

User Manual



Designed to help students
in learning

www.iostudiocongeco.it



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What is Geco?

Geco is a software created by Anastasis Cooperative to help:

- students learn and develop an effective study method
- educators create activities to improve and stimulate the basic skills of children/teenagers with special educational needs

Who is Geco for?

Geco is aimed at students with Special Educational Needs (SEN) in primary school, although, due to its features, it is actually suitable for all students who will benefit from a multi-channel (visual-verbal, visual-nonverbal, auditory and kinaesthetic) approach to reading and writing, which is extremely effective.

The educator will be able to create and manage personalised activities for the children they follow, both within Geco and within the Geco Activity app for Android and iOS.

The manual

1. **Using Geco:** describes the working environment and features of Geco.
2. **Configuring Geco:** explains how to customise Geco.
3. **Context Menu:** offers advice to be even faster when using Geco.
4. **Troubleshooting:** describes the most common problems and explains how to solve them.

Key



This is a **warning**.
It cautions against potentially dangerous operations (for example those that may cause the loss of the work performed).



This is an **answer** to a question.
It clarifies unclear aspects.



This is a **suggestion**.
It explains how to get something more out of Geco.

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1 - Using Geco

In this section, we will show you how Geco is structured and how to use all its functions.

Geco is composed of **6 main working environments**:

1. **Notebooks** for taking notes, summarising, writing texts, etc.
2. **Mathematics** the notebook for easily writing operations, formulas and expressions.
3. **Books** for opening digital books, where you can also insert highlights and annotations.
4. **Maps** for creating conceptual maps and graphically representing concepts and connections.
5. **Activities** for creating activities to improve and stimulate basic skills.
6. **Web** for browsing the internet



All environments can interact with each other, to pass information from one to another: for example to copy text from a book to a notebook or put an image taken from the web in a node of a map.

Within the various environments, 3 **Extra** cross-functions can be opened:



A **CALCULATOR** with a history of already performed operations.



An **IMAGE LIBRARY** that can be inserted into the various environments. The collection of images includes about 4,500 images and can be expanded.



A simple **IMAGE EDITOR** to create or edit images.

Furthermore



In the environments and the calculator, **speech synthesis** can be used with the option of highlighting the parts being read (karaoke effect).



Geco can interact with **Google Drive** (and therefore indirectly with Google Classroom): this allows you to exchange documents more easily with students and teachers.

Getting Started

Geco installs two programmes on your computer: Geco and Geco Configuration, you will find their icons on your desktop.



[Geco Configuration] launches the programme for customising Geco, described in point 2 of this manual.



At the first launch, Geco asks you for some simple information to identify yourself: your name, a colour and an image.

In subsequent launches, click on your name and image to start.



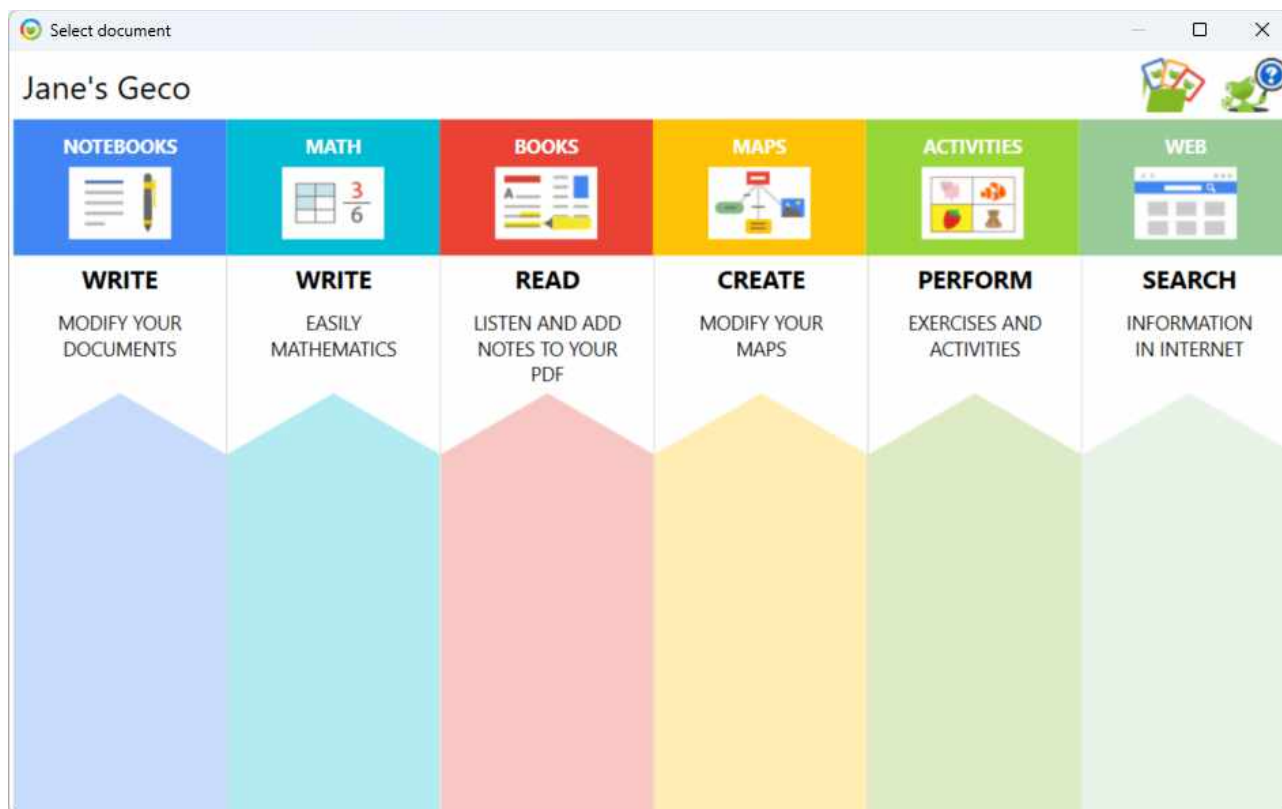
Always use your user profile so that Geco can remember you: your recent documents, where you save your files, your images, etc.



You can always create **new users** by pressing the [New] button.



At this point, you are in the **Geco Home Screen**, where you can choose which environment to work with.



In the top right corner, there are 2 buttons:



The Geco icon opens a panel to view this manual, get information about the current version of Geco, and connect to the Geco website where you can find tutorials, manuals and demo maps.

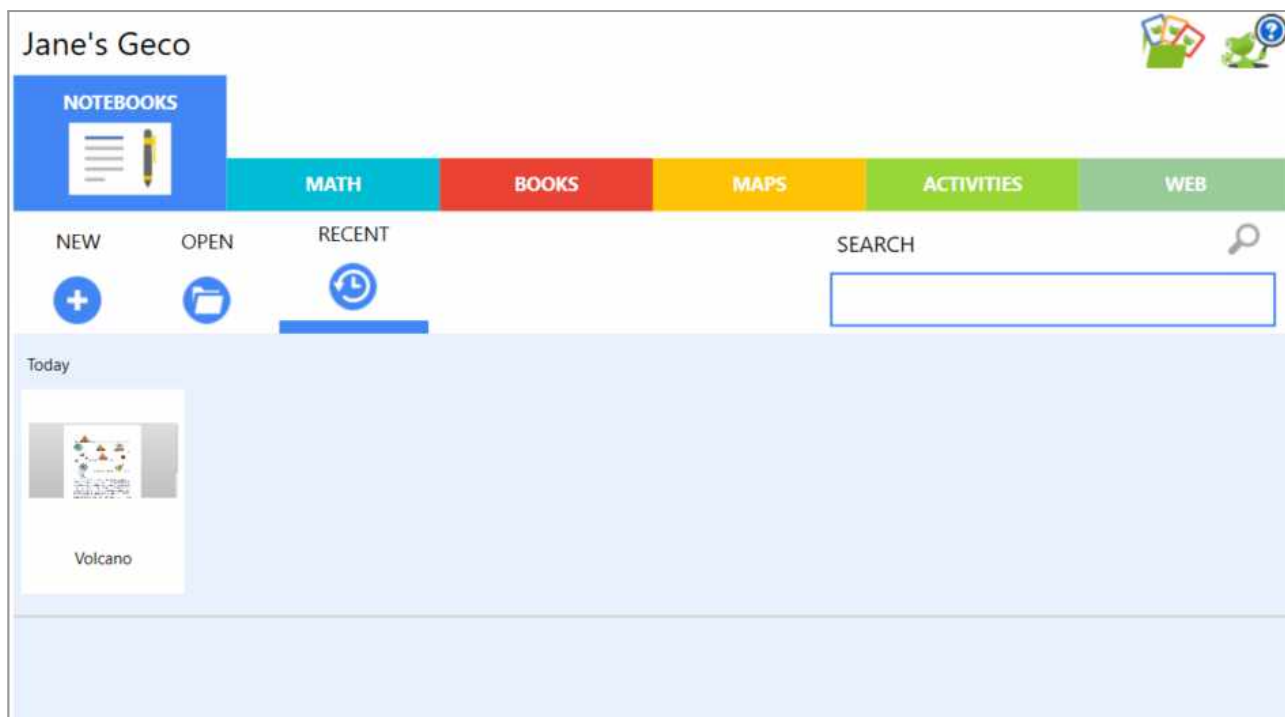


The folder icon with Geco tabs takes you to the Resource Library for Autism Spectrum Disorders, Learning Difficulties and Disorders, and other SEN. To access the library, you need to purchase GECO BES.

The icon in the top right corner opens a panel to view this manual, get information about the version of Geco, and connect to the Geco website where you can find tutorials, manuals and demo maps.

Clicking on one of the coloured rectangles displays the Home Screen of the environment.

Here, for example, is the Notebooks Home Screen



From here, you can:

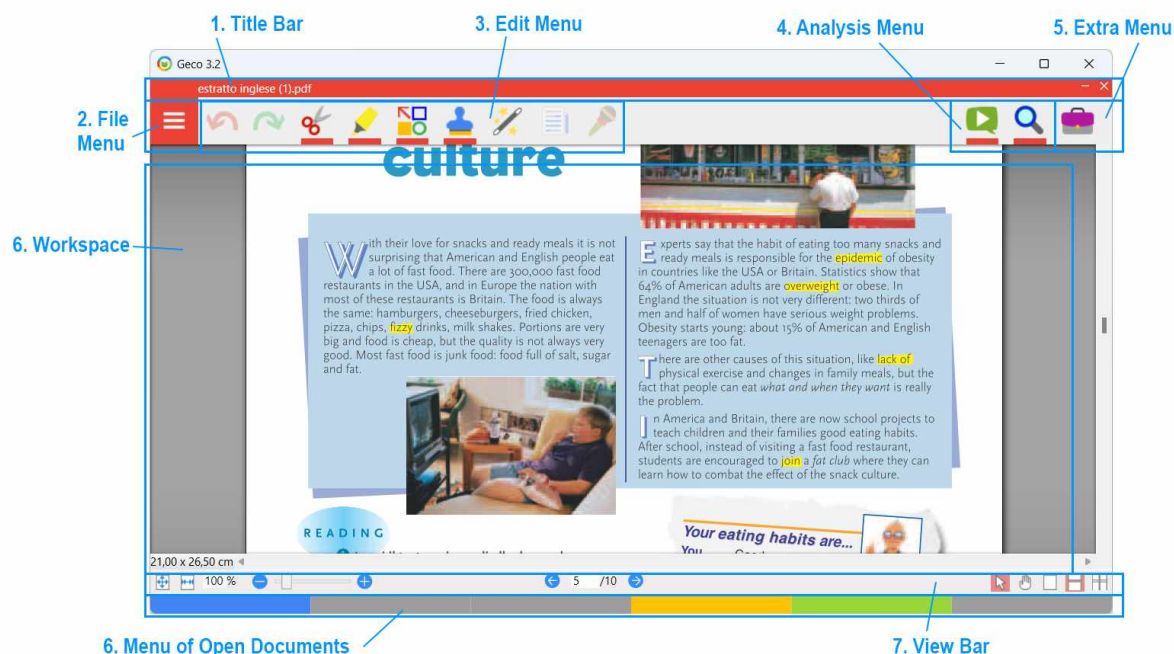
- Create a new document with **[NEW]**.
- Open an existing document on your computer with **[OPEN]**, you can also open documents that are located on **Google Drive** (you must first connect to Drive from Geco Configuration - User profile).
- Scroll through the list of your documents **[RECENTS]**, in reverse chronological order, and open one by clicking on its preview.
- Search through documents by typing in the **SEARCH** field and pressing [Enter].
- Mathematics and Maps have **Templates**, visible to all users.
- For the **Web** environment, it is also possible to view the list of your favourite sites with **[FAVOURITES]**.

By creating a new document or opening an existing one, the corresponding environment opens and you can start working.

To return to the Home Screen window, choose [Open] from the File menu of each environment.

