

User Manual



Designed to help students
in learning

www.iostudiocongeco.it



02/10/2023

Map Presentation	39
Presentation Mode	39
Editing mode	40
Activities	41
How to create the Activities	42
ACTIVITY EDITOR	42
ACTIVITIES – Free and Memory	43
SETTINGS – Solution and Random	44
WIDGET	47
Manage series	48
Perform Activities	49
Share Activities	51
Web	54
Address field	54
Magic wand	54
Interaction between working environments	55
Side-by-side documents	55
List of all open documents	56
Using content from one environment to another	57
The Extras	58
Image library	58
Image Editor	60
Calculator	62
2 - Configuring Geco	64
User management	64
Activate/Deactivate environments	66
Export/Import/Restore configuration	67
User Profile	67
Interaction with Google Drive	67
General	69
Notebooks	71
Mathematics	71
Books	72
Mappe	72
Activities	72
Web	73
Filtering Internet content	73
Management of internal gallery images	74
Text to speech	74
3 - Context Menu	75
4 - Troubleshooting	78

2 - Configuring Geco

Geco is designed to be highly configurable so that it can adapt to the different needs of its users.

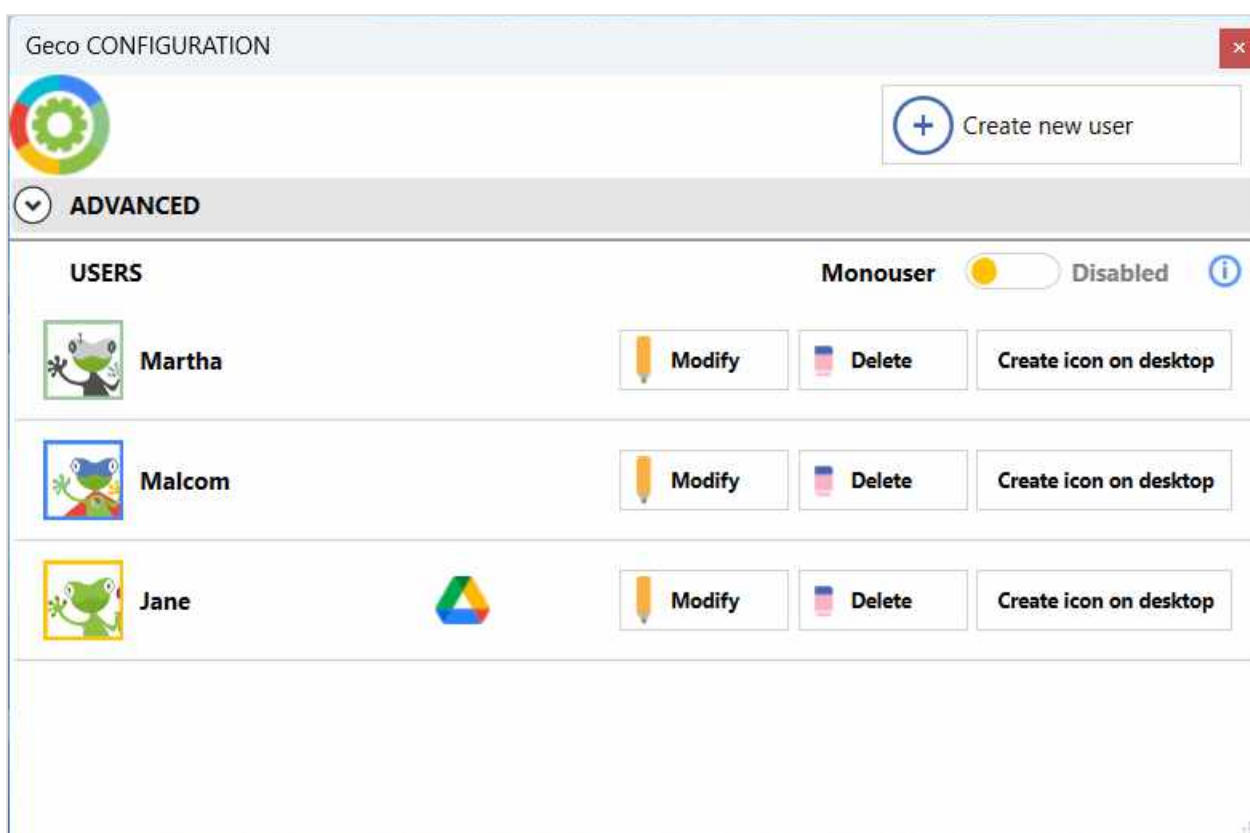
In this section, we describe how to configure all of its functions.



The configuration program is intended for an adult.

User management

The first window of the configurator allows you to manage the users who use the program.



This figure shows the window for configuring Geco users.

