

## M MICROGRAMS



M User's Manual

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## Micrograms Preview Service

New Apple offerings from Micrograms are available for preview by means of the Micrograms PREVIEW PACKAGE. The PREVIEW PACKAGE has enabled us to continue providing educators the opportunity to assess first-hand the quality and value of our programs in the classroom.
Please be aware that the disks included in the PREVIEW PACKAGE are not the purchase versions of our programs. The preview programs contain a few technical differences from the purchase versions, such as an occasional on-screen reminder that the disks are for preview only and must be returned. Also, the preview disks will need to be reloaded periodically and have an abbreviated life span. PREVIEW PACKAGES are circulated to many schools for preview, so they may not look brand new when you receive them.
The primary functions of our PREVIEW PACKAGES are to introduce you to the quality of Micrograms materials and to provide you with a means to make informed software purchasing decisions. We hope you will find Micrograms PREVIEW PACKAGES to be a valuable resource as you search for the best software for your students.

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## Introduction

Micrograms specializes in developing top quality educational software for use by students in grades K-6. The popularity and effectiveness of Micrograms software is primarily a credit to the teachers who design and edit each program. Careful attention has been given to the elements that make our software so effective:

- focus on specific curriculum objectives
- clear and concise directions which minimize teacher preparation time and enable children to work independently
- motivating and challenging activities promoting student involvement through entertaining program design and graphics
- professional presentation of material to promote student achievement
- multiple levels of difficulty
- accurate educational content
- consistent and appropriate interest, difficulty, and vocabulary levels
- constant monitoring of student progress, on-screen tracking of student achievement, and performance summaries
- immediate and helpful feedback to student responses
- program options to allow the teacher to structure activities to accommodate individual student needs
- easy program operation
- fast-loading DOS to minimize down time when setting up or changing programs
- disk independent operation eliminating frustrating delays during programs and to allow a single program to be loaded into several computers
Since 1981 Micrograms has been dedicated to providing teachers and students with only top quality programs authored by experienced professional educators. Since our efforts to provide effective educational software are ongoing, teachers can expect to find new Micrograms materials each year. We hope that we have become a favorite source to meet your educational software needs.


## Purpose and Scope

The opportunity to manage Granny Applebee's Cookie Factory presents students with numerous challenges. The main objective of the program is to provide practice in decision making. What type of cookies should I make? What is the correct recipe? What supplies do I need? Where should I buy supplies? How do I fix broken equipment? How can I sell more cookies?
To solve the many problems in this game/simulation, students will need to read carefully and exercise their deductive reasoning and critical thinking skills. Some trial and error judgments will be necessary as students work to control the many cause and effect relationships which determine the consequences of their decisions.
As with any business, good organization skills will help lead to success. Neglected problems will tend to lead to more severe problems.
Students in grades 3 through 6 can enjoy Granny Applebee's Cookie Factory as a short or long-term activity.

## Getting Started

Easy program operation allows students to load and explore Granny Applebee's Cookie Factory with little or no teacher assistance.
To load the Granny Applebee's Cookie Factory disk on an Apple Ile (128k) or Ilc computer:

- Insert the disk, label side up, into disk drive 1 and close the door.
- Turn the computer on.

When the title screen appears, press return to continue. As students begin this exercise in critical thinking and problem solving, we suggest they be given the options of simply exploring highlighted keys and/or referring to the program manual.

## Program Operation

After leaving the title screen, you will enter Granny's factory. Enter your name and press return to begin play.
There is a lot to take care of while running Granny's factory. As you begin play, you will have $\$ 10,000$. This money will be needed to advertise, pay workers, pay bills, taxes and rent, pay for machine repairs, and buy more supplies when needed. To earn more money, you must sell cookies. Keep your eye on Granny's timer and calendar. Try to get as much done in a day as possible.

To begin work, use the $\leftarrow$ and $\rightarrow$ arrow keys to select information needed or the area you would like to work in, and press return. You may also select a work area by pressing one of the following keys:

| O | Orders |
| :--- | :--- |
| S | Supplies |
| B | Baking |
| D | Delivery |
| \$ | Bills |
| R | Repairs |
| F | Finances |
| M | Marketing |

## Orders

The Cookie Orders page displays a chart that will show who is ordering cookies from Granny, what kind of cookies they want, and how many cookies they need. The number of cookies ordered is underlined. Orders underlined in white are new orders. A color bar beneath the chart shows that orders underlined in dark blue or gray have been around awhile and should be filled soon.
Use the Cookie Orders chart to help you decide what kind of cookies to bake next and how many to make. Also check the orders before you deliver cookies. If there are not enough orders, maybe you should advertise more.

