ROCKETREADER®

VOCAB INSTRUCTIONS

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INTRODUCTION

RocketReader Vocab is vocabulary training software for ages 11 and above. It is ideal for students developing their vocabulary and adults wanting to communicate effectively at work. Effective communication is vital for career success.

RocketReader Vocab trains you on a commanding set of words conveniently organized into 37 lessons. It includes a powerful lesson creation and editing tool. This tool enables you to edit the built-in lessons and create your own lessons, so you can master any material you choose. *RocketReader Vocab* provides full pronunciation, hints and explanations. *RocketReader Vocab* makes learning vocabulary fun and effective.

SYSTEM REQUIREMENTS

Windows NT, 2000, XP or Vista
30 Mbytes available hard drive space
Sound card and speakers or headphones

INSTALLATION

Download

1. Go to:
   http://www.rocketreader.com/download/RocketReaderDownload.html
2. Click on *American*, if you want an American voice, or *British*, if you want an English voice, in the *Try Vocabulary Software* box
3. Select *Run* in the two boxes that appear
4. Follow the prompts on the Installation Wizard

Note: Make a record of where you downloaded the file for future reference.

CD
1. Place CD-ROM in your CD-ROM drive
2. If the installation does not start automatically, then double-click rocket_vocab_vxx_xx.exe file on the CD-ROM drive
3. Follow the prompts on the Installation Wizard

STARTING THE PROGRAM

Once the program is installed, run *RocketReader Vocab* by double clicking the desktop
icon or using the *Start | All Programs | RocketReader Vocab | rocket_vocab* menu item.

REGISTRATION

1. Start *RocketReader Vocab* as above
2. The Login window will come up with the words *Edit Lessons* in the *User Name* box - click on the *OK* button
3. In the *RocketReader Vocab* window click on the *Register* button (the yellow button on the right)
4. Enter your registration string exactly as provided to you

LOGGING ON

1. In the *Login* window, click on the *New User* button
   or select *Vocabulary – New User* from the drop down list
2. Enter your user name in the *User Name* field
3. Enter your password in the *Password* field
4. Click on the *OK* button
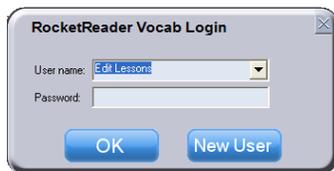
Note: Each user should have his or her account and should log in each time using the same user name and password, so progress can be recorded under the relevant account.

LESSONS

There are six lesson categories i.e. *Advanced, International, People, Professional, The Arts* and *All*. To see what lessons are in a category, click on the relevant category tab. The *All* category displays all the lessons available.

Selecting a Lesson

1. Highlight a lesson by clicking on the title
2. Click on the Run Lesson button or double click on the title to commence the lesson

Note: If you place the mouse over a button, a helpful tool tip appears.

Completing a Lesson

Pronunciation
1. You will hear the word pronounced
2. To hear the word pronounced again, click on the pronunciation button

Hints

1. There are two or three hints for each word
2. To see the first hint, click on the hint button
3. To see the next hint, click on the hint button again

Answering

1. Select your answer by clicking on the round toggle next to the answer
2. The box around the question flashes green for correct and red for incorrect. You will also hear an appropriate sound.
3. When you select the correct answer, the correct answer is displayed with a brief definition
4. Click on the red arrow to advance to the next question
5. When you have answered all the questions, you will see the *Lesson Complete* screen. The screen will display the number of questions answered correctly and incorrectly and give a percentage score.
6. Click on the *Exit* button to exit the lesson

Note: Percentage of questions completed and time elapsed are displayed at the bottom of each screen as you progress through the lesson.

CREATING CATEGORIES AND LESSONS

In *Edit Lessons* mode, you can create, edit or delete categories. You can also create, edit or delete lessons.

