I. SYSTEM REQUIREMENTS
Windows 98, 2000, XP and Vista
Macintosh OS X and up

II. INSTALLATION INSTRUCTIONS
In Windows, double-click "Setup.exe" and follow the instructions. A shortcut will be placed on your desktop and your Start menu to access Math Wizard.

In Macintosh, double-click "Math Wizard Mac" and you are ready to begin!

If you are using the program within your internet browser, do not use the browser navigation toolbar. The <back>, <forward>, <reload> buttons will not function properly. Please use the buttons within the Math Wizard program.

To disable the navigation toolbar, please do the following:
• In Internet Explorer, go to View -> Toolbars> and deselect Navigation Toolbar.
• In Mozilla Firefox, go to View -> Toolbars> and deselect Navigation Toolbar.
• In Safari, go to View -> Hide Address Bar
III. WELCOME SCREEN

Once Math Wizard is launched, the Welcome Screen is displayed. As seen in Figure 1, you are presented with eight different categories. Click on any of the categories to start creating math worksheets.

The categories are as follows:
- ADD: addition problems
- SUBTRACT: subtraction problems
- DIVIDE: division problems
- MULTIPLY: multiplication problems
- CURRENCY: counting pennies, nickels, dimes, and quarters problems
- FRACTIONS: fraction problems
- CONVERSIONS: length, volume, and weight conversion problems
- TIME: telling time problems
IV. ADDITION VALUES

On the Addition Values page, there are five options for customizing your math worksheet.

![Step 2. Addition Values](image)

1. **Select the range of numbers to be added:**
   In the “MIN:” text box, enter the minimum number to be added. In the “MAX:” text box, enter the maximum number to be added. The maximum value is “999999.” Only whole numbers are accepted.

2. **How many numbers to be added?**
   In the dropdown menu, select the total numbers to be added. You may add TWO, THREE, or FOUR numbers together. For example, if you select THREE, the problem will result as “n + n + n =” where “n” stands for number.

3. **How would you like the numbers to appear?**
   In the dropdown menu, select whether you would like the numbers to appear VERTICAL or HORIZONTAL.

4. **What type of numbers would you like to use?**
   In the dropdown menu, select whether you would like POSITIVE, NEGATIVE, or BOTH types of numbers.

5. **Select the decimal value:**
   In the dropdown menu, select whether you would like to have decimals in the math problems. You can select NONE, or decimals to the TENTHS (0.1), HUNDREDTHS (0.11), or THOUSANDTHS value (0.111).

A preview of a sample problem will appear on the board on the right. When you are satisfied with addition values, click on the <CONTINUE> button to go to the Display Options page. To go to the previous Welcome Screen, click on the <BACK> button.
V. SUBTRACTION VALUES

On the Subtraction Values page, there are five options for customizing your math worksheet.

1. **Select the range of numbers to be subtracted:**
   In the “MIN:” text box, enter the minimum number to be subtracted. In the “MAX:” text box, enter the maximum number to be subtracted. The maximum value is “999999.” Only whole numbers are accepted.

2. **How many numbers to be subtracted:**
   In the dropdown menu, select the total numbers to be subtracted. You may subtract TWO, THREE, or FOUR numbers together. For example, if you select THREE, the problem will result as “n – n – n =” where “n” stands for number.

3. **How would you like the numbers to appear?**
   In the dropdown menu, select whether you would like the numbers to appear VERTICAL or HORIZONTAL.

4. **What type of numbers would you like to use?**
   In the dropdown menu, select whether you would like POSITIVE, NEGATIVE, or BOTH types of numbers.

5. **Select the decimal value:**
   In the dropdown menu, select whether you would like to have decimals in the math problems. You can select NONE, or decimals to the TENTHS (0.1), HUNDREDTHS (0.11), or THOUSANDTHS value (0.111).

A preview of a sample problem will appear on the board on the right. When you are satisfied with subtraction values, click on the <CONTINUE> button to go to the Display Options page. To go to the previous Welcome Screen, click on the <BACK> button.
VI. DIVISION VALUES

On the Division Values page, there are four options in customizing your math worksheet.