## Supplies

The supplies that you have ready to use are displayed at the top of the Supply screen. Use the $\uparrow$ and $\downarrow$ arrow keys to see how much you have of each ingredient.
When you need to buy new supplies, refer to the bottom half of the screen. Use the space bar to select which store you would like to buy from. Pay careful attention to the prices. Also, be sure to check how long it will take the store to deliver your supplies. If you need the supplies right away, shop where the delivery will be "today". Press $\mathbf{B}$ to buy the highlighted item.
Remember to keep stocked up on supplies. Check the recipe cards to see which supplies you will need the most.

## Baking

When baking cookies, begin by using the $\uparrow$ and $\downarrow$ arrow keys to select the recipe for the cookies you want to bake. Next, use the $\leftarrow$ and $\rightarrow$ arrow keys to indicate how many dozen cookies you plan to make. Sometimes it's a good idea to make some extra cookies to have in stock for future orders. For example, if you have orders for 300 dozen Sugar Cookies, it might be smart to bake 500 dozen Sugar Cookies if you have enough supplies. Press $\mathbf{M}$ when you are ready to MIX the batter.
When mixing the batter, use the $\leftarrow$ and $\rightarrow$ arrow keys to select an ingredient. Then enter a number to show the quantity needed. Ingredients marked "other" will be added automatically. Remember to follow the recipe closely. If the recipe is for 100 dozen cookies, you will need to do some math to make 200 dozen cookies. If you forget ingredients or mix the wrong amounts, the cookies will not taste the same and your customers will not be happy.
Press B when you are through mixing and ready to put the cookies in the oven. Use the $\leftarrow$ and $\rightarrow$ keys to set the oven temperature. Use the number keys to indicate how many minutes to bake your batch of cookies.

## Delivery

At the top of the Delivery page you will see Granny's Cookie Mobile and a chart showing the cookies you have in stock. These are the cookies you have baked and which are ready to deliver.
To deliver cookies, use the number keys to indicate how many dozen you will send. Use the space bar to choose the type of cookie being delivered. Use the A B C D E F keys to show where the cookies are being delivered. Press S to SHIP, or deliver, the cookies.
Be careful to ship the correct quantity and type of cookie. Also be sure to deliver the cookies to the right customer. Press $\mathbf{O}$ if you need to review the ORDERS before delivering.

## Bills

Running a factory is expensive. You must be sure Granny's rent and taxes are paid. You will also need to pay bills for the supplies you buy and the advertising you do.
Use the space bar to look through your bills. The date a bill is due by is printed in the upper right-hand corner. Today's date is on Granny's check. Press $\mathbf{P}$ to PAY the bill shown. The weekly payroll and the cost for machine repairs are deducted from Granny's account automatically.

## Repairs

While you are busy baking, advertising, and delivering cookies, don't forget to check the machines frequently. Some routine maintenance is recommended every day. If the equipment is not clean and well cared for, it will break down more often. Needed repairs will be listed at the top of the main screen and highlighted by flashing red lights on the Repair screen. Use the space bar to select the area of repair. Use the $\uparrow$ and $\downarrow$ arrow keys to locate the specific repair needed. Again, the light to the left will be green for machine parts that are running well and red when a repair is needed. Follow the directions given and press return to make repairs. Remember, if repairs are ignored, the machines will break down more often and will be more expensive to fix. Keep an eye on Granny's calendar to be sure you perform routine maintenance on schedule.