Working Environment

The working environment is the heart of Geco: here you can **view, create and edit your documents**. Each environment has its own peculiarities, but they all have a similar structure. Here is an example of the working environment for Books:










As you can see from the image, the environment is divided into:

1. **Title bar**, with the name of the document, the colour is that of the corresponding environment.
2. **File menu** to create or open another document, save the current one, etc.
3. **Menu for editing** the document, specific to each environment.
4. **Menu for reading** the document.
5. **Extra menu**, to open Calculator, Image Library and Image Editor.
6. The actual **workspace** which occupies almost the entire screen.
7. A lower menu to change **viewing** options (e.g. zoom) and change the mode of interaction with the document (e.g. to switch from edit mode to "hand" mode to simply move around).
8. The bar of **open documents**, where the colour indicates the corresponding environment

File Menu

In the top bar, on the left, is the button to open the File menu.

The button changes colour depending on the environment, but the content of the menu is similar in all the environments. Here are the main commands it can contain:

Open		Shows the Home window, from which you can open a document by choosing from recent ones or open the window to search for another document in the computer.
New		Creates a new empty document. The document will be of the same type as the current environment. The colour of the button changes depending on the current environment. For example, if we are in the map environment, the button is yellow and creates a new map.
Save		Saves the current document. If it is a new document, it opens the window to enter the document name. This button is not present in the Web environment.
Save as		Opens the window to save an existing document as a new document. This button is not present in the Web environment.
Print		Prints the current document.
Language		Sets the language of the document. There are 5 languages available: Italian, English, French, Spanish and German.
Close		Closes the current document.

Language of the document

The language of the document is the one set by Geco Configuration - General [Working language], but it can be changed from Geco (File menu) during the work session.


The language of the document affects the Spell Checker, the Reading menu and the magic images, so the magic images will appear for the words written in the set language.


The language of the document automatically activates the native language speech synthesis, if purchased; if the native language speech synthesis is not available, the Italian speech synthesis is "multilingual", meaning it attempts to read according to the rules of the foreign language.

It is also possible to set the language for the internal Image Gallery.

Undo/Redo

In the top bar on the left corner of the screen, there are buttons that allow you to undo or redo the last operations you performed:

Undo  Undo the last operation carried out.
This is useful if you decide not to keep the latest changes you made.

Redo  Redo the last operation that was undone.




You can undo/redo several operations in a row.





Edit


In the top bar, the [Edit] button opens the Edit menu.


The content of the menu is similar in all the environments. Here are the commands it may contain:

Copy  Copies the selected image or text to the clipboard so that you can paste it elsewhere using the [Paste] button.

Paste  Inserts the copied image or text at the point where you are in the document, replacing any selected elements.

Delete  Deletes the selected text or image.

Cut  Copies the selected text or image to the clipboard and simultaneously deletes it from the document.

Crop  Crops a fragment of the document and puts it in the clipboard as an image. This function is not available in the Notebook.



Voice dictation

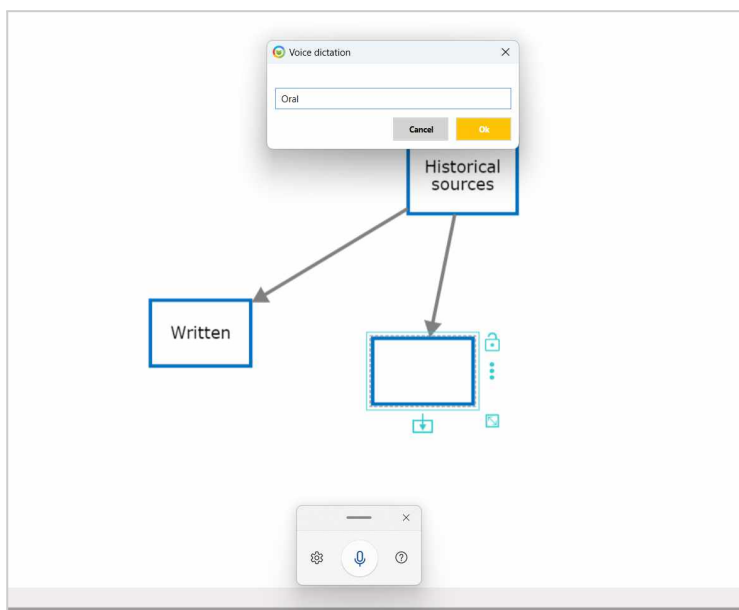
Geco gives you the ability to write by dictation instead of typing the text.

This feature is available in all the environments (except for Mathematics), in the upper left bar (you need to enable it: Configuration > Environment - Notebooks, Books, Maps, Activities, Web > Voice dictation).

To start the dictation, select a text field (not necessary in Maps and Activity environments) and then click on the [Voice dictation] button to open the dictation bar.

At this point, when the message "Listening in progress..." appears, you can start dictating.

To insert the dictated text into the document, click OK in the small 'Voice dictation' window.



To stop the Voice dictation, close the Geco Voice dictation small window. We recommend not to use the [X] on the dictation bar, as it could generate some synchronization problems.



The dictation uses the speech recognition that is integrated in Windows 10 and later operating systems, so it does not work on operating systems earlier than Windows 10.



Summary in reading

Geco gives you the ability to re-elaborate the content of your documents (Notebooks, Books, and Web) to generate a new text document, without modifying the original document.

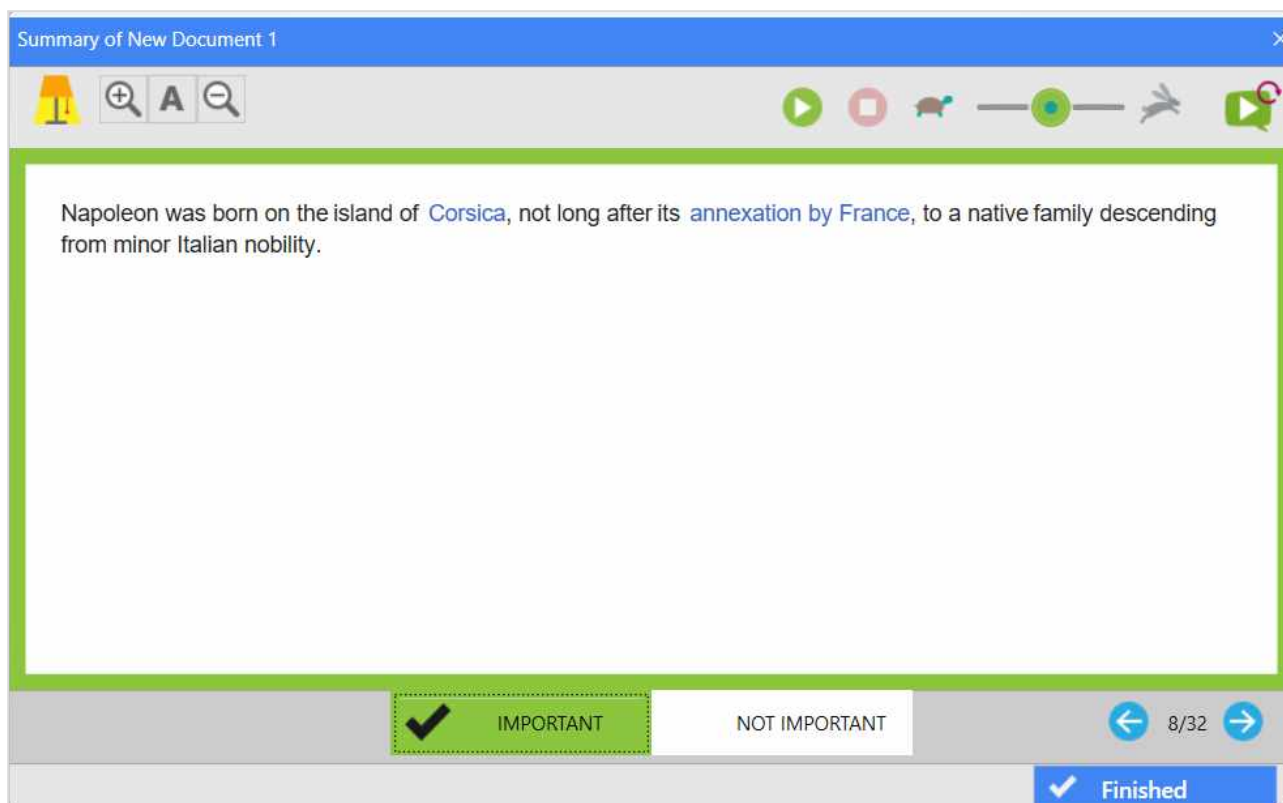
The [Summary in Reading] button which allows you to generate the new text document is only available when you open a document full screen in one of the 3 environments.

In Notebooks, if no text is selected, the summary will be made based on the entire document.

In Books and Web, the summary function will only be active when text is selected.

By default, only summaries in Notebooks and Books are enabled, settings can be changed from Geco Configuration.

Clicking on the [Reading Summary] button opens a window above the original text, where the text is presented sentence by sentence.



The following commands are available:

Background



When the light is turned on, the content of the underlying window is hidden for greater concentration.

Text



Increases/reduces the font size, only for display.

Reading



A reduced Reading menu is available to read the text with speech synthesis.

Automatic reading



When enabled, the automatic reading of each sentence is activated and the Reading menu is hidden.

Important
Not important

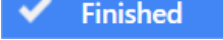


For each sentence presented, you must declare whether it is important or not, by using the 2 buttons at the bottom. When the Summary is created, unprocessed sentences are considered not important.

Paging



You can scroll forward and backward through the sentences in the document, the total number of sentences and the point where you are at are both visible.

Pressing the  button generates the Summary and creates a new document in the Notebook environment next to the original document.





Reading


In the upper bar on the right, the [Reading] button opens the menu that allows you to use speech synthesis. With these commands, you can read the texts of your document using speech synthesis. During the reading, Geco highlights the current sentence and word.





If you select some text, the speech synthesis will read the selected text. Otherwise, it will read the entire document, starting from the position of the cursor.

Here are the commands in this menu:

Read  Starts reading.
 During the reading, this button transforms into [Pause].

Stop  Stops reading.
To restart, press the [Read] button.

Previous sentence  On the first click, it rereads the sentence from the beginning, by slightly decreasing the reading speed. On the second click, it reads the sentence preceding the one selected.

Following sentence  Reads the sentence following the one selected.

Speed
Increases/Decreases the reading speed by dragging the green circle to the right or the left. Alternatively, press the hare and turtle buttons.



Echo in writing



This function is only available in Notebooks. Activate/deactivate the reading of the text while writing.

The fact that speech synthesis reads what you write can help you find possible mistakes. By pressing this button, you can choose for which elements to activate the echo:

- *Read letter*. It reads each letter after it has been entered.
- *Read word*. It reads the whole word after the space key on the keyboard has been pressed.
- *Read sentence*. It reads the whole sentence after the [Enter] button on the keyboard has been pressed and/or after entering a punctuation mark that determines the end of the sentence (. ? !).

Punctuated
reading



If activated, the reading will scan each individual word, emphasising the pauses between each word.

Read
paragraph



If active, paragraphs are automatically highlighted when the mouse hovers over them, and clicking on the selection starts reading the paragraph..


Language



Select the reading language of the speech synthesis.



In the **Maps and Activities** environment, the Reading menu is not available.

Instead, there is only the [Read Nodes and Arrows] button.  While from Geco configuration you can set the [Echo while typing].



In the **Maps and Activities** environment it is possible to set the language for individual nodes or arrows from the [Customise node], [Customise arrow], [Customise selection] menus.



In the **Web** environment, reading actions are activated only if you have selected a text beforehand.



Search in the document

In the upper bar on the right, the [Search Text] button opens the menu to search for text in the current document. To search, enter one or more words (up to a maximum of 5) in the text box and press the [Start Search] button.

You also have the following commands available:

Clean  Empties the text box.

Start Search  Starts the search.

Previous  Goes to previous result.

Following  Goes to following result.



If you enter multiple words in the search box, they will be searched separately and each will be highlighted in the document with a different colour (except in the Map environment).

Zoom

In the bottom bar, on the left, you can change the zoom level of the document. Zoom is used to get a more detailed view (closer) or to display a larger portion of the page (farther away).



To change the zoom, move the scroll bar, click the + and - buttons, or type the zoom percentage in the text box on the left.

In the various environments, there are some buttons for quick viewing:



In **Books**, Fit to width and Fit to page.



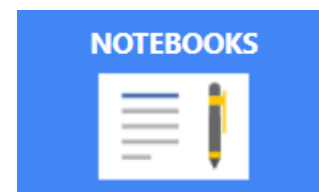
In **Maps and Activities**, Centre map, fits the map to the workspace.



In the **Web**, Zoom 100%.



If you are using a **touch-enabled computer** and want to zoom with your fingers, you can do it directly in the Notebook, while for other environments remember to set the *Hand* mode first, which can be activated from the [Hand] button located in the zoom bar on the right.