1. **Select the range of the dividend:**
   In the “MIN:” text box, enter the minimum value for the dividend. In the “MAX:” text box, enter the maximum value for the dividend. The maximum value is “999999.” Only whole numbers are accepted.

   Entering the same number for both the minimum and maximum values will result in division problems with only that number. This is useful if you want to focus on a particular number for the division worksheet.

   In the “DECIMAL:” dropdown menu, select the decimal place for the dividend. You can select NONE, or decimals to the TENTHS (0.1), HUNDREDTHS (0.11), or THOUSANDTHS value (0.111). If you choose a decimal value, the answers will automatically be displayed in decimal form.

2. **Select the range of the divisor:**
   In the “MIN:” text box, enter a minimum value for the divisor. In the “MAX:” text box, enter the maximum value for the divisor. The maximum value is “999999”. Only whole numbers are accepted.

   Entering the same number for both the minimum and maximum values will result in division problems with only that number. This is useful if you want to focus on a particular number for the division worksheet.

   In the “DECIMAL:” dropdown menu, select the decimal place for the dividend. You can select NONE, or decimals to the TENTHS (0.1), HUNDREDTHS (0.11), or THOUSANDTHS value (0.111). If you choose a decimal value, the answers will automatically be displayed in decimal form.
3. How would you like the numbers to appear?
In the dropdown menu, select whether you would like the numbers to appear in HORIZONTAL or LONG DIVISION form.

4. Select the type of answers:
In the dropdown menu, there are three options in selecting how you like the answers to display:
- NO REMAINDER: answers to division problems will have no remainder
- REMAINDER: answers to division problems will display remainder
- DECIMAL FORM: answers to division problems will display in decimal form rounding to the nearest thousandths

A preview of a sample problem will appear on the board on the right. When you are satisfied with division values, click on the <CONTINUE> button to go to the Display Options page. To go to the previous Welcome Screen, click on the <BACK> button.

VII. MULTIPLICATION VALUES
On the Multiplication Values page, there are six options for customizing your math worksheet. Math Wizard gives you the flexibility to control the first and second range of numbers in the multiplication worksheets.

![Step 2. Multiplication Values](image)

**Figure 5. Multiplication Values**

1. How many numbers would you like to multiply?
In the dropdown menu, select the total numbers to be multiplied. You may multiply TWO, THREE, or FOUR numbers together. For example, if you select THREE, the problem will result as “n x n x n =” where “n” stands for number.

2. **Select the first range of numbers:**
   If you have chosen TWO in the previous option, in the “MIN:” text box, enter a minimum value for the first number to be multiplied. In the “MAX:” text box, enter the maximum value for the first number to be multiplied. The maximum value is “999999.” Only whole numbers are accepted.

   Entering the same number for both the minimum and maximum values will result in multiplication problems with only that number. This is useful if you want to focus on a particular number in the multiplication worksheet.

   If you have chosen THREE or FOUR in the option #1, in the “MIN:” text box, enter a minimum value for all the multiplication problems. In the “MAX:” text box, enter the maximum value for all the multiplication problems. The maximum value is “999999.” Only whole numbers are accepted.

3. **Select the second range of numbers:**
   If you have chosen TWO in the previous option, in the “MIN:” text box, enter a minimum value for the second number to be multiplied. In the “MAX:” text box, enter the maximum value for the second number to be multiplied. The maximum value is “999999.” Only whole numbers are accepted.

   Entering the same number for both the minimum and maximum values will result in multiplication problems with only that number. This is useful if you want to focus on a particular number in the multiplication worksheet.

   If you have chosen THREE or FOUR in option #1, this option is not available.

4. **How would you like the numbers to appear?**
   In the dropdown menu, select whether you would like the numbers to appear in VERTICAL or HORIZONTAL form.

5. **What type of numbers would you like to use?**
   In the dropdown menu, select whether you would like POSITIVE, NEGATIVE, or BOTH types of numbers.

6. **Select the decimal value:**
   In the dropdown menu, select whether you would like to have decimals in the math problems. You can select NONE, or decimals to the TENTHS (0.1), HUNDREDS (0.11), or THOUSANDTHS value (0.111).