From this window, you can:

- Create new users using the [+ Create new user] button.
- Set it so that only one user can use Geco by activating [Single user] (the slider at the top).
- You can then indicate which user is active by clicking on it.
- Edit the configuration of an existing user using the corresponding [Edit] button.
- Completely delete a user with all their data using the corresponding [Delete] button.
- Create a desktop icon to start Geco with a user already set up using the corresponding [Create icon on desktop] button.



The [Delete] button is extremely dangerous: if you delete a user, you lose all their parameters and all references to recent work documents. The documents remain where they were saved. The edit is not reversible.

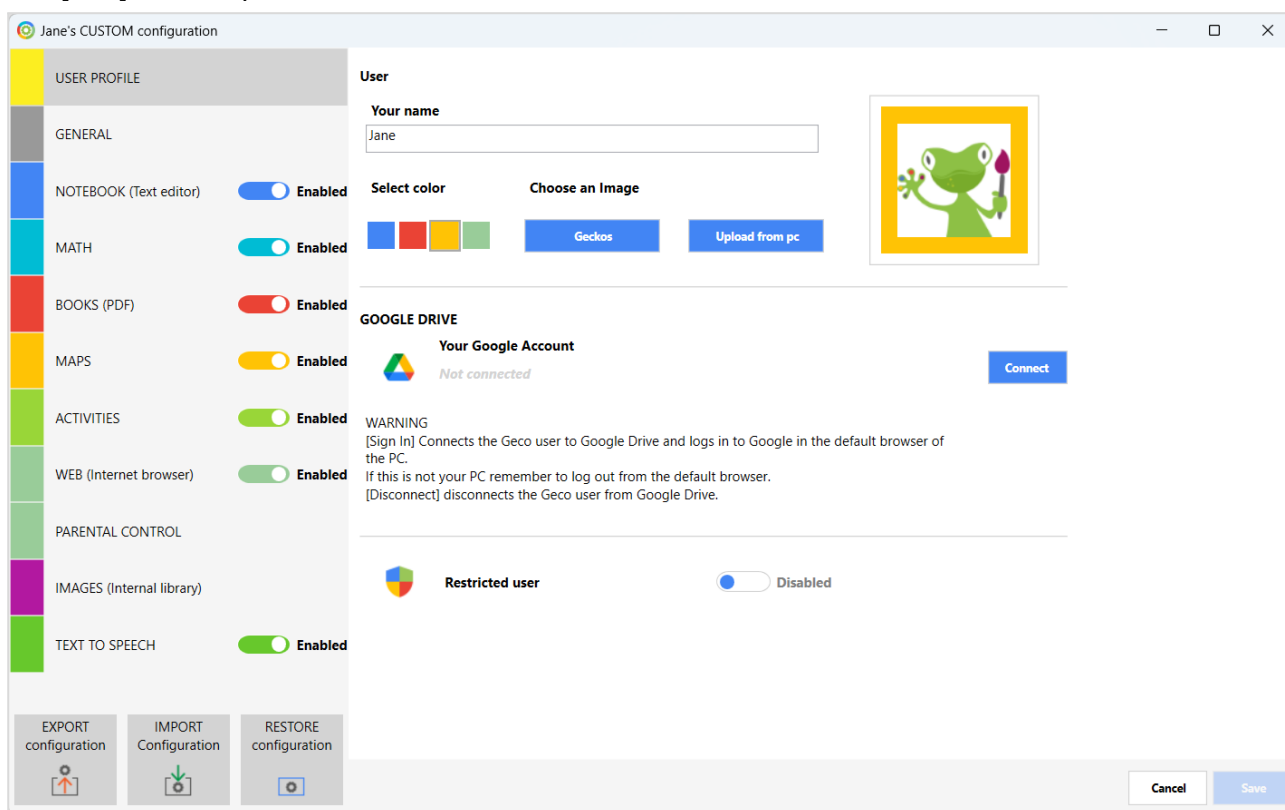


It is recommended to set Geco as single user when the program is used by a single student, for example at home. If it is activated as a single user, Geco stops asking "Who are you?" when it starts up.



If you create a desktop icon for a user, the student can use it to start Geco with their parameters and data already preloaded. If started this way, Geco does not ask "Who are you?" when it starts up.

The [Edit] button opens the window to customise Geco for the individual user.



This figure shows the window for customising a Geco user.

The parameters are divided into tabs:

- **User profile** to set the main user data, access **Google Drive**, and set a **User with restrictions**.
- **General** to set general parameters.
- The **6 environments** to set specific environment parameters.
- **Parental control** to set filters on the information reachable on the Web and on Google Images.
- **Images** to set the parameters of the image library.
- **Speech synthesis** to set the parameters of the text-to-speech feature.

You can get into the details of each tab by clicking on the left-hand menu.

