

Creating Comment Bases for SilhouetteELAR4


(Windows and MacOS)

Note: The screenshots in this tutorial are from the Windows version but the process applies to the MacOS version as well.

- You do **not** need to have Comment Bases in order to use SilhouetteELAR4.
- However, Comment Bases enable you to store text that you might use in the **Additional Comments** sections of many student reports over time.
- A **Comment Base** is a collection of one or many **Topics**.
- A **Topic** is a collection of one to many sentences and/or text fragments
- Note: the Comment Bases section in SilhouetteELAR4 is identical to that in SilhouetteELAR3, SilhouetteCE and Silhouette4

Click on **Comment Bases**

SilhouetteELAR4
Version 4.0.0



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No On-Line Update Available.

Student Reports

Comment Bases

Utilities


About

On-Line Help at duetsoftware.ca

Email SilELARHelp@duetsoftware.ca

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Click on **Create a New Comment Base**

SilhouetteELAR4 - Comment Bases

Comment Bases

Location of Comment Base Folders:
C:\ProgramData\SilhouetteELAR4\Conr... Browse...

Comment Base Utilities

- Create a New Comment Base**
- Delete a Comment Base
- Rename a Comment Base
- Clone a Comment Base
- Hide/Show Comment Base Folders
- Get Emailed Comment Base