Notebooks

The Notebook environment allows you to write and process texts and tables, take notes, summarise, write essays, etc.

It opens documents in DOCX, RTF or TXT format.

If not specified otherwise, it saves in DOCX format, compatible with Microsoft Word, Apache OpenOffice, LibreOffice, and all major text editors.



The TXT format does not support images and text formatting (bold, italic, colours, etc.). Therefore, if you save in TXT format, you will lose all these elements.

It has the classic functions of any text editor (formatting, spell checker, highlighting, etc.) and a particularity: the *magic images*. As you type the text, Geco will show you an associated image next to many words.



The association between the word and the image is based on Geco's collection of images. Some words are associated with multiple images; to choose the most appropriate image, right-click on the image and choose **[Change image]** from the context menu, or **double-click on the image**, then click on the image to choose.

The Notebook environment has the typical functionalities of any environment (open/save documents, undo/redo, reading, text search, etc.) and some peculiarities:

- Text formatting.
- Spell checker.
- Table management.
- Magic image management.
- Display modes.



You can also insert **Windows emojis** by pressing the Windows key and the . (period) key simultaneously to open the panel with all the available emojis.



Customise text








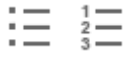




In the upper bar on the left, the [Customise Text] button opens a menu that allows you to edit the formatting of the text and activate/deactivate the spell checker.



If you select some text, the formatting will be applied to the selected text, otherwise it will be used for the following text you write.

If you select some text, the menu buttons will show you the current style of the selected text.

Here are the commands this menu contains:

Font		Sets the font to assign to the text.
Colour		Sets the text colour.
Size		Sets the text size.
Bold		Activates/deactivates bold in the text.
Italic		Activates/Deactivates <i>italic</i> in the text.
Underlined		Activates/Deactivates <u>underline</u> in the text.
Highlighters		Highlights the text with different colours or covers the text with black.
Remove highlighters		Removes text highlighting.
Lists		Inserts a bullet/numbered list.
Alignment		Aligns paragraph text to Left/Centre/Right.
Interline		Sets the space between lines.
Remove formatting		Removes all formatting from text.
SpellChecker		Activates/Deactivates spell checker for text.



Spell Checker

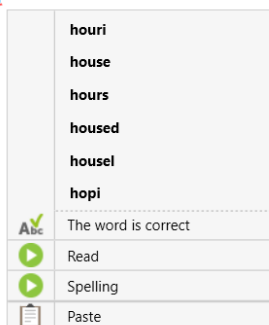
Geco highlights any spelling mistakes in the document by underlining the incorrect words in red.

Normally, the spell checker is active. To deactivate it, press the appropriate button in the [Customise Text] menu.

To correct a mistake, right-click on the incorrect word and select the correct word.

For example:

housi



Sometimes, even Geco makes mistakes! If it highlights a correct word as incorrect, right-click on the word and select [The word is correct].



Tables

On the top left of the toolbar, the [New Table] button allows you to **insert** a new table into your document. After pressing the button, indicate how many rows and columns you want to include in the table.



You can **edit** a table by moving the cursor to one of its cells and pressing [Table]. Here are the commands contained in the menu that will appear:

Delete table		Deletes the entire table.
New row above		Inserts a row above the current one.
New row below		Inserts a row below the current one.
New column to the right		Inserts a column to the right of the current one.
New column to the left		Inserts a column to the left of the current one.
Delete row		Deletes the current row.
Delete column		Deletes the current column.
Background colour		Sets the background colour of the current cell.
Border colour		Sets the border colour of the current cell.
Border thickness		Sets the border thickness of the current cell. Four thicknesses are available.
Merge cells		Merges the selected cells into a single cell. This function is only active if there are contiguous selected cells.
Split cells		Splits the merged cells. This function is only active if the cursor is on merged cells.

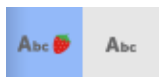


Magic Images

Magic images are those that appear while you type the text.

In the top bar, the [Magic Images] button opens a menu that allows you to change the settings for these images.

Use magic images



You can display magic images as you type or write without magic images and add them later with the magic wand.

Size



Set the size of the magic images (small/medium/large).

Associate images



Inserts magic images for words that do not have images, for the whole document or only for the text selected.

Delete images



Deletes all magic images from the document.



The **magic wand** [Associate Images] is useful:

1. if you open documents that were not created with Geco;
2. if you have pasted text;
3. if you have written the text without using magic images and want to add them later.

Pagination

In the bottom bar, at the centre, the current page number and the total number of pages are displayed. To navigate between pages, use the [Previous Page] and [Next Page] buttons or enter the exact page number in the text box.



Display mode

In the bottom bar, on the right, there are buttons to change the display mode:

page



The document is displayed as it will be printed.

web



The document is displayed as if it were a web page.

MATH



Mathematics

The Mathematics environment allows you to **write mathematics in a simple way**, using the most commonly used mathematical structures such as fractions, roots, various types of brackets and common mathematical symbols, which are immediately available through the toolbars of this environment.

The Mathematics environment includes functions common to other environments (open, save, read, etc.) and a series of specific functions for writing mathematical formulas.

In addition, it has the possibility of using templates, which are pre-set mathematical notations that can be saved and then reused by inserting them in more complex scripts.

Main commands

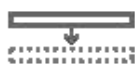
In the main toolbar, there are some buttons that activate specific functions of this environment:

Frame
selection



Inserts a box around the current selection. The colour can be selected from the dropdown menu.

Duplicate last
row



Repeats the last row of the worksheet. This command avoids rewriting the entire formula when, for example, solving a multi-step expression.

Simplify



This button crosses out the current selection and allows you to write at the top right. This command allows you to



Paste LaTeX

This function is useful when you have formulas written in **LaTeX** format, which is a widely used format for writing scientific texts and formulas.

This button allows you to paste the formula represented by the LaTeX string that you have in the clipboard.

For example, this LaTeX string

$$1+\frac{\sqrt{4}}{2}=2$$

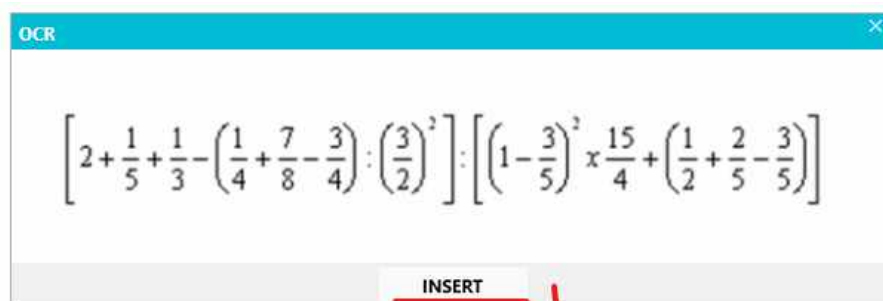
will produce the following editable **formula** within the **Mathematics** environment.

$$1 + \frac{\sqrt{4}}{2} = 2$$



OCR - Crop formula

Crop formula is an interaction function between the various modules and Math Editor and it allows you to crop formulas in the form of images that can be converted into editable formulas with the mathematical OCR included in the program.



$$\left[2 + \frac{1}{5} + \frac{1}{3} - \left(\frac{1}{4} + \frac{7}{8} - \frac{3}{4} \right) : \left(\frac{3}{2} \right)^2 \right] : \left[\left(1 - \frac{3}{5} \right)^2 \times \frac{15}{4} + \left(\frac{1}{2} + \frac{2}{5} - \frac{3}{5} \right) \right]$$



Books

The The Books environment allows you to open digital books, read them, listen to them with speech synthesis, highlight them and edit them with annotations and images.

You can open and save documents in PDF format, compatible with Adobe Acrobat Reader and all major e-book readers.



If you wish, you **can add pages to your books**, choosing from graph paper, lined and blank pages, or **create a new book**. In new books and in the pages you add, you can use annotations: Text, Tools, and Stamps, or paste images and cut outs taken from other documents.

The Books environment has the typical functions of any environment (open/save documents, undo/redo, reading, text search, etc.) and some peculiar ones:

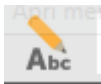




- Text
- Tools
- Stamps
- Magic wand



Text

The [Text] button opens a menu that allows you to insert text into the book.

Here are the commands contained in this menu:







Text		Inserts text. Clicking on the page opens the box for writing the text. From here you can choose which font to use.
Colour		Opens the palette for choosing the colour of the text.
Size		To set the text size.
Highlighters		Highlights the text with different colours.
Cover text		Covers and hides from view the parts of text that you consider unimportant. It works like a "whiteout".



Tools

The [Tools] button opens a menu that allows you to use shapes, lines and arrows to indicate the things that are important and that you want to remember.

Here are the commands that this menu contains:

Arrow		Inserts an arrow.
Solid shape		Inserts a white rectangle (you can change the colour). To insert a square, hold down the [shift] ⇧ key.
Rectangle		Inserts a rectangle as a frame. To insert a square, hold down the [shift] ⇧ key.
Ellipse		Inserts an ellipse as a frame. To draw a circle, hold down the [shift] ⇧ key.
Line		Inserts a straight line.
Freehand		To draw a line freehand.



The **FULL SHAPE** tool can be useful for covering images or parts of the book that are not important or distracting.

Next to the various buttons there is a small arrow: by pressing it you can select which colour to use with the tool. After choosing the tool you want, you can use it in your digital book as with any drawing tool.



You can move an already inserted annotation by dragging it with the mouse.
You can resize an already inserted annotation by clicking on it and using the appropriate handles that will appear around it.
You can change the colour of an already inserted annotation by clicking on it and selecting a new colour from the appropriate button on the menu.



Stamps

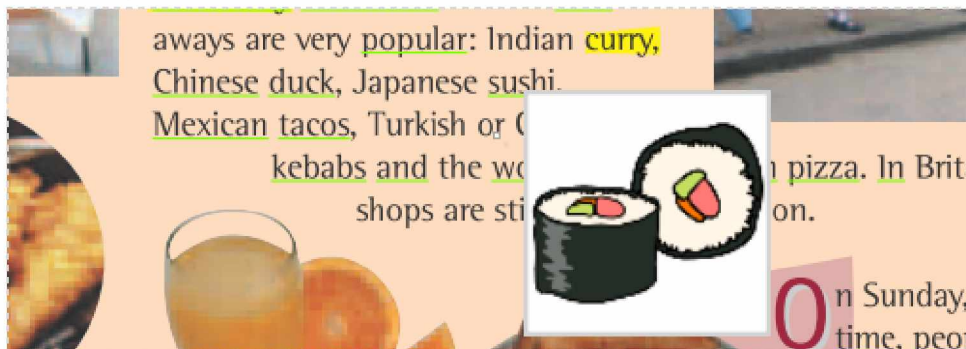
The [Stamps] button opens a menu that allows you to insert some images into the book as an annotation.



Magic wand, associate images

When you activate the magic wand, all the "magic images" are activated. This means that some words become sensitive to the movement of the mouse: when you hover over these words, the image associated to them is displayed.

For example:



This figure shows a text of a book with the Magic wand activated: by hovering the mouse over the word **sushi**, the associated image appears.



The association between word and image is based on the collection of images from Geco. Under some images, a number appears to indicate that other images are associated with that word, in addition to the one displayed; clicking on the image will change the displayed image.

Zoom

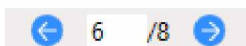
In the Books environment you can find the zoom bar which is present in all the environments. In addition, in the bottom bar on the left, you can choose two other types of zooms:

Fit to page  Sets the optimal zoom to display the entire page.

Fit to width  Sets the optimal zoom to show a page in its entirety.


Pagination

In the bottom bar, in the centre, the current pages and total pages of the document are displayed. To move between pages, use the [Previous Page] and [Next Page] buttons or enter the exact page number in the text box.



Shifting

If you have a very large zoom, it may be useful to move from one section of the book to another.




To do this, use the Hand mode, which can be activated by clicking the [Hand] button  in the lower bar on the right.

When Hand mode is active, the book cannot be edited and dragging it allows you to move.

To return to normal mode, use the [Selection] button .

Page View Mode

In the lower bar on the right, you can set the page view mode. The available options are:

Single page		Displays one page at a time. Scrolling changes the page.
Continuous single page		Displays one page at a time. Scrolling displays the following pages one after another.
Continuous double page		Displays two pages at a time. Scrolling displays the following pages one after another.



Maps

The Maps environment allows you to create conceptual maps with nodes, arrows, tables and images. It opens and saves documents in SME format, compatible with SuperMaps EVO and SuperMapsX.

You can insert nodes, arrows and tables, edit their properties and read their contents with speech synthesis.



Conceptual maps are much more effective if you insert images inside the nodes. You can insert an image with copy/paste or by taking it from the Image Library.