## Marketing

Marketing is an important part of business success. In order to have more people buy Granny's cookies, they must hear about them. The Marketing category allows you to advertise in the newspaper, on television, on radio, and on billboards. Store owner's like to buy products that are advertised well because they know they will be easier to sell. Press 1 to advertise. Use the highlighted keys to indicate where you want to advertise and how much advertising you would like to buy.
In addition to advertising, you can market Granny's cookies by talking with store managers. Try to get more stores interested in buying Granny's famous cookies. Press 2 to call store managers. Make a sales call by pressing $\mathbf{S}$ and using the number keys to dial the number of the store you wish to contact.
Another marketing problem is to decide the best price for your product. Press 3 to look at the cookie prices. The wholesale cost of the cookies is what the stores pay Granny. Customers will buy cookies from the stores for the retail price.
Be careful when changing cookie prices. If cookies are too expensive, no one will buy them. If they are too inexpensive, Granny won't earn enough money to run the factory. Compare your prices to the prices of other leading brands.
Other Leading Brands
Types
Wholesale Cost/Dozen
Chocolate Chips ..... 2.25
Oatmeal ..... 2.00
Sugar Cookies ..... 1.75
Peanut Butter ..... 1.75

Chocolate Chip and Oatmeal Cookies are the most expensive for Granny to make. Her Chocolate Chip Cookies have always been the most popular among customers.
Good luck with your marketing. Advertising can be very expensive, but you want people to think about Granny Applebee's Cookies when they go to the store. Remember to keep an eye on Granny's calendar so you plan your advertising well.

## Finances

The amount of money displayed on the computer by Granny's desk shows how much cash she has available to spend to run her factory. It does not show the value of her supplies or the money she owes in bills. When you begin managing Granny's factory, you have $\$ 10,000$ in cash and $\$ 725$ worth of supplies. Check the Finances page to see what you have in cash and supplies after managing for a few days. You can also see the value of the cookies you have in stock (baked but not delivered yet).
The figures on the Finances page will compare what you have now to what you had when you began the game. The highlighted line near the bottom of the page will display what your profit or loss has been since you started.
After you have looked at how well you have done, press the control and $\mathbf{Q}$ keys to quit playing or press $\mathbf{G}$ to return to Granny's desk and continue.

## Manager's Report Card

When you are ready to stop managing, press the control and $\mathbf{Q}$ keys. You will then see a Manager's Report Card that displays grades for how well you have done in managing several important parts of Granny's business. Remember what areas you feel need improvement and give them more attention when you play again. See if you can earn a top score and become Granny's Manager of the Month.

## Tips for Success

The following suggestions should help you manage Granny's busy factory more successfully.

1. Do some marketing. Think how advertising influences your choice of the things you buy. If you advertise well, Granny's cookies may become more popular. The trick is how to advertise enough to increase sales but not so much that you spend all your profit.
2. Keep supplies in stock. If you run out of supplies you may need to wait a day or two for new supplies or pay a higher price to get supplies in a hurry. Delays will be frustrating. You will soon discover which supplies are used up quickly and need to be stocked in greater quantities.
3. Bake in larger quantities. Your time will be used more efficiently if you bake more than 100 dozen cookies at a time. Cookies you don't need for immediate orders can be saved in stock for later orders. Of course, baking in larger quantities will use your supplies faster.
4. Maintain Granny's machines. When doing repairs, keep an eye on the recommended daily and weekly routine maintenance. If the routine maintenance is ignored or if repairs are not made promptly, expect more mechanical problems.
5. Keep organized. Don't go from screen to screen simply looking and wondering what to do next. Decide what work you want to get done and go do it. Every time you return to Granny's desk, some time ticks off of her timer. Do as much work as you can when you leave Granny's desk. Notice that you can check orders, deliver cookies, return to orders, and bake cookies all before going back to Granny's desk.
Keeping Granny's factory in business for a long time is not easy. By being a good problem-solver, you will discover ways to run things more efficiently after a few weeks on the job. We hope you can manage to stay ahead. Good luck.

## Program Options

Press the control key and $\mathbf{T}$ simultaneously to access the following program options:

| 1 | Set Profit Goal |
| :--- | :--- |
| 2 | The Automatic Recipe Multiplier is off |
| 3 | Create a Data Disk |
| 4 | Load Previously Saved Student Progress Data |

Press 1 and use the $\leftarrow$ and $\rightarrow$ arrow keys to set an achievement goal for students. Granny's computer will let them know when the target level of profit has been earned. You may need to explain to students that the goal refers to net profit. Bills owed are subtracted from the money they have earned. If the teacher does not change the profit goal, it will be set at $\$ 1000$. Some goals will take more than one computer period to achieve.
By pressing 2, the automatic recipe multiplier can be turned on and off. When it is off, students will have to multiply on their own when doubling recipes. When the multiplier is on, volumes and measures of each ingredient are automatically calculated for the cookie quantity selected. The student will only need to follow the given recipe accurately.
This option allows teachers to emphasize a math application in problem solving for the students who are ready and able to succeed at multiplying 2 digits by a single digit. By turning the option on, the math is circumvented and students may concentrate on addressing the many other problems in managing Granny's factory. An intermediate step would be to turn the option off and provide students with a calculator to use.