A preview of a sample problem will appear on the board on the right. When you are satisfied with multiplication values, click on the <CONTINUE> button to go to the Display Options page. To go to the previous Welcome Screen, click on the <BACK> button.
VIII. FRACTION VALUES
On the Fraction Values page, there are five options for customizing your math worksheet.

**Figure 6. Fraction Values**

1. **Select the range of the numerator:**
   In the “MIN:” text box, enter the minimum number for the numerator. In the “MAX:” text box, enter the maximum number for the numerator. The maximum value is “999999.” Only whole numbers are accepted.

   Entering the same number for both the minimum and maximum values will result in fraction problems with only that numerator. This is useful if you want to focus on a particular numerator in the fractions worksheet.

2. **Select the range of the denominator:**
   In the “MIN:” text box, enter the minimum number for the denominator. In the “MAX:” text box, enter the maximum number for the denominator. The maximum value is “999999.” Only whole numbers are accepted.

   Entering the same number for both the minimum and maximum values will result in fraction problems with only that denominator. This is useful if you want to focus on a particular denominator in the fractions worksheet.

3. **Select the type of operation:**
   In this dropdown menu, selection the type of math operation you would like for your fraction problems. The available options are ADDITION, SUBTRACTION, MULTIPLICATION and DIVISION.

4. **How many fractions would you like?**
In the dropdown menu, select the total number of fractions. The available options are TWO, THREE, and FOUR.

5. Select the type of denominator:
   In the dropdown menu, select whether you would like to have a common denominator or a random denominator for your fraction worksheets.

A preview of a sample problem will appear on the board on the right. When you are satisfied with fraction values, click on the <CONTINUE> button to go to the Display Options page. To go to the previous Welcome Screen, click on the <BACK> button.

IX. CURRENCY
On the Currency page, there are three options for customizing your math worksheet.

1. Select the type of problem:
   There are four different types of currency worksheets. The following are available:
   • 1¢ only : counting only pennies
   • 1¢ and 5¢ : counting pennies and nickels
   • 1¢, 5¢, and 10¢ : counting pennies, nickels, and dimes
   • 1¢, 5¢, 10¢, and 25¢ : counting pennies, nickels, dimes, and quarters

2. The following appears on the top of the worksheet.
   Click on any of the boxes to edit the text:
   There are five different text fields you can customize that will appear on the top of the worksheets. Click on any of the boxes to edit the text. The last field that displays, “ENTER TITLE OF WORKSHEET HERE” will be centered on the worksheet and the font size will appear larger than in the other text fields. If you don’t want any text, leave the fields blank.

![Figure 7. Currency](image_url)
3. Select a graphic to appear on the top right of the worksheet:
If you would like to add a graphic to your math worksheet, select an image from the dropdown menu. A preview of the graphic will appear to the right of the dropdown menu.

When you are satisfied with the currency options, click on the <PREVIEW> button to preview the worksheet. To go to the previous Welcome Screen, click on the <BACK> button.

X. CONVERSIONS
On the Conversions page, there are four options in customizing your math worksheet.

![Figure 8. Conversions]

1. Select the type of problem:
   There are three different types of conversion worksheets. The following are available:
   • LENGTH : converting inches, feet, yards, and miles
   • VOLUME : converting cups, pints, quarts, and gallons
   • WEIGHT : converting ounces, pounds, and tons

2. Select difficulty level:
   There are three different levels for the conversions worksheets: EASY, MEDIUM, and HARD.

3. The following appears on the top of the worksheet.
   Click on any of the boxes to edit the text:
   There are five different text fields you can customize that will appear on the top of the worksheets. Click on any of the boxes to edit the text. The last field that displays, “ENTER }
TITLE OF WORKSHEET HERE” will be centered on the worksheet and the font size will appear larger than the other text fields. If you don’t want any text, leave the fields blank.

4. Select a graphic to appear on the top right of the worksheet:
If you would like to add a graphic to your math worksheet, select an image from the dropdown menu. A preview of the graphic will appear to the right of the dropdown menu.

When you are satisfied with the conversion options, click on the <PREVIEW> button to preview the worksheet. To go to the previous Welcome Screen, click on the <BACK> button.