In *Edit Lessons* mode, the main window has some new buttons. The category buttons are at the top of the screen and the lesson buttons are at the side of the screen.
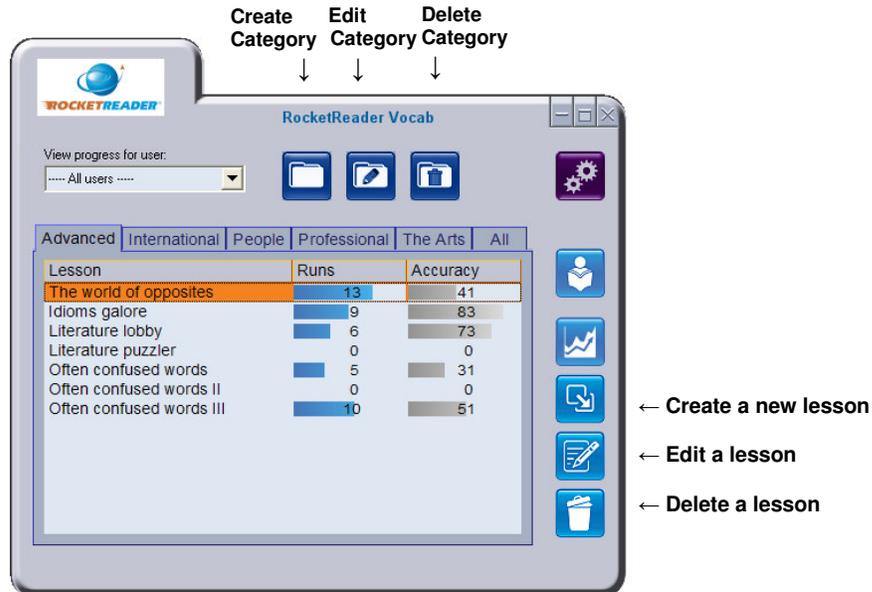
Entering Edit Lessons Mode

First, you need to logon as *Edit Lessons*:

1. Open *RocketReader Vocab*
2. In the *Login* window, select *Edit Lessons* from the drop down list in the *User Name* field
3. Enter a password

Note: We recommend you add a password for the *Edit Lessons* account, if a number of people are using your computer, as this account allows you to view results for all users. To change the password login into the *Edit Lessons* account and follow the Changing Password instructions at page 12.

Categories

Creating A New Category
1. Click on the *New Category* button
2. Enter a new category name
3. Click on the *OK* button

Editing a Category

1. Click on the *Edit Category Name* button
2. Change the name of the category
3. Click on the *OK* button

Deleting a Category

1. Select the category you wish to delete by clicking on the relevant category tab
2. Click on the *Delete Category* button
3. A new window will appear asking "Delete this category?"
4. Click on the *Yes* button

Note: You must delete all lessons in a category before you can delete the category.

Creating a New Lesson

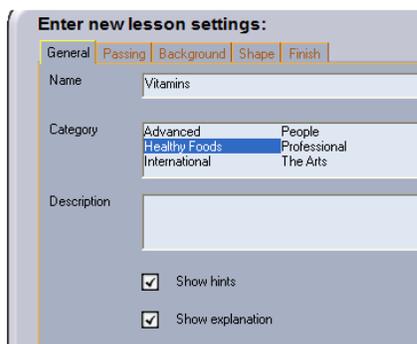First, you enter information in the *New Lesson Settings* window and, second, in the *Edit Questions* window.

1. Click on the *New Lesson* button

2. A new window called *Enter new lesson settings* will open

Lesson Settings

In this window, you can name and categorize the new lesson, enter a passing score and messages for users, select images for messages and the background, choose a flip card shape and enter an url to visit on lesson completion. There are five tabs in this window, i.e. *General, Passing, Background, Shape* and *Finish*.

This example shows a new category called Healthy Food and a new lesson called Vitamins.

Important: Only click on the *OK* button after you have entered all the relevant information that you want to enter in all five tabs. This will then take you to the next screen, the *Edit Questions* window.