At the bottom left, there are buttons for exporting, importing, and restoring the configuration.

In the main right-hand section are the details of the current tab.

In each tab, you can activate/deactivate individual functions and set some default behaviours.

When you have completed the configuration, press [Save] to save the configuration.

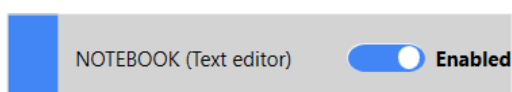
If you want to ignore the latest configuration settings, press [Cancel].

Activate/Deactivate environments

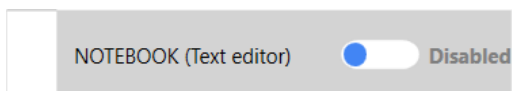
You can activate/deactivate an entire environment through the corresponding switch.

We will show you how to deactivate the entire Notebook environment as an example.

In the configurator, on the top right, you will find the item related to the Notebook environment with its corresponding switch active:

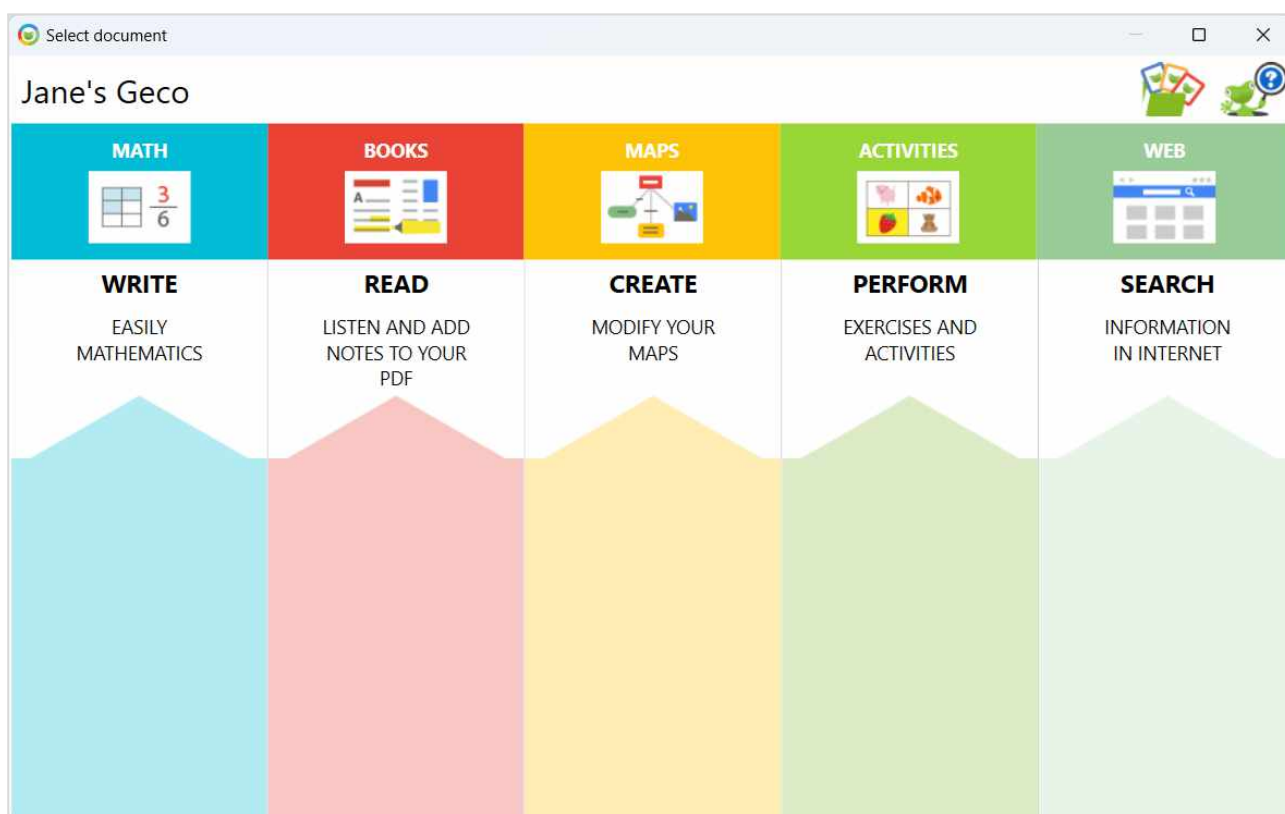


By pressing the switch, it becomes inactive:



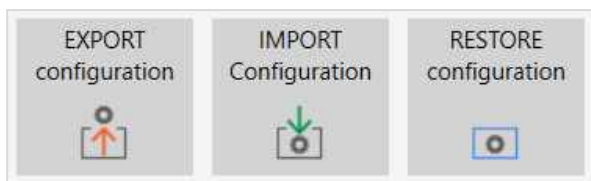
Save, close the configurator and open Geco.