XI. TIME
On the Time page, there are four options for creating your time worksheet.

1. Select the type of problem:
There are two different types of time worksheets. The following are available:
   • TELL TIME : tell the time from analog clocks
   • DRAW HANDS : draw in the hands of clocks when time is given

2. Select the difficulty level:
There are four different levels for the time worksheets:
   • EASY (hour) : time problems are on the hour (ex: 12:00)
   • MEDIUM (quarter) : time problems are on every quarter hour (ex: 12:15)
   • HARD (five minute) : time problems are every five minutes (ex: 12:05)
   • ADVANCED (minute) : time problems are every minute (ex: 12:01)

3. The following appears on the top of the worksheet.
   Click on any of the boxes to edit the text:

   - NAME:
   - DATE:
   - TEACHER:
   - GRADE:
   - ENTER TITLE OF WORKSHEET HERE

Figure 9. Time
There are five different text fields you can customize that will appear on the top of the worksheets. Click on any of the boxes to edit the text. The last field that displays, “ENTER TITLE OF WORKSHEET HERE” will be centered on the worksheet and the font size will appear larger than the other text fields. If you don’t want any text, leave the fields blank.

4. Select a graphic to appear on the top right of the worksheet:
If you would like to add a graphic to your math worksheet, select an image from the dropdown menu. A preview of the graphic will appear to the right of the dropdown menu.

When you are satisfied with the time options, click on the <PREVIEW> button to preview the worksheet. To go to the previous Welcome Screen, click on the <BACK> button.

XII. DISPLAY OPTIONS
The Display Options page gives you the ability to customize the presentation of the math worksheet. This page is shown for addition, subtraction, division, multiplication, and fraction problems.

![Figure 10. Display Options](image)

1. Select the size of the worksheet:
In the dropdown menu, select the size and number of problems of the worksheet. The following options appear:
- 10 PROBLEMS – HALF SHEET: 10 problems appear on half of an 8.5”x11” sheet
- 25 PROBLEMS – HALF SHEET: 25 problems appear on half of an 8.5”x11” sheet
- 10 PROBLEMS – FULL SHEET: 10 problems appear on 8.5”x11” sheet
- 20 PROBLEMS – FULL SHEET: 20 problems appear on 8.5”x11” sheet
- 25 PROBLEMS – FULL SHEET: 25 problems appear on 8.5”x11” sheet
- 50 PROBLEMS – FULL SHEET: 50 problems appear on 8.5”x11” sheet
  – depending on the type of problems, multi-page sheet may result
- 75 PROBLEMS – FULL SHEET: 75 problems appear on 8.5”x11” sheet
  – depending on the type of problems, multi-page sheet may result
• 100 PROBLEMS – FULL SHEET: 100 problems appear on 8.5"x11" sheet – depending on the type of problems, multi-page sheet may result

2. **The following appears on the top of the worksheet.**
   **Click on any of the boxes to edit the text:**
   There are five different text fields you can customize that will appear on the top of the worksheets. Click on any of the boxes to edit the text. The last field that displays, “ENTER TITLE OF WORKSHEET HERE” will be centered on the worksheet and the font size will appear larger than the other text fields. If you don’t want any text, leave the fields blank.

4. **Select a graphic to appear on the top right of the worksheet:**
   If you would like to add a graphic to your math worksheet, select an image from the dropdown menu. A preview of the graphic will appear to the right of the dropdown menu.

When you are satisfied with display options, click on the <PREVIEW> button to preview the worksheet. To go to the previous screen, click on the <BACK> button.
XIII. PREVIEW

As shown in Figure 11, a preview of a sample math worksheet is displayed. The preview shown is smaller than the actual printed worksheet. You can use the scrollbar to the right of the worksheet to scroll down to the bottom of the worksheet page.

Along the top of the preview screen are different menus and buttons.

- BACK button: click on this button to go to the previous screen.
- START OVER button: click on this button to go to the Math Wizard Welcome Screen.
- PAGE 1 OF... dropdown menu of total pages to be printed.
- Worksheet & Key: By default, both the math worksheet and answer key is printed. You can also select to only print the worksheet, or only the answer key.
- Print button: click on this button to print the worksheet.