Press 3 to create a student data disk. You must have the Granny Applebee disk and your own formatted blank disk available for this process. Once you have created a data disk, you will be able to save student data after each student session. This option allows a student to begin a new session with the same cash, supplies, cookie stock, volume of orders, and bills that were accumulated during a previous session. In addition to the challenge of earning a sizable profit, students can be proud of being able to keep Granny's factory running smoothly over a long period of time.
Press 4 to load student progress data which you have previously saved. The student data disk must be in the disk drive. Use the $\leftarrow$ and $\rightarrow$ arrow keys to select which student data you would like to load, then press return.

## Save Options

When finishing a turn at managing Granny's cookie factory, students may want their progress saved so that they may later begin where they had left off. Press control and $\mathbf{Q}$ to quit playing. The Manager's Report Card will be presented to summarize performance. Press S to save student progress. A student data disk (see Program Options) must be in the disk drive when saving data.
Student file names will be taken from the names entered when starting the program. When a player saves his progress again on the same disk, his new data will replace previously saved data. Also, when two players have entered the exact same name, one player's progress will replace the other player's progress when saved to the same data disk. To avoid losing data inadvertently, some players may be wise to use a middle initial or nickname.
See Program Options for information on how to load student data which has been saved.

## Special Keys

control $\mathbf{T} \quad$ Pressing the control key and $\mathbf{T}$ at the same time will access the teacher options.
control $\mathbf{S}$ Pressing the control key and $\mathbf{S}$ at the same time will switch the sound on and off.
$\leftarrow$ and $\rightarrow \quad$ From the main screen, use the front and back arrow keys to select an information screen or work area. Then press return.
$\begin{array}{ll}\text { G } & \begin{array}{l}\text { Return to Granny's Desk on the main screen by } \\ \text { pressing G. }\end{array} \\ \text { control Q } & \begin{array}{l}\text { Quit for now by pressing control and } \mathbf{Q} \text { at the same } \\ \text { time. }\end{array}\end{array}$
Discover the use of other highlighted keys throughout the program by reading carefully or by trying them.

## Disk Independent Operation

Micrograms programs are designed to load quickly and to operate independently of the disk drive. This enables you to load a single program into more than one computer. Children at several computers can use the same program simultaneously without needing to access the disk. Disk independent operation is intended to facilitate efficient usage of our materials and minimize the need for purchasing multiple disks.

## Customer Service

At Micrograms our dedication goes beyond developing top quality educational software. We are further committed to keeping in touch with teachers across the nation and addressing any software needs they have. Our toll-free customer service line is offered to help teachers with software concerns.
If you are encountering a problem, have a question, or would like to make a suggestion, please call. Feedback concerning specific strengths or suggested refinements in current programs better enables us to continue to develop software that is effective and tailored to teachers' expressed needs.

## 1-800-338-4726

## Micrograms Guarantee

Micrograms is proud of the classroom effectiveness of its offerings. We invite you to use and review our programs for 30 days. If after use and review, you feel our programs are not effective instructional tools, you may return them for a full pur-chase-price refund.

MICROGRAMS PUBLISHING
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## GRANNY APPLEBEE'S COOKIE FACTORY

for ages 8-12


Students who take on the challenge of managing Granny's cookie factory will be met with many decisions to make. Which cookie order should be filled first? Do you have the right ingredients? Where should you buy supplies? How do you repair the thermal fiddlywink? How can you increase cookie sales?

As with any business, good organizational skills will help lead to success. Neglected problems will tend to lead to more severe problems. How good are you at making sensible decisions and solving problems? Can you become Granny's Manager of the Month? You're hired.

- $128 \mathrm{k}, 16$ color graphics
- focuses on decision-making
- requires careful organization
- exercises critical thinking and problem solving skills
- involves deductive and inductive reasoning
- features disk-independent operation

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