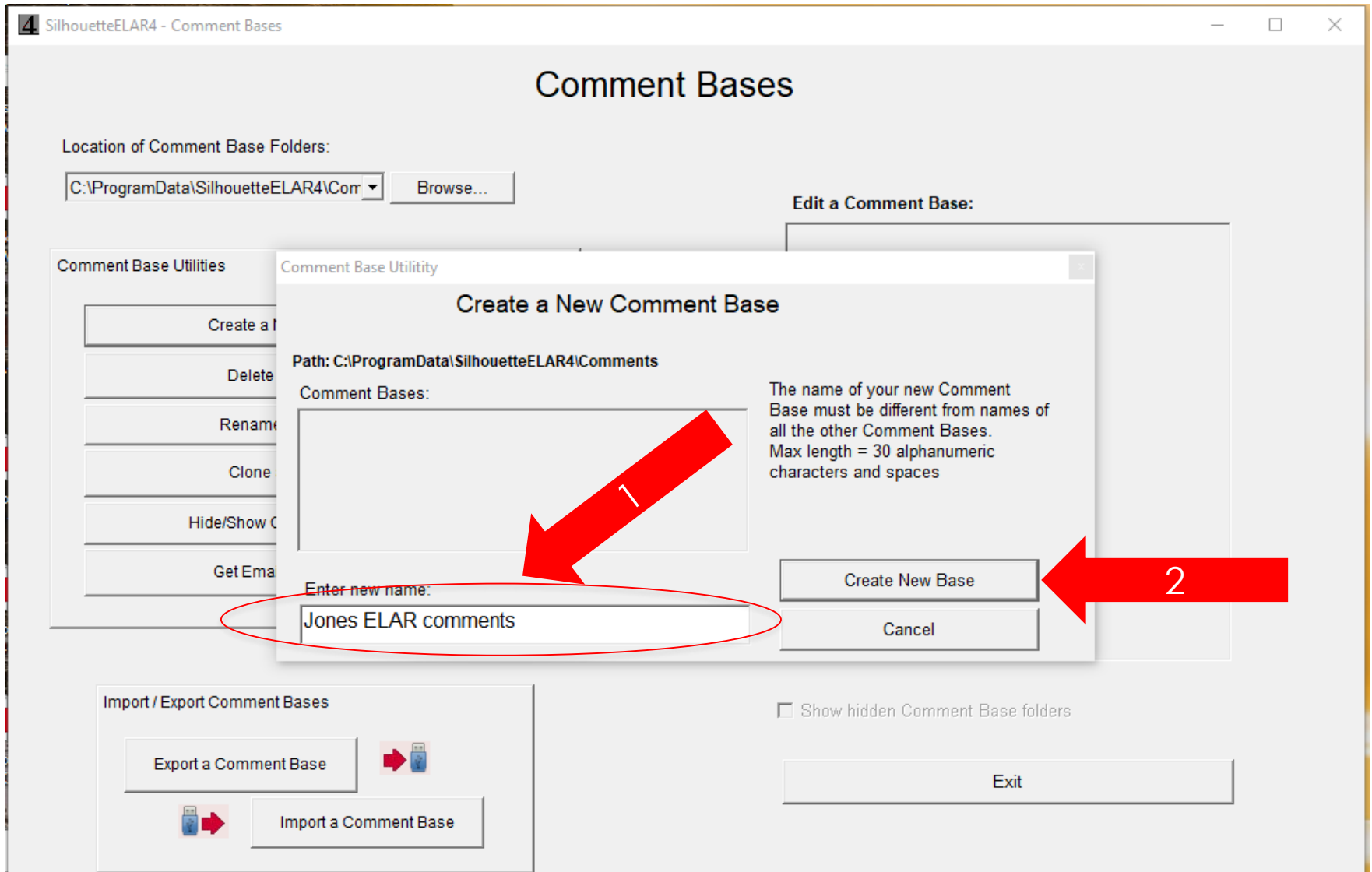
Import / Export Comment Bases

- Export a Comment Base
- Import a Comment Base

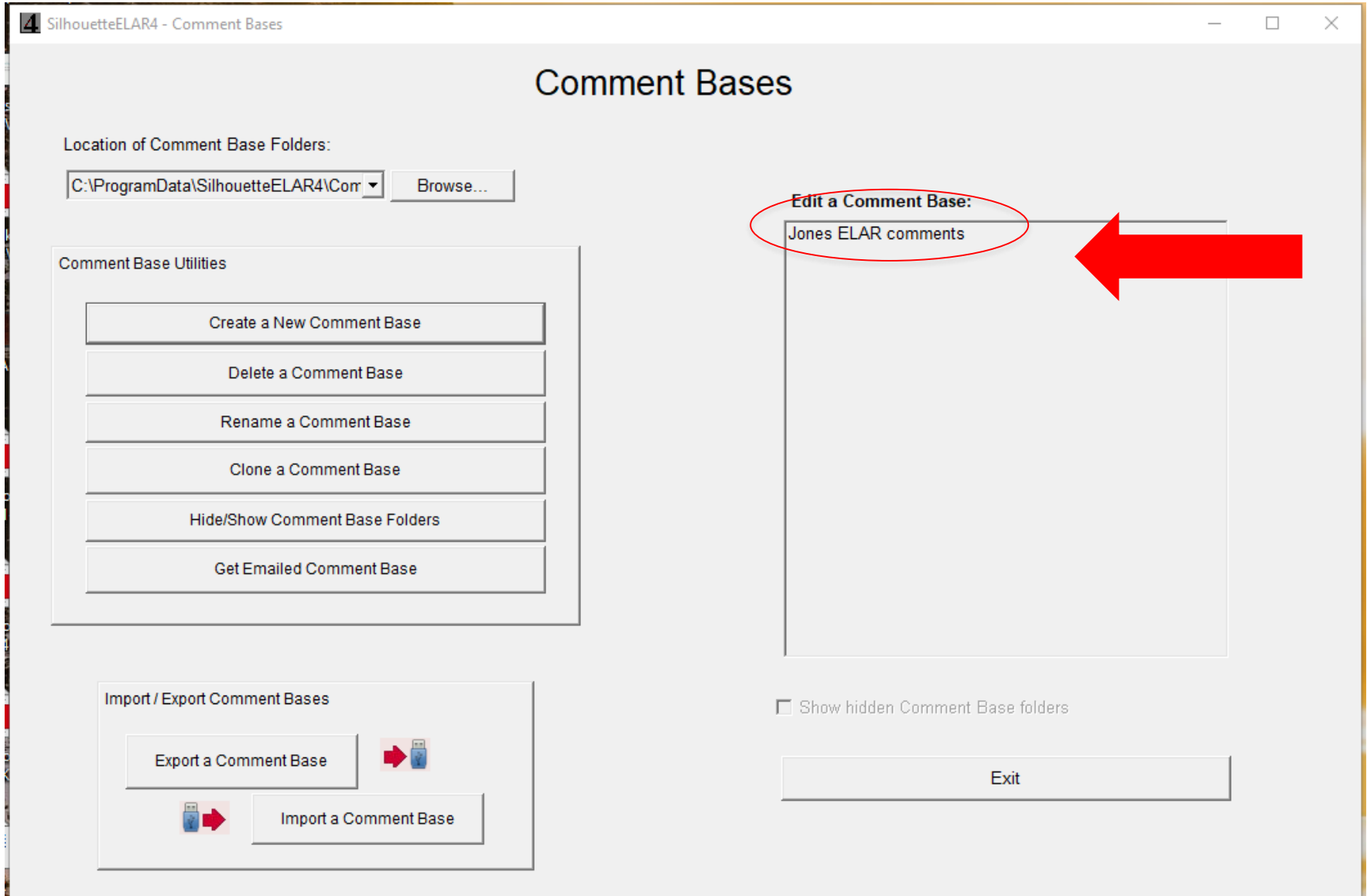