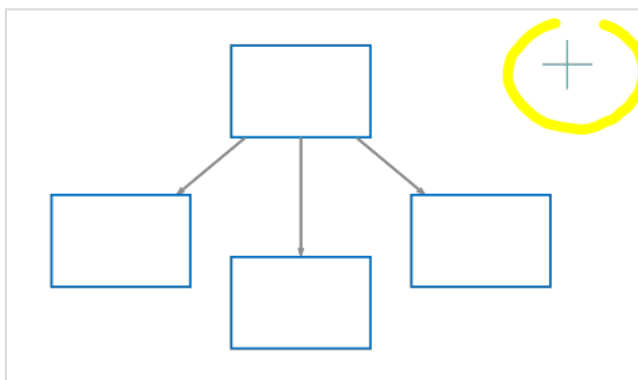
If you want to know how to do this, go to the **Extra / Image Library** paragraph.



New Node

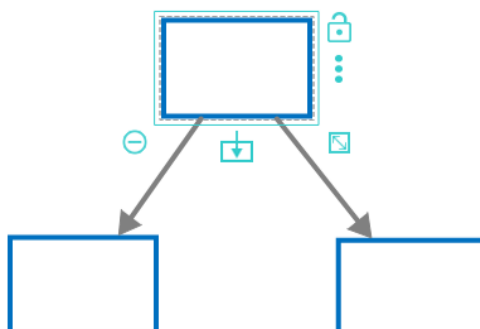
In the upper bar on the left, the [New node] button allows you to insert a new empty node into the map.

If a node is selected, a node connected to the selected node is created, otherwise the node is positioned where the cursor is, marked by a cross on the map.









Basic operations on a node

If you select a node, you can perform some basic operations through the handles that appear.



The operations are the following:

Create		Inserts a new empty node and connects it to the selected node.
Resize		Resizes the selected node.
Lock node		Locks the node and brings it to the background. The locked node cannot be moved or resized, and text insertion and editing are not possible.
Unlock node		Unlocks a previously locked node
Hide		Hide all nodes connected to the selected node. This function is only available if the connected nodes are visible.
Show		Show all nodes connected to the selected node. This function is only available if the connected nodes are hidden.

Select multiple items on the map

It may be helpful to select multiple items on the map such as nodes and arrows.

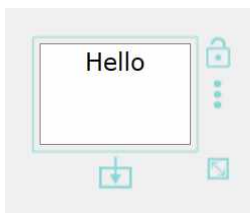
To do this, there are two modes:

- hold down the [Shift] key on the keyboard and click the items you want;
- long-click on an empty spot on the map and drag to set the selection area.

When you press the [Shift] key or do a long-click, the selection rectangle turns from blue to red to indicate that you are in 'multiselection' mode.

Inserting text into a node

If you want to insert text into a node, double-click on the node, type the text you want to insert. To finish entering text, just click outside the node.



This figure shows how the node appears in insertion mode with a double-click on the node.



If the inserted text no longer fits within the node frame, resize the node using the handle located at the bottom right.

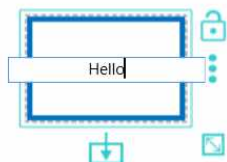




In the node text, you can insert **Windows emojis**. Press the Windows key and the full stop key (.) simultaneously to open the panel with all the emojis available.

Quick Text Insertion in Nodes

If you want to quickly insert many nodes connected to the current node, each with its own text, you can use quick insertion.



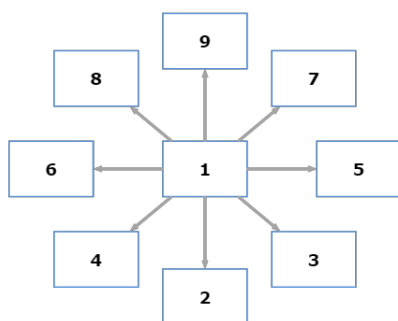
This figure shows how the node appears in quick insertion mode.

Here is how to do it:

1. Select an empty node.
2. Write the text.
3. Press the [Enter] key on the keyboard. Geco inserts the text into the selected node.

At this point, you are already in quick insertion mode. So...

4. Write the text
5. Press the [Enter] key on the keyboard.
6. Geco creates a new node connected to the selected one and inserts the newly written text into the new node.
7. Repeat for all nodes you want to insert. Nodes will be inserted in a circle around the selected node.




Quick insertion mode is useful for **quickly creating a map**.

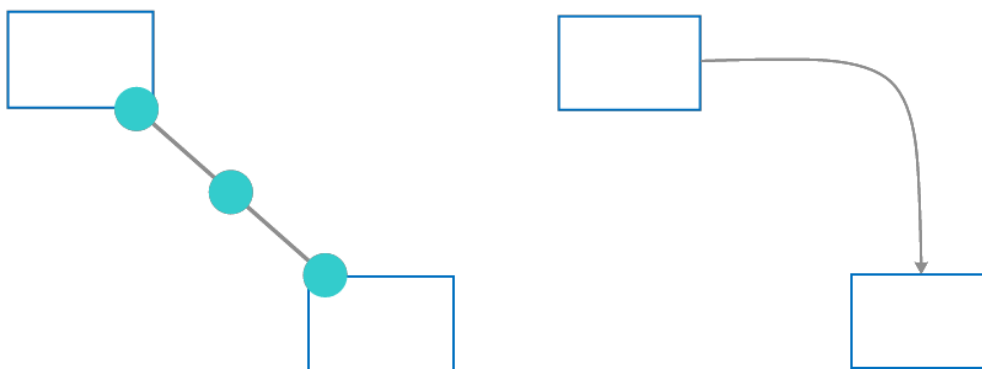
Arrows

An arrow is used to connect one node to another node.

If you create a new node using the handle  , the new node will automatically be connected to the previous one.

You can also connect two nodes that are not already connected by using the handle  of one of the nodes and dragging it onto the second node.

When selecting an arrow, Geco displays some handles:



The figure shows a selected arrow and a curved arrow.

If you want to detach an arrow from a node and attach it to another node:

1. Select the arrow.
2. Click on the handle that connects it to the node you want to detach it from.
3. Drag the handle to the new node you want to attach it to.

If you want to make the arrow curved:

1. Select the arrow.
2. Click on the central handle.
3. Drag the handle to curve the arrow.

Inserting text into an arrow

To insert text into an arrow:

1. Select the arrow.
2. Write the text.
3. Press the [Enter] key on the keyboard.

If you want to edit the text of an arrow:

1. Double-click on the arrow.
2. Edit the text.
3. Click outside the arrow.

Formatting nodes and arrows

You can edit many properties (font, colour, etc.) of nodes and arrows. To do this, select the node or arrow (or multiple nodes and arrows).

Depending on what is selected, one of these buttons is displayed in the upper bar on the left:



Customise the **node**.



Customise the **arrow**.



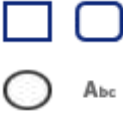
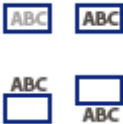








Customise the selection (**nodes and arrows**)

The menu they open contains the following commands

(if the operation is not possible on the selected element, the command will not be visible)

Font		Sets the font style for the text.
Colour		Sets the text colour.
Size		Sets the text size.
Bold		Activates/Deactivates bold in text
Highlighters		Highlights the text with different colours or covers the text with black.
Remove highlighters		Removes highlighting from the text.
Bulleted list		Inserts a bulleted list.
Alignment		Aligns the paragraph text to the left/centre/right.
Clear formatting		Clears all formatting from the text.
Node colour		Sets the background colour of the current node.
Node border colour		Sets the border colour of the current node.

Arrow colour		Sets the colour of the current arrow.
Border thickness		Sets the thickness of the border of the current node/arrow.
Node shape		Sets the shape of the node (Rectangular/Rounded/Oval/Text only).
Text position		Sets the position of the text relative to the frame (Hidden Inside/Oval/Below).
Left arrow		Inserts/Deletes the left tip of the arrow.
Right arrow		Inserts/Deletes the right tip of the arrow.
Split arrow		Splits the selected arrow into two and creates a small round node at the center of the two new arrows.
Frame image		Inserts/Deletes the frame to the node. This function is only active if the node contains an image.
Delete image		Deletes the image from the current node. This function is only active if the node contains an image.
Language		Sets the language for the selected node and/or arrow. It affects the speech synthesis of [Read Nodes and Arrows] and the spell checker.



Tables

On the upper bar on the left, the button [New table] allows you to insert a new empty table. You can modify a table by selecting one of its cells and pressing the button [Table].



You can treat each cell of a table as a node of the map: you can link it to other nodes, edit its properties or insert an image.



Here are the commands contained in the Table menu:

Delete table		Deletes the entire table.
New row above		Inserts a row above the current one.
New row below		Inserts a row below the current one.
New column to the right		Inserts a column to the right of the current one.
New column to the left		Inserts a column to the left of the current one.
Delete row		Deletes the current row.
Delete column		Deletes the current column.
Background color		Sets the background colour of the current cell.
Border colour		Sets the border colour of the current cell.
Border thickness		Sets the thickness of the border of the current cell.

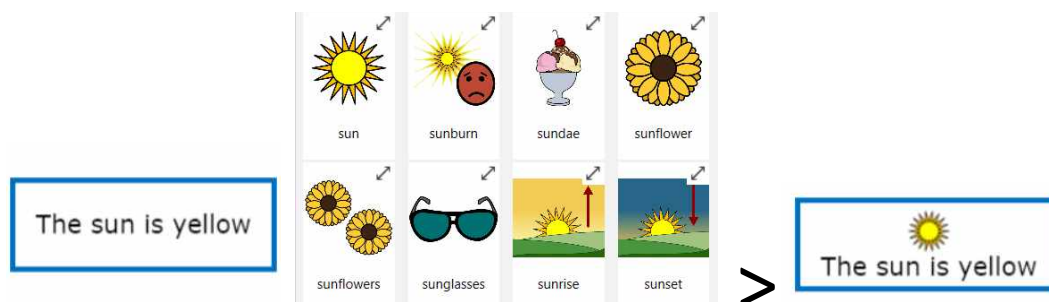


Magic wand, associate images

This function acts on the entire map, or on the selection, but only on nodes with text only; if the node already has an image, it is not considered.

Clicking on the [Magic Wand] in the main toolbar inserts the first image found in the image gallery inside the node, based on the text that the node contains.

Example: node with the text "The sun is yellow"




Voice note


The voice note is a useful function when you want to insert custom audio content, for example to pronounce individual syllables that the speech synthesis would not read correctly.

To insert a voice note, you must first select a node in the map, then click the button that appears in the main toolbar that allows you to open the menu.



To start, click the [Microphone button ], which will start the recording, indicating the time and level of the perceived sound.

To end the recording, press the [Stop] button .

You can listen to the recording again using the [Play] button. .

To delete the note, use the [Bin] button .

When a voice note is associated with a node, the voice note icon appears at the top left, clicking on the icon will play the associated recording.



Arrange map

Arrange map is useful to rearrange the whole map as a top-down tree. Curved edges will be straightened and locked nodes won't be moved.

In-sight

An in-sight is a text of any length that allows you to associate additional information with the node. You can write a text directly, which will use a default font, or paste text from external sources (e.g. the Web environment). In the latter case, the pasted text will maintain its original formatting, which cannot be modified, and any images included in the text will be eliminated.

When an in-sight is associated with a node, the corresponding icon will appear on the left side of it to indicate its presence.

External link

Node can also contain a link, i.e. an internet address that points to external content. By entering the link through the insertion window or through the interaction with the Web environment, an icon will appear to the left of the node that will vary depending on whether it is a video hosted on YouTube or another generic link.


Reading

You can have the text of a node or an arrow read by the speech synthesis. To do so, press the [Read nodes and arrows] button to activate the Bubble mode.



If the Bubble mode is active, when you click on a node or an arrow, the synthesis will immediately read the contained text.

To exit Bubble mode, click the button again.

Zoom

In the Maps environment there is the zoom bar that is present in all environments. In addition, in the bottom bar, on the left, the button  allows you to view the map by adapting the zoom to the size of the window.

Open/Close nodes

In the bottom bar, on the right, the button  hides all nodes and shows only the root of the map. To show all nodes again, use the button .




You can close/open the nodes connected to a single node. To do this, use the handles as described in the **Basic operations on a node** paragraph.

Move map

To move the view of the map, press and hold the left mouse button, in an empty area of the map, and drag.

Grid

To display a background grid, use the [Grid]  in the bottom bar, on the right. When the grid is visible, the nodes are "magnetized" to it.



The grid is useful for aligning nodes.

Print poster

If you have a very large map you can choose to print it on 2 or 4 sheets, indicating the number under the Poster heading in the Print window.



Templates

The Maps environment includes the possibility to work with templates, which are saved in the **Templates** area of the **Geco Home Screen**.

A template is generally used to create structures that will be reused multiple times for subsequent processing, in different ways each time.

Geco already provides several templates that illustrate this concept, such as **Analysis of a Work of Art** or **My Day**, which are used to create multiple maps derived from these basic structures, facilitating the user in repetitive work that is structurally identical to itself.

