

Creating Comment Bases for SilhouetteELAR 3

(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 SilhouetteELAR.
- 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 SilhouetteELAR 3 is identical to that in SilhouetteCE and Silhouette4

Click on **Comment Bases**

SilhouetteELAR 3

SilhouetteELAR 3

Version 3.0.2



Licensed for use in
Vancouver School Board elementary schools.

No On-Line Update Available.

Student Reports

Comment Bases

Utilities

About

On-Line Help at duetsoftware.ca

Email SiELARHelp@duetsoftware.ca

Quit

copyright Duet Software, Inc.


Click on **Create a New Comment Base**

SilhouetteELAR 3 - Comment Bases



Comment Bases

Location of Comment Base Folders:
C:\ProgramData\SilhouetteELAR\Commer

Comment Base Utilities

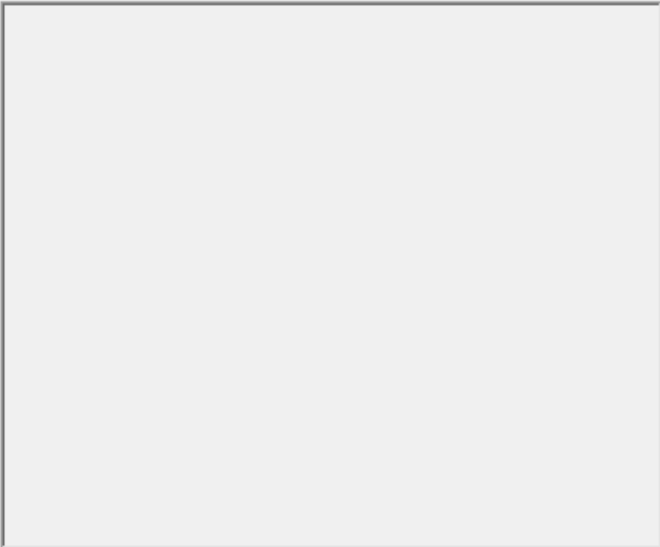
- Create a New Comment Base** 
- Delete a Comment Base
- Rename a Comment Base
- Clone a Comment Base
- Hide/Show Comment Base Folders
- Get Emailed Comment Base

Import / Export Comment Bases

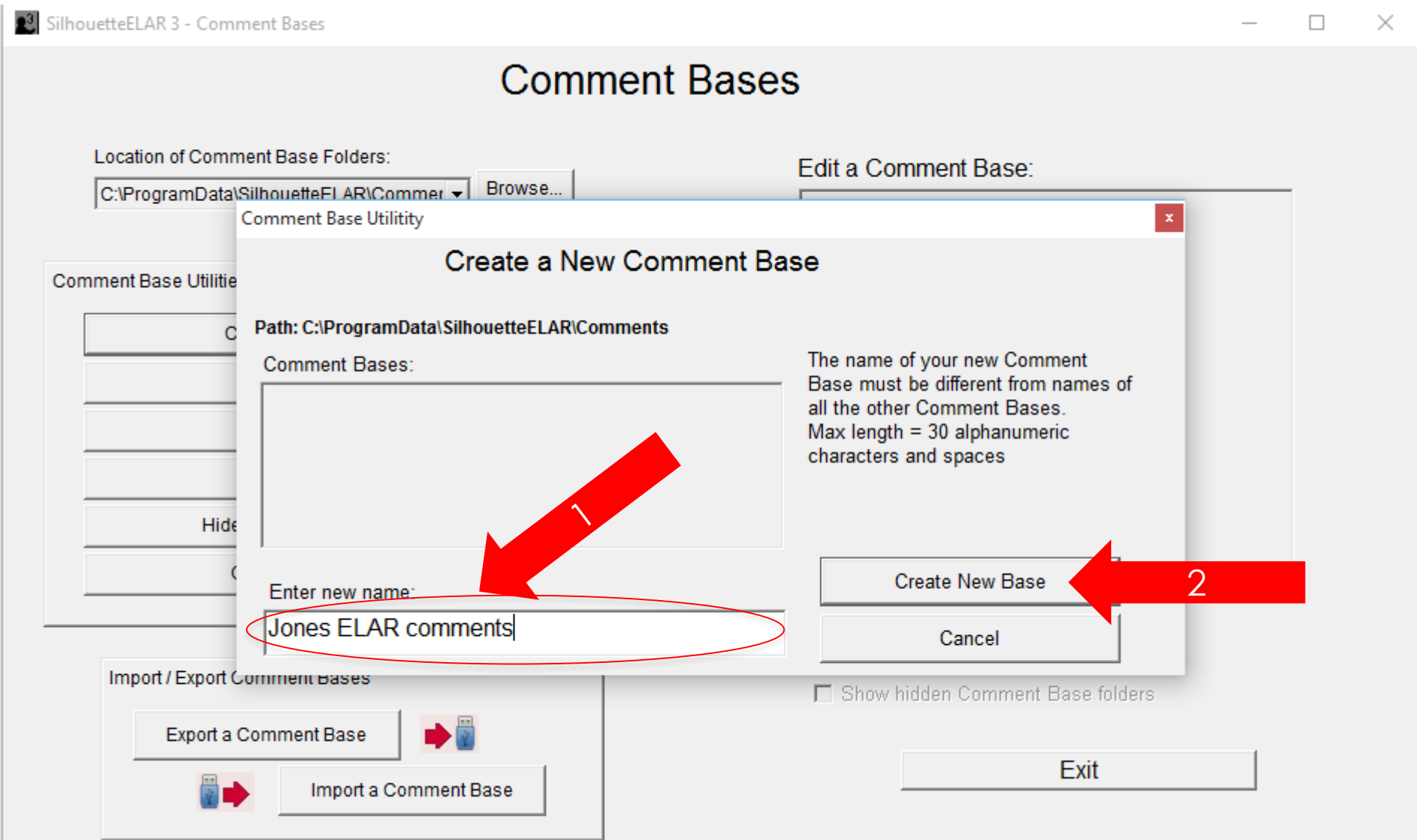
- 
- 

Show hidden Comment Base folders

Edit a Comment Base:



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



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

SilhouetteELAR 3 - Comment Bases



Comment Bases

Location of Comment Base Folders:
C:\ProgramData\SilhouetteELAR\Commer

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 

Edit a Comment Base:
Jones ELAR comments

Show hidden Comment Base folders



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

SilhouetteELAR 3 - Edit Comment Base

Edit Comment Base: Jones ELAR comments

Choose topic to edit: Number of topics: 0

SilhouetteELAR - Create New Topic

Enter new topic title:

Reading

OK Cancel

Comment Base location: C:\ProgramData\SilhouetteELAR\Comments\Jones ELAR comments

Create a New Topic	Email this Comment Base
Set Order of Topics	Import a Topic
Exit	

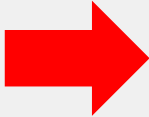
Click on the topic / subject you created

SilhouetteELAR 3 - Edit Comment Base

— □ ×

Edit Comment Base: Jones ELAR comments

Choose topic to edit: Number of topics: 1

 Reading

Comment Base location: C:\ProgramData\SilhouetteELAR\Comments\Jones ELAR comments

Create a New Topic	Email this Comment Base
Set Order of Topics	Import a Topic
Exit	

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.

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 Language 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 Language Arts.

Number of comments:1

Thesaurus Check Spelling Topic Utilities

Save Changes, then Exit

Save Changes

Exit

add bullets with new lines

Special Text Inserts

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

Multi Delete Mode

Multi Move Mode

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.