Show hidden Comment Base folders

Exit

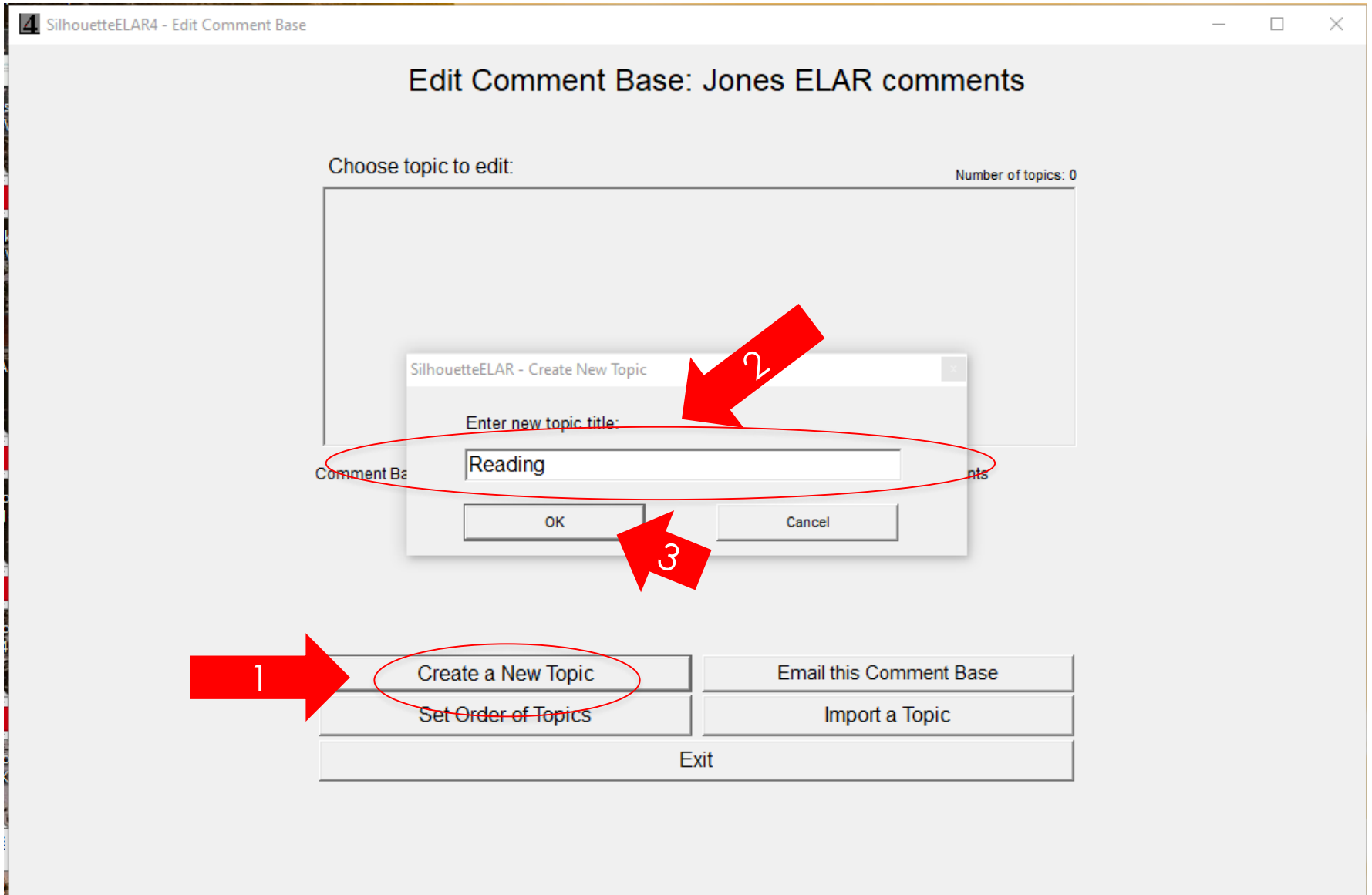
1. Enter a name for your comment base
2. Click **Create New Base**