Selecting a template from the **Templates** tab of the **Geco Home Screen** will create a new map that contains the selected template. Like all new maps, it will require a name when first saved, thus becoming a document independent of the template from which it was generated.

Any user can use the available templates. It is also possible to create new templates and saved templates will be available to other users on the computer.



A user with restrictions  cannot create new templates.



Map Presentation

The map presentation is a particular mode of displaying the map that allows its contents to be progressively unveiled, providing the possibility to explain the contents inserted.

The interface is much simpler than the maps environment and contains only the commands useful for processing and executing the presentation.










Presentation Mode

In the presentation mode, the actual presentation is performed.



In the absence of changes to the order of presentation, each map assumes a predefined order, which respects the structure of the map itself, presenting first the nodes from which the arrows start, then the connected elements.

The available commands are:





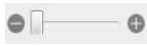


Speech Bubble		Activates speech synthesis for reading nodes and arcs during the presentation.
Go back		Goes back one step in the presentation.
Go Forward		Moves forward one step in the presentation.
Zoom on Selection		Zooms in on the current element.
Zoom		Adjusts the zoom level of the view.
Centre Map		Centres the contents of the map on the screen. Useful after zooming or moving the map view with the mouse.
Go to Beginning		Restarts the presentation from the beginning.
Go to End		Goes to the end of the presentation by displaying all the contents presented.
Edit Presentation		Switches to presentation edit mode.



Editing mode

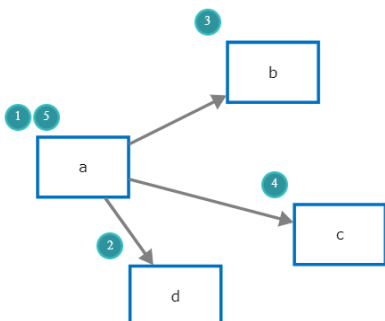
In presentation editing mode, you can make changes to the default presentation order or delete it to set a completely custom order.

These are the available commands:

Undo		Undoes the last edit action.
Redo		Repeats the last undo edit action.
Clear presentation order		Clears the presentation order to set a new one from scratch.
Default presentation order		Sets the default presentation order, canceling any edit made so far.
Zoom		Adjusts the zoom of the view.
Center map		Centres the contents of the map on the screen. Useful after zooming or moving the map view with the mouse.
Return to presentation		Returns to presentation mode.



The presentation order can also be edited using the mouse.



The numbers that appear next to the nodes indicate the presentation order and are added by clicking with the mouse. To delete a number (i.e., a specific step in the presentation) you need to click on the blue marker. By clicking on an element several times, it is possible to present it multiple times, as long as they are not consecutive. In this example, node a is presented twice: at the beginning and at the end (number 1 and number 5).

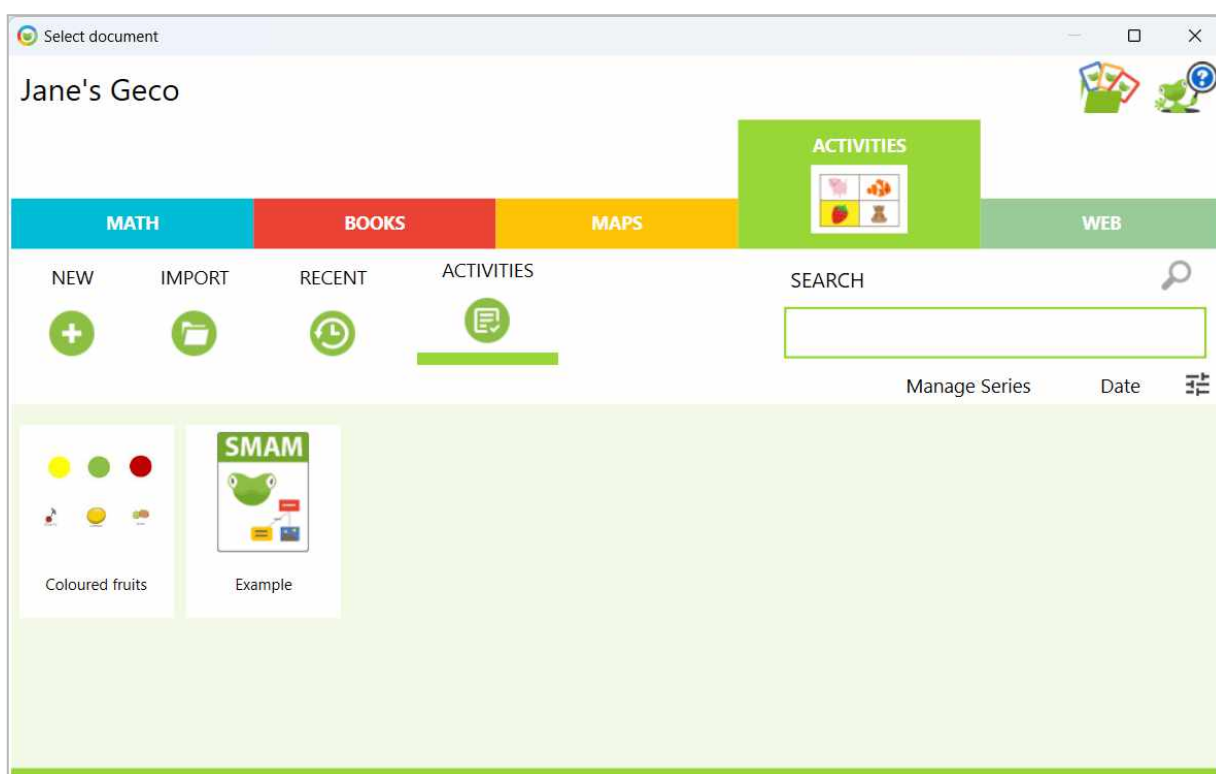


Activities

In the Activities section it is possible to create activities to stimulate and enhance basic skills such as visual discrimination, association and classification, procedures and sequences, reading, writing, and problem-solving.



The activities can be performed with the free Android or iOS **GECO ATTIVITÀ** Apps, from Tablets and Smartphones, or directly with GECO.



In the **ACTIVITIES** tab, there are individual activities and folders (sequences of activities in a series). The activities are in SMAM format and are common to all Geco users; the activities are like templates, read-only, meaning that when they are executed and saved, they are not edited, but the activity performed is created in the RECENT tab.

In the **RECENT** tab, all activities performed by the current user are displayed, and it is possible to perform the activity again to edit its execution. The performed activities are in SMA format. This is where the activities (SMAM) opened by the user are also present, and there is a filter to display all activities or only the performed ones.



The performed activities are useful for evaluating previously executed activities or for correcting them together with the teacher.









Where can I find activities? You can create activities with GECO or download pre-organised activities by purchasing access to the GECO SEN reserved area.

How to create the Activities

The Activity environment looks very similar to the Maps environment, with some functional differences concerning the section for building the activity structure.

These are the main differences:

- When creating a new activity, no initial node is generated.
- When creating a new node with quick insertion, the arrow connecting it to the parent is not automatically created. To obtain a connected node, it is necessary to click or drag the node icon , as is done in the Maps module.
- The icon  showing the enlarged image in the node is not available.
- The in-sight  about the node is not available.
- It is not possible to associate any link  or video  attachment with the node.
- The node locking indicator  is persistent, meaning that it is visible even if the selection is not on the locked node.

Once the activity structure is created, move on to the settings part with the **activity editor**.

ACTIVITY EDITOR

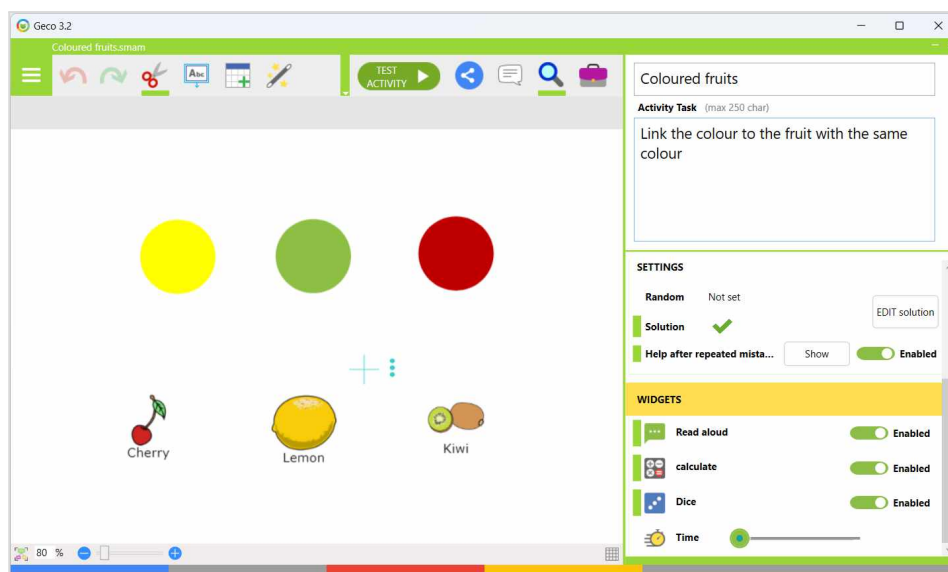
In the setting part of the exercise, the parameters with which it will be executed and evaluated are decided, including the tools available to the user and the accessories at their disposal.

What you can do:

Insert the **TITLE** (mandatory) and the **TASK** of the activity

Indicate the type of activity you want to create: **FREE** or **MEMORY**.

Decide which **WIDGETS** to have during the course of the activity.



ACTIVITIES – Free and Memory



FREE Activity

The free activity allows the user to use tools that need to be enabled by the educator during activity creation, by activating the corresponding switches.

Enable the TOOLS to perform the free activity:



Colours the background of the nodes, enabling YELLOW, RED, GREEN, BLUE colours.



Connects the nodes with arrows (to add and delete added arrows).



Writes or edits the text of the nodes.



Moves the nodes to place them within areas or on specific points.



When creating a free activity, **only enable the ACTIONS necessary to perform it**. Leaving all actions enabled may cause difficulty in performing and understanding the task.



The structure of an activity must be simple. Do not use too many nodes or tables that are too large as this can cause poor visualisation when performing the activity.



MEMORY Activity

This mode allows you to create game sessions like the classic Memory game, presenting a set of covered elements where the user searches for pairs of identical symbols that, once found, will remain visible, facilitating the continuation of the game.

TEST
ACTIVITY

Test activity

The educator can try to perform the exercise with the TEST ACTIVITY button at the top. The results of these test runs will not be recorded among the completed activities, but only serve to verify that it is possible to perform the activity as intended.

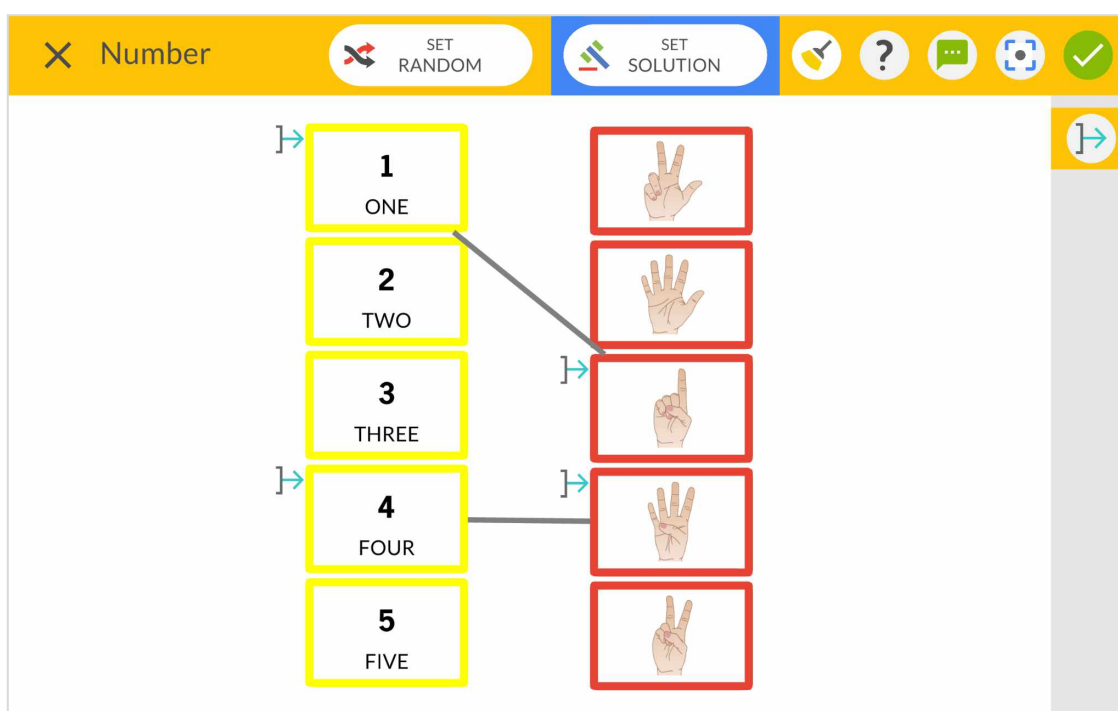
SETTINGS – Solution and Random



Setting up the SOLUTION

- For **FREE activity**: indicate the steps that need to be taken during the performance to consider the exercise successfully completed.
- For **MEMORY**: indicate which pairs to associate. In this mode, the shuffling of elements (Random) is always done automatically, in order to present different combinations for each execution of the same MEMORY.