Now the Notebooks environment will no longer be present in the user's home.



Export/Import/Restore configuration

At the bottom left of the configurator, there are three buttons:



With [EXPORT] you can export the current configuration to a file.

With [IMPORT] you can import a previously set configuration from a file.

With [RESTORE] you can bring the configuration back to its initial state.



You can set a configuration that you think is suitable for a user profile, export it to a file, and then import it every time you create a user who you think reflects that profile.



You can restore the configuration if you have done tests, obtained a result that you are not satisfied with, and want to return to the initial situation.



The Export/Import/Restore configuration commands do not act on the IMAGES tab.

User Profile

In the **User Profile** tab of the configurator, you can change the main user data (name, colour and associated image).

Users created with Geco initially have access to all software functions, including the **activities** and **templates** of Mathematics and Maps. This profile is suitable for single users or operators who work on shared computers.



By activating **USER WITH RESTRICTIONS**, the user cannot create Mathematics templates and will not have access to editing Activities common to all users. They can create activities, but they will only be able to them.



Interaction with Google Drive

In the **User Profile** tab of the configurator, you can link the user to a Google account.

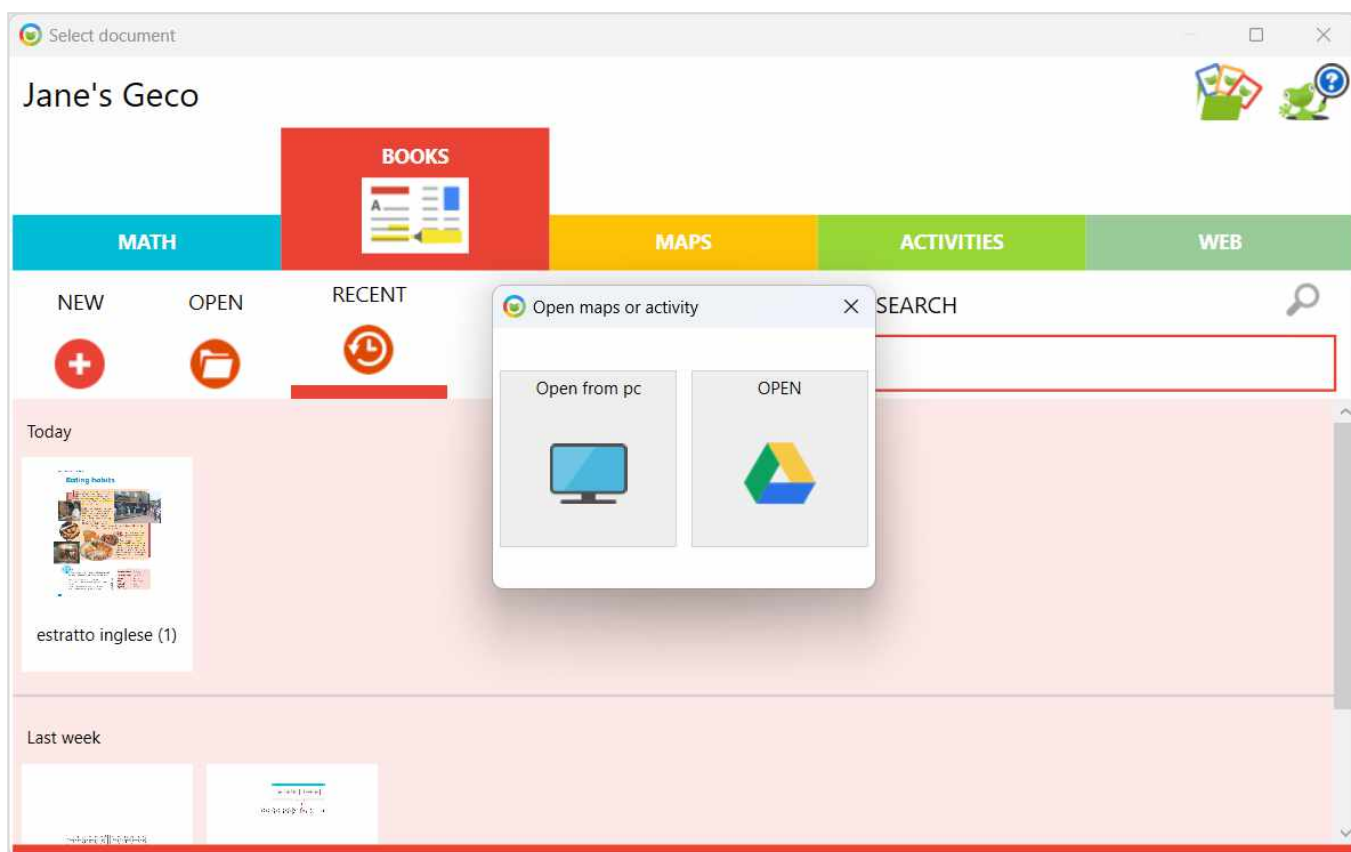
If the user is linked to a Google account, they can open and save their documents from/to Google Drive. If it is an **unrestricted user**, they can share the Activities present in the Maps environment Activities tab.