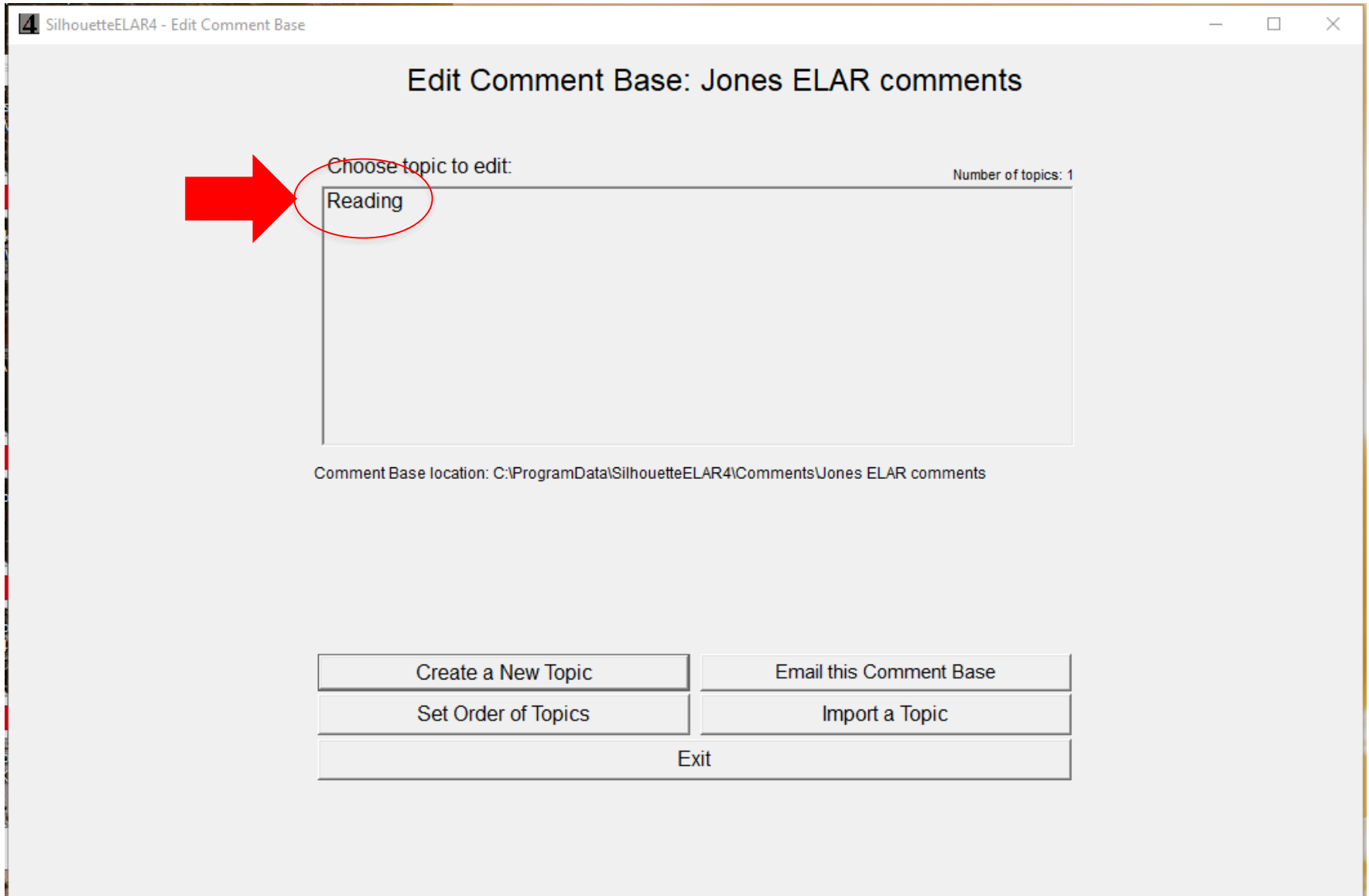
Click on the name of the comment base that you created.



1. Click **Create a New Topic**
2. Type in a topic or subject
3. Click **OK**



Click on the topic / subject you created



1. Type in your comments
 2. You can choose to use the **Special Text Inserts**
 3. When done, click on **Save Changes**, then **Exit**
- Later, return and explore the many features available in this window.

4 Edit Comment Base: Jones ELAR comments Topic: Reading

Edit Topic: Reading

Left-click=select text Right-click=select and ready to edit Tab/F4/F9=toggle F5=delete line F8=insert new line F7=add new line at end

0001. [name] has been receiving additional support in LAnuage Arts.

Comment Edit Area: Tab/F4/F9=Toggle Enter=next line Shift-Enter=previous line F5=delete line F8=insert new line F7=add new line at end

1 [name] has been receiving additional support in LAnuage Arts.

Number of comments: 1

Thesaurus Check Spelling

Topic Utilities

Save Changes, then Exit

Save Changes

Exit

Special Text Inserts

- [name]
- he/she
- his/her
- He/She
- His/Her

Multi Delete Mode

Multi Move Mode

add bullets with new lines

Give it a try - start with the minimum:

Perhaps create one Comment Base with only one generic topic and enter just one comment in that topic area that you might use in a student's additional comments section.

With this done, perhaps weeks later, when you are editing a student's additional comments and you have just written something that you would like to save for use in other reports, you will be able to do so quickly and efficiently.