General Tab

1. Type in the name of the new lesson in the *Name* field
2. Click on a category name in the *Category* field to assign the lesson to that category
3. Enter a summary of the lesson in the *Description* field
4. If you do not want users to receive hints, suppress hints by deselecting the *Show Hints* checkbox
5. If you do not want users to receive an explanation, suppress explanations by deselecting the *Show Explanation* checkbox

Passing Tab

This section allows you to enter a passing score and provide messages and pictures for users who achieve or fall below the passing grade.

Selecting images

Selecting an image on your computer

1. Click on the *Select Image* button
2. Scroll to where you have saved the image
3. Click on the image
4. Click on the *Open* button

Tip: To preview images stored on your computer, select *Thumbnails* from the drop down list in the *Open* window.
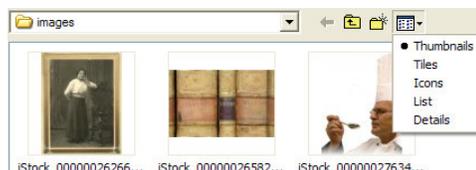
Selecting a web image

1. Click on the *Select WEB Image* button
2. Search the internet by entering the search words for the image you are searching for
3. Click on the *Search Images* button
4. Select the image by clicking on it
5. Click on the *OK* button

Note: To filter your search to remove explicit images:

1. Open the *Explorer* web browser
2. Go to:
   http://images.google.com/preferences?hl=en
3. Select the option *Use Strict Filtering*
4. Click on the *Save Preferences* button

Warning: *RocketReader Vocab* uses the Google image search engine without filtering the results. The Google image search engine accesses millions of images including third party images, which may be subject to copyright and

may contain explicit images. You are responsible for not violating copyright and filtering the search to exclude explicit images. RocketReader is not liable for any claim for damages by you or a third party arising out of your use of the Google image search engine.

Removing images
To remove an image, click on the *Remove Image* button.

Background
This section allows you to select an image for the background or a text color.

Changing text color
1. Click on the words *Text color (click to change)*
2. Select a color by clicking on it
3. Click on the *OK* button in the *Color* window

Shape
This section allows you to set the shape of flash cards.

1. Click on the *Shape* tab
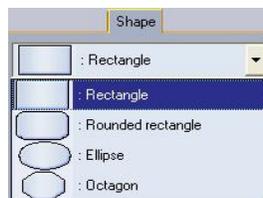
2. Select the flip card shape from the drop down list

Note: This has no effect on multiple choice questions.

Finish
This section allows you to set a web page, which will automatically open when the lesson is completed. This is useful, if you want students to undertake further research about a topic.

Click on the *OK* button to open the next window, the *Edit Questions* window.

Edit questions

In this window, you can enter your lesson data by entering your questions, answers, explanation and hints. You can also arrange the questions, choose your own voice hint and select the question format and images to go with the answers and explanation.

Entering questions

1. Type the question in the Question field
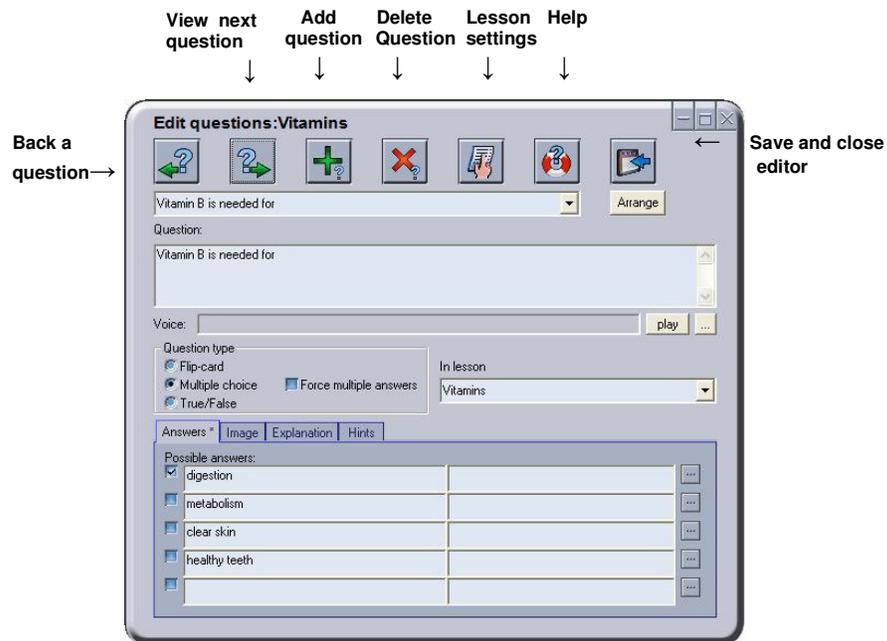2. You can choose a spoken hint for each question by clicking on the box to the right of the play button. You can select a sound file in Ogg Vorbis, Wav or MP3 format. Use the Windows voice recorder to record your sound files.
3. Select the *Question Type* (i.e. *Flip-card, Multiple choice* or *True/False*) by clicking on the toggle to the left of the option you want to select
   a. *Flip-card*
      i. Enter two possible answers in the *Answers* tab
   b. *Multiple choice*
      i. Enter possible answers in the *Answers* tab. You can elect to have more than one correct answer by entering two or more correct answers and selecting *Multichoice.*
      ii. Select the correct answer(s) by checking the toggle to the left of the correct answer(s)
      iii. You can select an image for each possible answer by clicking on the box the right of the possible answer