To link the user to Google, click on [Connect], a Google window will open on your system browser where you can enter access credentials and give Geco permission to access the user's online data.

After completing the procedure, you can close the browser.

To remove this link between the user and their Google account, press the [Disconnect] button.

When a user is connected to a Google account, from the Geco Home Screen of all modules, you can also open files from Google Drive, and the **unrestricted user** can share Activities from the Maps module.



This figure shows the Geco Home Screen of a user linked to a Google account.

By pressing the [Open] button, you can choose to open a document located on your computer or from Google Drive.

When you open a document from Google Drive, the [Save] command saves the changes made to the Google Drive document.

With the [Save as] command, Geco asks whether to save the document locally or on Google Drive. Google Drive documents are identified in the recent list with a small icon at the top of the preview.



By interacting with Google, Geco allows for quick document exchange with teachers who use Google Drive and Google Classroom.

General







Extra Modules

In addition to the four main workspaces, Geco allows you to use two extra mini-environments: **the Image Library** and the **Calculator**.

For more information on this topic, read paragraph "The Extras" in Part 1.

On the **General tab of the configurator**, you can:

- Disable/enable an entire extra module
- Disable/enable one of its elements (e.g. image editor or Google Images).

	Internal Gallery, images from the Geco gallery and imported images.
	Image Editor, to edit or create new images.
	Import Images, to import a new image into the Gallery.
	Google Images, to quickly search for images on Google.
	Drafts, cut-outs and images edited with the image editor.
	Computer Folders, link to one or more computer folders.

- Connect to the Library, image folders located on the computer. To do this, use the [Configure] button (supported image types: jpg, png, bmp, tiff, gif).

Context Menu

You can decide whether to show or hide the context menu, i.e. the menu that appears when you right-click the mouse. If activated, you can decide whether to read with speech-synthesis the items in the menu and/or the suggestions from the spell checker.

Language

From here, you can set the working language to decide which language all new documents will be created in. You can also choose to have the interface in Italian or German instead of English.

ALL CAPS



You can configure Geco to have all the text, edited and interface, in ALL CAPS. To do this, a particular character is set in the four workspaces. If this feature is activated, when you work with Geco, you will not be able to change the font type.

Printing

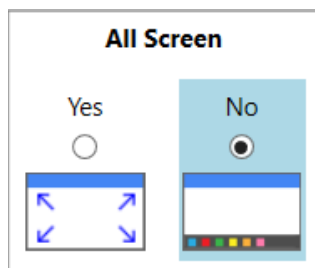
In Geco, you can print any document.

On the **General tab**, you can disable/enable the print function and, if enabled, set the default printer.

Document Display

In Geco, you can display two documents side-by-side, keep multiple documents open and minimised and use the extras. For more information on this topic, read paragraph "**Interaction between Workspaces**" and "**The Extras**" in **Part 1**.

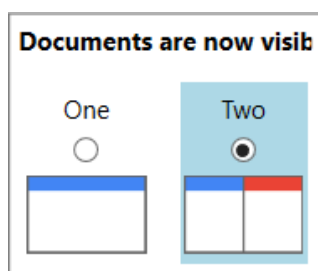
You can configure their behaviour:



Full screen

The Full Screen mode is a feature of Geco that allows you to use the entire screen. With this display, the multifunction bar is hidden and you will not be able to minimise the Geco window.

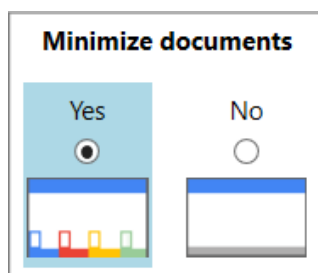
If you want to disable this behaviour, set Full Screen to [No].



Visible documents

Geco allows you to display two documents side-by-side simultaneously.

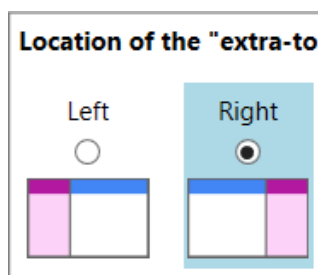
If you want to disable this behaviour, set Visible Documents to [one].



Minimize documents

Geco allows you to open multiple documents simultaneously and minimise them.

If you want to disable this behaviour, set Minimise Documents to [No].



Extra open position

Geco opens the extras on the right.

If you want to change this behaviour, set the position to [Left].