All actions will be recorded by the system and will be used during the activity execution to compare what the user has done with the expected solution.



In particular, for the FREE activity the educator must reproduce the necessary steps to reach the state of the map that they believe is correct based on the instructions.

The actions to be set are those related to the enabled TOOLS, so it is necessary to perform one or more of these actions:

- **colour** the appropriate nodes with the assigned colours
- **connect** the nodes, that is, create connection arrows between the appropriate nodes
- **write** what is expected to be written in the nodes where it is necessary to do so
- **move** one or more nodes to the areas that will be defined or establish anchor points on which the user will have to bring the appropriate nodes.



Pay attention **when setting up the Colour tool solution**.

For example, if the user must colour in yellow only the nodes containing a word that starts with "A", it is advisable to also set a colour for the nodes that do not comply with the instructions. This detail is necessary to allow Geco to also evaluate the nodes that do not belong to the instructions, avoiding the user to decide to colour all the nodes in yellow and have a correct solution.

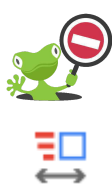


Pay attention **when setting up the Connect tool solution**. If a solution is set where the connection between the nodes requires a 1-to-1 node association, Geco Activity will only allow you to create one arrow at a time. If you connect a node that already has a connection, the existing connection will be deleted in favour of the new one. If the solution is instead set so that a node can be connected to multiple nodes, the creation of connections will be free.



RANDOM

It is also possible to set up RANDOM on the nodes, i.e. to indicate which nodes need to be shuffled at each execution, indicating several nodes and creating various groups indicated by different colours.



Pay attention when using the **Move tool** (in placeholder mode) **with the Random function**. It is recommended to include **only the nodes that need to be moved** to solve the activity in the randomisation groups. Placeholders will not be moved according to the new position of a node, and the correct position for evaluation will always be the one set during the creation of the evaluation.



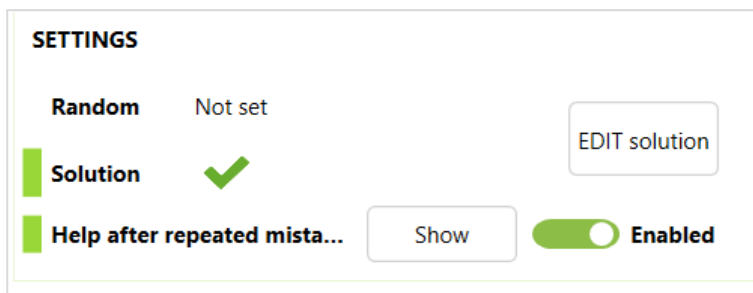
If, during the setting of the Solution or Random, you realise you made a mistake, you can correct it by clicking the mark on the node.

If you prefer to start over from scratch, you can use the **RESTART** button, which cancels all the actions carried out.



The **RESTART** button is useful when you want to eliminate a setting from an activity. From SETTINGS, click the [Edit solution] button, delete the settings with RESTART, and save the settings.

Once Solution and/or Random are set, two indicators will appear in the SETTINGS section.



Random and **Solution**, which can indicate *Not set* or a green tick ✓ (set).

The green tick on **Random** indicates that the educator has used the random shuffling tool on at least one group of elements (minimum 2).

For the **MEMORY** activity, **Random** always displays a green tick ✓ as it is automatically applied to all elements at the beginning of the execution.

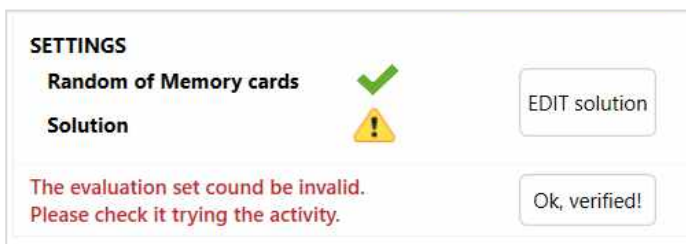
The green tick on **Solution** indicates that the educator has recorded at least one action related to one of the colour, connect, write or move tools. In this case, the user will receive **feedback on the exercise result at the end of each execution**.



To receive correct feedback, it is recommended to create activities by entering as much data as possible during the solution setting and avoiding implied data. This allows Geco to evaluate the result with much greater precision.

Settings validity

Once the solution is set and the activity is tested, the work should be finished, but if not, it is always possible to continue working on both the structure of the activity and its execution parameters. At any time, it is always possible to reopen an activity in edit mode and make all necessary changes. In this case, when the first edit is made in one of the two sections, a warning appears in the SETTINGS box that the settings may no longer be valid, inviting you to manually verify and confirm.





Why does this warning appear?

The warning appears because the system is unable to automatically determine whether the changes made may or may not prevent the correct execution of the activity as specified in the SETTINGS.

For example, in the case of a FREE activity, the operator may have deleted a node that was included in a colour, write, move, or shift operation, or disabled a tool that was necessary for proper execution. In these cases, the operator's tasks are twofold:

- verify that the activity's state is still consistent with the set solution, also by testing it; otherwise, set it again
- click the **OK, verified!** button to confirm the activity's validity.

The same concept applies to MEMORY-type activities, in which case the validity warning is only activated by editing the structure.

Enabling or disabling WIDGETs does not affect the validity of the SETTINGS.

WIDGET

WIDGETs are accessories that can be activated in conjunction with the activity and are:



Listen to the selected nodes by clicking on them.



Calculate basic operations with the support of speech synthesis.



Roll a die to get a result from 1 to 6, for example for a "snakes and ladders" type activity.



Maximum time to complete the activity, presented to the user via both graphical and textual countdown.

Common actions



Save as is used to create a new activity and save it with a new name. For example, it allows you to save an activity with a different name from its previous version.



Test is used to test the activity in the Run activity environment; to check and verify that the activity is correct and easy to execute.



Share is used to share the activity. To use this function, it is necessary to log in to Google.

Manage series



This function is not available for **users with restrictions**, see the **GECO Configuration** chapter in the **User Profile** section.

The [Manage series] button is present on the Activities tab.

The activities listed in the Available activities section are those present in the Activities tab of the Activities environment.

From here you can:



Create a new series by indicating the name it will be identified by.



Share the selected series.



Delete the selected series.



Test the selected series.



Rename the selected series.



How do I add an activity to a series?

There are two ways to do it:

- with **drag&drop**, select and drag one or more available activities from the right-hand box and drop them in the central one;
- **click** on an activity, a window will appear where you can both test the activity and insert it into the series by clicking the **Add activity to series** button.



How do I remove an activity to a series?

Again, there are two ways to do it:

- with **drag&drop**, select and drag one or more activities from the central box and drop them in the one on the right;
- **right-click** on an inserted activity and use the **Remove activity** from series command.

It is also possible to delete an activity from those available.

To do this, right-click and use the **Remove activity** command.

The activity will also disappear from the **Geco Home Screen**, but the file remains on the computer, so it is always possible to recover it with the Import function in the Activities tab of the Home.



Create many simple activities, all on the same topic, and then insert them into a Series. Do not create individual activities that are too complex, but instead take advantage of the Series feature.



Activities in series may have a 'link' symbol.

These activities are present in the series but are not available as single activities, so they are not present in the Activities tab.



Perform Activities

All the activities created are visible to all GECO users in the Activities tab of the Maps environment. All GECO users can perform activities directly from GECO.



The activities are designed to be performed on **tablets or smartphones**. We recommend creating simple single activities and using series, i.e., activities in sequence, and performing activities with the Geco Activity app.

The activity is performed in the same way on both computers (with GECO) and tablets or smartphones (with the GECO ACTIVITY app).

The following explanation applies to both, with small exceptions.

✕ Kitchen

48

✕ **Close (note that it does not save the activity)**

NOME The **TITLE** of the activity



Restart, reset the activity to its initial state to execute it again from the beginning.



Visualize the task, at the start of the activity, the TASK is displayed, but you can open it at any time by tapping the question mark.



Fit to screen, this function allows you to adapt and centre the view of the activity on the screen.







Save, save the activity and return to the home screen.

The tools and widgets available are only those enabled during the activity creation phase.

Some clarifications about **how the tools** that act on the activity **work**.

To use the tools, you need to activate them with a click or tap; active tools have a yellow background.

Colour		Colour the touched node. You can remove the colour by touching the coloured node again.
Connect		Display the “arrow” handle on the touched node. You can connect two nodes by dragging the handle from the first to the second node, or by touching the first node and then the second node. When you touch an arrow, the [bin] is displayed which allows you to delete it.
Write		Displays the text input field on the touched node.
Move		You can move the nodes and place them where indicated, in the area or on the red circles.

Share Activities

Activities can be shared with others, who can run them either inside Geco or in the Geco Activity app.

To share activities:

- from the context menu of the **Activity tab** share single activities and in series;
- if the user is not yet connected to a Google account, access Drive from the sharing window (read in **Part 2** the paragraph Interaction with **Google Drive**)

The series: you can also share them from Activity Management

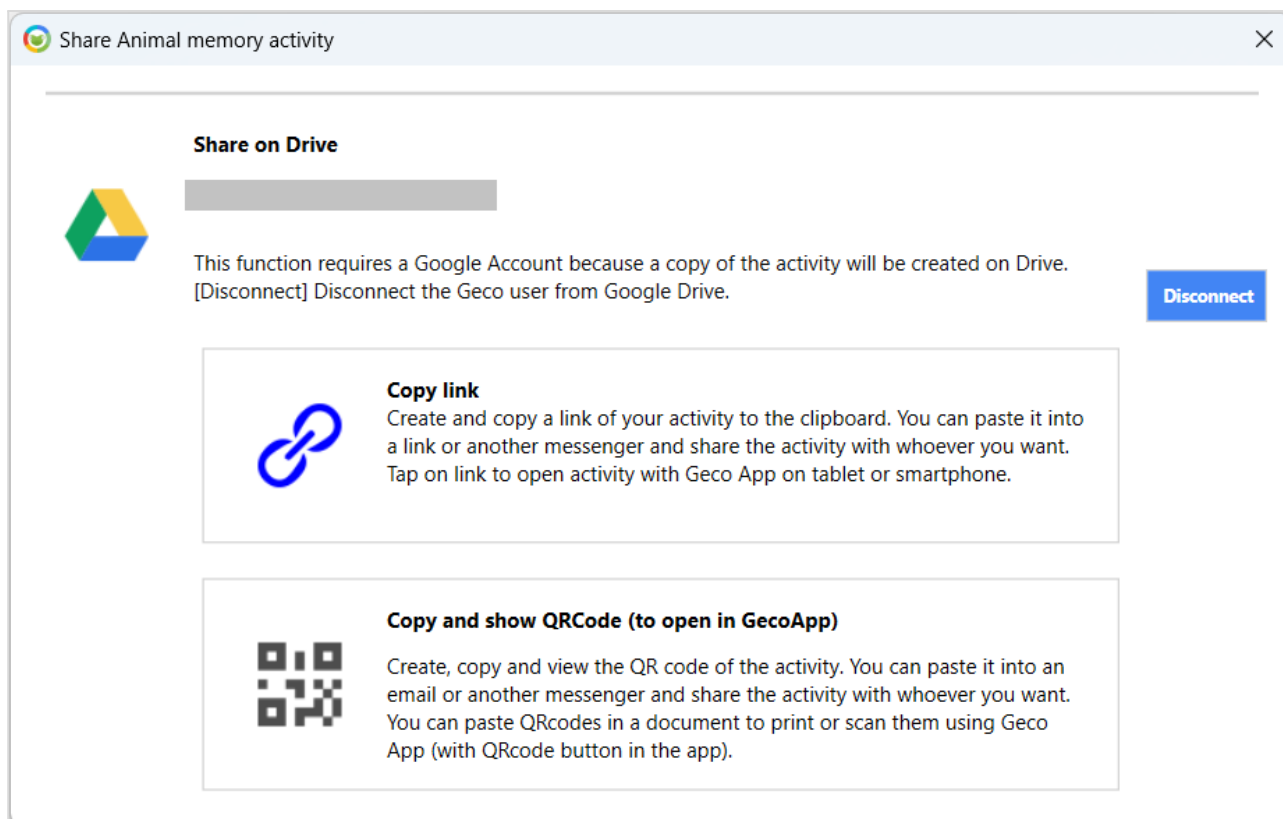
A single activity: you can also share it from the activity editor.