      c. True/False
         i. Indicate whether the proposition is true or false by checking the toggle to the left of the correct answer

4. Click the Image tab and then select an *Image* or *Web Image* for the question
5. Click on the *Explanation* tab, type an explanation and then select an *Image* or *Web Image*
6. Click on the *Hints* tab and type up to three hints
7. Click on the *Add Question* button at the top
8. Enter the next question by going through steps 1 to 6
9. When you have finished entering questions, click on the *Save and Close Editor* button at the top on the right

EDITING LESSONS

1. Click on the lesson title
2. Click on the *Edit Lesson* button

3. To go forward a question, click on the forward arrow
4. To go back a question, click on the back arrow
5. To add a question, click on the plus arrow
6. To delete a question, click on the red cross:
    a. A new window will ask "Delete this question?"
    b. Click on the *Yes* button
7. To change the lesson settings, click on the *Lesson Settings* button
8. To rearrange the question order, click on the *Arrange* button:
    a. To change the order of the questions, click on the question and use the up and down arrows
    b. To deactivate/activate questions, click on the question and use the forward and back arrows
    c. Click on the *OK* button
9. To change a question:
    a. Click on the drop down arrow
    b. Click on the question you wish to change
    c. Change the text of the question in the text box
10. To change a sound, click on the box to the right of the word *play* and choose your own sound file
11. To change the *Question Type*, click on the format you want i.e. *Flip-card, Multiple choice or True/False*
12. To change which lesson the question appears in, click on the drop down arrow to the right of the *Move question to lesson* field and choose the title of the lesson in which you would like the question to appear
13. To change the answers, click on the *Answers* tab and amend the text of the possible answers
14. To change or remove a question image, click on the *Image* tab and change or remove the image

15. To change the explanation, click on the *Explanation* tab and amend the text of in the *Answer explanation* field
16. To change the hints, click on the *Hints* tab and amend the text of the hints
17. To save and close the editor, click on the *Save and Close Editor* button

Note: To edit a lesson, you need to login as *Edit Lessons*.

DELETING A LESSON

Warning: Deleting a lesson deletes all the questions in that lesson and all the user statistics for that lesson. Once a lesson is deleted, the lesson, the questions in it and the user statistics for that lesson cannot be retrieved.

1. Click on the title of the lesson you wish to delete
2. Click on the *Delete lesson* button

3. A new window will open asking you "Are you sure you want to delete this lesson including all the lesson questions and associated user statistics?"
4. Click on the *Yes* button

Note: To delete a lesson, you need to login as *Edit Lessons*.

REPORTS

There are statistics and graphs available for individual and all users.

An individual can view his or her statistics by logging into his or her account.

To view statistics for other users, you have to login as *Edit Lessons* and from the drop down list under the *View Progress for User* field select the name of the user whose details you wish to see or to see details of all users select *All Users* or *Edit Lessons*.