Notebooks

The Notebooks environment allows you to write and process texts.

To learn about all the features of this environment, read the **Notebooks** section in **Part 1**. In the **Notebooks** tab of the configurator, you can set:

- The default values for each feature.
- What to show (active switch) or hide (inactive switch) in the menus.

To immediately see the result of the changes made, this tab contains a preview of the set parameters:

SETTINGS:

TEXT AND IMAGE PREVIEW



Preview
text and images

How the option will change display of

TABLE STYLE PREVIEW

Mathematics

The Mathematics environment allows you to write and process mathematical expressions.

To learn about all the features of this environment, read the **Mathematics** section in **Part 1**.

In the Mathematics tab of the configurator, you can set:

- The default values for each feature.
- The symbols that should appear in the common operations bar in the Writing section.
- The symbols that should appear respectively in the Geometry and Sets and Logic bars.
- The multiplication symbol to be used when the * key is pressed on the keyboard. The default is set to the x symbol, but it can be replaced with the dot · that is used later on.

OCR

Crop formula is a function of interaction between the various modules and Mathematics that allows you to acquire formulas in the form of images that are then converted into editable formulas by the mathematical OCR included in the program.

Each time this function is used, a scan is "consumed", after which the program stops converting images into formulas. The number of remaining scans is displayed in this section.

At the time of purchase, a limited number of scans is provided, which can be optionally extended by purchasing additional scan packages through the Buy package button, after which the purchase must be finalised on the Anastasis website, with the shopping cart already preloaded with the correct item.

Templates

As seen in the **Mathematics** section of **Part 1**, templates are useful for simplifying mathematical scripts starting from fragments that are already available or that can be modified.

Two operations can be carried out in the configuration:

- **Recover templates** allows you to restore the templates provided with the program in case a user has inadvertently deleted them.
- **Import template** allows you to add templates by importing them from **.mmc** files by inserting them among the available templates. This format can be saved by Geco using the **Save as template** function in the main menu of the module.

Books

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. To learn about all the features of this environment, read the **Books** section in **Part 1**.

In the **Books** tab of the configurator, you can set:

- The default values for each functionality.
- What to show (active switch) or hide (inactive switch) in the menus.
- Whether to highlight sentences/words during karaoke and with which colour..

Mappe

The Maps environment allows you to create conceptual maps with nodes, arrows, tables, and images. To learn about all the features of this environment, read the **Maps** section in **Part 1**.

In the **Maps** tab of the configurator, you can set:

- The default values of each feature.
- What to show (switch on) or hide (switch off) in the menus.

To see the result of the configuration changes immediately, this tab contains a preview of what would appear in a document opened in Maps.

Activities

By activating the **Activities Tab** of the **Maps** environment, all the Activities present in GECO will be visible and executable. If it is believed that a user should not use the Activities, simply disable this option.

The Maps environment has an extra module visible only if the GECO user is configured as a **user without restrictions**, it is the **Activity Editor**, and the Activities are special maps designed to stimulate and enhance basic skills such as visual discrimination, association and classification, procedures and sequences, reading, writing and problem-solving. These Activities can be performed by all users from the enabled Activities tab directly inside GECO.

For more information on this topic, read the **Activities** section in **Part 1**.



What are the Assistance Functions?

They are special functions that the user should never modify and are used by Anastasis support in case of particular malfunctions.

In particular, **Activate automatic exit when the activity execution fails** will be activated in cases where the activity execution does not start correctly. This modification may solve the problem, but it is advisable to use it only by **Anastasis support**.

Web

The Web environment allows you to navigate the Internet to search for information useful for studying. To learn about all the features of this environment, read the **Web** section in **Part 1**.

In the **Web** tab of the configurator, you can set:

- The default values for each functionality.
- What to show (active switch) or hide (inactive switch) in the menus.
- The homepage, the one shown when the user presses the [New] button.

Filtering Internet content

The content of Geco has been carefully selected to be suitable for Primary School students. Of course, this selection is not possible for the content that Geco searches on the Internet, through the Web working environment, or through the Google images that can be searched from the Image Library Extra.

In the **Parental Control** tab, you can set filters to prevent the student from accessing inappropriate content.

Internet access control

For the Web environment, you can set Internet access in three modes:

- **Without restrictions.** The user can access any Internet content without any kind of filter.
- **Filter sites to block** (default choice). The user can access all Internet content except expressly prohibited sites. If you activate this mode, you can set to block:
 - **List of unrecommended sites.** This is a list that Geco has internally. There are over 1 million sites already set.
 - **Personal additional list.** You can set a customised list through the corresponding button [Configure].
- **List of safe sites.** The user cannot access any Internet content except for expressly authorised sites. If you activate this mode, you can set the list of authorised sites through the corresponding button [Configure].