When you share an activity, a copy of the activity is created in the Google Drive of the user who has logged in.



Geco Activities

Activities are saved in **Drive** inside the *Geco Activities* folder, automatically created by Geco at the first sharing.



How to share activities

Share with
LINK



Generate a link to the activity and copy it to the clipboard.

Once you have shared it as a link, you need to paste it (ctrl+v) into a message or messaging program in order to send it.

This type of sharing is useful if you want to send activities to a user who is not physically with you.

To open the activity in the Geco Activity app, simply click the link on the device where you have installed the app or paste it into the Insert Link window (Link button).

To open it in Geco, copy the link and use the function in the Activity environment: Import from link.

Share with
QRcode



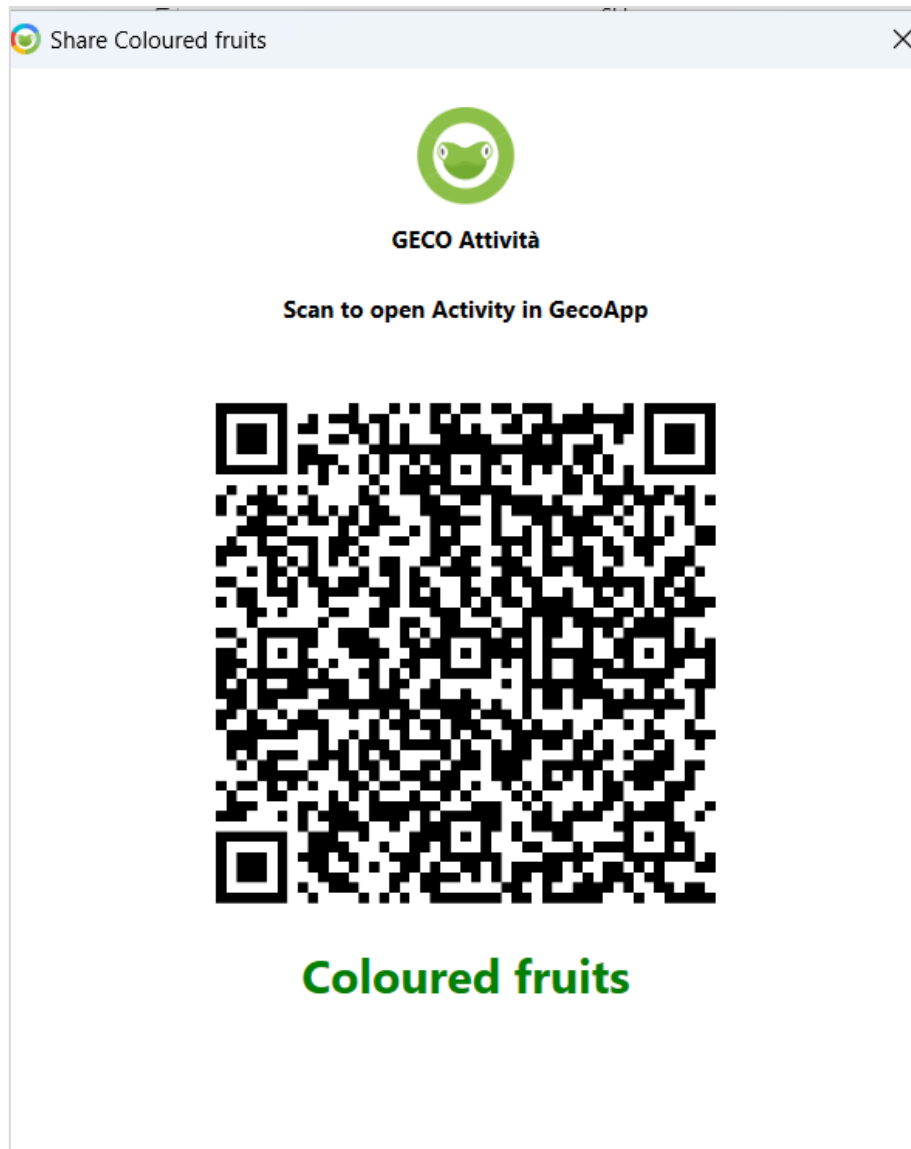
Generate a QRcode of the activity, display it and copy it to the clipboard.

This type of sharing is useful when the user who will perform the activities in Geco Activity (app) is physically present with us and has their tablet or smartphone.

In this case, simply scan the displayed QRcode with the Geco Activity app (QRcode button).

Another way is to print a document with QRcodes to be handed over to the user who will then perform the activities with the Geco Activity app.

In this case, after each sharing, paste (ctrl+v) the QRcode into a document and then print it.





Web

The Web environment allows you to browse the Internet to search for information useful for studying. It has the main functions of a browser and a special feature: the *magic wand*, which allows you to see an associated image over many words.

Address field

To visit a website, enter its address in the address field, as in any browser.
 To find what you are looking for on the web more quickly, you can enter search words directly in the address bar.
 To the right of the field is an image that changes depending on the content (Search/Reload/Stop loading):



You can go back and forth between the sites you have visited using the standard buttons



You can add a website to your Favourites using the [Favourites] button, so you can easily find them from the WEB panel of the Geco Home Screen.



Magic wand

In the top bar, on the right, the [Associate Images] button activates the magic wand.
 When you activate the magic wand, all "magic images" are activated. This means that some words become sensitive to mouse passing: when you hover over these words, the image associated with the word is displayed.



For example:
*This figure shows a web page text with the Magic Wand activated: when you hover over the word **world** the associated image appears.*

The association between word and image is based on Geco's image collection.

Under some images, a number appears to indicate that other images are associated with that word, in addition to the one displayed; a click on the image will change the displayed image.

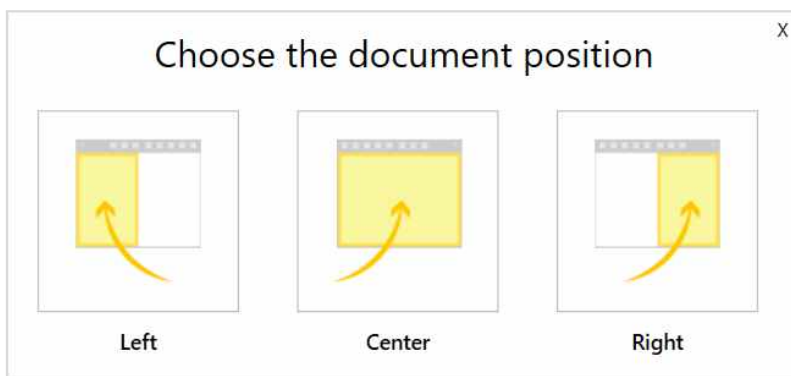
Interaction between working environments

The four working environments (Notebooks, Books, Maps and Web) are very powerful tools for studying, but they are at their best when you combine them together: a summary made from a book, a thesis starting from a map, a map summarising the content of a book or a web page, and so on.

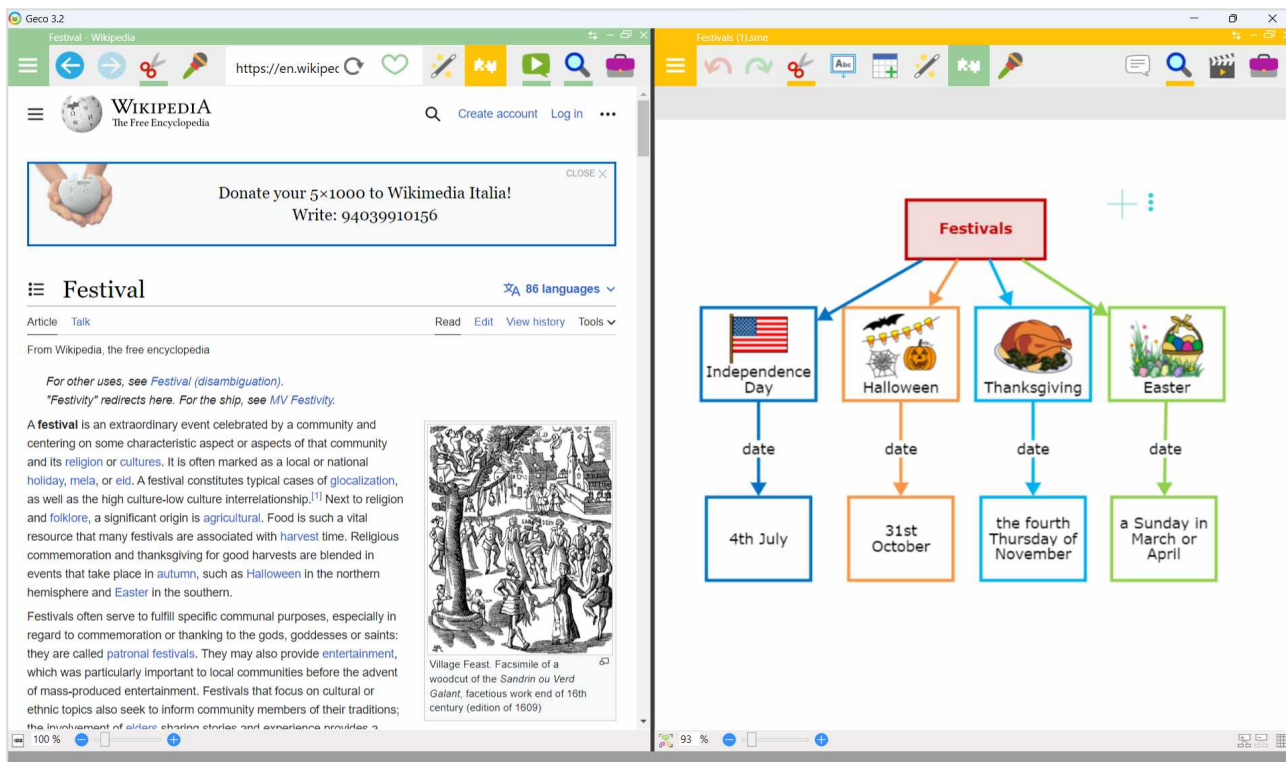
For this reason, **Geco allows you to work on two side-by-side documents**, to make the documents interact with each other, and to easily access all the documents you have opened.

Side-by-side documents

When you open a second document, you can choose whether to show it in place of the previous one or to place it side by side on the left or right.

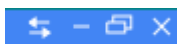


If you choose to show it side by side, both documents will be displayed.



In this figure, two documents are displayed simultaneously: a web page and a map.

When this mode is active, an additional button appears in the title bar of each document, in addition to the standard ones:



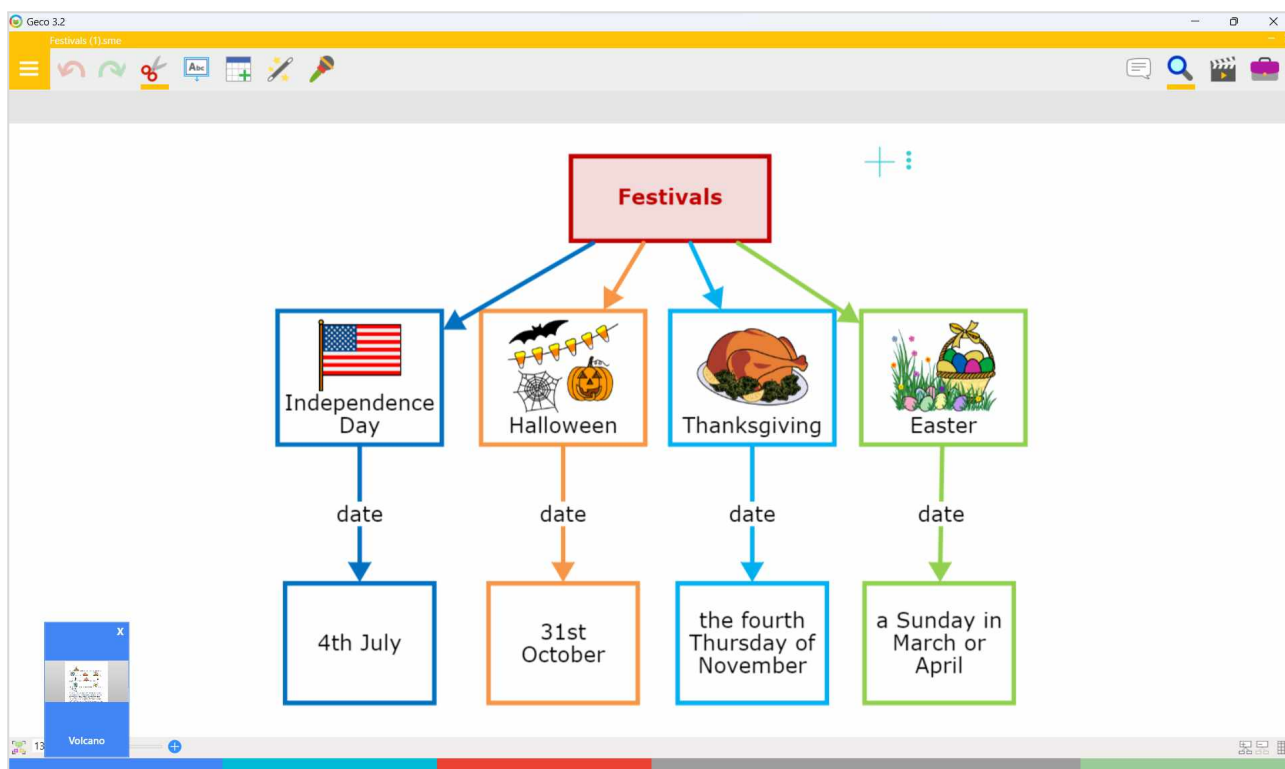
This is the [Invert] button, which reverses the position of the two documents (from right to left and vice versa).