Statistics

Next to the *Lesson* column there are two columns called *Runs* and *Accuracy*. *Runs* display the number of times a lesson has been attempted and *Accuracy* the overall percentage of questions answered correctly.

Graphs

1. Highlight one or more lesson titles
2. Click on the *Graph lesson* button

3. There are three selection tabs available i.e. *Achievement, Lesson* or *History*

4. Click on the relevant tab

Note: It is possible to view the results of more than one lesson in a category. Hold down the *Ctrl* key and click the additional lessons you want to select or use the *Shift* key to select a number of lessons in a row before clicking on the *Graph lesson* button.

Achievement Tab

This graph displays the percentage of correct answers and the number of times the lesson has been completed. Different colors are used for each user.

Lesson Tab

This graph displays results averaged by selected users and allows you to determine whether the average standard is high or low.

History Tab

This displays a detailed history by lesson title, date lesson undertaken and the percentage of questions answered correctly and a lesson summary with overall percentage of questions answered correctly.

OPTIONS

1. Click on the *Options* button

2. There are five tabs i.e. *Sound, Account, License, Upgrade* and *About*

Sound

1. Click on the *Sound* tab
2. Adjust sound and/or voice volume by dragging the slider(s)
3. Test the sound adjustment by clicking on the *Test* button
4. Click on the *OK* button

Account

The *Account* tab allows you to change your password or delete a user.

Changing Password

1. Click on the *Account* tab
2. Click on the *Change Password* button
3. Enter your password
4. A window will open with the message "Password updated. Next time you login the new password will apply."
5. Click on the *OK* button

Deleting a User

1. Click on the Account tab

2. Click on the *Delete User* button
3. A window will open with the message "Are you sure you want to delete user 'x' and all the saved progress?"
4. Click on the *Yes* button

License

The *License* tab allows you to change your registration string or check your registration details.

Changing your Registration Key

1. Click on the *License* tab
2. Click on the *Change License* button
3. Enter your registration string where specified
4. Click on the green *Register* button

Checking Registration Details

1. Click on the *License* tab
2. Click on the *Web Check License* button
3. A window will open with information about whether your registration string is valid and whether you are entitled to web updates

Upgrade

The *Upgrade* tab allows you to check whether you are running the latest version of RocketReader Vocab.

1. Click on the *Upgrade* tab
2. Click on the *Check for Upgrades* button
3. An internet window will open with information about the version number, your registration string and whether an upgrade is available.
4. If an upgrade is available, click on the link to download the latest version

Note: To check registration and upgrade information you need to be connected to the internet.

About

The *About* tab allows you obtain further information about RocketReader Vocab and remove example users.

Obtaining Further Information

1. Click on the *About* tab
2. Click on the *About* button
3. An internet window will open with links to the RocketReader website, support and orders and acknowledgement/credits information

Removing Example Users

1. Click on the *Account* tab
2. Click on the *Remove Example Users* button

3. A window will open with the message "Example users have been removed – all changes will be applied next time you run RocketReader Vocab"
4. Click on the *OK* button

EXAMPLE USERS

Data for two example users is included for reference purposes. To view this data, either login as an example user (i.e. Janet May or Joe Smith) or login as *Edit Lessons*.

STORAGE AND SECURITY

If you purchased a download, take a backup of the downloaded file to a CD. Keep your RocketReader Vocab CD or backup and your registration string in a secure location.

SUPPORT

Technical Support

Please email:
support@rocketreader.com

Contact Details

RocketReader
www.rocketreader.com

USA Office
1133 Broadway, Suite 706
New York, NY 10010
Ph: (646) 736 7673 (New York)
Ph: (415) 992 5412 (California)
Fax: (877) 731 4410 (toll free)

Australasian Office
Level 2, 25 Gresham Street, Adelaide SA 5000
GPO Box 944, Adelaide SA 5001
Ph: +61 8 8410 2771 (International)
Fax: +61 8 8125 6679 (International)