Google image search filter in the Image Library

For searching among Google images, you can deactivate/activate:

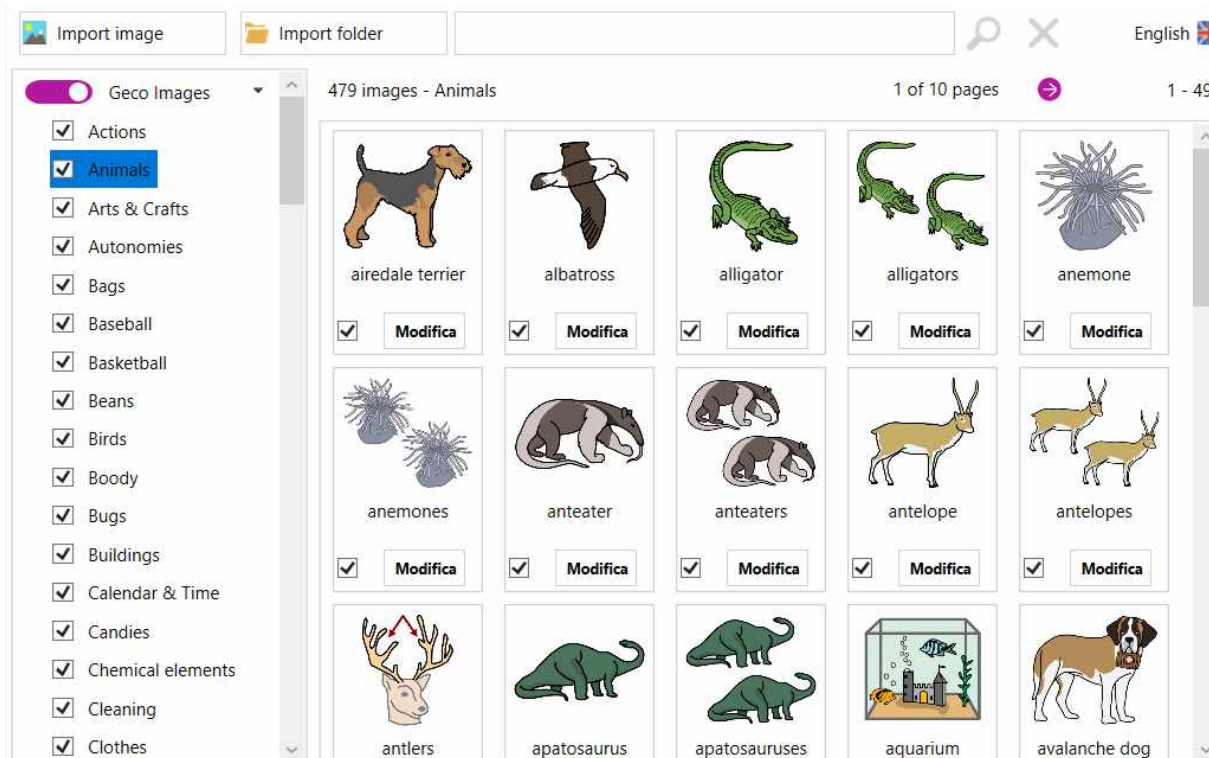
- **Activate Google Images Safe Search.** Geco will ask Google not to show explicit results. It will be Google's decision to determine which results are considered explicit and therefore should be hidden.
- **Remove vulgar and inappropriate words from the search.** Geco removes words it considers inappropriate based on its internal list before sending them to Google.
- **Remove words from the list from the search.** Geco removes words it considers inappropriate based on a customised list before sending them to Google. You can set a customised list through the corresponding button [Configure].

Management of internal gallery images

Geco has an internal gallery with about 4500 images.

To learn all the features of this environment, read **Part 1**, the **Extra** paragraph, in particular the Image **Library** section.

In the **Images** tab of the configurator, you can customise this collection.



You can import a new image through the **[Import Image]** button.

You can import an entire folder of images through the **[Import Folder]** button. In this case, Geco will automatically use the file name of each image as the name of the word linked to the image.

The initial images of Geco are in the **Geco Images** collection.

The imported images are in the **Imported Images** collection.

You can deactivate one or more images. The deactivated images will not be shown inside the Geco Image Gallery. You can deactivate an entire collection or a category through the switches and checkboxes on the left list. You can deactivate a single image through the corresponding checkbox.

You can also change the data of a single image through the corresponding **[Edit]** button.

Text to speech

Geco makes extensive use of text-to-speech.

In the **Text to speech** tab, you can set:

- Which language to use (based on those installed on your computer).
- Which voice to use (based on those installed on your computer).
- Which volume, pitch and default reading speed to use.

The speed can be changed from within the various environments (except the Maps environment).

You can try the configuration by typing something in the text field and pressing the **[Try]** button.