List of all open documents

If you choose to display only one document, if you open more than two documents, or if you minimise a document, inevitably there will be one or more documents that will no longer be visible. These documents end up at the bottom, in the *Bar of open documents*.

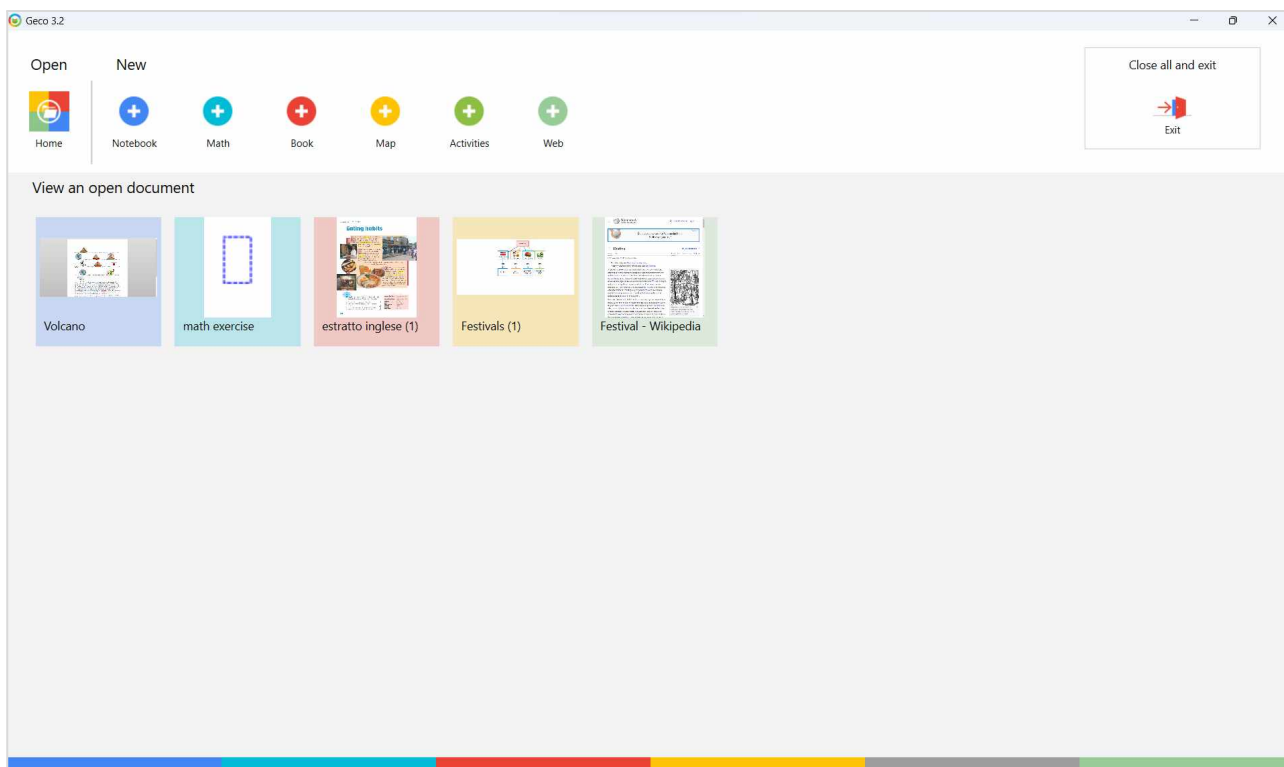
The Bar of open documents is located at the bottom of the main window. It is divided into 4 areas of 4 different colours, to group open but not displayed documents: in the blue area are the Notebooks, in the red area the Books, in the yellow area the Maps and in the green area the Web pages. The areas are only coloured if documents are present: if the area is grey, it means that there are no documents for that environment.

Passing the mouse over the coloured area shows a preview of the open documents (like the Windows taskbar). If you want to make the document visible again, just click on the preview. To close it permanently, click on the X button next to the preview.



In this figure, a Map is open. At the bottom, the bar of open documents is visible, clicking on the preview makes the document visible.

If you minimise all the documents or close the only displayed document and there are other open documents, the window of open and minimised documents appears.



From here you can:

- Open one of the open documents by clicking on its preview.
- Return to the Home with the [Open] button.
- Create a new document with the [+] button.
- Exit the program with the [Exit] button.


Using content from one environment to another

If you open two documents side by side, in each working environment, a new button [Interaction between modules] will appear in the top bar.


The colour of the button depends on the type of document open next to it.





This button is used to open the menu with commands to bring content from the current document to the one next to it. The content of the menu depends on the types of documents open. Here are all the commands that the menu may contain:

Paste  Pastes selected content into the document next to it.

Search  Searches for selected text in the document next to it.

Crop and paste  Makes a cut-out and pastes it as an image in the document next to it.

Paste map image  Pastes the entire current map as an image in the document next to it.

Create link next to it  Inserts the link to the web page.
With the Book, it is only active if text is selected in the PDF.



The Extras

In addition to main workspaces, Geco allows you to use 3 extra mini-workspaces: the Image Library, the Image Editor, and the Calculator.

In the top bar of each workspace, at the top right, the [Extras] button opens a menu that allows you to access the extras. When you open an extra, you cannot work with two side-by-side documents.



Image library

The image library is an extra mini-environment that allows you to insert images into your documents. The image library is divided into several sections:



Internal gallery. A collection of images that includes about 4500 images, which you can expand, divided into categories (Adjectives, Animals, Colours, Geography, etc.)



Google Images. Direct access to Google Images.



Drafts. The collection of clippings you have taken while using Geco and the images you have made or edited with the internal image editor.



Computer folders. The link to one or more folders containing images on your computer (see Geco Configuration).



In **Drafts**, you will find document clippings you have taken using the [Crop] command from the Edit menu of each workspace and images you have modified with the image editor.



From Geco Configuration, you can choose which computer folders to make available during the work session.



You can search within the sections of the Library by typing in the Search Images text field at the top and pressing [Enter] or the [Search Images] button at the top right.



A more convenient way to search: select text in your document and press the [Magic Search] button at the top left.

Note: This button remains active if the side-by-side document is a **map** or **activity**. In this case, just click on the different nodes to get a search of suitable images in real time.

In the Internal Gallery, you can also filter the list of images by **category**. To do so, press the button at the bottom of the extra and choose the category. You can also choose the **search language** through the button with the flag.



You can use the images in your documents. To do so, drag the image you are interested in into your document or double-click on the image or right-click on the image and choose [Insert into document].



You can expand the Internal Gallery by inserting new images. To do so, use the [Import image] button and choose the image to insert on your computer (supported formats: jpg, png, bmp, tiff, gif, wmf).

Geco will ask you for some information related to the image:

The name is the one which will appear under the image in the Internal Gallery.

The category is a way to categorise the image.

The name and synonyms are the words that, when written in the Notebook, will automatically display your image.

Tags are a way to describe the image and find it in future searches. For example, if your image has the tag "icon", when you write "icon" in the search field, the image will be presented among the results, but if you write "icon" in the notebook, the image will not appear when you write it.

You can configure the image in all 5 languages by selecting the corresponding language in the top menu.





Image Editor


The image editor is an extra mini-environment that allows you to create new images or edit them (even those from Google Images).


You can also open the image editor by right-clicking on an image and selecting [Edit image].

When you open the image editor, you can choose whether to open an image from your computer or start from a blank or squared sheet (large or small), which can be useful for drawing geometric figures.

Open image  Opens an image from the computer.


White  Draws a new image on a blank sheet.


Small squares  Draws a new image on a sheet with small squares.

Large squares  Draws a new image on a sheet with large squares.


The image editor provides the following drawing tools:

Brush  Draws freehand with the brush.

Rectangle  Inserts a rectangle. You can choose whether to draw only the border (empty shape) or a filled shape. To draw a square, activate the SQUARE function.

Ellipse  Inserts an ellipse. You can choose whether to draw only the border (empty shape) or a filled shape. To draw a circle, activate the CIRCLE function.





Line  Draws a straight line.

Text  Inserts text. You can choose from 3 sizes: small, medium, or large.







REMEMBER: You can choose the colour to use by clicking on the arrow next to each button, and for the drawing tools, you can choose between 3 stroke sizes.

Other available actions:

Undo		Annulla l'ultima operazione fatta. E' utile se decidi di non mantenere le ultime modifiche fatte.
Redo		Ripristina l'ultima operazione annullata.
Crop		Ritaglia un frammento dell'immagine.
Flip horizontally		Flips the image horizontally.
Flip vertically		Flips the image horizontally.
Rotate right		Rotates the image 90° to the right.
Rotate left		Rotates the image 90° to the left.

You can set the **zoom** level of the image by using the zoom control at the bottom of the window.



Hand		When the zoom level is above 100%, the [Hand] tool appears to allow you to move the image when part of it is out of view.
Save		Saves the image in the drafts of the Image Library.
New		Closes the open image in the editor to allow the creation of a new image.
Paste alongside		Inserts the image in the document next to it.












Calculator

The calculator is an extra mini-environment that allows you to use classic functions with some additional features that allow you to focus exclusively on solving problems, rather than writing numbers and applying calculation procedures.

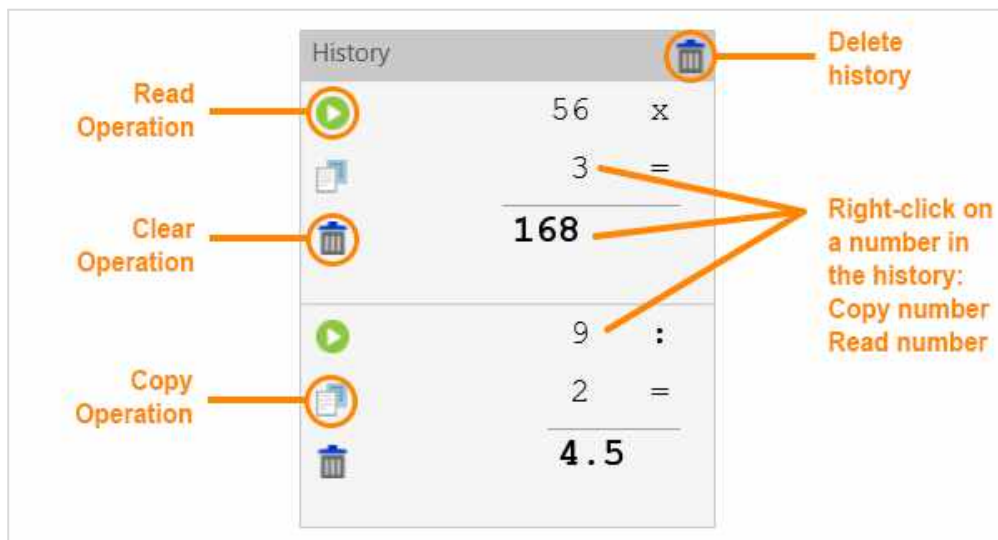
In fact, in the calculator you can use:

- **voice synthesis** that allows you to listen to individual digits, the entire number entered, the sign and the result;
- **history** with the entire procedure, with the possibility of recovering previous calculations and copying the entire operation to a document.

The calculator provides the following commands:

Read operation		Reads the entire operation.
Talking calculator		Disables/enables voice during typing.
Clear operation		Deletes the operation from the display.
Copy operation		Copies the entire operation onto the document next to it.
Read number		Reads the number displayed in the single-line display.
Copy number		Copies the number displayed in the single-line display and pastes it into the adjacent document.
Paste number		Pastes a previously copied number into the single-line display.
Clear number		Clears the number from the single-line display.
Clear last digit		Deletes the last digit entered from the single-line display.

To display the history, use the arrow next to [Show history], at the bottom of the window. The history is useful for retrieving previous calculations.



In addition to viewing the operations, you can:

- Read a single operation
- Delete a single operation
- Copy a single operation
- Delete the entire history by clicking on the trash can in the title bar
- Copy or read a single number in the single-line display by using the context menu that opens by right-clicking on the number.