file reminders".

Off-line mode

- As a web app, users need to be connected to a network in order to login, to create, save or open files, and certain user profile actions
- However, once a user is logged in and has a file created or opened, then KiwiWrite will run in offline mode if the network connection is lost or poor. A student can continue to enter math work as usual, as long as they do not select new file, file open, or user profile actions. Automatic file saves will not be done, and clicking on the file save icon will have no action.   Students should click on file save when the network is restored in order to save their work to the cloud. Alternately, an export file action can be done in off-line mode, but the "cancel" button needs to be selected in the dialog that asks if they would like to move the file to the done folder.