3 - Context Menu












Part 1 describes all the functions that Geco provides for studying. In this part, we will show you how to use Geco more efficiently: some tips to be even faster in using Geco.

In all working environments, there is a context menu to access the most used functions in that context. To access the context menu, press the right mouse button.



The content of the menu depends on where you clicked (in the Notebook environment, in the Books environment, in a selection, in an image, etc.).

Below are the commands that it can contain.

Common commands in all environments









Read		Starts reading the current selection or from the current position.
Copy		Copies the selected image or text to the clipboard to paste it elsewhere through 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 image or text to the clipboard and simultaneously delete them from the document.
Crop		Allows you to crop a fragment of the document and put it in the clipboard as an image and in Drafts.
Search in this document		Searches for the selected text in the current document. The first 5 selected words are searched.
Search on the web		Searches for the selected text on the Web (using the indicated search engine). Geco will open a new Web workspace with the search already started.
Search image in library		Searches for the selected text in the internal Gallery of the Image Library. Geco will open the Image Library extra.
Edit image		Edits the selected image. Geco will open the Image Editor.
Saves image in internal gallery		Saves the selected image in the internal Gallery of the Image Library.

Commands in Notebooks



Image position		<p>Sets the position of the selected image relative to the text. Possible choices: In line (the image occupies an entire line), Sticker (the image is positioned above the text), Framed (the text is positioned around the image).</p>
Table		<p>Accesses the main commands for inserting/deleting elements from the current table.</p>

In the environment of Notebooks and Maps, if you are on a misspelled word, the context menu also contains suggestions for the correct words.





Commands in Maps

New table		<p>Inserts a new table at the current position.</p>
New node		<p>Inserts a new node at the current position.</p>
Title		<p>Inserts or edits the node title (visible text).</p>
In-sight		<p>Inserts or edits an insight text.</p>
Link		<p>Inserts an external link.</p>
Split link		<p>Splits the current arrow in half, so that it can also be connected to another node.</p>
Bring to front		<p>Brings the selected node, table or arrow to the front.</p>
Send to back		<p>Sends the selected node, table or arrow to the back.</p>

Commands for interaction between multiple environments

Paste next to		<p>Copies the selected element and pastes it in the document next to it</p>
Search next to		<p>Searches for the selected text in the web environment next to it.</p>

Commands in Image Library

Insert in document		Inserts the selected image in the current position of the document next to it.
Show preview		Shows the selected image larger.
Cancel		Deletes the image from the internal gallery, only for images inserted by the user and for drafts.
Export		Saves the image, on the local PC, as a PNG file.

Commands in the Calculator

Copy number in document next to it		Copies the displayed number in the single-line display and pastes it in the document next to it.
Copy operation in document next to it		Copies the current operation and pastes it in the document next to it.
Copy current number in calculator display		Copies the current number and pastes it in the single-line display.
Copy operation		Copies the selected operation to the clipboard.

4 - Troubleshooting

This section contains some known problems that may arise when using Geco and their solutions. If you have a problem that is not listed here, you can contact Anastasis support. For more information, visit www.assistenza.anastasis.it.

Problem	Solution
<p>In the Books environment, PDF opening times are too long.</p>	<p>The first time you open a PDF with many pages, it may take a long time to enable some functions. If you continue to experience long wait times, we have created a mini-application to divide the document into smaller fragments. Once this is done, you can work on the individual sub-documents and open them much more quickly.</p> <p>It can be downloaded here: http://download2.anastasis.it/assistenza/UtilityPDF.exe</p>
<p>In the Web environment, I cannot view Flash content (e.g. Facebook videos or some video games).</p>	<p>Flash is a format for displaying multimedia content online. It is an obsolete format and tends to disappear. If you still need to open some Flash content from Geco's Web, here is what to do:</p> <ol style="list-style-type: none"> 1. Open your system browser (e.g. Microsoft Edge or Google Chrome). 2. Go to http://get.adobe.com/it/flashplayer 3. Choose your operating system (e.g. Windows 11). 4. Choose FP22 for Opera and Chromium - PPAPI. 5. Your browser will download a Flash installation program: run it. <p>Flash will work in Geco's Web module when the installation is complete.</p>
<p>In the Maps environment, I cannot open maps saved with SuperMaps Classic.</p>	<p>Geco cannot open files with the <code>sm</code>, (e.g. <code>cinema.sm</code>), the format used by SuperMaps Classic.</p> <p>To use a map within Geco, do the following:</p> <ol style="list-style-type: none"> 1. Open the map with SuperMaps Classic. 2. In the file menu, choose Save As. 3. Choose the "SuperMaps SME" format. 4. Click Save. <p>The file created this way (e.g. <code>cinema.sme</code>) can now be opened with Geco as well.</p>